

**BY-LAWS OF THE**  
**OUR LADY OF FATIMA COUNCIL OF CATHOLIC WOMEN**  
**ALCOA, TENNESSEE, U.S.A.**

**REVISED-2018**

**ARTICLE I**  
**NAME AND OBJECTIVE**

**SECTION 1**

This organization shall be known as Our Lady of Fatima Council of Catholic Women (O.L.O.F.C.C.W.), Knoxville Diocese Council of Catholic Women (K.D.C.C.W.), and an affiliate of the National Council of Catholic Women (N.C.C.W.).

**SECTION 2**

The objectives of this organization shall be to unite the women of the parish spiritually (one reflection day per year/a decade of the rosary monthly) and socially. To assist the parish in financial matters when needed through fundraisers, gifting money to parish and scholarships, and to establish relations with local civic and social agencies ( Pregnancy Resource Center/volunteer hours).

**SECTION 3**

The name of this organization shall not be used for any purpose other than the designated objectives of this organization as stated in Section 1 and Section 2 and must have the approval of the board.

## **ARTICLE II MEMBERSHIP**

### **SECTION 1**

All women of the parish, 16 years and older, who subscribe to the objectives of the O.L.O.F.C.C.W. are members.

### **SECTION 2**

The pastor or someone appointed by the pastor of Our Lady of Fatima shall be the spiritual moderator and shall be invited to attend and participate in all meetings and C.C.W. events.

### **SECTION 3**

The President of the Knoxville Diocese Council Catholic Women is invited to participate in all meetings and events of Our Lady of Fatima Council of Catholic Women.

### **SECTION 4**

Annual Dues for membership shall be payable in May and announced annually.

### **SECTION 5**

Annual organizational dues for affiliation with the Diocesan and National Councils of Catholic Women shall be forwarded to the Knoxville Deanery Council Treasurer by November 1. Dues shall be as stated in correspondence received from the Councils.

## **ARTICLE III OFFICERS**

### **SECTION 1**

Elected officers shall be President, Vice-President, Recording Secretary, and Treasurer. Any active dues paying member is qualified to become an officer. The Spiritual Moderator is an officer of O.L.O.F.C.C.W.

### **SECTION 2**

- A. The President shall preside at all meetings and all executive meetings and is an ex-officio member of all committees. The President shall appoint the chairlady of such committees as are necessary for the success of the program. The President and Vice-President shall serve as official delegates to Deanery and Diocesan meetings, and any member is welcome to attend.
- B. Expenses approved by the board for official functions shall be covered by O.L.O.F.C.C.W. with Treasury Funds if available. If the President or Vice-President cannot attend the K.D.C.C.W. conventions, another Board Member shall be appointed as delegate with the same privileges.
- C. The Board members shall attend to all public relations and publicity of the O.L.O.F. C.C.W. including notifying the Pastor of O.L.O.F. of announcements to be made by a member of the board at Sunday Masses, placed in the parish bulletin, local newspaper or ETCN.
- D. If a member of the Board is unable to fulfill the term of their office, then the Board shall either hold an interim election or appoint a member to fulfill the term.

### **SECTION 3**

The Vice-President shall assume the duties of the President in her absence and be in charge of programs.

## **SECTION 4**

The Recording Secretary shall keep the minutes of the organization and of the Executive Board and shall be custodian of all official records of the organization.

## **SECTION 5**

The Treasurer shall receive all monies of the organization, shall keep an accurate account of all receipts and expenditures, and shall pay out funds as generated by O.L.O.F.C.C.W. Any exceptional expenses shall require authorization by the O.L.O.F.C.C.W. Executive Board. The Treasurer shall give a financial report at each meeting. A copy of the Treasurer's Report must be submitted to the Office Controller of O.L.O.F.

## **ARTICLE IV ELECTIONS**

### **SECTION 1**

The election of officers shall be by written ballot. The written ballot may be dispensed with by unanimous vote when there is only one candidate for the office. The normal term of office shall be two (2) years. Any officer may serve more than two (2) years by election of a quorum.

### **SECTION 2**

The quorum consists of all members present at any given meeting and including two (2) officers at minimum.

### **SECTION 3**

A Nominating Committee of three (3) members shall be appointed by the Board at the January meeting. The Nominating Committee shall submit a slate of candidates for office at the February or March meeting. Nominations may also be made from the floor; however, no-one shall be nominated whose consent to serve has not been obtained.

#### **SECTION 4**

Nominees shall be any active member of O.L.O.F. C.C.W. and of the parish for at least a year. She must have consented to serve in the office for which nominated.

#### **SECTION 5**

Members of the Nominating Committee may not be candidates for office while serving on the Nominating Committee.

#### **SECTION 6**

The incoming President as elected by the membership shall become the President-Elect and assume the vacancy office should the President and/or the Vice-President be unable to fulfill the term of their office.

#### **SECTION 7**

All offices shall be filled by election with a standing vote.

### **ARTICLE V BOARD OF DIRECTORS**

#### **SECTION 1**

The Board of Directors shall consist of all officers of Our Lady of Fatima Council of Catholic Women, the Pastor, and/or Spiritual Moderator.

#### **SECTION 2**

The Board of Directors meets at the discretion of the Officers.

### **SECTION 3**

- A.** The Board of Directors shall examine the By-Laws every two (2) years. (The By-laws may be revised or amended by two-thirds (2/3) vote of the membership present and previous notice. The notice shall state whether the by-laws will be revised or amended).
- B.** The Board of Directors shall appoint all Nominating Committees.
- C.** In the event of special expenditures, the Board of Directors shall approve of such disbursement not to exceed \$500.00; in excess of \$500.00 needs the approval of the membership.

### **SECTION 4**

A quorum for the Board of Directors consists of the members present with a minimum three (3).

## **ARTICLE VI MEETINGS**

### **SECTION 1**

Our Lady of Fatima Council of Catholic Women will meet on a monthly basis from September through May on the 2<sup>nd</sup> Monday of the month at a time to be determined.

### **SECTION 2**

A quorum for the transaction of business constitutes all members present with a minimums of two (2) Officers at any given meeting.

### **SECTION 3**

Special meetings will be called at the discretion of the Officers.

**ARTICLE VII  
PARLIAMENTARY AUTHORITY**

**SECTION 1**

The rules of Robert's Rules of Order Newly Revised shall govern the O.L.O.F.C.C.W. in all cases in which they are applicable and are consistent with these By-Laws.

**ARTICLE VIII  
REVISIONS AND AMENDMENTS**

**SECTION 1**

The By-Laws may be revised and/or amended by a meeting and approval of the membership present. The Board of Directors shall take on the duty of revisions and amendments, or appoint a committee to do so.

**SECTION 2**

Revised or amended By-Laws; will be posted 30 days prior to a vote on the church website and CCW Bulletin Board for review by the membership.

**SECTION 3**

At the meeting after the 30 day posting of the revised or amended By-Laws, one (1) standing vote consisting of two-thirds of the quorum present shall be required for passage of the By-Laws.

**ARTICLE IX  
COMMISSIONS AND COMMITTEES**

**SECTION 1**

Committees shall be appointed as needed by the Officers.

**ARTICLE X  
AUTONOMY**

**SECTION 1**

The O.L.O.F.C.C.W. shall not in any way interfere with our government.

**ARTICLE XI  
DISSOLUTION**

**SECTION 1**

In the event of dissolution, the residual assets of the O.L.O.F.C.C.W. will revert to the parish of Our Lady of Fatima which is an exempt organization described in Section 501(C) (3) of the Internal Revenue Code.

**BY-LAW REVISION COMMITTEE:**

Sr. Yvette Gillen, R.S.M.  
Frances Brown  
Dolores Maglione  
Jeanne Henriquez

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Pastor