

# Bylaws

## Savannah Diocesan Council of Catholic Women

Revised: April 2015

### Article I – Name

This organization shall be known as the Savannah Diocesan Council of Catholic Women.

### Article II – Objectives

The objectives of this organization shall be:

- Section 1. To unite Catholic Organizations of women and individual Catholic Women of the Diocese in purpose, direction and action in religious, social, educational, and charitable endeavors.
- Section 2. To assist the affiliated organization and individuals through publications, services, correspondence, workshops and conventions.
- Section 3. To serve as a medium through which the Catholic women of the Diocese may speak and act as a unit on all matters of public interest.
- Section 4. To establish relations with other religious, civic and social agencies in the Diocese in the endeavor to create interest in the solution of present day religious, civic, social, educational and charitable problems.
- Section 5. To further spiritual and material undertakings which are recommended to the Diocesan Council by the Bishop.

### Article III – Autonomy

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

## Article IV – Membership

- Section 1. The membership of this federation shall consist of women of Catholic organizations within the Diocese of Savannah which enjoy ecclesiastical approval. Such organizations shall be recognized under the following classifications.
- a. Parish Affiliates.
  - b. Inter-parochial Societies or local branches of national organizations.
  - c. Individual members from non-affiliated parishes.

## Article V – Officers

- Section 1. The officers shall be: President, President-Elect, Vice-Presidents (the Presidents of the Deaneries), Recording Secretary, Treasurer, Parliamentarian and Corresponding Secretary. The First Vice President shall come from the Deanery in which the President resides.

The priority of the remaining Vice Presidents shall be: Savannah, Augusta, Macon, Valdosta-Brunswick, Columbus, Albany and Statesboro.

- Section 2. All officers shall be elected at the Annual Convention for a term of one (1) year, except the Parliamentarian and Corresponding Secretary, who are appointed by the President. No officer shall be eligible for election to the same office for more than two full consecutive terms. Officers shall be installed at the time of their election unless excused by the election body. The Vice-Presidents shall be confirmed at the same time.

- Section 3. If, for reason of resignation, the secretary or treasurer carries over into a new President's term due to re-election of the secretary or treasurer to a second term of office, the membership may re-elect the secretary to serve a third term in order that continuity of records and communication be maintained, and in order that the current two-term secretary or treasurer may be re-elected if the President is re-elected to a second consecutive term as provided in Section 2 Article V of the Bylaws. This Section is only to be used as an emergency measure and only in the event that the circumstances as defined in this Section should occur; and it is only applicable to the offices of secretary and treasurer.

- Section 4. If for reason of resignation or vacating of an office by an elected officer, the Board of Directors, with prior notice, shall have the power to fill the vacancy for the completion of the term of the vacated office at the next regularly scheduled meeting or called meeting of the Board of Directors. Vacancies in appointed offices shall be filled by the President.

- Section 5. In addition to the officers, there shall be a Diocesan Spiritual Advisor,

who will be consulted on matters pertaining to the affairs of the Savannah Diocesan Council of Catholic Women.

#### Article VI – Executive Committee

- Section 1. The President, President-Elect, First Vice-President, Recording Secretary and Treasurer shall constitute the Executive Committee with the power to act in emergencies. The Parliamentarian shall serve as an Ex-Officio member of the Executive Committee.

#### Article VII – Board of Directors

- Section 1. The Board of Directors shall consist of the officers of the Diocesan Council, Chairman and Vice-Chairman of the three (3) Diocesan Commissions. The two Immediate Past Presidents and any member of the Diocesan Council serving on the National Council of Catholic Women Board shall be entitled to vote.
- Section 2. The Board of Directors shall have jurisdiction over all matters relating to the management of all the affairs of the organization.
- Section 3. Non-attendance of a member of the Board of Directors for two consecutive meetings, without good and sufficient reason shall be sufficient cause to allow the board member the opportunity to resign from membership on the Board of Directors.
- Section 4. Each Deanery President is encouraged to bring to the meeting of the Diocesan Board, one active member of her Deanery in order that she may observe the work of the Diocesan Council and become familiar with its scope.

#### Article VIII – Funds and Property

The Board of Directors shall be trustees of all property of the organization.

#### Article IX – Meetings

- Section 1. The Diocesan Council shall meet annually for the transaction of such business as shall be brought before it, and for the election of officers. The call to this meeting must be sent out no later than thirty (30) days before the date of the Convention.
- Section 2. The Board of Directors shall meet tri-annually: summer, fall and winter; that is within (3) months following the Annual Diocesan Convention; as soon as feasible following the National Convention, in the fall of the year, and at least two (2) months prior to the Annual Diocesan Convention; the time and place to be left to the decision of the President and announced

not less than two (2) weeks previous to the date of the meetings.

Section 3. Meetings of the Executive Committee shall be subject to the call of the President.

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

Annual Convention: Representatives of twenty-five (25%) per cent of affiliated organizations.

Board of Directors: Nine (9) members--- three (3) of whom shall be officers

Executive Committee: Five (5) members

#### Article X – Dues

Section 1. The Savannah Diocesan Council of Catholic Women shall pay annual dues required for membership of this diocesan council with the National Council of Catholic Women. The Diocesan Treasurer shall make payment in the timely manner required by the National Council of Catholic Women.

Section 2. Each parish affiliate, inter-parochial organization, and individual member affiliated with the Savannah Diocesan Council of Catholic Women shall pay annual dues. Such dues and current assessments shall be paid to the Diocesan Treasurer on or before the first day of January of each year. The amount of such dues shall be determined by the Board of Directors.

Section 3. Affiliate and Deanery dues to the National Council of Catholic Women shall be paid as required directly to the National Council of Catholic Women by the respective treasurers.

#### Article XI – Commissions

Section 1. Commission Chairmen shall be appointed by the President as the activities and programs demand.

Section 2. The duties and responsibilities respecting the activities and programs of the Organization shall be delegated to three (3) Commissions, namely:

1. Spirituality Commission
2. Leadership Commission
3. Service Commission

## Article XII – Voting

- Section 1. Each parish affiliate and each inter-parochial society or local branch of a national organization in good standing with the Savannah Diocesan Council of Catholic Women, shall be entitled to three (3) voting delegates or alternates at the Annual Convention. Each individual member of SDCCW shall be entitled to one vote at the Annual Convention.
- Section 2. The voting membership of the Annual Convention shall consist of the affiliate delegates or their alternates and the members of the Board of Directors of the organization.
- Section 3. No delegate shall be allowed to represent more than one (1) Organization. Each delegate or individual member shall have one (1) vote at the Annual Convention.
- Section 4. The President of each affiliated organization shall certify the names of the delegates and alternates of the organization to the Credentials Committee of the organization.
- Section 5. The Credentials Committee shall consist of four (4) members appointed by the President. Each member shall be from a different Deanery.

## Article XIII – Resolutions

- Section 1. The Resolution Committee shall consist of four (4) members appointed by the President by the Fall Diocesan Board Meeting. Each member shall be from a different Deanery.
- Section 2. Proposed resolutions will be submitted to the Diocesan President and the Diocesan Moderator for review four (4) weeks before the Annual Convention.

## Article XIV – Nominations

- Section 1. The President shall call for members for the Diocesan Nominating Committee before the Fall Board Meeting. The Nominating Committee shall consist of at least three (3) and no more than five (5). A Deanery shall not have more than one representative on the Nominating Committee. Nominations for the office of President-Elect, Secretary and Treasurer shall be received by the Chairman of the Nominating Committee through that member of the Nominating Committee representing the prospective candidate's Deanery. Nominees shall be

nominated by her Deanery President and endorsed by her pastor through letters received by the Chairman of the Nominating Committee on or before the required deadline. All nominations for office must be received by the Chairman of the Nominating Committee on or before the deadline determined by the Board of Directors.

- Section 2. The Nominating Committee shall report at the Diocesan Convention at least one (1) but no more than three (3) nominees for each office. Notice of all nominations for office shall be presented to the membership in the official Call to Convention. The official Call to Convention must be mailed at least thirty (30) days prior to the opening of the Annual Convention.
- Section 3. Regarding the office of President, only those who served at least one (1) year on the Board of Directors in an elected or appointed capacity within the past four (4) years shall be eligible to be placed in nomination for the office of President. She must be a Catholic in good standing.
- Section 4. Members of the Nominating Committee may not be candidates for office while serving on the Nominating Committee.
- Section 5. Nominations from the floor shall be in order provided the nomination has previously been received by the Nominating Committee on or before the announced deadline and the prospective candidates meet all other requirements and qualification criteria as set forth in these By-Laws. All nominations from the floor must be made by the Deanery President submitting the original nomination to the Nominating Committee.

#### Article XV – Elections

- Section 1. At the Board Meeting preceding the Annual Convention, an Elections Committee of four (4) members shall be appointed, no one of whom shall be a member of the Board of Directors. This Election Committee shall consist of a Judge and three (3) Tellers.
- Section 2. The Elections Committee shall have charge of the details of the election, including the preparing of the ballots and the counting of the votes. Before the opening of the polls, and in the event of nominations from the floor the Elections Committee shall prepare a correct alphabetical list of voting members.
- Section 3. Voting shall be in person after registration.
- Section 4. The Judge of the Elections `Committee shall make all decisions. She shall also report the results of the election before the close of the Convention. The Tellers shall have charge of the ballot box.

## Article XVI – Duties of Officers

- Section 1. The President shall preside at all meetings of the Diocesan Council and at all meetings of the Board of Directors, and shall be ex-officio member of the three (3) Commissions; and shall perform such other duties as pertain to her office. The President shall appoint the Historian. She shall appoint the Chairman and the Vice-Chairman of the three (3) Commissions, as specified in Article XI of these Bylaws.
- Section 2. The President-Elect shall, at the request of the President, or in the President's absence or during her inability to act, perform the duties and exercise the functions of the President, and when so acting, shall have the powers and duties of the President. The President-Elect shall have such other powers and perform such other duties as are from time to time assigned to her by the Board of Directors or the President. Upon the resignation, death or incapacity of the President, the President-Elect shall automatically become President. The President-Elect will serve up to two (2) one (1) year terms and then assume the position of President. A vacancy in the position of President-Elect for any reason shall be filled by the members during the next election cycle.
- Section 3. The Vice-Presidents shall act as President in their respective Deaneries, and shall promote the interests of the Diocesan Council. It shall be their duty to report at each meeting of the Board of Directors and at the Annual Convention. They shall send minutes of their Deanery Meetings to the Diocesan President. In the absence of the President and the President-Elect, they shall in their order, assume the duties of the President.
- Section 4. The Recording Secretary shall keep the minutes of the Diocesan Council and of all executive committee meetings, and shall have charge of all papers pertaining to her office. She shall provide a copy of the minutes of the Board meetings to all Board members within thirty (30) days of said meeting. She shall keep a correct list of affiliated organizations, officers of the Diocesan Council, Vice-Presidents, and other members of the Board of Directors.
- Section 5. The Corresponding Secretary shall conduct the correspondence as required by the President.
- Section 6. The Treasurer shall hold all money belonging to the Diocesan Council. She shall receive all dues from affiliated organizations. She shall pay all bills that have been approved by the Board. She shall forward to the National Council of Catholic Women annual dues required for She shall receive all funds collected for any special purpose.

Before the Annual Convention she shall furnish the President and the Credentials Committee with a list of all organizations and individual members whose dues are current. She shall turn over her books to the Auditor at least thirty (30) days after the end of each fiscal year.

Section 7. The Parliamentarian shall act in an advisory capacity to the President and shall see that Roberts Rules of Order Newly Revised is followed if they are not inconsistent with these Bylaws.

Section 8. Each officer and each Chairman and Vice Chairman of the three (3) Commissions shall, upon or within thirty (30) days after the expiration or terminating of her term of office, turn over to her successor all books, papers and other property pertaining to her office.

Section 9. Each officer and each Chairman of the three (3) Commissions shall render a written report of the year's work to the Annual Convention. The Vice-Chairman of the Commissions will collaborate with their Chairman in the compilation and preparation of such reports.

#### Article XVII – Amendments

Section 1. These Bylaws may be amended at any Annual Convention by two-thirds vote, provided notice of the proposed amendment has been appended to the Call of the Annual Convention, or by a unanimous vote of the total voting membership without previous notice.

Section 2. Approval of the Board of Directors shall be necessary in order to present any proposed amendment at any Annual Convention. The Board of Directors shall have the final authority to change any provision of the proposed amendments before it is presented at the Annual Convention.

#### Article XVIII – Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the authority of parliamentary procedure for all meetings.

#### Article XIX – Dissolution

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