

BYLAWS

Columbus Diocesan Council of Catholic Women

Article I

Name

The Columbus Diocesan Council of Catholic Women (DCCW) is hereby established by the authority of the Bishop of Columbus. DCCW shall be organized as an office of the Diocese of Columbus and in affiliation with the National Council of Catholic Women.

Article II

Mission

The mission of DCCW is to promote the dignity and vocation of women, to lead women in the development of their faith life, and to encourage works of charity within their family, place of work, parish, and Diocesan community.

DCCW shall advance its mission by:

- Section 1 Serving as the medium through which the Catholic women of the Diocese may speak and act in unity in all religious, civic, social, and educational matters, being leaders in bringing about a God-centered society.
- Section 2 Assisting Catholic women's organizations to fulfill their respective objectives by instilling self-confidence, efficiency, usefulness, and leadership and to recognize their apostolate in the Church.
- Section 3 Promoting the spiritual and material undertakings recommended to the DCCW by the Bishop; working as a part of the National Council of Catholic Women in the interest of the United States Conference of Catholic Bishops.

Article III

Policies

- Section 1 Any proposed program or activity of the Council or of any member organization functioning in the name of this Council shall be submitted for approval by the Bishop of the Diocese or the Episcopal Moderator of the Council, who is the delegate of the Bishop.
- Section 2 This Council shall not interfere with the policies and procedures of a member organization unless such an organization is in conflict with Section 1.
- Section 3 This Council shall not support any commercial interest or any political party or political candidate. The name of this Council or the officers or members in their official capacities shall not be used in connection with a commercial concern, any political party, or for any other purpose that conflicts with Section 1.

Section 4 The membership list of this Council shall be made available to any person or organization upon written request and the approval of the President.

Article IV Membership

Section 1 There shall be two classifications of members to this Council: Board members and individual members.

Section 2 All Catholic women within the Diocese are eligible for individual membership on this Council.

Article V Dues

Section 1 Annual dues for membership in the National Council of Catholic Women (NCCW), Diocesan and Deanery Councils of Catholic Women are to be consistent with the NCCW dues structure.

Section 2 Dues are payable annually by each membership organization upon receipt of notice from NCCW. The membership dues should be mailed directly to NCCW.

Article VI Council Meetings

Section 1 The Council shall meet at least once annually and may meet by special meeting. The Call to Convention shall be mailed not less than thirty days prior to the date of Convention. The President, Vice President, Treasurer, and Commissioners shall submit written reports of the year's events at the annual Convention.

Section 2 Board members and individual members in good standing with the council may vote on any motion formally presented during any meeting of this Council.

Section 4 Special meetings of this Council may be called by the President with the approval of the Bishop of the Diocese or the Episcopal Moderator of this Council.

Section 5 Twenty-five percent of the total number of voting members present shall constitute a quorum at any meeting.

Article VII Board of Directors

Section 1 Governance of this Council shall be vested in a Board of Directors (Board).

Section 2 The Board shall comprise the following:
a. The Officers – President, Vice President, Immediate Past President, Secretary, and Treasurer

- b. A Representative from each diocesan deanery chosen by the Deanery Council of Catholic Women. The Representative should have a reference from their pastor and be approved by the Board. Representatives shall serve terms of three years and shall serve no more than three terms in her lifetime. There shall be no more than one woman representing a Deanery.
- c. Commissioners will be chosen from the Deanery Representatives.

- Section 3 The scope of responsibility for the Board shall include:
- a. Responsibility for establishing and implementing all policies relating to the management of this Council, subject to the final authority of the Bishop of the Diocese or the Episcopal Moderator of the Council. However, this Board shall not set aside any action or decision of the voting body of the Diocesan Council.
 - b. Authority to enter into a contract or agreement on behalf of the Council. All contract and agreements are subject to the review and approval of the Bishop.
 - c. Taking title and holding all property of this Council.
 - d. Authority to create or discontinue any commission. This Board shall have jurisdiction over the program of all commissions.
- Section 4 The Board shall elect the officers of the Board from all board members in good standing and shall fill vacancies in these offices by ballot election.
- Section 5 This Board shall meet quarterly. The time and place of those meetings shall be decided by the President and announced not less than three weeks prior to the date of such meetings.
- Section 6 Special meetings may be called by the President or on written request of a majority of the members of the Board. All members must be notified prior to the special meeting. If someone other than the President calls a meeting, the President and the Bishop (through the Episcopal Moderator) must be notified.
- Section 7 The number of members present shall constitute a quorum of the Board.
- Section 8 Unexcused absence of a member at three consecutive regular meetings of this Board shall be equivalent to resignation. A written notice from the Board Secretary shall be sent to the absent member following the second meeting from which the member was absent. A notice to the effect that the individual is no longer a member of the Board shall be sent to her immediately following the third meeting from which she was absent.
- Section 9 Vacancies occurring in a position held by Deanery Representatives shall be filled in the Deanery Council of Catholic Women by ballot election or appointment.
- Section 10 Each member of this Board within fifteen days after the expiration of her term shall deliver to the DCCW Office all books and other property in her possession pertaining to her office or position, unless such books and other property are delivered to her successor.

Article VIII
Officers-Nominations-Elections

- Section 1 The Officers of this Council shall be the following:
- President
 - Vice President – assumes office upon retirement of the sitting President
 - Secretary
 - Treasurer
 - Immediate Past President
- Section 2 The Vice President, Secretary, and Treasurer shall be elected triennially by the Board. Only a member serving on the Board for at least two years within the preceding six years shall be eligible to be an officer.
- Section 3 At the third quarterly meeting of the Board of Directors, the President will announce the election of an officer. At that time, nominations can be made by a person either nominating herself or nominating another person. A private ballot election will then be held. A majority vote will rule.
- Section 4 The President, Secretary, and Treasurer shall assume the duties of their office at the adjournment of the Diocesan Convention and shall remain in office until the adjournment of the Diocesan Convention in the year that her term expires.
- Section 5 The rules governing nominations and elections of officers as provided in this article shall be followed in the filling of vacancies in the office of President, Vice President, Secretary and Treasurer. In the case of an emergency vacancy the office will be filled at the next quarterly meeting of the Board of Directors. In this case, the replacement officer will assume her duties immediately following the election.
- a. Officers shall serve a three-year term.
 - b. The Secretary and Treasurer shall continue on the Board as Deanery Representatives.
 - c. The Vice President, President, and Immediate Past President shall not serve as Deanery Representatives. The Vice President, President, and Past President shall serve no more than one term in these capacities in her lifetime.
 - d. Upon completion of the President’s term, she shall automatically serve a term as Past President. The previous Past President shall retire from the board. The Vice President shall then become the new President. The board shall elect a new Vice President from among eligible Board members.
 - e. When an eligible Board member is elected to the position of Vice President, a new person shall be selected to take her place as Deanery Representative in accordance with established Board procedures.
 - f. No one may hold more than one officer position.

Article IX
Executive Committee

- Section 1 The Executive Committee shall comprise the President, Immediate Past President, Vice President, Secretary, Treasurer, and the Episcopal Moderator.
- Section 2 The Executive Committee shall have such powers as are given to it in these Bylaws and, in the interim between meetings of the Board of Directors, shall exercise all power and authority of this Board as specified in Article VII, Section 2, Paragraph 1 of these Bylaws, subject to such restrictions as the Diocesan Council or the Board may impose. This Committee shall report all action taken by it at the next meeting of the Board.
- Section 3 Meetings of the Executive Committee shall be subject to the call of the President. They will meet prior to the General Board Quarterly Meeting.

Article X
Duties of Officers

- Section 1 The President shall preside at all meetings of the Diocesan Council, the Board of Directors and the Executive Committee, and shall be an ex-officio member of all commissions and committees; and shall perform such other duties as devolve upon her office. She shall represent the Diocesan Council of Catholic Women at the Diocesan Pastoral Council, Women’s Division of Catholic Conference of Ohio, and report any pertinent matters to the Board.
- Section 2 The Vice President shall attend all Board of Directors meetings to familiarize herself with procedure. She shall, with the President, attend meetings of the Women’s Division of the Catholic Conference of Ohio, and as a delegate to the convention of the National Council of Catholic Women.
- Section 3 The Secretary shall keep a record of the proceedings of the meetings of the Diocesan Council Board of Directors and Executive Committee, and shall have charge of all papers pertaining to her office. The Secretary shall send a copy of the minutes of the meetings of the Board of Directors to the DCCW Office Secretary within two weeks of the conclusion of the meeting.
- Section 4 The Treasurer shall work with the office bookkeeper and the office secretary on receiving and depositing all funds. She shall pay all bills approved by the Executive Board of Directors. She shall co-sign all check requests along with the President. She shall submit a report at each meeting to the Executive Board and Board of Directors.
- Section 5 The Immediate Past President has an ex-officio role. She shall serve as an advisor and mentor to the President and other officers.

Article XI Committees

- Section 1 There shall be such Commissions and Committees as are consistent with the programs of this Council and approved by the Bishop of the Diocese. The programs of these Commissions and Committees shall be under the jurisdiction of the Board of Directors with the approval of the Bishop of the Diocese.
- Section 2 The President shall appoint three members and two alternates of the Board to attend the meetings of the Women's Division of the Catholic Conference of Ohio.
- Section 3 The Chairwoman of each Commission shall be appointed by the President. These Chairwomen shall be chosen from the Deanery Representatives already on the Board.
- Section 4 The members of the Commission shall include the Deanery Chairwomen of the corresponding Commission in the Deanery.
- Section 5 The Budget Committee shall be a standing committee and shall be comprised of the President, Treasurer, and one other Board member, with the President having the final vote. This committee shall prepare annually a proposed budget to be approved by the Episcopal Moderator prior to submission to the Diocesan Finance Committee.
- Section 6 Any vacancy in the chairmanship of Commissions and standing committees shall be filled in the same manner as the original appointment was made.
- Section 7 There shall be such special committees as are deemed necessary by the Executive Board or the Board of Directors; and the Chairwoman of these committees shall be appointed by the President. Chairwomen of special committees may attend the meetings of the Board of Directors and shall have a voice but no vote.
- Section 8 Ad-Hoc Committees may be appointed by the President upon any pressing need arising between meetings of the Board. The appointment and plans of such committees shall be reported at the next meeting of the General Board.
- Section 9 All funds received and/or expended by regular or special committees shall be handled through the Treasurer.

Article XII Representation at National Convention

The number of representatives from this Council to the Convention of the National Council of Catholic Women shall be governed by the Bylaws of the National Council. The President and Vice President shall be representatives to the Convention of the National Council of Catholic Women. This Council shall pay the official expenses of the President; this Council shall pay the registration fees of the Vice President to the National Convention.

Article XIII
Diocesan Office

Section 1 This Council shall maintain a permanent office where determined by the Diocese of Columbus. Within the Diocesan office structure, the DCCW is part of the Spiritual Life & Parish Ministry Department under the Episcopal Moderator for Spiritual Life & Parish Ministry. Within this structure, the DCCW President shall serve as Director of the office.

Section 2 A Secretary in charge of this office shall be employed by this Council. Her salary shall be determined in accordance with the pay scale for Diocesan employees. In the event of a vacancy, the position of secretary shall be filled through the Diocesan Personnel Office. The DCCW President, as office Director, shall serve as the lone supervisor of the Secretary. Other Board members wishing assistance from the office Secretary shall make a request to the President.

Article XIV
Fiscal Year

The fiscal year shall be from July 1st through June 30th.

Article XV
Parliamentary Authority

The rules contained in Robert's Rules of Order shall be the parliamentary authority of this Council in all matters to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XVI
Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of the Board, provided the proposed amendment has been submitted in writing prior to the vote. All changes approved changes are subject to the final approval of the Bishop of Columbus. The Bishop has full authority to make changes to these bylaws as he deems necessary.