

BYLAWS

JOLIET DIOCESAN COUNCIL OF CATHOLIC WOMEN

**as amended
October 24, 2010**

ARTICLE I - NAME

This organization shall be known as the Joliet Diocesan Council of Catholic Women (JDCCW), an affiliate of National Council of Catholic Women (NCCW).

ARTICLE II - INSIGNIA

The insignia of this organization shall be the adopted insignia.

ARTICLE III - OBJECTIVES

The objectives shall be:

Section 1. To intensify the apostolic activity of the Catholic laity of the diocese and to serve as the medium through which the Catholic women of the diocese may speak as a unit on matters of public interest.

Section 2. To stimulate the work of existing organizations of Catholic women to greater efficiency and usefulness to meet the needs of the time.

Section 3. To render definitive assistance to local Catholic women's organizations in their efforts to give service in their respective fields.

Section 4. To establish relations with other civic and social agencies in the endeavor to create interest in and to aid in the solution of present-day religious, moral, civic, social, educational and economic problems.

Section 5. To further spiritual, moral, social, educational, cultural and material undertakings which may be recommended to the diocesan council by the bishop and to work as part of the National Council of Catholic Women in the broader interests, represented by the United States Conference of Catholic Bishops.

ARTICLE IV - AUTONOMY

This organization shall not in any way interfere with the autonomy of any society or organization affiliated with it.

ARTICLE V - SUBDIVISIONS

Section 1. There shall be subdivisions as designated by the diocese known as deaneries.

Section 2. The deanery boards shall be extensions of the diocesan board and shall maintain close contact with the parishes within their area. They shall be responsible for developing the procedures for programs presented by the diocesan board for implementation by the parishes.

ARTICLE VI - MEMBERSHIP AND AFFILIATION

Section 1a. The membership of the Joliet Diocesan Council shall consist of members of affiliated parishes, missions and other organizations within the diocese, all of whom are approved by the executive committee, and.

Section 1b. Individual Members of NCCW (the National Council of Catholic Women) from the Diocese of Joliet from a parish without a CCW.

Section 2. Affiliation with the JDCCW is by virtue of the diocesan funding.

Section 3. NCCW affiliation shall be paid by parishes in accordance with NCCW bylaws. This entitles parishes to one copy of CATHOLIC WOMAN and voting delegates to the NCCW annual meeting as determined by the NCCW bylaws.

ARTICLE VII - OFFICERS

Section 1. The officers shall be the president, the vice president, the presidents of the deaneries, the recording and corresponding secretaries and the treasurer.

Section 2. The term of office shall be for two years, or until their successors are elected. No officer shall succeed herself in office.

Section 3. The immediate past diocesan president shall be retained in an advisory capacity as a member of the diocesan council board for a period of two years.

ARTICLE VIII - DUTIES/OFFICERS/COMMISSION CHAIRS

Section 1. The president shall preside at all meetings of the diocesan council, at all meetings of the executive committee and shall be ex officio a member of all committees except the nominating committee. She shall be the representative to the province board and other diocesan agencies as required. She shall perform such other duties as required by this office. The president shall appoint chairs of commissions and special committees as specified in Article XIV of these bylaws, and shall have the authority to appoint a parliamentarian with the approval of the board.

Section 2 The vice-president shall, in the event of the absence or disability of the president, perform the duties of her office. The vice-president shall chair the Membership Committee. The vice-president shall perform such other duties as the executive committee and president designate.

Section 3. The presidents of the deaneries shall promote the interests of the diocesan council. They shall give a report at each diocesan board meeting and submit a written copy of such report to the president and diocesan secretary to be placed on file.

Section 4a. The recording secretary shall keep the minutes of the diocesan council and of the executive committee meetings, shall have charge of all papers pertaining to the office, keep a correct list of affiliated organizations, officers of the diocesan council, chairs of commissions and chairs of special committees. She shall furnish a report of the action taken by the executive committee to all board members to be placed on file.

Section 4b. Convention minutes shall be furnished to the president within 30 days after the close of the convention.

Section 5. The corresponding secretary shall be responsible for the coordination of mailings for Commission Days, Woman of the Year, Convention and other materials as needed. She shall perform other duties as directed by the President and/or the Board of Directors.

Section 6. The treasurer shall receive and record all funds collected for any purpose. The funds shall be deposited with the diocese accompanied by supporting data as required by the comptroller. All disbursements shall be made by check only. Request for payment shall be made by the president or treasurer or accompanied by supporting data as required by the comptroller. The treasurer shall render a financial statement to the convention and interim statements as deemed necessary. Preparation of budget and annual reports shall be the joint responsibility of the treasurer and the president.

Section 7. Each commission chair shall submit a written report to the president and secretary at each board meeting to be placed on file in the office.

Section 8. Each officer/commission chair, within thirty days after expiration of her term of office, shall turn over to her successor all books, papers and other property pertaining to her office/commission. She shall render a written report of her term's work at the convention.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

Section 1a. Requests for one nominee to be submitted per affiliate for the nominating committee shall be made by the deanery board in each of the deaneries at least three months prior to the spring institute of odd-numbered years. A minimum of five candidates shall be presented by each deanery at the spring institute of that year.

Section 1b. The two candidates receiving the largest number of votes in each deanery shall serve on the diocesan nominating committee; one as the member, one as the alternate.² One at-large member from the diocesan board shall be elected from the three nominees from that board.³ These members shall comprise the diocesan nominating committee and shall elect their own chair.

Section 1c. Those receiving the next three highest number of votes shall serve on the deanery nominating committee. At their first meeting, this committee shall elect their own chairman.

Section 1d. The immediate past president of each deanery shall serve on the deanery nominating committee *ex officio*. If she is unable to serve, another deanery past president shall be asked to serve.

Section 1e. Members of the nominating committee shall not be eligible to serve on the succeeding nominating committee.

Section 2 Diocesan Officers

Section 2a. In January of the even numbered years, the nominating committee shall send out a request for only one nominee per affiliate per office for officers of the diocesan board. All nominations must be received by May 1.

Section 2b. To be eligible for offices of diocesan president or vice president, one must have served a minimum of a term on the diocesan board and a term on a deanery board within the past ten years.

Section 2c. To be eligible for offices of secretaries and treasurer, one must have served a minimum of a term on a deanery or diocesan board within the past ten years.

Section 2d. The diocesan nominating committee shall submit a list of at least two or more officer candidates for each office. Nominees shall reflect a geographical spread of the diocese when possible. No affiliate may have more than one nominee per office at the biennial convention in the even-numbered years, having received the approval of the diocesan moderator.

Section 2e. The list of officer candidates and the names of the nominating committee shall be included with the call to biennial convention in the even-numbered years.

Section 2f. Nominations may be made from the floor by voting delegates provided nominees have adhered to the nominating committee guidelines.

Section 2g. Election shall be by ballot. A plurality may elect.

Section 2h. The nominating committee shall be responsible for conducting the election.

Section 2i. All diocesan officers, and deanery presidents elected at the spring institutes, shall be installed at the biennial convention and shall assume office at the close of that convention.

Section 3 Deanery Officers

Section 3a. In November of the odd-numbered years, the deanery board shall send out a request for one nominee per affiliate per office for officers of the deanery board. All nominations must be received prior to February 15 of the even-numbered years. The deanery nominating committee shall submit a list of officer candidates at the spring institute of that year, having the approval of the deanery moderator.

Section 3b. To be eligible for the offices of deanery president or vice-president, one must have served a term on the deanery board and a term on a parish board.

Section 3c. The list of officer candidates and the names of the nominating committee shall be published at least one month prior to the date of the spring institute in the even-numbered years.

Section 3d. Nominations may be made from the floor by voting delegates provided nominees have adhered to the nominating committee guidelines.

Section 3e. Officers of the deaneries shall be elected and installed at the deanery spring institute preceding the biennial convention. Outgoing Deanery Presidents shall continue in their role as diocesan officers until the biennial convention. A plurality may elect

ARTICLE X - MEETINGS

Section 1. The diocesan council shall meet biennially in convention during the months of October or November in the even-numbered years. The call for the biennial convention must be sent out not less than thirty days before the date of the convention.

Section 2. The deaneries shall each meet annually for a spring institute prior to June 15. The purpose of the institute shall be education, leadership development and any other such business as shall come before the deanery.

Section 3. The deaneries shall meet with parish representatives at least one other time during each deanery year.

Section 4. Meetings of the board of directors shall be subject to the call of the president and shall meet at least quarterly.

Section 5a. Voting at any meeting shall be confined to members present unless the executive committee shall authorize a ballot by mail for a particular purpose.

Section 5b. in the absence of a deanery president, the deanery vice-president or a representative appointed by the president shall attend meeting and shall vote in her stead.

Section 5c. The incoming deanery president may assume voting rights of the outgoing president who is unable to attend a meeting during the transition before the biennial convention.

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

- Biennial convention and/or deanery institutes -
- Representatives of 25% of affiliated organizations.
- Diocesan board of directors - nine members.
- Diocesan executive committee - six members.

ARTICLE XI - EXECUTIVE COMMITTEE

Section 1. The president, vice-president, the presidents of the deaneries, secretaries and treasurer shall constitute the executive committee with power to act in emergencies.

Section 2a. If a vacancy occurs in the office of the president, the vice-president shall assume the office for the remainder of the term.

Section 2b. Vacancies in offices other than the president shall be filled by presidential appointment with the approval of the executive committee.

Section 3. The diocesan moderator, who is appointed by the bishop, shall be *ex officio* a member of all committees.

ARTICLE XII - REPRESENTATION

Section 1. Each parish, mission and other organization affiliated with the Joliet Diocesan Council of Catholic Women shall be entitled to be represented at the biennial convention and/or spring institute in its respective deanery, by two delegates or their alternate, certified by the secretary of that organization.

Section 2. No delegate shall be allowed to represent more than one affiliated organization. Each delegate shall have one vote.

Section 3. The voting membership of the biennial convention shall consist of the certified parish delegates, the diocesan executive committee, the six diocesan commission chairs, one delegate from each deanery board, past JDCCW diocesan presidents, and up to two (2) Individual Members of NCCW from a diocesan parish without a Parish CCW, who have been enrolled as an NCCW Individual Member for a minimum of 12 months prior to the convention as certified through the NCCW office.

Section 4. The voting membership of each deanery spring institute shall consist of the certified parish delegates, the elected deanery officers and the six deanery commission chairs and up to two (2) Individual Members of NCCW from a parish without a Parish CCW, who have been enrolled as an Individual Member for a minimum of 12 months prior to that spring institute as certified through the NCCW office.

ARTICLE XIII - BOARD OF DIRECTORS

Section 1. Officers, diocesan commission chairs, and the diocesan moderator shall constitute the diocesan board of directors.

Section 2. Officers, deanery commission chairs and deanery moderator shall constitute the deanery board of directors.

ARTICLE XIV - COMMISSIONS

Section 1. There shall be the following commissions:

- a. Church Commission - The aim of this commission is to create a community of God's people that is educated and dynamic. Its program of study and action in the areas of scripture, liturgy and ecumenism lead to the experience of community and of Christ's own life.
- b. Family Concerns Commission - The aim of this commission is to assist members in achieving truly Christian family living and to preserve Christian principles in those areas that pertain to the welfare of all families. Its program is concerned with respect for all stages of life, religion in the family, fostering religious vocations, preservation of family unity and child and adult education.
- c. Community Concerns Commission - The aim of this commission is to involve all people in working to answer the needs of their individual communities. Its program, strictly determined by local needs, includes such areas as housing, urban development, rural life, safety, health, welfare and government.
- d. International Concerns Commission - The aim of this commission is to awaken in all peoples a conviction of their responsibility for the international society and to create through this conviction a family of all people. Its program of study and action is concerned with peace, education for international understanding, international relief and development,

hospitality to foreign students and visitors and participation in meetings of an international nature.

e. Legislation Commission - The aim of this commission is to help persons and groups be more politically effective. Its program of study and action is concerned with helping persons and groups understand the legislative process, make certain that all eligible citizens are registered to vote. To help voters understand the issues on which they are voting - local, state, national. To help persons and groups know the names and addresses of their legislative officials and how to contact and influence them.

f. Organization Services Commission - The work of this commission is to act as a service bureau for all the JDCCW affiliates and to give supportive services to the other substantive commissions. Its services include organization development, membership development, program, leadership training, public relations and any other necessary services.

Section 2. Commission chairs, who shall reflect a geographical spread of the diocese, when possible, shall be appointed by the president. Each such chair may appoint an alternate chair who shall not be a member of the board of directors. Chairs of the commission shall serve a term concurrent with the president and shall not succeed herself in the same chairmanship.

Section 3. Each commission chair shall appoint vice chairs as needed (e.g., Church - Vocations; Community - Rural Life.) Vice chairs shall submit timely reports to their commission chair and to the board of directors. Vice chairs shall serve a term concurrent with the chairman who appointed her. The diocesan president shall have approval of vice chairs prior to their appointments.

Section 4. Special committee chairs shall be appointed by the president subject to the approval of the executive committee.

ARTICLE XV - FINANCIAL ADMINISTRATION

Section 1 The fiscal year shall commence on the first day of July each year and shall end on the thirtieth day of June of the following year.

Section 2. The NCCW dues period shall be January 1 to December 31 of each year. Dues notices will be mailed by NCCW on or about September 1, and shall be due and payable by January 1, delinquent after January 31. Failure to comply with the above deprives delinquent organizations of all national publications sent by virtue of affiliation. Organizations are not entitled to voting delegates at the next national convention unless dues are forwarded each year on or before January 31. Organizations not able to meet this deadline because of extra-ordinary circumstances may be granted an extension of time by the Executive Committee.

ARTICLE XVI - POLITICAL ACTIVITY

Section 1. No officer of this organization may be a candidate or hold elective political office at the state or national level while an official of the JDCCW.

Section 2. No monies shall be given in the name of the JDCCW to support the activities of a political candidate or a lobbying organization.

ARTICLE XVII - FUNDS AND PROPERTY

The executive committee shall be trustees to take title to and hold all property of the organization.

ARTICLE XVIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised Current Edition shall be the parliamentary authority for all meetings where applicable as long as they do not conflict with these bylaws or any other Rules of Order adopted by JDCCW.

ARTICLE XIX - AMENDMENTS

These bylaws may be amended at any convention by a two-thirds vote, provided a copy of the proposed amendment has been appended to the call for the meeting.

ARTICLE XX - DISSOLUTION

Upon dissolution of this organization all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Roman Catholic Diocese of Joliet which has qualified for exemption under Section 501 © of the Internal Revenue Code and none of the assets will be distributed to any member or officer of this organization, as required by law.

Amended: October 16, 2004

Reviewed: August, 2006

Amended October 18, 2008