

# GAYLORD DIOCESAN COUNCIL OF CATHOLIC WOMEN POLICIES

Date Revised

## A. Board Members/Meetings

1. No “honorary” members on the Diocesan Board 6/18/1987
2. All past Presidents will automatically be permanent Board Members with voting privileges. (Valuable to the Board in an Advisory capacity) 6/18/1987
3. Diocesan President NCCW pin, with red gems stones, will be presented to the INCOMING President 10/27/2004
4. Morning refreshments for Board meetings furnished. (President will appoint a refreshment committee to set them up at board meetings). 9/13/2012
5. There will be no soliciting or selling at any Diocesan Council of Catholic Women function without written request from the vendor and previous clearance from the Board. 8/1/2012
6. At the beginning of each year, the President will send out a calendar listing all regular board meetings and events to be held that year. 9/13/2012
7. Two members (President plus one other Board member, using Executive Order) may be sent to the NCCW Convention and the Detroit Province Convention with expenses paid for these events.
  1. Delegates to receive \$500.00 in advance for related expenses 9/13/2012
8. All active Board members will receive a copy of the Board Agenda, Secretary’s minutes and the Newsletter. A copy of all Region Reports will be given to the DCCW President, DCCW Secretary, all Region Presidents and the Newsletter Editor. 10/27/2004

9. The DCCW President will set up an appointment with the Bishop at the beginning of her term of office. Her 1<sup>st</sup> Vice President will accompany her.

This meeting will have a threefold purpose:

1. The Bishop is given the opportunity to assess the Spiritual Character of the President, i.e. he will be able to find out if the president and Vice President will promote the proper teachings of the Catholic Church.
2. The President will let the Bishop know what goals and objectives she would like the Board to focus on during her term of office.
3. The Bishop has a chance to respond and advise her of his thoughts on her objectives as they relate to the mission of the Diocese of Gaylord.

9/13/2013

10. The Regional Delegates-at-Large are urged to accompany their President to DCCW Board meetings as often as possible. This gives them a better understanding of the Diocesan Board and thus makes available a more knowledgeable future candidate for an Executive Office on the Board.

9/13/2012

## **B. Budget and Related Issues**

1. Programs which are not directed by our Bishop or one of his Agencies shall not be considered by the DCCW for funding.
2. Mileage expense to be included in budget. DCCW will be responsible to pay fifty (.50) cents/mile for mandated meetings for President or delegate.
3. DCCW is responsible to pay the Province Directors dues by January 1<sup>st</sup> of each year. Payable to Province Director
4. Budget Committee will be appointed by the President, which will meet before the September meeting.

1/19/1978

8/82012

10/27/2004

7/20/1990

### C. Diocesan Convention & Workshop

1. Registration fee and luncheon fee should be reviewed by January Meeting for Convention and by June for Fall Workshop. Price of hall, speaker and luncheon necessitates this. 9/19/1998
  - a. Fall Workshop registration fee \$15.00 with minimum of \$10.00 applied to luncheon, with balance deposited in Treasury. 8/8/2012
  - b. Registration Form for Spring Convention will be provided to each Region President who should copy and send to each Parish in her Region. 9/13/2012
2. There will be Convention and Workshop cut off dates for reservations, at the discretion of the Board. 9/19/1998
3. Everyone pays for their own ticket unless special conditions are approved at the discretion of the Board. 8/20/1990
4. There will be no handouts or announcements not pertaining to Council Business made at any DCCW functions without prior approval of the Board. 9/13/2012
5. a. Non Diocesan major presenters to be paid one hundred fifty dollars (\$150.00) plus seventy five dollars (\$75.00) toward lodging, if necessary, and mileage @ .50 per mile. 8/8/2012
  - b. Diocesan personnel who are Keynote Speakers to be an "in-kind donation" of fifty dollars (\$50.00) plus mileage, @ .50 per mile, if necessary. 8/8/2012
  - c. Two checks to be written, one for the speaker fee "in-kind donation" and one for the expense. 10/27/2004
6. Annual Convention minutes will be read, corrected, accepted and filed at the next regular Board meeting in June. Reading of the previous year's Annual Convention minutes will therefore be eliminated from all future Convention Programs. 9/12/1996

7. Treasurer's Report to be filed at Convention with Secretary as audited. Auditor's Report will be voted on at the following DCCW Board meeting in June. 9/19/1998
8. The First Vice President will obtain and present the President with the Convention corsage on behalf of the entire Gaylord DCCW. 9/19/1998
9. President or designee will forward Workshop and Convention information to Gaylord Office of Communications requesting coverage. 8/8/2012
10. Printing for DCCW activities may be done through the Diocesan source of printers. NO DATE
11. Evaluation forms will be used at both the DCCW Convention and Fall Workshops. 9/13/2012
12. Organizational Guidelines will be used for planning of DCCW Workshops. 9/13/2012

#### D. Policy Board

1. The Policy Board will meet and review all policies and secretaries minutes from the previous two years. **"Motion" – All "Motions" (quote the word unquote) must be copied in bold print in Secretarial minutes.** 6/19/2014
2. The immediate Past President chairs the Policy board's Biennial meetings. Members of the Board shall consist of: All Past Presidents, newly elected President, First Vice President, Second Vice President and Parliamentarian. 6/1/2000

#### E. Church Concerns

##### Masses

1. A Mass is to be offered at the Parish of family's choice for current Board members, including, active Past Presidents and their spouses on the event of their death. Stipend of "Motion" \$20.00 from Treasury. 6/19/2014

2. An annual Gaylord DCCW Sunday will be implemented on the second Sunday of August.

6/1/2000

#### **F. Public Affairs Newsletter**

1. Newsletters are sent to Board of Directors, (Bishop, Spiritual Advisor, Elected Officers, Active Past Presidents, Region Presidents, Commissions), Province director, Presidents of other Michigan A/DCCW and the Gaylord Secretariat of Communications. No duplications.

8/8/2012

2. Size: three sheets using both sides, if sufficient news

9/15/1994

3. Content: Only programs sponsored by the DCCW or Diocese to be included. Edit all reports. Publish only what is most informative and useful. i.e. interesting poems, articles, dates, news of NCCW, DCCW and Council members, and other Church Officials. Publish a maximum of 4 times a year and include notices of Conventions and workshop.

9/13/2012

#### **REVISIONS:**

Revisions adopted by Members of the Gaylord DCCW Board on 10/27/2004

Revisions adopted by Members of the Gaylord DCCW Board on 9/21/2005

Revisions adopted by Members of the Gaylord DCCW Board on 9/13/2006

Revisions adopted by Members of the Gaylord DCCW Board on 9/11/2008

Revisions adopted by Members of the Gaylord DCCW Board on 6/17/2010

Revisions adopted by Members of the Gaylord DCCW Board on 9/13/2012

Revisions adopted by Members of the Gaylord DCCW Board on 6/19/2014