

**DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU**  
**Council of Catholic Women**  
**By-Laws**

**ARTICLE 1 – NAME**

**Section 1**

The name of this Federation shall be known as the Springfield-Cape Girardeau Diocesan Council of Catholic Women, hereinafter referred to as the “DCCW.”

**Section 2**

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

**Section 3**

The DCCW shall relate to the National Council of Catholic Women (NCCW) as an affiliated organization.

**ARTICLE II – OBJECTIVES**

The objectives and purposes of the DCCW shall be the following:

**Section 1**

To unite the Catholic women’s organizations and individual Catholic women of this diocese, develop their spiritual growth and leadership potential, and 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 this diocese may speak and act on matters of common interest.

**Section 3**

To be a representative Catholic women’s body to relate to other diocesan and statewide organizations, civic and social agencies in the solution of present-day problems.

**Section 4**

To support, empower and educate all Catholic women in Spirituality, Leadership, and Service. DCCW programs respond with Gospel values to the needs of the Church and society in the modern world.

**Section 5**

To unite with the Church and its teachings.

## **ARTICLE III – MEMBERSHIP**

### **Section 1**

All Catholic Women’s organizations in the diocese that subscribe to the objectives of the DCCW shall be eligible for membership.

### **Section 2**

Individual Catholic women who subscribe to the objectives of the DCCW shall be eligible for membership.

## **ARTICLE IV – AUTONOMY OF AFFILIATED ORGANIZATIONS**

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

## **ARTICLE V – GOVERNING BODIES**

### **Section 1 Board of Directors:**

- A. The governing body of the DCCW shall be vested in the Board of Directors, hereafter referred to as the “Board.”
- B. The Board shall consist of:
  - 1. His Excellency, the Most Reverend Bishop, also known as the Ordinary.
  - 2. The Diocesan Spiritual Moderator (s);
  - 3. Officers of the DCCW;
  - 4. Director At Large
  - 5. President of each Deanery of Catholic Women;
  - 6. DCCW Commission Chairs;
  - 7. Parliamentarian (ex officio);
  - 8. Public Relations Liaison/Web Manager (ex officio);
  - 9. DCCW Newsletter Editor (ex officio);
  - 10. Province Director
  - 11. Any member of the NCCW Board of Directors, if a resident of the diocese (ex-officio).
- C. Each Board member shall have a voice and a vote, with the exception of the ex-officio members. These shall have a voice but no vote.
- D. The Board shall have authority over the affairs of the DCCW in consultation with the Ordinary of the diocese and/or the Spiritual Moderator(s) appointed by him.
- E. The Board shall establish Standing Rules, Special Rules of Order, and Guidelines for the DCCW.

## **Section 2 – Executive Committee**

- A. There shall be an Executive Committee composed of the officers of the DCCW and the Director At Large with the Ordinary of the Diocese and /or the Diocesan Spiritual Moderator(s) with power to act in all emergencies.
- B. All action taken by the Executive Committee shall be reported to the Board as soon as possible and in writing within (2) weeks.

## **Section 3 – Officers**

The officers of the DCCW shall be a President, President-Elect, Secretary, and Treasurer.

# **ARTICLE VI – MEETINGS**

## **Section 1**

The DCCW shall hold an annual Assembly following the Spring Board of Directors meeting.

## **Sections 2**

The Board shall meet quarterly, the time and place left to the decision of the President and announced not less than three (3) weeks prior to the date of such meeting.

## **Section 3**

Special meetings may be held at the call of the President or the Executive Committee with the approval of the Ordinary of the Diocese or the Spiritual Moderator(s).

## **Section 4**

Council members who are not DCCW Board members, after obtaining the permission of the President, may attend board meetings as observers, having no voice nor vote.

# **ARTICLE VII – NOMINATIONS AND ELECTIONS**

## **Section 1 – Nominating Committee**

- A. The President shall appoint a nominating committee that will be representatives of the Deaneries, alternating three (3) Deaneries each year.
- B. The Nominating Committee, with the approval of the Diocesan Spiritual Moderator(s), will choose, for each nomination, persons eligible as defined in Article VII – Section 2 to be officers for the DCCW Board.
- C. The names of candidates for office and their qualifications will be sent to Board members with the Spring Call to Meeting Notice.
- D. All nominees shall be a member in good standing.
- E. The Nominating Committee shall report to the full Board at the Spring Board Meeting.
- F. Refer to DCCW Guidelines for a complete listing of duties.

## **Section 2 – ELECTIONS**

The Board shall elect the following officers at the DCCW board meeting immediately before the beginning of the Annual Spring Assembly.

- A. President – a member in good standing who has been a Deanery president
- B. President-Elect – a member in good standing who has been a Deanery president
- C. Secretary: a member in good standing
- D. Treasurer: a member in good standing

## **ARTICLE VIII – VOTING**

**Section 1** – Each member of the Board, with the exception of ex-officio officers, shall be entitled to one (1) vote at all DCCW – sponsored meetings, regardless of the number of positions held.

**Section 2-** Voting at any meeting shall be confined to members present.

**Section 3** - The DCCW shall, in an emergency, take care of necessary business by written ballot or by conference call of the Executive Committee, confirmed within seven (7) days in writing, with two-thirds of the return ballots necessary for adoption.

## **ARTICLE IX – TERMS OF OFFICE**

### **Section 1**

The term of office for officers shall be two years. No officer shall be eligible for the same office for more than one term. The Executive Committee may make exceptions.

### **Sections 2**

Members of the governing body should assume their duties at the close of the Annual Spring Assembly.

### **Section 3**

Each officer or commission chair shall, upon thirty (30) days after the expiration of her term of office, turn over all property pertaining to her office to her successor.

### **Section 4**

A member of the Board may be relieved of office at the discretion of the Ordinary of the Diocese or Diocesan Spiritual Moderator(s).

### **Section 5**

A chair of any commission shall be appointed to serve two years and shall not be able to serve more than one term on the same commission unless requested to serve until her successor is appointed.

### **Section 6**

Special Committees may be created and appointed by the President to function within a specific time limit, not to exceed the term of the current President.

## **ARTICLE X – Duties of Officers**

### **Section 1 - Duties of the President**

- A. Presides at all DCCW General Meetings and all meetings of the Board.
- B. Is an ex-officio member of all committees except the Nominating committee.
- C. Acts as the chief representative of the council.
- D. Appoints with the approval of the Spiritual Moderator(s), all commissions chairs, standing committees, Parliamentarian, Connection Newsletter Editor, and Web Manager.
- E. Serves as an ex-officio member of the Diocesan Pastoral Council.
- F. Prepares agendas for all meetings.
- G. Secures adequate meeting facilities for all meetings, including the Annual Spring Assembly.
- H. The name of the President shall appear on the signature card kept on file at the bank where the DCCW checking account is maintained.
- I. Presides over the Audit Committee which meets within 30 days following the election of a new treasurer. Audit Committee consists of the DCCW President and two other members appointed by her.
- J. Serves on the Province Board.

### **Section 2 – Duties of President-Elect**

- A. The President-Elect, in the event of the absence or disability of the President, performs such duties as the President or Board may designate.
- B. Acts as over all-chair of the Annual Spring Assembly. (Refer to Article X Section 4F)
- C. The name of the President-Elect shall appear on the signature card kept on file at the bank where the DCCW checking account is maintained. The President-Elect is authorized to sign checks in the absence of the President or the Treasurer.

### **Section 3 - Duties of the Secretary**

- A. Responsible for the minutes of the board meetings from the quarterly and all executive committee meetings.
- B. Within three (3) weeks, sends copies of the minutes from the quarterly board meetings to all DCCW Board members and past board members at their request.
- C. Performs duties assigned by the President and/or Board or implied by her office.
- D. Calls the roll and keeps attendance of all board meetings.
- E. Turns over records to her successor within thirty days from the Annual Spring Assembly.

### **Section 4 - Duties of the Treasurer**

- A. To be the custodian of all monies of the DCCW which shall be deposited in the name Springfield-Cape Girardeau DCCW in a depository designated by the Board in compliance with diocesan Catholic Center policies.
- B. Keeps an account of all monies received and gives a report at quarterly board meetings.
- C. Has all bills approved by the President or her designated representative.
- D. Sends dues notices to all affiliate groups. Sends affiliation dues to NCCW using NCCW guidelines.
- E. Prepares, in consultation with the President and Spiritual Moderator (s), the annual budget and submits it for approval at the February board meeting. The final approved budget is to be submitted to the Bishop by March 1st.
- F. All checks may be signed by the DCCW President or Treasurer. The President-Elect is authorized to sign checks in the absence of the President or Treasurer, as outlined in Article X,

Section 2D.

- G. Performs other duties that her office may require.
- H. The Fiscal Year shall be from July 1st through June 30th.
- I. Turns over all accounts to the Audit Committee within thirty (30) days following the election at the Spring Assembly. Audit Committee consists of the incoming President and two other members appointed by her.

## **ARTICLE XI – COMMISSIONS**

### **Section 1**

There shall be Commissions corresponding to NCCW Commissions.

### **Section 2**

The Commissions shall be

- A. Spirituality**  
Church, Legislative
- B. Service**  
Family Concerns, Community Concerns, International Concerns
- C. Leadership**  
Organization

### **Section 3**

- A. The President shall appoint Commission Chairs with the approval of the diocesan Spiritual Moderator (s) and/or the Ordinary of the Diocese.
- B. The Chair of any commission shall be appointed to serve one term and shall not be eligible to serve more than one term in the same commission unless requested to serve until her successor is appointed.

## **ARTICLE XII – DUES AND CONTRIBUTIONS**

### **Section 1**

The annual dues for DCCW membership will be reviewed and established by the Board. DCCW dues shall be made payable to DCCW and sent to the DCCW Treasurer. All dues shall be payable by October 1st and delinquent by December 31st.

### **Section 2**

DCCW may solicit and accept contributions from interested persons or groups wishing to assist DCCW. Contributors shall have neither voice nor vote in the deliberations of DCCW.

## **ARTICLE XIII – POLITICAL ACTIVITIES**

No monies or endorsements shall be given in the name of DCCW to support the activities of any political candidate or party.

## **ARTICLE XIV – VACANCIES**

### **Section 1**

Vacancies on the Executive Committee other than the office of President, by reason of resignation, death, disability, or change of domicile outside the diocese, shall be filled by a majority vote of the remaining members of the Board.

### **Section 2**

In the absence, disability, or death of the President, her duties shall devolve on the President-Elect. In the event that the President-Elect is unable to serve in this capacity, the Board shall fill the vacancy from the body. A majority vote shall elect.

### **Section 3**

A vacancy of the Chair of a commission or committee shall be filled by presidential appointment.

### **Section 4**

A vacancy in the Nominating Committee shall be appointed by the President from the same Deanery in which the vacancy occurs.

## **ARTICLE XV – QUORUM**

### **Section 1**

The quorum for the Executive Committee shall be three (3) members.

### **Section 2**

The quorum for the Board of Directors shall be eight (8) members, of whom two (2) shall be officers.

## **ARTICLE XVI – RESOLUTIONS**

Resolutions placing the DCCW in favor of or in opposition to an issue in matters of public interest shall be put to a vote at a board meeting with the approval of the Ordinary of the Diocese or his appointed representative.

## **ARTICLE XVII – INTER-ORGANIZATION AND COOPERATIVE RELATIONSHIPS**

To carry out the purposes of the DCCW there may be established, after proper consideration and approval by the Board, the Ordinary of the Diocese, and/or the diocesan Spiritual Moderator(s), liaison or cooperation with other organizations of goodwill.

## **ARTICLE XVIII – AMENDMENTS**

**Section 1** These by-laws may be amended at any Board meeting by:

- A. A two-thirds vote of the Board members present and voting, provided copies of the proposed amendment, has been published and received by board members fourteen (14) days prior to the next board meeting.
- B. Amendments shall take effect upon passage.

## **ARTICLE XIX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rule of Order, Newly Revised, shall govern DCCW in all cases to which they are applicable and in which they are not inconsistent with these by-laws and in any special Rules of Order which DCCW may adopt.

## **Article XX – PUBLICATIONS**

**Section 1:** DCCW shall issue an official publication quarterly. The name of the publication is *Connections*.

**Sections 2:** The editorial committee of *Connections* consists of the Editor of *Connections*, the DCCW President, the Director at Large, and the Public Relations Liaison/Web Manager.

**Section 3:** The Public Relations Liaison/Web Manager works in conjunction with the Catholic Center communications director.

## **ARTICLE XXI – DISSOLUTION**

In the event of dissolution, all assets, monies, and properties shall be assigned to an entity approved by the Board at the time of dissolution, in accordance with Internal Revenue Service Code Section 501 C(3). None of its funds shall inure to the benefit of any individual.

**Revised and amended February 12th, 2022. (Change Region to Deanery, Past President to Directory At Large, Web Master to Web Manager)**