

OFFICIAL BYLAWS

of the St. Augustine Diocesan Council of Catholic Women adopted at the Diocesan Convention 1993, amended at Diocesan Convention 2021.

ARTICLE I: NAME

Section 1 The organization shall be known as The Diocesan Council of Catholic Women, hereinafter referred to as “DCCW”.

Section 2 The name of DCCW shall not be used for any purpose other than the designated objectives as stated in Article III.

Section 3 The Council shall relate to the National Council of Catholic Women, hereinafter referred to as NCCW, as an affiliated organization.

ARTICLE II: INSIGNE

The Board of Directors shall establish the insigne of DCCW.

ARTICLE III: OBJECTIVES

The objectives and purposes of DCCW shall be as follows:

Section 1 To unite the Catholic organization and individual Catholic women in the St. Augustine Diocese to develop spiritual growth and leadership potential, and to motivate and assist them to act upon current issues in the Church and society.

Section 2 To be a medium through which the Catholic women of the Diocese may speak and act on matters of common interest pertinent to the Diocese.

Section 3 To be a representative Catholic women’s body to relate to other national and local organizations of present day problems.

Section 4 To unite with the Church and its teachings.

ARTICLE IV: MEMBERSHIP

Section 1 All Catholic women’s organizations and groups of women from organizations of male and female membership who subscribe to the objectives of DCCW shall be eligible for membership.

Section 2 Individual Catholic women who subscribe to the objectives of DCCW shall be eligible for membership if there is no parish organization affiliated.

Section 3 Catholic organizations that are not parish based and whose membership reflects a wide area of the Diocese shall be eligible for membership directly with DCCW.

Section 4 Individual members and parish organizations shall not be eligible for membership directly with DCCW if there is a deanery council affiliated.

ARTICLE V: AUTONOMY OF AFFILIATED ORGANIZATIONS

DCCW shall not in any way interfere with the autonomy of any organization affiliated with it.

ARTICLE VI: GOVERNING BODIES

Section 1 Diocesan Convention

The governing body of DCCW shall be the delegates assembled at Diocesan Convention.

Section 2 Board of Directors

A. The members of the Board of Directors shall consist of the elected officers of the Council, Vice Presidents (Deanery Presidents), Deanery Representatives (Deanery Vice Presidents), Corresponding Secretary, Historian, Parliamentarian, DCCW Past Presidents, Diocesan Commission Chairmen, Chairmen of appointed committees, Catholic Woman’s Club President, and members who serve on the Florida Council and/or National Council. Honorary members shall be the Diocesan Spiritual Advisor and the Deanery Spiritual Advisors.

B. The Board of Directors shall have the power and authority over the affairs of DCCW in the interim between Annual Conventions unless otherwise delegated in these bylaws or controlled by restrictions imposed by DCCW.

C. The Board of Directors shall establish Standing Rules and Special Rules of Order for DCCW.

Section 3 Executive Committee

A. There shall be an Executive Committee composed of the President, Deanery Presidents, Secretary, Treasurer, Catholic Woman’s Club President and Spiritual Advisor.

B. The Executive Committee shall be charged with the day-to-day management of DCCW, subject to the Board of Directors.

Section 4 Officers

A. The elected officers of the Council shall be a President, Secretary, and Treasurer.

B. The officers of the Diocesan Convention shall be the appointed officers of the Convention, and the Board of Directors.

Section 5 Actions

A. All actions taken by the Executive Committee shall be reported to the Board of Directors as soon as possible, but no later than thirty (30) days.

B. All actions taken by the Board of Directors shall be reported to the delegate membership of the Annual convention as soon as possible, but no later than sixty (60) days.

C. No action of the Board of Directors shall conflict with any action taken by the delegates assembled at the Diocesan Convention.

ARTICLE VII: MEETINGS

Section 1 DCCW shall meet at Convention at a date and place to be designated by the Board of Directors to transact such business as shall be brought before it. Announcement of future annual convention shall be made at the close of the convention.

Section 2 The Board of Directors shall meet four (4) times a year: one meeting within 60 days following the convention, one prior to the Fall Deanery Board Meetings, and one prior to the Spring Deanery Board Meetings and one just previous to the Annual Convention. Meetings shall be subject to the call of the President.

Section 3 The Executive Committee meetings shall be subject to the call of the President.

ARTICLE VIII: NOMINATING COMMITTEE, NOMINATIONS AND ELECTIONS

Section 1 Nominating Committee

A. The Nominating Committee shall consist of the vice presidents of the deaneries and Catholic Woman's Club.

B. All Nominating Committee members by right of being board members enjoy all board privileges and responsibilities.

C. Members of the Nominating Committee may not be candidates for DCCW office while serving on the Nominating Committee.

Section 2 Nominations

A. Candidates for the DCCW offices shall be submitted to the Nominating Committee by the announced deadline.

B. Nominations must be received by the Chairman of the Nominating Committee by the announced deadline determined by the Board of Directors.

C. Upon completion of its work, the Nominating Committee will make known its decision to the nominees, the candidates, their DCCW Presidents, and the entire Board of Directors, sent simultaneously by e-mail or mail.

D. Notice of all nominations for office presented by the Nominating Committee shall be given to the membership at least one (1) month prior to the diocesan Convention.

E. The Nominating Committee shall report at the Diocesan Convention at least one (1) nominee for each office. The Nominating Committee report shall reflect, if possible, the geographic area of the membership of the DCCW.

F. Nominations from the floor shall be in order, provided the nomination fits the criteria in the standard requirements and the nominees have submitted their paperwork by the opening business session of Convention to the Nominating Committee Chairman.

G. To be eligible for the office of President one must have served as an active member on the Board of Directors for at least two (2) years within the preceding six (6) years, and must be a practicing Catholic.

H. To be eligible for the office of Recording Secretary or Treasurer, one must have served on the Board of Directors of the Diocesan Board or on their respective Deanery Board of Directors within the preceding four (4) years.

I. To be eligible for the office of FCCW President/Province Director Elect or Vice President, one shall be serving, or have served as DCCW President.

J. To be eligible for the office of FCCW Secretary or Treasurer one shall be serving or have served on the DCCW Board.

Section 3 Elections

A. Election of DCCW officers shall be at the Diocesan Convention. Election shall be by ballot if more than one candidate is nominated for an office. A plurality of votes cast shall elect. If only one candidate is nominated, election will be by acclamation.

B. The DCCW Vice Presidents (Deanery Presidents) and Deanery Representatives (Deanery Vice Presidents) shall be elected by their respective Deaneries.

C. Election of FCCW President/Province Director Elect shall be in the year stipulated by FCCW. A plurality of votes cast by the voting delegates at the preceding DCCW Convention shall elect. Election shall be by ballot if more than one candidate is nominated, or by acclamation if only one nominee.

D. Election of FCCW Vice President shall be two (2) years after the election of FCCW President/Province Director Elect. A plurality of votes cast by the voting delegates at the preceding DCCW Convention

shall elect. Election shall be by ballot if more than one candidate is nominated, or by acclamation if only one nominee.

E. The FCCW Secretary and FCCW Treasurer shall be elected in the year stipulated by FCCW. A plurality of votes cast by the voting delegates at the preceding DCCW Convention shall elect. Election shall be by ballot if more than one candidate is nominated, or by acclamation if only one nominee.

ARTICLE IX: VOTING

Section 1 Voting Body

A. All DCCW members in good standing who are registered for the full convention are entitled to voice and vote at the Annual Diocesan Convention Business Meeting.

B. A member in good standing has paid dues to her affiliation and the affiliation has submitted her dues to her deanery, individual members must submit dues to their deanery, and the deanery has submitted them to DCCW by December 1. Dues for members of other affiliated groups must be submitted to DCCW by December 1.

C. Eligible voters shall be distinguished by an identifying mark on their convention badge and voting card.

Section 2 The DCCW Past Presidents shall be permanent delegates at large with voice and vote at the Diocesan Convention and at the Diocesan Board Meetings.

ARTICLE X: TERM OF OFFICE

The term of office for officers shall be from the close of the convention at which they are elected until the close of the convention at which their successors are elected and installed. No officer shall be eligible for more than one term (2 years) in the same office.

ARTICLE XI: DUTIES OF DIOCESAN OFFICERS

Section 1 President

It shall be the duty of the President to preside at the Diocesan Convention and at all meetings of the Board of Directors and Executive Committee. She will act as chief representative of the Council. She shall be ex-officio member of all committees except the Nominating Committee. She shall appoint the Chairman of each Commission, a Parliamentarian and Corresponding Secretary to serve at her call during her term of office. Along with the Treasurer, the President shall prepare a budget to be approved at the Fall DCCW board meeting. In collaboration with the hosting Deanery, the DCCW President will appoint a Convention Coordinator. The President shall perform the duties of her office as defined in the job description.

Section 2 Vice Presidents

The Vice Presidents shall be ranked as follows:

First Vice President/Deanery President from the Deanery of the Council President. All subsequent Vice Presidents shall follow alphabetically by Deanery, using the First Vice President's Deanery as the starting point. The Vice Presidents in the order of their rank and eligibility shall, in the event of the absence or disability of the President, perform the duties of her office. The Vice Presidents shall perform such other duties as the President and Board of Directors may designate.

Section 3 Secretary

The Secretary shall be responsible for the minutes of the Diocesan Convention and meetings of the Board of Directors and Executive Committee meetings. She shall obtain approval of the minutes from the President as soon as possible, and shall e-mail or mail the minutes to the Board of Directors within 30 days of meeting. The Secretary shall perform such other duties as may be assigned by the President and the Board of Directors or implied by her office.

Section 4 Treasurer

The Treasurer shall be responsible for preparing a budget in cooperation with the President and reporting the most current financial state of the Council to the Executive Committee, the Board of Directors, and the Diocesan Convention. The report given to the Diocesan Convention shall include the audited report for the most recent fiscal year.

ARTICLE XII: COMMISSIONS / COMMITTEES

Section 1 There shall be such Commissions/Committees as will further the objectives of the DCCW and promote special projects that may be undertaken when properly funded.

Section 2 Commissions/Committees shall be created or discontinued by action of the Board of Directors, but not discontinued without ratification by the Diocesan Convention.

Section 3 A chair of any Commission/Committee shall serve one term (2 years) or until her successor is appointed.

ARTICLE XIII: DUES AND CONTRIBUTIONS

Section 1

A. The annual dues for DCCW membership will be reviewed and established by the voting delegates at the Annual Convention. Any increase in dues shall become effective on July 1 following the Convention.

B. The annual dues for FCCW membership will be as specified by the FCCW.

C. The annual dues for the NCCW membership will be as specified by the NCCW.

D. The fiscal year of DCCW shall be July 1 to June 30.

Section 2 NCCW annual dues shall be due and payable January 1. Organizations are not entitled to voting delegates at the next National Convention unless dues are forwarded each year on or before January 1.

Section 3 Membership dues for individuals shall be established by the Board of Directors.

Section 4 DCCW shall be privileged to solicit and accept contributions from interested persons wishing to assist DCCW. They shall have neither voice nor vote in the deliberations of DCCW.

ARTICLE XIV: VACANCIES

Section 1 Vacancies on the Executive Committee, other than the President and Vice Presidents, by reason of resignation, death, disability or change of domicile, shall be filled by a majority vote of the remaining members of the Board of Directors.

Section 2 A vacancy by reason of resignation, death, disability or change of domicile of the President, her duties shall devolve on the qualified and eligible Vice Presidents in their order. In the event that no Vice President is able to serve in this capacity, the Board of Directors shall fill the vacancy from its body. A majority vote shall elect.

Section 3 A vacancy, by reason of resignation, death, disability or change of domicile of a Vice President, her office will be filled as specified by her Deanery.

Section 4 A vacancy in the chairmanship of a Commission/ Committee shall be filled by the President.

Section 5 Vacancies in FCCW offices held by St. Augustine DCCW board members by reason of death, disability or change of domicile shall be filled by a majority vote of the St. Augustine DCCW Board of Directors.

ARTICLE XV: QUORUM

Section 1 Annual Convention
Voting at any meeting shall be confined to the voting members present. A majority vote shall prevail at all times.

Section 2 Board of Directors
The Quorum of the Board of Directors shall be a majority of its members excluding Past Presidents, unless they hold another position on the Board of Directors.

Section 3 Executive Committee
The quorum for the Executive Committee shall be a majority of its members.

ARTICLE XVI: RESOLUTIONS

Section 1 There may be a Resolutions Committee who shall be appointed by the President.

Section 2 Any resolution offered by affiliated organizations or individual members for consideration at the Diocesan Convention must be received at least forty-five (45) days prior to convention.

Section 3 The Resolutions Committee shall review all proposed resolutions and present them to the Board of Directors with recommendations for consideration and approval. By majority vote, the Board of Directors shall have the power to reject any resolutions. If a resolution shall be rejected by the Board of Directors, the members submitting such resolution may present it to the Diocesan Convention and such resolution shall be considered by the Convention provided there is a 2/3 vote of the voting delegates in favor of such consideration.

Section 4 Notwithstanding the time limit in Section 2, the Board of Directors shall have the power to present to the Resolutions Committee a timely resolution for consideration by the Diocesan Convention, no later than the day before the opening date of the convention.

Section 5 A copy of all proposed timely resolutions shall be distributed to delegates at the Diocesan Convention at least 24 hours prior to consideration of said resolution.

ARTICLE XVII: AMENDMENTS

Section 1 These bylaws may be amended at any Diocesan Convention by a two-thirds (2/3) vote of the delegates present and voting, provided a copy of the proposed amendment has been appended to the Call to Convention. Amendments may be submitted by the Board of Directors or by an affiliated organization, in writing, and signed showing its affiliation.

Section 2 Proposed amendments shall be presented to the Board of Directors. The Board of Directors may recommend changes or additional provisions to the proposed amendments before they are presented to the voting delegates of the Diocesan Convention.

Section 3 The official notice of the proposed amendments and rationale must be appended to the Call to Convention.

Section 4 The Board of Directors shall notify, by e-mail or mail, those affiliates submitting amendments to the bylaws of the action taken on the proposed amendment.

Section 5 An emergency amendment may be proposed without prior notice at the Diocesan Convention. Such an amendment shall be approved by three-fourths (3/4) vote of the voting delegates at the Diocesan Convention.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised, shall govern the DCCW in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIX: DISSOLUTION CLAUSE

Upon the dissolution of St. Augustine Diocesan Council of Catholic Women, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code according to the recommendation of the Executive Board.

Bylaws Committee 2021 - 2022
Fran Gullman, Bylaws Committee Chairman
Staci Duncan, DCCW Past-President
Gail O'Steen, Gainesville Deanery
Joyce Ott, North Jax Deanery
Pattie Halle, St. Augustine Deanery
Donna Padgett, South Jax Deanery

STANDING RULES

of the St. Augustine Diocesan Council of Catholic Women
As amended at DCCW Board Meeting, January 29, 2022.

1. The host Deanery for the annual diocesan Convention shall rotate as follows: Gainesville; North Jacksonville; St. Augustine/St. Johns River; South Jacksonville. The hosting Deanery will take part in the planning process of the convention, working with the DCCW President and DCCW Convention Coordinator.
2. The Diocesan President shall appoint a committee to read and approve the minutes of the annual Diocesan Convention. This committee shall consist of the President and one (1) Diocesan board member from each Deanery.
3. Between the meeting of the close of the annual Diocesan Convention and the next regular Board of Directors meeting, the President shall appoint chairmen for the Diocesan Commissions and Committees from among the membership of the Deaneries and Catholic Woman's Club.
4. Chairmen of Diocesan Commissions shall copy all information pertaining to their commission and forward the information to their counterpart chairman in each Deanery, to each Deanery President and Diocesan Affiliation Representative by e-mail or mail.
 - A. At the Fall Diocesan Board meeting the Chairmen of the commissions shall include in packets for their Deanery counterpart a working copy of their respective annual report form.
 - B. The Deanery Presidents shall submit within thirty (30) days after the annual diocesan Convention, a list of current Affiliation Presidents' names and mailing addresses to the Diocesan President and the Diocesan Treasurer.
5. The Nominating Committee shall attend the Diocesan Board meetings and each Deanery shall be visited during the year between Conventions by one of the committee members. They will meet as a committee at least three (3) times during each year to review and discuss possible candidates for office and prepare the slate during the election year.
6. All nominations for office must be received by February 1 of election year.
7. Annual dues for membership in the St. Augustine DCCW shall be \$5.00 per capita per year based on membership at the close of the affiliations' previous year.
8. Annual single membership dues in the St. Augustine DCCW shall be \$10.00
9. Expenses shall be paid for the Diocesan Spiritual Advisor and President in the following circumstances:
 - A. Annual National Council of Catholic Women Meeting
 - B. Florida Council Meetings and Biennial Conference

C. Diocesan Conventions

D. Any additional functions at which they represent the St. Augustine DCCW

10. Any member of the St. Augustine DCCW who is serving on the Board of the Florida Council of Catholic Women as the elected representative of the St. Augustine DCCW, shall have her expenses paid for attendance at all FCCW Board meetings and the Biennial Conference unless paid by the FCCW.
11. Expenses will be paid for the newly elected President and the immediate Past President at the FCCW Board meeting immediately following the Diocesan Convention.
12. All expenses not authorized by the Annual Budget must be approved by the Board of Directors. DCCW debit card may not be used to purchase gas. Mileage for the president's official travel may be reimbursed at the rate of 30 cents per mile.
13. The Treasurer's books will be closed by June 30 for audit. In the event of vacancy of the office of treasurer, the books will be audited prior to new treasurer taking office.
14. At the pre-convention Board Meeting, the Convention Chair shall present the DCCW President with a flower arrangement to be purchased with convention funds.
15. A DCCW President's pin shall be presented to the President at her installation.
16. Communications shall be via e-mail and only use the postal service for those without e-mail addresses.
17. All bills must be submitted within 30 days of the event for reimbursement.
18. These Standing Rules may be amended by the St. Augustine DCCW Board of Directors by a two-thirds (2/3) vote without previous notice or by a majority vote if previous notice has been given.
19. In the event that the St. Augustine DCCW is unable to meet as one elective body, the President has the ability to institute an email voting process to the paid membership, tabulated by an electronic outside source. The President shall communicate the results to the paid membership.

Submitted by:
Fran Gullman, Chair
Staci Duncan
Joyce Ott

Pattie Halle
Gail O'Steen
Donna Padgett