

Bylaws of the Tyler Diocese Council of Catholic Women of NCCW

MISSION STATEMENT

The National Council of Catholic Women (NCCW) is formed as a special instrument of the Church to enable Catholic Women to respond to the call to the People of God to bring the spirit of the Gospel to the World. Founded by Catholic women at the call of the U.S. Catholic Bishops, it seeks to be a medium through which women can join their special gifts to give meaningful witness in fidelity and unity to the Church. It uses the resources of the modern world that provide communication and relationships to bring Catholic women of diversity with the common bond of faith into unity, offering spiritual formation that can nourish their commitment. NCCW provides Catholic women with practical skills to enable them to communicate and speak with a unified and representative voice so that their Christian presence can be a meaningful influence upon the world.

ARTICLE I NAME

Section 1. The name of the Corporation shall be known as the "Tyler Diocesan Council of Catholic Women of NCCW," hereinafter referred to as "TDCCW."

Section 2. The name of TDCCW shall not be used for any purpose other than the designated objective as stated in Article III.

ARTICLE II INSIGNE

The Board of Directors shall establish the insigne of TDCCW.

ARTICLE III OBJECTIVES

The objectives and purposes of TDCCW shall be the following:

Section 1. To unite the Catholic organizations and individual Catholic women of the Tyler Diocese, to develop their spiritual growth and leadership potential, and to motivate and to assist them to act upon current issues in the Church and society.

Section 2. To be a medium through which the Catholic women of the Tyler Diocese may speak and act on matters of common interest.

Section 3. To cooperate with the recommendations of the Bishop of the Diocese of Tyler.

Section 4. To be a representative Catholic women's body to relate to the other national and international organizations in the solution of present day problems.

Section 5. To unite with the Church and its teachings.

ARTICLE IV MEMBERSHIP

Section 1. All Catholic women's organizations and groups of women from organizations of male and female membership who subscribe to the objectives of TDCCW shall be eligible for membership.

Section 2. Individual Catholic women who subscribe to the objectives of TDCCW shall be eligible for membership.

Section 3. Individual parishes and deaneries shall not be eligible for membership directly with NCCW but may affiliate directly with the Tyler Diocesan Council.

ARTICLE V AUTONOMY OF AFFILIATED ORGANIZATIONS

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

ARTICLE VI GOVERNING BODIES

Section 1. TDCCW Convention/Assembly

- A. The governing body of TDCCW shall be the delegates assembled at the Annual Diocesan Convention/Assembly.
- B. The Convention/Assembly shall be empowered to review and assess policies and resolutions enacted by the Diocesan Convention/Assembly and advise the Board of Directors of implementation of said policies and resolutions.

Section 2. Board of Directors

- A. The members of the Board of Directors shall consist of Bishop of the Diocese, the officers of the Council, the immediate past President, Diocesan and Deanery Moderators, Diocesan Commission and Special Committee Chairmen, Deanery Presidents and Delegates - at – large (immediate past Deanery Presidents).
- B. The Province Director and National Officers or Chairmen, if resident of this Diocese, shall *ipso facto* be a non-voting member of the Board.
- C. A lay delegate, appointed by the Bishop, to the Texas Catholic Conference shall be a liaison, non-voting member.
- D. The director of the Office of Religious Education of the Diocese shall be a liaison, non-voting member.
- E. Liaison person to the National Council of Catholic Laity shall be a non-voting member.
- F. The Board of Directors shall have the power and authority over the affairs of TDCCW in the interim between Diocesan Conventions, unless otherwise delegated in these Bylaws or controlled by restrictions imposed by TDCCW.
- G. The Board of Directors shall establish Standing Rules and Special Rules of Order for TDCCW.

Section 3. Executive Committee

- A. There shall be an Executive Committee composed of the Bishop of the Diocese, the Moderator, the President, Secretary, Treasurer, Historian, Auditor, President-elect and the Deanery Presidents.
- C. All action of the Executive Committee shall be reported to the Board of Directors within thirty days.

Section 4. Officers

- A. The elected officers of TDCCW shall be a President, President-elect, Secretary, and Treasurer.
- B. The Presidents of the respective Deaneries shall be the Vice Presidents of TDCCW.
- C. Appointed members shall be Corresponding Secretary, Historian, Parliamentarian and Auditor.

ARTICLE VII MEETINGS

- Section 1.** TDCCW shall meet annually in a two-day Convention one year and a one-day Assembly the opposite year, at a date and place to be designated by the Diocesan Board of Directors not less than six months in advance of the date selected, to transact such business as shall be brought before it.
- Section 2.** The Convention meeting shall be rotated within the active Deaneries of the TDCCW, each Deanery being responsible for location and date once every eight to ten years. The Assembly shall be the responsibility of the TDCCW Board of Directors and held in a central location of the Diocese.
- Section 3.** Meeting of the Board of Directors shall be subject to the call of the President or at the request of a majority of its members every three months beginning with the Diocesan Convention.

ARTICLE VIII NOMINATION COMMITTEE- NOMINATIONS AND ELECTIONS

- Section 1.** Nominating Committee
 - A. The Nominating Committee shall consist of Deanery Presidents and shall meet four months prior to Assembly for the purpose of nominating a President-elect and four months prior to the Convention for the purpose of nominating for the offices of Secretary and Treasurer.
 - B. The Nominating Committee shall elect a Chairman from among its members.
 - C. The Nominating Committee shall present at least one name for each office to the Convention or Assembly.
 - D. When the Diocesan President and Deanery President are one and the same, she shall not serve on the Nominating Committee.
- Section 2.** Nominations
 - A. Nominees must give consent and shall be endorsed by their Parish Moderator and have endorsement by the Bishop.
 - B. All nominees must have the approval of the Diocesan Moderator.
 - C. Upon completion of its work, the Nominating Committee will make known its decision to the nominees, the candidates, their parish Moderator, their Deanery Presidents and the entire Board of Directors, sent simultaneously by mail.
 - D. Notice of all nominations for office presented by the Nominating Committee shall be given to the membership at least thirty days prior to the Diocesan Convention or Assembly.
 - E. The Nominating Committee shall report at the Diocesan Convention/Assembly naming at least one nomination for each office.
 - F. Nominations from the floor shall be in order provided the nomination has previously been received by the announced deadline and consent from nominee and endorsement by Diocesan Moderator have been obtained.
 - G. To be eligible for the office of President, one must have served on the Diocesan Board of Directors a minimum of one term (two years).

Section 3. Elections

- A. Election of the President-elect shall take place at the Diocesan Assembly and shall be by ballot. A plurality of votes cast shall elect.
- B. Election of the Secretary and the Treasurer shall take place at the Diocesan Convention and shall be by ballot. A plurality of votes cast shall elect.
- C. When there is but one candidate for office, a voice vote may be taken for that office.

ARTICLE IX VOTING

Section 1. The voting body of the Diocesan Convention/Assembly shall consist of the members of paid affiliate parish, deanery and individual organization.

Section 2. Each organization having membership in TDCCW shall be entitled to the following accredited delegates at the Diocesan Convention/Assembly. Voting membership of the Convention/Assembly shall consist of the accredited delegates: all members of the Diocesan Board of Directors except the non-voting members, three (3) from each Deanery Board, other than the Deanery President, and two (2) from each Affiliate. Attendance at the Convention/Assembly shall be open to all persons interested in the objectives of the organization.

Section 3. Individual membership within TDCCW shall have a voice but no vote at the Convention/Assembly.

Section 4. TDCCW shall, in an emergency, take care of necessary business by mail ballot.

ARTICLE X TERM OF OFFICE

Section 1. Members elected to Board offices: President, Secretary, and Treasurer, shall not be eligible to serve for more than two consecutive terms, four (4) years and Commissions/Committees Chair term on the Board of Directors shall be two (2) years except the President-elect which shall be for one (1) year.

Section 2. The term of office for President, Secretary, and Treasurer shall be two (2) years. The term of office for the Vice Presidents is contingent on their term of office as President of their respective deaneries.

Section 3. Change of domicile from the Diocese for a member of the Board of Directors shall automatically terminate her membership on the Board.

ARTICLE XI DUTIES OF OFFICERS

Section 1. President

It shall be the duty of the President to preside at the Diocesan Convention/Assembly and at all meetings of the Board of Directors and Executive Committee. She will act as chief representative of TDCCW, except at the NCCW meeting during the second year of her term. She shall be ex-officio member of all committees except the Nominating Committee. She shall appoint the Commission Chairmen and all special committees except the Nominating Committee, and shall perform the duties of her office as defined in the job description. She shall appoint, with the approval of Diocesan Moderator, a Parliamentarian, Corresponding Secretary, Historian and Auditor. She and the Executive Committee shall appoint a First Vice President from the Deanery Presidents to serve at her call during her term of office.

Section 2. Vice Presidents

The First Vice President shall, in the event of the absence or disability of the President, perform the duties of her office. The Vice Presidents shall perform such other duties as the President and Board of Directors may designate.

Section 3. Secretary

The Secretary shall be responsible for the minutes of the Diocesan Convention and meetings of the Board of Directors and Executive Committee. She shall notify members of the Board of Directors of the time and place of meetings as required by Article VII, Section 2, of these Bylaws and perform such other duties as may be assigned by the President and the Board of Directors or implied by her office.

Section 4. Treasurer

The Treasurer shall be responsible for reporting to the Board of Directors and to the Diocesan Convention/Assembly a yearly and the most current financial state of the Council. The report given to the Convention/Assembly shall include the audited report for the most recent fiscal year by the auditor.

Section 5. President-elect

The President-elect shall train and prepare herself to assume the duties of the office of President. She shall serve as the TDCCW Board of Directors representative at the NCCW Assembly previous to her installation as TDCCW President.

ARTICLE XII COMMISSIONS/COMMITTEES

Section 1. There shall be such Commissions/Committees as will further the aims of TDCCW and promote special projects which may be undertaken when properly funded.

Section 2. The Commissions/Committees shall be created or discontinued by action of the Board of Directors. Discontinuance must be ratified by the Diocesan Convention/Assembly.

Section 3. A Chairman of any Commission/Committee shall serve one term (two years) or until her successor is appointed.

Section 4. The Budget Committee shall include the Treasurer and Deanery Presidents and should present a budget at the January meeting of the Board of Directors.

ARTICLE XIII DUES AND CONTRIBUTIONS

Section 1. All annual dues shall be due to National and payable 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 and Province Conventions, and Diocesan Conventions/Assemblies unless dues are forwarded each year on or before January 31. Organizations not able to meet this deadline because of extraordinary circumstances may be granted an extension of time by the National Executive Board.

Section 2. Membership dues for individuals shall be established by the Board of Directors.

Section 3. TDCCW shall be privileged to solicit and accept contributions from interested persons wishing to assist TDCCW. They shall have neither voice nor vote in the deliberations of TDCCW.

Section 4. Annual dues of membership of TDCCW shall be stated in TDCCW Membership Dues, Rights and Services.

ARTICLE XIV VACANCIES

- Section 1.** Vacancies on the Executive Committee, other than the President, by reason of resignation, death, disability, or change of domicile out of the Diocese of Tyler, shall be filled by a majority vote of the remaining members of the Board of Directors.
- Section 2.** In the absence, disability, or death of the President, her duties shall devolve to the First Vice President. In the event neither the First Vice President nor another Vice President accepts the Presidency, the Board of Directors shall fill the vacancy from its body. A majority vote shall elect.
- Section 3.** A vacancy in the chairmanship of a Commission/Committee shall be filled by presidential appointment.

ARTICLE XV QUORUM

- Section 1.** Annual Convention/Assembly
The quorum for the annual Convention/Assembly shall be 25% of the affiliated organizations.
- Section 2.** Board of Directors
The quorum for the Board of Directors shall be a majority of its members.
- Section 3.** Executive Committee
The quorum for the Executive Committee shall be seven members.

ARTICLE XVI REPRESENTATION

- Section 1.** TDCCW may be represented by two accredited delegates at the regular Biennial Convention of NCCW.
- Section 2.** TDCCW shall be represented by the President at the Biennial Convention of NCCW and by the President-elect at the Biennial Assembly of NCCW. TDCCW shall pay their reasonable expenses, which are registration fee, hotel, transportation and banquet. The First Vice President shall serve as Alternate for both. In the event the First Vice President is unable to attend, the President shall appoint an Alternate. The Alternate is entitled to expenses as allocated to the President or President-elect.
- Section 3.** TDCCW may be represented by one or more members of the Board of Directors at any of the Leadership Training Institutes of NCCW.

ARTICLE XVII RESOLUTIONS

- Section 1.** There shall be a Resolutions Committee consisting of three members who shall be appointed by the President and the Diocesan Moderator.
- Section 2.** Any resolution offered by affiliated organizations or individual members for consideration at the Diocesan Convention must be postmarked and mailed to TDCCW President thirty (30) days prior to Convention.
- Section 3.** The Resolutions Committee shall review all proposed resolutions and present them to the Board of Directors with recommendations for consideration and approval. By majority vote, the Board of Directors shall have the power to reject any resolution. If a resolution shall be rejected by the Board of Directors, the members submitting such resolution may present it to the Diocesan Convention and such resolution shall be considered by the Convention provided there is a

two-thirds vote of the voting delegates in favor of such considerations. The official notice of the proposed resolutions and explanation of the rationale of the Board of Directors must be mailed to the membership in the call to the Diocesan Convention.

Section 4. Notwithstanding the time limit in Section 2, the Board of Directors shall have the power to present to the Resolutions Committee a timely resolution for consideration by the Diocesan Convention no later than the day before the opening date of the Diocesan Convention.

ARTICLE XVIII AMENDMENTS

Section 1. These Bylaws may be amended at any Diocesan Convention by a two-thirds vote of the delegates present and voting. A copy of the proposed amendments must be received at least four months prior to the opening date of the Convention by the Board of Directors.

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

Section 3. The official notice of the proposed amendments and rationale must be postmarked for mailing to the membership in the call to the Diocesan Convention.

Section 4. An emergency amendment may be proposed without prior notice at a Diocesan Convention provided it has been previously approved by the Board of Directors by a three-fourths vote of full membership of the Board of Directors. Such an amendment shall be approved by a three-fourths vote of the delegates present and voting at the Diocesan Convention.

ARTICLE XIX PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised 10th Edition, shall govern TDCCW in all cases to which they are not inconsistent with these Bylaws.

Original Bylaws Committee:	Mildred Rounsaville; Nellie Frnka, Rose Mary Herrington, and Sandra Miller, OSC. Adopted September 18, 1988.
Amended August 19, 1989	Sheryle Hoyt; Nan Albertini, Rose Mary Herrington, and Mildred Rounsaville.
October 13, 1990	Sheryle Hoyt
September 25, 1992	Mary Ann Smith
October 17, 1998	
October 26, 2001	Pat Hudson; Margie Benge, Mary Ann Smith
October 14, 2005	Margie Benge; Pat Hudson
October 30, 2009	Ro Simmons