

CONSTITUTION AND BYLAWS

METRO-EAST VICARIATE COUNCIL OF CATHOLIC WOMEN

ARTICLE I – NAME

The official name of this organization shall be Metro-East Vicariate Council of Catholic Women (MEV CCW). This organization shall be affiliated with the Diocesan and National Council of Catholic Women.

ARTICLE II – OBJECT

The object of this organization shall be to promote the programs of the Diocesan Council and to establish a link between the Diocesan officers and chairpersons and inter-parochial and parish organizations.

ARTICLE III – MEMBERSHIP

Every organization of Catholic women in the Metro-East Vicariate are members of the MEV CCW.

ARTICLE IV – GOVERNMENT

Section 1 – This organization shall be governed by a Vicariate Board of Directors under the direction of the Vicariate Moderator appointed by the Bishop.

Section 2 – Members of the Board of Directors shall be:

- A. The four Vicariate officers: President, President-Elect, Secretary, and Treasurer.
 1. The term of office is two (2) years for the officers. They shall comprise the executive committee.
 2. They shall be elected and installed every two (2) years during the spring meeting in the even number years. The President shall be elected from the outgoing board.
 3. No officer may succeed herself in the same office, except for the treasurer.
 4. **Nominating Committee: Works within the vicariate and local councils to recruit leaders for the Metro East Vicariate CCW.**
 - (a) A Nominating Committee of three to five (3-5) members shall be elected by the members for a two-year term at the Fall Vicariate meeting in the odd number years. **Candidates for the Nominating Committee should be active members of a local council.** The Chair of the Nominating Committee will be elected from among the newly elected members at the first scheduled meeting of the committee following election. Vacancies on the Nomination Committee may be filled by the Board.
 - (b) The Nominating Committee will issue a call for nominations that includes a Description of positions, commitments, and written instructions regarding the process for nomination.
 - (c) The Nominating Committee shall meet within two (2) weeks after the deadline date to review the nominations submitted. The Nominating Committee shall select a maximum of three (3) candidates for each vacant officer position.

- (d) Upon completion of its work, the Nominating Committee will make known its decisions to the President and the nominee(s). Written notice may be provided by mail or electronically. The Nominating Committee will notify the membership of the list of candidates prior to the date on which voting will begin.
- (e) Candidates for office will be presented by the Nominating Committee to the members for election. If necessary, nominations will be accepted from the floor. The candidate must be present to verbally express their qualifications and desire to be considered for the position.
- (f) When more than one candidate exists for a position, voting will occur by anonymous ballot.
5. This slate shall be approved by the Board of Directors prior to the spring meeting in election year.
- B. The Vicariate Moderator
- C. The Presidents and President-Elects/Vice-Presidents of affiliated organizations or their delegate.
- D. The Chairpersons of the three (3) Vicariate commissions and one (1) Vicariate committees.
- E. The Immediate Past President shall be retained as a member for a period of two (2) years and serve in an advisory capacity.
- F. The Vicariate Moderator shall be an ex-officio member of the two (2) Metro-East Vicariate CCW committees.

Section 3 – The Vicariate moderator and members of the Board shall be eligible to vote.

Section 4 – This organization shall not in any way interfere with the autonomy of any organization affiliated with it.

Section 5 - In the event that the Metro East Vicariate CCW should ever cease as an organization, monies in its treasury would become the property of the Diocese of Belleville.

ARTICLE V – COMMISSIONS

Section 1 – The three (3) commissions of the Metro East Vicariate CCW shall be Spirituality, Leadership, and Service.

Section 2 - The one (1) committee of the Metro East Vicariate shall be the Respect Life Committee.

ARTICLE VI – DUTIES

Section 1 – The President

- A. Shall meet with the Vicariate Moderator at the beginning of the term of office to discuss the role council can play in the Metro-East Vicariate.
- B. Shall preside at all meetings of the Board of Directors and of the Executive Committee and shall have the power to call special meetings.
- C. Shall be an ex-officio member of all committees with the exception of the nominating committee.
- D. With the approval of the Vicariate Moderator shall appoint commission and committee chairpersons for her term of office.

- E. By virtue of her office she shall be a member of the Belleville Diocesan CCW Board and should attempt to attend meetings of that body.
- F. Shall appoint an Auditing Committee of three (3) members whose duty it shall be to audit the treasurer's accounts at the end of her term of office.
- G. Shall appoint a parliamentarian to serve during her term of office.

Section 2 – President-Elect

- A. Shall serve in absence of the President
- B. Shall lead members in the Pledge of Allegiance, Pledge to the Cross, and Prayer to Our Lady of Good Counsel.
- C. Shall perform such duties as may be assigned to her by the President and assist her in all ways.
- D. By virtue of her office shall be a member of the Belleville Diocesan CCW Board and should attempt to attend meetings of that body.

Section 3 – The Secretary

- A. Shall be responsible for minutes of all meetings.
- B. Shall handle all correspondence as directed by the President.
- C. Shall take attendance at all meetings.
- D. Shall keep an updated list of presidents of member organizations, and their meeting schedules.

Section 4 – The Treasurer

- A. Shall be in charge of keeping an accurate ledger of all funds of the organization and the management of all monies.
- B. Shall give the Financial Report at the meetings, including beginning balance, deposits by category, disbursements, and ending balance. This report is filed for audit.
- C. Shall make available her records to members of auditing committee and meet with them at a time which is mutually convenient.

Section 5 – Within thirty days after the expiration of their offices, all board members shall turn over to their successors all materials pertaining to their office.

ARTICLE VII – MEETINGS

Section 1 – There shall be two meetings a year. Each Metro East Vicariate Parish will take a turn at hosting, or co-hosting, a meeting.

Section 2 – A meeting of the Executive Committee will meet prior to the spring and fall Vicariate meetings.

ARTICLE VIII – QUORUM

The Secretary shall determine a quorum at the General meetings. Three (3) shall be a quorum at the Executive Committee meetings.

ARTICLE IX – FEES

At the semi-annual meetings, a registration fee of five (\$5.00) dollars and fifteen (\$15.00) for the luncheon shall be collected from each individual member of all the member organizations attending.

ARTICLE X – AMENDMENTS

These by-laws may be amended by a two-thirds vote of members present and voting.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the parliamentary authority insofar as they do not conflict with this Constitution and By-Laws.

APPROVED: September 11, 1986

AMENDED: August 17, 1999; October 29, 2002; April 2, 2011; September 21, 2017;
September 15, 2022; January 13, 2024; February 14, 2025; February 7, 2026

* ATTACHED: Standing Rules 7-16-15