

# GAYLORD DIOCESAN COUNCIL OF CATHOLIC WOMEN BYLAWS

## **ARTICLE I. NAME**

**Section 1.** This council will be known as the Gaylord Diocesan Council of Catholic Women, an affiliate of the National Council of Catholic Women, hereinafter referred to as Gaylord DCCW.

**Section 2.** The Insignia will be the letterhead of the Gaylord DCCW.



## **ARTICLE II. OBJECTIVES**

The objectives of this Organization will be:

**Section 1.** To unite the Catholic organizations of women of the Diocese to develop their spiritual growth and leadership potential. To motivate, to assist, and to act upon current issues in the Church and Society.

**Section 2.** To serve as a medium through which the Catholic women of the Diocese may speak and act on all matters of common interest.

**Section 3.** To further spiritual and material undertakings recommended to the Council of our Bishop or Spiritual Advisor. To work as a part of the NCCW in the interest of the United States Conference of Catholic Bishops.

**Section 4.** This council will in no way interfere with the autonomy of any organization affiliated with it.

## **ARTICLE III. MEMBERSHIP**

**Section 1.** The membership of this council will consist of organizations of Catholic women within the Diocese recognized by Ecclesiastical authority.

**Section 2.** The annual dues for membership in the Gaylord DCCW will be determined at the June Board of Directors meeting.

**Section 3.** The date dues are payable will be determined by the Board of Directors.

**Section 4.** The fiscal year for the Gaylord DCCW will be April 1<sup>st</sup> to March 31<sup>st</sup>.

**Section 5.** The Annual Convention and Workshop registration fee will be determined each year by the Board of Directors.

## **ARTICLE IV. OFFICERS & APPOINTED POSITIONS**

**Section 1.** The elected officers will consist of President, First Vice President, Second Vice President, Recording Secretary, and Treasurer.

- A. To be eligible for office of President, one must serve on the Diocesan Board of Directors at least two (2) years.
- B. To be eligible to serve in other elected offices on the Gaylord DCCW Board, members must be active in their Region and/or Parish.

**Section 2.** All elected officers will be elected for a term of two (2) years at the Annual Convention or until successors are elected. The officers will assume their duties following the election of officers at the Annual Convention.

**A. President**

The president will preside at all meetings, declare the results of all votes, declare all questions of order, appoint a Parliamentarian, and an auditing committee. She will appoint Commission, Sub-Commission, and all other chairpersons unless otherwise directed and keep in close contact with the National Office. The President has the option of serving an additional two (2) year term if so elected. Following the election, the President will contact the Bishop to arrange a meeting. At this meeting the President will present the current council business and ask for a Fall Workshop and May Convention date to fit into the Bishop's calendar.

**B. Vice President**

In the absence of the President, the 1<sup>st</sup> Vice President will preside. If the 1<sup>st</sup> Vice President is unavailable, then the 2<sup>nd</sup> Vice President will preside and act.

**C. Secretary**

The Secretary will keep the minutes of all meetings. She will have charge of all papers pertaining to her office. Copies of minutes will be made for all Board members.

**D. Treasurer**

The Treasurer will keep a strict account of all monies coming into the Diocesan Treasury. She will balance the books each month with bank statement. The Treasurer, upon receiving the annual dues of each affiliate organization, will deposit the same in the Gaylord DCCW bank account within a week of the receiving funds. She will send the name and address of each affiliate to the NCCW office. She will receive all funds for the council and pay all bills. The treasurer and President's name will be registered at the bank where council business is transacted. The Treasurer may issue checks in time of emergency with approval of the President, 1<sup>st</sup> Vice President, or 2<sup>nd</sup> Vice President. She will render a written report to be printed in the Annual Convention booklet following the yearly auditing of the books.

- E. Treasurer and Recording Secretary may serve two (2) consecutive terms, if so elected.

**Section 3.** Diocesan Commission and Sub-Commission Chairpersons will be appointed by the President for a term of two (2) years.

**Section 4.** Each elected Officer, Commission Chairperson and Sub-Commission Chairperson will turn over to her successor, all books, papers, and other property pertaining to her office within twenty-one (21) days of the election.

**Section 5.** The appointed positions will consist of:

- A. Spiritual Advisor who is appointed by the Bishop.
- B. Parliamentarian who is appointed by the President. The Parliamentarian will advise the officers in matters of Parliamentary law and procedure. The Parliamentarian will serve for two (2) years.
- C. Auditing Committee will consist of two or more members appointed by the President. The Auditing committee will audit all books of the Treasurer. The Auditing Committee will sign and date the Treasurer's Annual Report. One member of the committee will report to the membership at May Convention. The Auditing Committee will serve for two (2) years.

**Section 6.** Delegate-at-Large. Each Region will elect from their membership, one (1) Delegate-at-Large. This Delegate will serve as a member of the Diocesan Board, representing that Region, and being an aid to the Region President.

**Section 7.** The Board of Directors will consist of: Spiritual Advisor, Diocesan President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Parliamentarian, six (6) Region Presidents, Province Director (if a resident of the Diocese), Diocesan Commissions, Active Past Presidents and one (1) Delegate-at-Large from each Region.

- A. The Board of Directors will hold all property of the Council.
- B. The Board of Directors will have jurisdiction over all matters relating to the management of all affairs of the council.
- C. Non-attendance of a member of the Board of Directors from three (3) consecutive board meetings without a good and sufficient reason, or four (4) consecutive board meetings with excuse, will be equivalent to resignation, and the vacancy will be filled.

**Section 8.** Vacancies in any office except President will be filled by remaining members of the Gaylord DCCW Board. Nominations from the floor and voting by ballot if necessary. A plurality vote elects.

- A. When a vacancy occurs in office of the President, the 1<sup>st</sup> Vice President will assume duties of President.
- B. Vacancies in any Commission or Sub-Commission will be filled by appointment of the Gaylord DCCW President.

## **ARTICLE V. MEETINGS**

**Section 1.** The Gaylord DCCW will meet annually in May for the transaction of such business as will be brought before it, and biennially for the election of Officers. The first call to the Annual Convention must be sent out by the President or appointee of the President, to all affiliate representatives and the Gaylord DCCW Board of Directors, not less than forty-five (45) days before the date of the Convention. The second call will be less than twenty (20) days before the Convention.

**Section 2.** The Board of Directors will meet quarterly, namely on the third Thursday in June, September, January and March. The place and time left to the Board and announced not later than two weeks previous to the date of such meeting.

**Section 3.** Special meeting of the Board of Directors and executive Committee may be called by the President or by written request of at least three members of the Diocesan Board. Such written requests will be sent by the President to all members of the Board.

**Section 4.** Voting at any meeting of the Board will be confined to the members present unless the Board of Directors will authorize a ballot by mail for a particular purpose.

**Section 5.** Quorum for the transaction of business will be as follows:

- A.** Annual Convention: 25% of representatives of affiliated organizations.
- B.** Board of directors: Nine (9) members, three (3) of who will be Officers.
- C.** Executive Committee: Five (5) members of Executive Committee.
- D.** Special Committee: Seven (7) members, three (3) of who will be Officers.

**Section 6.** An Annual Workshop for the purpose of giving information on the work of the council will be conducted each Fall at a given place in the Diocese under the direction of the Gaylord DCCW Board of Directors.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee will consist of: Spiritual Advisor, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, and Treasurer with power to act in emergencies.

## **ARTICLE VII. COMMISSIONS**

**Section 1.** There shall be three (3) Commissions appointed by the President:

- A.** Spirituality
- B.** Leadership
- C.** Service

**Section 2.** If the council deems necessary, the President may add other Commissions.

**Section 3.** The duties of the Commission are outlined by the NCCW in Washington and each Commission chairperson receives a copy of the book pertaining to her Commission. She in turn is to study this book and inform the Sub-Commission Chairperson under her Commission and together inform all affiliates.

**Section 4.** The Commission Chairpersons will serve on the Board of Directors.

**Section 5.** Special Committees may be appointed by the President for Workshop or convention.

## **ARTICLE VIII. ELECTIONS**

### **Section 1. Nominations**

- A.** The President will appoint a Nominating Committee of three (3) members at least ninety (90) days before the Biennial Convention consisting of a chairperson and two (2) tellers.
- B.** At the Biennial Convention, the Nominating Chairperson will announce at least one (1) candidate for each elective office. Any delegate may make nominations from the floor with approval of the person whose name is submitted.
- C.** The Nominating Chairperson will prepare the ballots; have available pens and ballot box. She will announce the voting site prior to elections.
- D.** She will report the result of the election before the close of the Biennial Convention to the President. The President will announce the results. Totals will not be announced and ballots destroyed.

### **Section 2. Credential Committee**

- A.** The President will appoint a Credential Committee consisting of three (3) members. The committee will be appointed at least forty-five (45) days before each Biennial Convention.
- B.** The Credential Committee chairperson will receive from the Treasurer a list of qualified voters. All qualified voters will receive a voting card, which will entitle them to vote. An alternate will present a signed statement from the delegate signifying the right to vote.
- C.** In the event of one nomination for each office, the voting will be by affirmation.

### **Section 3. Voting Delegates**

- A.** Each affiliated organization will be entitled to one (1) voting delegate at the Biennial Convention.
- B.** No delegate will be allowed to represent more than one (1) organization. Each delegate will have one (1) vote.
- C.** The voting membership of the biennial convention will consist of the Gaylord DCCW Board of Directors and one (1) voting delegate or alternate per affiliate.

**ARTICLE IX. AMENDMENTS**

These Bylaws may be amended at any Annual Convention by two-thirds (2/3) vote of the delegates present, provided notice be sent out before the Annual convention, or by unanimous vote without previous notice.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of Roberts Rules of Order, Newly revised, will govern the proceedings of the council in all cases to which they are inconsistent with these Bylaws and those of NCCW.

**ARTICLE XI. DISSOLUTION**

In the event of dissolution all assets, monies and properties, will be assigned to an entity approved by the Board of Directors at the time of dissolution in accordance with the Internal Revenue Service code Section 501.3. None of its funds will inure to the benefit of any individual.

**REVISIONS:**

Revised:

|                          |  |                |
|--------------------------|--|----------------|
| January 16, 2003         | Submitted to Board of Directors                      | Adopted 5/2003 |
| February 4, 2004         | Submitted to Board of Directors                      | Adopted 5/2004 |
| January 19, 2006         | Submitted to Board of Directors                      | Adopted 5/2006 |
| June 15, 2006            | Submitted to Board of Directors                      | Adopted 9/2006 |
| January 15, 2009         | Submitted to Board of Directors                      | Adopted 5/2010 |
| Updated February 2, 2012 | "Spiritual Moderator" changed to Spiritual Advisor." |                |
|                          | Change voted at the 2011 NCCW Convention.            |                |
| August 8, 2012           | Submitted to Board of Directors                      | Adopted 5/2013 |