

Whispering Winds Women's Auxiliary

Statement of Purpose and Operating Guidelines

STATEMENT OF PURPOSE

Whispering Winds Women's Auxiliary ("WWWA" or "Women's Auxiliary") is a Catholic, lay directed, non-profit group of volunteers which acts in conjunction with and supports the activities and mission of the Whispering Winds Catholic Conference Camp ("WWCCC"). WWCCC has been formed with the goal of providing a Christ-centered Camp and Conference center for individuals, groups, couples and families.

Origin of the Auxiliary

In May of 1988 the Women's Auxiliary was created. Bernice Mascari and Kathy Brown, two lay Catholic women, were led by the Holy Spirit to provide prayer and support for WWCCC. With discernment and prayer, they formed the Whispering Winds Women's Auxiliary and enlisted other dedicated women who also shared their vision for the Camp.

Our Mission: As women united by faith in Jesus Christ and by a common interest in WWCCC, we propose to contribute to the growth and development of the Camp through prayer and fellowship, assisting in fundraising, disseminating information, and providing support for functions held at the Camp, providing monies for scholarships/camperships and projects.

OPERATING GUIDELINES

ARTICLE I NAME

The name of this organization shall be Whispering Winds Women's Auxiliary.

ARTICLE II PURPOSE

As women united by faith in Jesus the Christ and by a common interest in Whispering Winds Catholic Conference Center, we propose to contribute to the growth and development of the Camp through:

1. Daily prayer and fellowship.
2. Assisting in fundraising, disseminating information, and providing support for WWCCC and all functions held at the Camp.
3. Providing funding for scholarships/camperships for campers of all ages.

ARTICLE III SCRIPTURAL FOUNDATION

"Called To His Purpose"

"We know that God makes all things work together for the good of those who love God and are called to his purpose." Romans 8:28.

ARTICLE IV MEMBERSHIP

Section 1 - Eligibility:

Women who support efforts to fulfill the purpose of the organization are eligible to be members of the Women's Auxiliary.

Section 2 - Types of membership and dues:

The WWWW shall be comprised of both Annual and Lifetime members.

- a. Annual Members are those who pay regular annual dues in an amount to be established by the Governing Committee. Annual Membership dues must be paid by Members by the end of January of each year.
- b. Lifetime Members are those who pay a one-time fee in an amount to be established by the WWWW Governing Committee.

ARTICLE V THE WWWW GOVERNING COMMITTEE

Section 1.

The WWWW Governing Committee shall consist of the President, Vice President, Spiritual Advisor, Spirituality Event Chair, Finance Manager, Liaison to Whispering Winds Catholic Conference Center Board, Recording Secretary, Corresponding Secretary, and Chairpersons of the following committees: Communications, Newsletter, Hospitality, Fundraising, Membership, and Historian. These members are expected to be current members, attend bimonthly meetings and all events, and if unable, facilitate the coverage of their duties and responsibilities. Individual tasks and responsibilities of the members of the WWWW Governing Committee are maintained in the electronic WWWW shared drive. Any changes in the list or responsibilities of the positions described in this paragraph or Article V, below must be approved by a vote of at least 2/3 of the WWWW Governing Committee. Collectively, the Governing Committee will approve any donation of funds to WWCCC.

ARTICLE VI DUTIES AND POWERS

Section 1.

The President and Vice President shall begin their terms at the first Governing Committee meeting of the year. Their term shall conclude at the end of that calendar year.

Section 2.

President and Vice President shall serve a term of one year and are not eligible to serve more than two consecutive terms in the same office unless the Governing Committee approves of another term. All other officers and committee heads may at the discretion of the WWWW Governing Committee serve multiple terms.

Section 3.

The President shall be the chief officer of the Women's Auxiliary, providing leadership for the Governing Committee's activities and efforts, consistent with WWCCC's mission and guidelines. She will conduct bi-monthly meetings, prepare agenda, finalize meeting minutes, and (except as set forth in these Guidelines) make final decisions on operational, financial or other matters necessary for functioning of the Women's Auxiliary or the furtherance of its purposes and mission. The President facilitates the nomination and selection of the WWWW Woman of the Year, including the preparation and presentation of the award at the General Meeting.

Section 4.

The Vice President shall perform all duties and exercise all powers of the President in her absence or at the request of the President. The Vice President coordinates and facilitates the General Membership Meeting. The Vice President shall be Chairperson of the Nominating Committee. She will assume the President position the year following the preceding President's final year in that position.

Section 5.

The Spiritual Advisor conveys the President's theme through spiritual activities including prayers, reading, sharing and witness talks at committee meetings and events. She should advise and collaborate with the Spiritual Events Committee. Prepare and submit inspirational articles for the newsletter.

Section 6.

The Spiritual Event Chair plans spiritual events to include the Annual Retreat (required), Advent and Lent (optional.) She is responsible for scheduling the date, securing locations and obtaining, reviewing and presenting to the President or Governing Committee all contracts necessary or related to the event. The Spiritual Event Chair coordinates with President (for activity approval), Hospitality Chairperson (for preparation of the environment setting), Finance Manager and WWCCC (for financial transactions/registrations), event speakers, Fundraising Chairperson (for raffle/auction items), Communications Chairperson (for flyers/emails/invitations), and the WWCCC Staff (regarding site logistics.) She mentors a person designated as the "Spiritual Event Vice-chair" in preparation for that person assuming the Chair position the following year.

Section 7

The Financial Manager shall be the chief fiscal officer of the Auxiliary. The Financial Manager shall collect and deposit all funds received, approve bills for payment, coordinate with the WWCCC Controller for disbursement of funds, prepare the financial budget for the coming year, and report the financial balances for the WWWA at the bi-monthly meetings and as needed. Maintains the budget and expenses electronically in the WWWA electronic shared drive.

Section 8

The Board Liaison Attends WWCCC Board meetings, sharing with that board information about upcoming WWWA events and activities. She shall report camp information to WWWA Governing Committee and submit information to be included in the newsletter.

Section 9.

The Recording Secretary shall be responsible for recording the minutes of the Governing Committee meetings. The minutes will be pre-approved by the President and Vice President prior to presentation for final approval by the Governing Committee. The Recording Secretary stores the final version electronically in the WWWA shared drive.

Section 10.

The Corresponding Secretary shall carry on the general correspondence to members of the WWWA community. She shall report her activities at the WWWA Governing Committee meetings.

Section 11

The Communications Chair disseminates all correspondence electronically and maintains all distribution lists (Membership, Prayer, Parish Board Liaisons and Camp Referrals.) She also assists in promoting all events via social media and printed media groups.

Section 12.

The Newsletter/Graphic Designer shall disseminate a quarterly newsletter. She creates and/or reviews for approval all publications for events to ensure compliance with WWVA mission and purpose. She enlists the collaboration of the President and Vice President if appropriate.

Section 13

The Hospitality Chair provides support for events by working with the committees to create an environment with decorations/ambiance consistent with the theme. She coordinates the setup and cleanup of each event. She manages expenditures established within the WWVA budget and with approval of the President.

Section 14

The Fundraising Chair coordinates, manages and leads all fundraising events. For the General (Membership) Meeting, she solicits donations, prepares baskets for silent auction, and coordinates with the WWCCC office to electronically register and track all financial transactions.

Section 15

The Membership Chair manages the membership community. She facilitates registration for new and renewing members, updates personal contact information, maintains an electronic version of the members, and publishes the WWVA directory. The directory may be published electronically or in hard copy form as directed by the Governing Committee. The Membership Chair will be present at all events to market and encourage participation in the WWVA.

Section 16

The Historian takes photographs to keep a permanent record of all of the auxiliary events and creates a photo album and video (optional) at the end of each year. She stores all pictures in the electronic WWVA shared drive, sharing event pictures with the Newsletter Chair and the WWCCC staff.

ARTICLE VII FINANCES AND FISCAL YEAR

Section 1

The fiscal year shall be January 1st to December 31st.

Section 2

Fees for Auxiliary membership dues, and event registration fees shall be subject to the approval of Governing Committee.

Section 3

All monies collected from membership dues, fundraising, and donations shall be deposited into a financial account maintained by WWCCC and known as the WWVA account.

Section 4

Monetary disbursements are subject to the approval of the WWVA Governing Committee.

Section 5

WWCCC currently maintains financial records for the Women's Auxiliary. The Finance Manager shall obtain the records from WWCCC and present them to the members of the WWVA Governing Committee before each of its meetings.

**ARTICLE VIII
NOMINATING COMMITTEE AND SELECTION OF OFFICERS
AND COMMITTEE CHAIRPERSONS**

Section 1.

The Nominating Committee shall produce a slate of proposed officers and committee chairpersons for the next succeeding Governing Committee.

Section 2.

The Nominating Committee shall consist of five members. They shall be:

- a. Three members from the WWWA Governing Committee and two members from the general membership.
- b. The chairperson of the Nominating Committee shall be the Vice President.
- c. The Nominating Committee shall commence to meet in September and will publicize the slate of proposed officers to the current Governing Committee at the November meeting.
- d. Any member of the general membership may nominate additional members to be placed on the ballot for the upcoming election of officers by contacting any member of the Nominating Committee
- e. To be eligible to be nominated for an Officer position, a member must be in good standing and give her consent to the nomination.
- f. Members of the Nominating Committee may be proposed as candidates for Officer Positions.
- g. The Nominating Committee makes recommendations to the Governing Committee as to the persons to be elected as Officers or Committee Chairpersons. It may, at its discretion, recommend one or more persons for each such position.
- h. After receiving the recommendations of the Nominating Committee, the Governing Committee will select the persons to fill each position.

**ARTICLE IX
MEETINGS**

Section 1.

There shall be one meeting of the general membership of the Auxiliary each year. Notice of this meeting shall be delivered to the general membership via email and hard copy invitation. This general meeting is WWWA's primary fundraising event. Monies gathered at this event from auction items and scholarship donations are to be raised for the purpose of supporting projects and efforts of WWCCC. In January of each year the WWWA Governing Committee will determine the amount of funds to be transferred to WWCCC, usually by presentation at the annual WWCCC Gala. The WWWA Governing Committee will retain in its designated account funds sufficient to pay anticipated operations and expenses and maintain a reasonable reserve for such purposes.

Section 2.

The WWWA Governing Committee shall hold regular bi-monthly meetings from January to December. Special meetings of the Governing Committee may be called by the President for the transaction of business. Such meetings must be called by her at the request of the Governing Committee or at the written request of any five of its members. Any Auxiliary member in good standing may attend any Governing Committee meeting, unless special circumstances require a meeting in closed session. Notice of upcoming Governing Committee meetings will be posted on the WWWA web page under the WhisperingWinds.org URL. A quorum for conducting business shall consist of a 2/3 majority of Governing Committee members present at the meeting.

Section 3.

The President or a majority of the Governing Committee may vote to call a special general meeting for transaction of business.

**ARTICLE X
AMENDMENTS**

These Guidelines may be amended by recommendation of the WWWA Governing Committee and a vote of 2/3 of the Lifetime Members and current Annual Members. Voting can occur in person, electronically, or by mail. Such amendments shall become effective on approval.

**ARTICLE XI
DISSOLUTION**

Section 1.

This Auxiliary was organized for non-profit purposes with no intention of financial gain to either officers or membership. No earnings, properties or assets of this organization shall benefit any individual member or officer upon dissolution. After providing for all debts and obligations, the remaining assets shall be turned over to the Board of Directors of the Whispering Winds Catholic Conference Center.

Section 2.

The following procedure for disbanding the Group shall be observed:

- a. A Disbanding Committee shall be initiated, consisting of four elected officers or Chairpersons of the Group. It will be chaired by the current President of the Women's Auxiliary.
- b. The Disbanding Committee shall inform all members of the Group's intent to disband and the date of a Membership Meeting to discuss all issues related to such action
- c. Within thirty days of the formation of the Disbanding Committee, it shall submit a written report shall to the membership and WWCCC regarding the status of the disbanding of the Group. If activities to disband the Group are not completed by the time that report is issued, the Disbanding Committee will submit a final report to the former membership and WWCCC upon finalization of that work.