

St. Leo's PCCW
Constitution - Revised 1997

Preface This organization has been in existence since 1960. It is believed that a Constitution was written. However, for several years, it has not been located, thus, a new one is being written.

Article I. Name

Section 1. This organization shall be known as St. Leo's Parish Council of Catholic Women (PCCW)

Section 2. This society shall be affiliated with the La Crosse Diocesan Council of Catholic Women.

Article II. Objective

Section 1. To unite the ladies of St. Leo's Parish in spiritual, social and economic fields.

Section 2. To serve the pastor, by maintaining the altar and sacristy.

Article III. Membership

Each lady, belonging to the parish, shall be a member.

Article IV. Government

Section 1. The government of the Society shall be composed of a President, president-elect or two Co-Presidents, secretary (recording and corresponding), and a treasurer, who will all work with the pastor.

Section 2. The ladies of the parish shall be divided into groups, consisting of thirty or less. These groups shall be known as a Circle. As the parish grows, new circles shall be formed. There shall be one chairman or two co-chairmen heading each circle.

Section 3. The officers and circle chairmen shall establish standard operating procedures for the Society.

Article V. Officers Elected and Appointed

Section 1. A nominating committee of three or four ladies of the parish shall be appointed by present officers. The names of the ladies on the committee shall be presented at a meeting, prior to March 1, for approval of members attending that respective meeting.

Section 2. The names will be given to the pastor, who, in turn will print the names in the Sunday bulletin, with an announcement stating that any lady of the Parish who wishes to seek a particular office, should contact one of the ladies on the nominating committee.

Section 3. The nominating committee shall present the name or names for the positions of president-elect, secretary and treasurer, at the March meeting. Members attending that meeting vote for these officers. The candidate receiving a majority, wins. The nominating committee shall also present the names of the chairman appointed to head each circle. There will be no vote required on circle appointments.

Article VI. Term of Office

Section 1. Each office and chairmanship is for a one-year term.

Section 2. All officers will hold their office until their successors are elected and installed. All outgoing officers transfer all books and materials to new officers.

Section 3. All officers will hold office for a maximum of two succeeding terms for the same office. Circle chairmen may hold their positions for as many succeeding years as desired.

Article VII. Duties of Officers

Section 1. The President or Co-Presidents shall preside at all Altar Society meetings. She shall be present to represent the Society at all Parish Council meetings. She shall have full leadership of all standing rules.

Section 2. The Secretary shall keep the minutes of all meetings. She shall conduct all correspondence as the President desires.

Section 3. The Treasurer shall be the custodian of all the money. She makes deposits in the name of St. Leo's PCCW. She writes all the checks. She shall keep a record of all incomes and expenditures.

Section 4. The Chairmen of the Circles shall render their services in whatever way possible to help the President with her duties.

Article VII. Vacancies

Section 1. All vacancies shall be replaced by a person appointed by the President or Co-Presidents.

Article IX. Meetings

Meetings will be held on Thursday evenings. The President shall maintain the right to choose which Thursday of the month, and which months she desires for meetings, with a minimum of four meetings per term.

Article X. Standing Rules

Section 1. The President shall have full leadership in directing all activities as listed below.

Section 2. The chairmen of the Circles shall assist the President in whatever way possible, in all activities listed below.

Section 3. Activities during a term of office:

- A. Revise and update Circle list from parish membership list.
- B. Monthly coffee after Early Mass (excluding summer month) - paid for from Society funds. Donations are accepted.
 - 1. Graduation Coffee.
 - 2, First Communion Sunday, when communicants receive as a group. also their gift.
- C. Coffee, snacks/bars, entertainment, etc. at meetings.
- D. Confirmation prayer Cards
- E. By-monthly bingo at Mulder's.
- F. Once a year bingo at Lakeview Hospital.
- G. Ordering of Altar flowers at Christmas and Easter Time.
- H. Initiate and / or assist at work projects such as:
 - 1. Bake Sale at Chicken-Q
 - 2. Church Cleaning once a year.
 - 3. Any other project that may arise that the President herself or along with her officers and chairmen may decide to accept.

Article XI. Disbursement of Income

Income netted from work projects can be used in any manner, after being presented at a meeting and voted on, by ladies in attendance at that meeting. Priority should be given to the needs of the altar and sacristy, and to the reduction of the Parish debt.

Article XII. Amendments

By-laws may be presented at any meeting by anyone attending. A two-thirds vote of members attending a meeting shall be required to pass an amendment or by-law.

THIS CONSTITUTION SHOULD BE REVIEWED EVERY 5 YEARS.