

**SPRINGFIELD – CAPE GIRARDEAU**  
**DCCW STANDING RULES**  
(From Robert’s Rules of Order Newly Revised)

In addition to the by-laws and rules of order, in nearly every society, resolutions of a permanent nature are occasionally adopted, which are binding on the society until they are recluded or modified. These are called Standing Rules and can be adopted by a majority vote at any meeting. After they have been adopted, they cannot be modified at the same session except by a reconsideration. At any future session, they can be suspended, modified, or rescinded by a majority vote. The standing rules, then, comprise those rules of a society which have been adopted like ordinary resolutions, without the previous notice required for by-laws, and, consequently, future sessions of the society are at liberty to terminate them whenever they please. No Standing rule (or other resolution) can be adopted which conflicts with the by-laws or rules of order.

STANDING RULES should contain only such rules as are subject to the will of the majority of any meeting and which it may be expedient to change at any time without the delay incident to giving previous notice.

**I. DUTIES OF APPOINTED BOARD MEMBERS**

**A. COMMISSION CHAIRS**

1. Studies the scope of her commission, reviews program materials, suggestions, and literature from the NCCW Commission Chair, and plans a basic program in the field of her commission.
2. Prepares a quarterly report for her commission and gives a copy of it to the DCCW President, a copy to the *Connections* Editor, and copies to each Deanery President at the quarterly meetings.
3. Requests copies of reports from the Deanery Presidents on activities of her commission.
4. Attends quarterly board meetings of the Diocesan Board.
5. If requested, prepares and present a training and educational workshop for Deanery Chairs during the year, at the Spring Assembly, or at any other mutually agreed time.
6. Maintains a file of programs using names and addresses of Deanery Chairs and turns them over to her successor within thirty (30) days after her term of service or within thirty (30) days after the appointment of a new commission chair.
7. Uses resources available to help in her programs, such as the Diocesan Spiritual Moderator (s), pastors, religious, lay persons, diocesan staff, NCCW materials, and information from the Province Director.

**B. PARLIAMENTARIAN**

1. The Parliamentarian is appointed by the DCCW President.
2. She advises the President on points of Parliamentary Procedure.
3. The Parliamentarian should be familiar with the By-Laws and Standing Rules, as well as ordinary Parliamentary procedure.
4. The Parliamentarian presents copies of By-laws and Standing Rules to new board members.

### **C. PROVINCE DIRECTOR**

The current Province Director recommends the name of the next Province Director candidate to the Bishop of the Diocese in which the candidate resides. The St. Louis Province consists of the Archdiocese of St. Louis and the Dioceses of Jefferson City, Kansas City-St. Joseph and Springfield-Cape Girardeau. The Province Director is rotated among the dioceses affiliated with the NCCW, currently the Kansas City-St. Joseph Diocese and the Springfield-Cape Girardeau Diocese.

1. The Diocese in which the Province Director resides supports her expenses during her term of office which is two years, beginning with the NCCW Conventions. The NCCW meetings include four board meetings a year. Her term ends at the close of the Convention in her second year.
2. The monetary allowance for the Province Director shall be by the decision of the DCCW Board in the budgetary process prior to the year the funds are needed.
3. The Province Director must be free to attend the meetings of the NCCW Board.
4. She visits, upon invitation, groups within her Province.
5. She interprets for the women of the Province the work of the NCCW and aids in the implementation of this work.
6. She carries the thinking of the Province to the National Board.
7. She maintains a Province Board.

### **D. SPIRITUAL MODERATOR**

1. A spiritual co-worker with the Council – appointed by the Bishop of the Diocese
2. Upholds and advances the mission of DCCW.
3. Serves as the spiritual guide for the Council.
4. Respects the diversity of Catholic women.
5. Uses opportunities and circumstances in promoting DCCW within the Catholic community, with other priests, with Bishops, and in civic communities.
6. Maintains a strong and active line of communication with the council leadership and membership.
7. Recognizes the responsibility of the organization and its leadership in making decisions on behalf of the organization.
8. Recognizes our concern for the long-term stability of NCCW and DCCW.

### **E. PUBLIC RELATIONS LIAISON/WEB MANAGER**

1. She is an ex-officio member of the Board.
2. Maintains the DCCW web page, working with the Catholic Center Communications Director.
3. Assists in projects to heighten the visibility of the DCCW.
4. Works with the Connections editor to proofread *Connections*, the quarterly DCCW newsletter.

## **F. CONNECTIONS EDITOR**

1. She is an ex-officio member of the Board.
2. Notifies board members of submission deadlines for each edition of *Connections*.
3. Collects reports and articles from Board members for the quarterly publication and distribution of *Connections*.
4. Designs the graphics and organizes the written material for each edition of the *Connections*.
5. Provides a proof copy of *Connections* to the President, Web Manager, and Director At Large for proofreading.
6. Maintains a computerized database and mailing list of those requesting copies of the *Connections*.
7. Oversees the distribution of *Connections* by e-mail and postal service.
8. Maintains an archive collection of all *Connections* publications.

## **II. EXPENSES**

### **A. Expenses of DCCW-sponsored events, i.e., workshops, retreats, board meetings, and Spring Assembly.**

1. All diocesan Board Members, diocesan Spiritual Moderator (s), guest speakers, and other Board approved persons in attendance will have room accommodation bills paid by the Treasurer.
  - a. Accommodations are as follows: With the exception of the Spiritual Moderator, two (2) board members to a room. Members who make an exception to this rule shall bear the responsibility of reimbursing the DCCW treasury after notifying the Treasurer of impending reimbursement. The Treasurer shall inform the member of the correct amount of reimbursement.
  - b. Board members who have to travel to a meeting a day in advance will be allowed an extra night's lodging at the same rate as stated above.
  - c. The banquet or designated meal(s) will be paid for by DCCW. No other meal expenses are covered by the DCCW.
  - d. Mileage – Travel is paid by the mile. Members are expected to carpool. The rate is \$0.585 per mile.
  - e. Registration costs – Board registration fees (when required), including NCCW events, will be paid by DCCW.
  - f. DCCW principal speaker's room, meals, travel, and banquet tickets are billed directly to DCCW.
  - g. Commission speakers' names should be given in advance to the President and the Treasurer by Commission Chair. The Commission Chairs are responsible for making their guests' reservations for room and banquet. Payment of Commission speakers fees shall be made from the funds budgeted for that commission.

### **B. EXPENSES OF COMMISSIONS**

Money allocated to Commission Chairs and Standing Committee Chairs may be used at the discretion of the Chair for mailings, commission materials, speakers, etc.

**C. MILEAGE EXPENSES**

1. Mileage will be paid to and from a meeting called for the transition of records and duties from the outgoing to the incoming Executive Committee and Commission Chairpersons.
2. The President's travel mileage, when in an official capacity, will be reimbursed at the current rate of reimbursement.
3. Mileage reimbursement shall be made by the DCCW Treasurer to those attending ad hoc committee meetings upon approval of the DCCW President.
4. Mileage reimbursement shall be made by the DCCW Treasurer to Leadership Trainers when traveling to and from Leadership sessions within our Diocese.

**D. EXPENSES TO NCCW CONVENTIONS**

The DCCW will supply funds for two (2) officers, President, President-Elect, Spiritual Moderator, and three (3) Commission Chairs to attend the NCCW Convention. If a designated member cannot attend the Convention and the Treasurer or Secretary are both unable to attend, another member of the Board can be included.

**DEFINITION OF FUNDS:** is as follows: registration, fees, hotels, NCCW sponsored banquet, daily meal allowance, airfare and/or mileage, and an allowance to cover round transportation to and from the airport, parking/storage of car when driving and tips for skycaps and doormen.

**E. PRESIDENT PIN**

DCCW shall purchase a Diocesan President's Pin from NCCW for the incoming President to wear to all official occasions.

**F. DCCW CHARITABLE EXPENSES**

1. Charitable actions for current DCCW Board Members and past DCCW presidents at the time of death.
2. Expenses to include two (2) Mass offerings prayed by the member's parish priest. Special cards and notes are included.
3. Expenses are to be paid from the DCCW annual budget.

**III. MINUTES**

1. The minutes of the board meeting will be read in synopsis form only.
2. A permanent record of all minutes shall be kept with the President's and Secretary's files.
3. Past board members may receive minutes of the board meeting at their request.

**IV. NCCW Sunday**

The fourth Sunday of October shall be celebrated as CCW Sunday in the Springfield-Cape Girardeau, Diocese.

## V. BUDGET

- A. Proposed expenses for the coming year are to be submitted to the Treasurer by the fall meeting of the calendar.
- B. The proposed new budget will be presented to the Board for a vote at the February meeting to the bishop by March 1st.

## VI. SPRING ASSEMBLY

### A. **Announcements:**

Information and announcements about the Spring Assembly will be given to board members at the February board meeting. Invitations to the Spring Assembly will be sent to all parish priests, deacons, and religious of the Diocese. Information about the Spring Assembly will also be published in the diocesan *Mirror*.

### B. **Reports:**

All board members will submit a written article by a designated date for the Annual Spring Assembly Program book.

### C. **Chairperson:**

The overall chairperson of the annual meeting shall handle their projects at their own discretion in consultation with the President in keeping with the budget and established guidelines.

### D. **Display Materials**

- 1. An organization that would like to display printed materials at the Annual Spring Assembly may do so with the prior permission granted by the DCCW Board and the materials pertaining to the NCCW mission.
- 2. If possible, the display should be in a room other than the main meeting room.

### E. **Sales**

- 1. Material available for sale at the Annual Spring Assembly shall be from NCCW or a religious goods dealer and material pertinent to the NCCW mission.
- 2. No deanery or parish fundraiser will be accepted.

### F. **Charitable Projects**

- 1. **Grab Bag Donations:** Each affiliated parish provides at least one item or basket valued at a minimum of \$30.
- 2. **Purse Auction:** Each affiliated parish provides one purse to be displayed for a silent auction at the Spring Assembly.
- 3. Each year the DCCW Board chooses a **charitable service project**. All affiliated members are encouraged to support this cause with financial and/or material donations. A list of needs will be presented to the Board at the February board meeting.
- 4. Collections for other charities, besides the annual chosen charity, are not allowed at the Spring Assembly.

## **VII. BOARD RETREAT**

A DCCW Board Retreat will be held annually in conjunction with a board meeting, usually with the November board meeting.

## **VIII. ORIENTATION FOR NEW OFFICERS**

The newly elected President and Treasurer shall meet with the immediate past President and Treasurer for orientation before the August Board Meeting.

## **IX. DCCW REPRINTING OF BY-LAWS AND STANDING RULES**

1. The DCCW By-Laws and Standing Rules shall be reviewed and reprinted every three (3) to five (5) years.
2. Changes made to the By-Laws and/or the Standing Rules will be listed chronologically on the last page of the master copies of those documents.
3. Changes that affect the membership will be distributed by the Deanery Presidents to each affiliated parish.

**DCCW Standing Rules amended and revised Nov 2021. (Changed Region to Deanery)**

**DCCW Standing Rules amended and revised August 13, 2022 (Changed mileage rate to .585 per mile)**