



PENSACOLA-TALLAHASSEE
DIOCESAN COUNCIL OF CATHOLIC WOMEN
BY-LAWS

ARTICLE I
NAME

This organization shall be known as the Pensacola-Tallahassee Diocesan Council of Catholic Women.

ARTICLE II
INSIGNE

The insigne shall be the established design of the D.C.C.W. Pin.

ARTICLE III
OBJECTIVES

The objectives of this organization shall be:

SECTION 1: To unite Organizations of Catholic Women in the Diocese in purpose, direction and action in religious, educational, social, and economic fields; to stimulate these organizations to greater efficiency and usefulness in meeting the needs of the time, to render assistance in these efforts; and to further the spiritual and material undertakings at the direction of the Ecclesiastical Authority of the Diocese.

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

SECTION 3: To establish relations with other national and international groups in an endeavor to create interest in and to aid in the solution of present day moral, educational, social, and economic problems.

ARTICLE IV
AUTONOMY

This organization shall not, in any way, interfere with the government or violate the autonomy of any affiliated society or organization provided there is no conflict with the purpose and aims of this organization. Further, this organization shall at all times govern itself in accordance with the federal income tax rules governing an integrated auxiliary of an organization such as the Diocese, and these Bylaws shall be amended as needed at any time to the smallest degree possible to ensure such compliance.

ARTICLE V
MEMBERSHIP

SECTION 1. All organizations of Catholic Women recognized by the Ecclesiastical Authority of the Diocese shall be eligible for membership in the Diocesan Council.

SECTION 2. This organization shall hold membership in the National Council of Catholic Women and the Florida Council of Catholic Women, Province of Miami.

ARTICLE VI
GOVERNMENT

SECTION 1. Board of Directors.

- A. This organization shall be governed by a Board of Directors which shall have jurisdiction over all matters relating to the Council, with the understanding that all actions may be subject to the review and approval of the Ecclesiastical Authority of the Diocese. The Board of Directors shall be trustees of all property of the organization.
- B. The Board of Directors shall consist of:
1. Diocesan Spiritual Advisor, appointed by the Ecclesiastical Authority of the Diocese
 2. Elected Officers: President (whose election shall be reported to and acknowledged by the Ecclesiastical Authority of the Diocese), Vice-President, Recording Secretary and Treasurer. (vote)
 3. Directors by virtue of being Deanery Presidents, or in her absence, the Deanery Vice-President (vote)
 4. Diocesan Board Members elected from each Deanery (vote)
 5. Burse Club Co-chairs, appointed by the Ecclesiastical Authority of the Diocese (vote)
 6. Immediate Past President (vote)
 7. Past Presidents (vote). The Past Presidents will not be counted as part of the quorum needed to conduct business unless serving in a voting position on the board.
 8. Florida Council of Catholic Women Representatives (voice and no vote)unless elected board member.
 9. Deanery Spiritual Advisors (voice and no vote)
 10. Corresponding Secretary, if appointed by the President (voice and no vote)
 11. Appointed Chairman of Commissions and/or Committees (voice and no vote) unless elected board member.
 12. Parliamentarian, appointed by the President to serve in a consulting capacity only, having no vote

- C. A Diocesan Board Member who misses two (2) consecutive board meetings without a reasonable excuse and written personal notification to the Diocesan President shall be declared inactive and the President, with the recommendation of the Deanery President, shall be authorized to appoint her successor from the same Deanery as said inactive member.
- D. Term of Office.
 - 1. The elected officers shall serve a term of two (2) years or until their successors have been duly elected. The elected officers shall serve no more than two terms (4 years) in the same office.
 - 2. Diocesan Board Members elected from each deanery shall serve a term of two (2) years. No Board Member may be elected to serve on the board more than one (1) term (2 years), unless approved by the board.

SECTION 2. Executive Board.

- A. The Executive Board shall consist of the Diocesan Spiritual Advisor, Diocesan President, Vice-President, Recording Secretary and Treasurer.
- B. The purpose of the Executive Board shall be to carry out emergency business arising between the Board of Directors meetings. All business transacted shall be reported at the next regular Board of Directors meeting. The Executive Board is hereby authorized to meet by phone/ e-mail if necessary.
- C. Vacancies in office shall be filled by the President with the approval of the Board of Directors and Diocesan Spiritual Advisor.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

SECTION 1. Diocesan Board Members

At the Spring Deanery meetings, in the appropriate year, each Deanery shall elect one (1) member to serve on the Diocesan Board. For nomination to serve as a Diocesan Board Member, the candidate shall have served one (1) year on their respective Deanery Board of directors.

SECTION 2. Nominating Committee

- A. The Nominating Committee shall consist of the Diocesan Spiritual Advisor, a Past Diocesan President appointed by the President as the Chairman and the Deanery Presidents (in her absence the Deanery Vice President).
- B. The Nominating Committee shall propose a slate of names for the following offices: President, Vice President, Recording Secretary, Treasurer and, in the appropriate years, the officer for the FCCW Board. Other nominations may be made from the floor provided consent to serve has been obtained from nominee and her Pastor and nominee meets all eligibility requirements. All members of this committee shall be included in proposing the slate.

- C. The proposed slate of candidates with a picture and resume shall be sent to the Host Deanery President for inclusion in the Call to Convention packet forty-five (45) days prior to the Annual Convention in the even years.
- D. This slate shall be presented at the first business session of the Annual Convention in even years.
- E. The first committee meeting shall not be held until after all deaneries have held their Fall Board meetings.

SECTION 3. Eligibility

- A. For nomination for the office of President, Vice-President, Recording Secretary or Treasurer, the nominee must have approval of her Pastor.
- B. Nominee for President and Vice-President must have served as a Deanery President.
- C. Nominee for Recording Secretary or Treasurer must have served a term of office on a Deanery Board of Directors.
- D. All Diocesan officers shall be practicing members of the Catholic faith.

SECTION 4. Elections

- A. The President shall appoint a judge and two (2) tellers.
- B. Majority vote shall elect.
- C. Biennial elections will be held in the even years. When there is more than one candidate, election shall be by printed ballot. When one name only is presented, election may be by acclamation.
- D. The newly elected officers, Deanery Presidents, elected and appointed members of the Board of Directors shall assume their respective offices at the close of the Annual Convention at which they were elected.

SECTION 5. Florida Council of Catholic women

The nominating Committee shall present to the Board of Directors the eligible member(s) for the FCCW office designated by the rotation outlined in the FCCW by-laws.. This shall be presented to the board at the meeting prior to the spring Deanery meetings in the same calendar year as the fall installation of a new FCCW Board. The Board of Directors shall elect. Candidates for President/Province Director Elect and First Vice President must have served a term of two (2) years as President of the Diocesan Council. The candidates must also have the approval of the Ecclesiastical Authority of the Diocese and the Diocesan Spiritual Advisor.

ARTICLE VIII

DUTIES OF OFFICERS

SECTION 1. The **President** shall preside at all meetings of the Diocesan Council, at all meetings of the Board of Directors, and shall be an ex-officio member of all Commissions and Committees, except the Nominating Committee, shall upon request by the Diocese provide information in the form of reports, memorandum, minutes, etc. to the Ecclesiastical Authority of the Diocese, shall be responsible for ensuring compliance with the Ecclesiastical Authority of the Diocese, and shall perform such other duties as devolve upon her office. The President shall appoint a Parliamentarian, Commission and Committee Chairmen and an Audit Committee. She may appoint a Corresponding Secretary if she sees a need.

SECTION 2. The **Vice-President** shall be Dean of the Commission Chairs. In the absence of the Diocesan President she shall perform the duties pertaining to that office. She shall assist the President in carrying out the objectives of DCCW.

SECTION 3. The **Directors**, as Presidents of their respective Deaneries, shall promote the interests of the Diocesan Council. It shall be their duty to serve on the Nominating Committee and to report semi-annually to the Board of Directors.

SECTION 4. The **Recording Secretary** shall be responsible for accurate roll call, keeping and providing minutes of Board meetings to the Board Members and also keeping minutes of the business sessions of the Annual Convention. Minutes of all meetings shall be submitted to the Diocesan President no later than two (2) weeks after the meeting. She shall furnish a report, approved by the President, of action taken by the Executive Board and the Board of Directors to all Board Members no later than forty-five (45) days after the meeting. She shall keep a current copy of the by-laws and standing rules. She is responsible for mailing notices of the board meetings and minutes of the previous board meetings thirty (30) days prior to meetings via postal service or email. She shall provide and maintain a roster of all affiliations, officers of the Diocesan Council and members of the Board of Directors. This roster shall constitute the Official List of the Council and be distributed to all Board Members.

SECTION 5. The **Treasurer** shall collect all dues and shall be custodian of all monies of the Council. The Treasurer shall pay all bills approved by the Board of Directors. and shall forward to the National Council that proper portion of dues received by her, retaining that portion which properly belongs to the Diocesan Council. The treasurer shall have a written report at all meetings and shall submit same after each Board of Directors' meeting to the Ecclesiastical Authority of the Diocese. Any expense not included in the budget must be approved by the Executive Board including the Diocesan Spiritual Advisor. All monies collected on the Deanery level for Diocesan projects shall be sent to the Diocesan Treasurer. The Treasurer shall be chairman of the Budget Committee. The proposed budget shall be presented at the Fall Board Meeting with a copy to the Ecclesiastical Authority of the Diocese. The books shall be closed for audit thirty (30) days prior to Convention.

SECTION 6. The **Parliamentarian** should be familiar with the By-laws and Robert's Rules of Order, Newly Revised. The Parliamentarian assists the President and members in rulings on points of order and in answering Parliamentary inquiries. She acts as an advisor to officers, commissions and committees. A Parliamentarian never rules; she gives an opinion and the President makes the ruling.

SECTION 7. The **Audit Committee** shall be appointed at the Spring DCCW Board Meeting. This committee shall audit the Council Books prior to the Annual Convention. This report will be presented at the first business session of the Annual Convention held in even years, to the Board at the meeting within thirty (30) days after the convention in the odd years, and to the Ecclesiastical Authority of the Diocese annually.

SECTION 8.

A. The **Diocesan Board Members** are a vital link in the chain of communication between the National Council and the Deaneries. They must pass timely information received from National Council and any other available resources to the Deanery Commission Chairmen and President when it becomes available.

B. Diocesan Board Members may serve as Commission Chairmen or Vice-Chairmen.

SECTION 9. Subject to the foregoing, and in accordance with the purposes of this organization and in compliance of federal tax laws, the Ecclesiastical Authority of the Diocese shall be the final authority on all matters subject to the authority of the Board.

ARTICLE XI

DUES

SECTION 1. Annual Diocesan dues for membership in the National Council of Catholic Women shall be specified by the National Council. Annual Diocesan dues for membership in the Florida Council of Catholic Women shall be as specified by the Florida Council.

SECTION 2. NCCW annual dues are sent directly to national from parish affiliations and deaneries. Each affiliation and deanery shall notify the Diocesan Treasurer when NCCW dues are paid.

SECTION 3. Diocesan annual dues per each member of an affiliation, along with a roster of paying members, shall be sent to the Deanery Treasurer by December 1. Dues and rosters are then forwarded to the Diocesan Treasurer.

SECTION 4. Annual NCCW individual membership dues are sent directly to National by the individual member.

SECTION 5. The fiscal year shall begin July 1st. All dues shall be payable on or before December 1st.

SECTION 6. All parish affiliations joining the Pensacola-Tallahassee Diocesan Council of Catholic Women shall be required to pay National, Diocesan and Deanery dues at the time of application for membership.

ARTICLE X
MEETINGS

SEC. 1

SECTION 1. The Diocesan Council shall meet in even years at convention for the transaction of such business as shall be brought before it, including the election of officers. This meeting shall be held in the Spring, the date to be set by the Diocesan Spiritual Advisor and the President, with the approval of the Ecclesiastical Authority of the Diocese. The Call to Convention must be sent out no later than forty-five (45) days before the date of the Convention, and shall include, the proposed slate of candidates with their resume and picture.

SECTION 2. The Diocesan Council of Catholic Women shall meet in odd years for a convention to foster training for its members. This meeting shall be held in the Spring, the date to be set by the Diocesan Spiritual Advisor and the President with the approval of the Ecclesiastical Authority of the Diocese. The notice for this convention must be sent out no later than forty-five (45) days before the date of convention.

SECTION 3. The Board of Directors shall meet five(5) to six (6) times a year

1. One meeting shall be held immediately preceding the Annual Convention.
2. One meeting immediately following the close of convention in even years.
- 3.. One meeting immediately following the close of convention in the odd years ,if necessary.
4. One meeting to be held within sixty (60) days following the conventions.
5. One meeting to be held prior the Fall Deanery Meetings.
6. On meeting prior to the Spring Deanery Meetings.

SECTION 4. The Executive Board shall meet at the call of the President.

SECTION 5. Voting at any meeting shall be confined to the voting members present unless the Board of Directors shall authorize a ballot by mail for a particular purpose. A majority vote shall prevail at all times.

SECTION 6. A quorum for the transaction of business shall be as follows:

A. Convention - A majority of voting members, registered and attending including at least two (2) members from each deanery.

B. Board of Directors - A majority of voting members. The Past Presidents will not be counted as part of the quorum needed to conduct business unless serving in a voting position on the board.

C. Executive Board - Shall consist of a minimum of three (3) members provided these transactions meet with the approval of the Diocesan Spiritual Advisor.

ARTICLE XI REPRESENTATION AT ANNUAL CONVENTION

SECTION 1. Each dues paying member of a parish affiliation of the Pensacola-Tallahassee Diocese that is in good standing, (i.e. affiliation, National, Diocesan, and Deanery dues paid), shall be entitled to representation with voice and vote at the Annual Diocesan Convention Business Meeting.

SECTION 2. Members eligible to vote must be listed on their affiliation rosters. Said roster must accompany dues submitted to the DCCW Treasurer by December 1st prior to the Annual Convention.

SECTION 3. Members may not vote by proxy.

ARTICLE XII AMENDMENTS

These By-Laws may be amended at the Convention held in even years by a two-thirds (2/3) vote of those present and voting, provided previous notice of the proposed amendments have been appended to the Call to Convention. Amended By-Laws shall be in effect immediately following the last business session of the Convention at which the By-Laws were amended.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

Robert's Rules or Order, Newly Revised, shall be the authority of Parliamentary Procedure at all meeting (Diocesan and Deanery).

Amended:	April 15, 2016
Amended:	May 8, 2014
Amended:	April 27-28, 2012
Amended & Restated:	April 23-34, 2010
Amended:	April 21, 2008
Amended:	April 22, 2002