

1 LA CROSSE DIOCESAN COUNCIL OF CATHOLIC WOMEN
2 BYLAWS
3

4 ARTICLE I
5 NAME AND INSIGNE
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8 **Section 1.** This organization shall be known as the La Crosse Diocesan Council of Catholic
9 Women, henceforth referred to as the LDCCW.

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11 **Section 2.** ~~This Council~~LDCCW shall be affiliated with the National Council of Catholic
12 Women, henceforth referred to as NCCW.

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14 **Section 3.** The insigne of ~~this organization~~the LDCCW shall be a blue silhouette of Our Lady
15 encased in a circle representing unity, outlined against the ~~C~~ross of Christ.
16

17 ARTICLE II
18 OBJECTIVE AND PURPOSE
19

20 **Section 1.** LDCCW is formed as a Lay Association in the Diocese of La Crosse and ~~operates~~
21 ~~in~~by virtue of ecclesiastical approval under the supervision of the diocesan
22 Bishop, and through the Spiritual Advisor whom ~~he~~the Bishop appoints.
23

24 **Section 2.** ~~The~~LDCCW acts through its affiliated organizations to support, empower, and
25 educate all Catholic women in spirituality, leadership, and service.
26

27 **Section 3.** ~~The~~LDCCW serves as a means to provide Catholic women with the necessary
28 skills to enable them to communicate and collaborate with a unified and
29 representative voice on the issues of common interest and concern.
30

31 **Section 4.** ~~The~~LDCCW seeks to develop leadership potential in its membership and to
32 motivate and assist ~~them~~members to act upon current issues and crises in the
33 Church, society, and community.
34

35 **Section 5.** ~~The~~LDCCW ~~will~~seeks to serve as an educational opportunity, ~~with~~awareness
36 and support for Diocesan programs.
37

38 ARTICLE III
39 MEMBERSHIP
40

41 **Section 1.** All Catholic organizations of women recognized by ecclesiastical authority shall
42 be eligible for membership in ~~this Council~~LDCCW.
43

44 **Section 2.** ~~The~~LDCCW shall in no way interfere with the autonomy of any organization
45 affiliated with it.
46

47 **Section 3.** The annual dues for membership in ~~this organization~~the LDCCW shall be
48 established by the Board of Directors. Such dues shall be payable to the LDCCW
49 Treasurer by October 31st of each calendar year.
50

51 **Section 4.** The LDCCW will accept contributions from interested persons to assist in ~~the-its~~
52 work ~~of the council.~~ They Contributors will have neither voice nor vote.

53
54 **Section 5.** The governing body of ~~this-the~~ LDCCW ~~Council~~ shall be vested in the Board of
55 Directors. This Board shall be composed of the Elected Officers, Commission
56 Chairpersons, Committee Chairpersons, Deanery Presidents, Deanery Directors-
57 at-Large, all Past Presidents of LDCCW, as well as Parish Presidents, NCCW
58 individual members, and any current members of the NCCW Executive Board
59 residing within the La Crosse Diocese.

60
61 **Section 6.** The Board of Directors shall have full power and authority over the business of
62 ~~this organization~~ the LDCCW relating to policy and management, subject to final
63 authority of the Bishop and Spiritual Advisor.

64
65 **Section 7.** Annual dues for the LDCCW membership in the Province of Milwaukee and the
66 NCCW are due December 1 of each calendar year.

Commented [LR1]: Requested change by NCCW

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69 **ARTICLE IV**
70 **OFFICERS**
71

72 **Section 1.** The Executive Board of ~~this organization~~ the LDCCW shall be the President,
73 President Elect, Vice President, Secretary, ~~and Treasurer, and the-~~ The Immediate
74 Past President ~~is also included as she serves~~ as an advisory officer to the President,
75 Executive Board, and Board of Directors. These Officers shall perform the duties
76 prescribed by these Bylaws and the parliamentary authority adopted by the
77 Council LDCCW.

- 78
79 A. President
80 1. It shall be the duty of the President to preside at the LDCCW Biennial
81 Convention Meetings and at all meetings of the Executive Board and the
82 Board of Directors. She shall, with the approval of the Executive Board,
83 the Spiritual Advisor, and the Bishop, appoint Commission Chairpersons
84 and Committee Chairpersons. She shall appoint all Special Committees,
85 except the Nominating Committee, and perform such other duties as
86 devolve upon her office. The President will be the official representative of
87 the LDCCW, unless she so chooses to delegate this representation. She
88 may choose a Parliamentarian to serve during her term of office.

- 89
90 2. She shall be ex-officio member of all Committees, except the Nominating
91 Committee.

92
93 B. President Elect
94 The President Elect assumes the eChair when the President is not able to
95 preside at an official meeting. She will represent the President at official
96 functions when the President ~~is unable to be present~~ requests. She will
97 assume the duties of the President in the event of disability of the
98 President for the remainder of the term of office. She will be of help to
99 the President with ideas and suggestions whenever possible. She will
100 keep a record of her activities to pass on to her successor. She will
101 submit an annual written report to her successor. She will attend all

102 meetings of the Executive Board and the Board of Directors. She will
103 perform such other duties as the President and the Board of Directors
104 may designate. It is intended that the President Elect continues into the
105 Office of President in the term that follows.

107 C. Vice President

108 The Vice President assumes the eChair when the President and President
109 Elect are unable to preside. She will assist the President with any duties
110 assigned to her. She will be of help to the President with ideas and
111 suggestions whenever possible. She will attend all meetings of the
112 Executive Board and the Board of Directors. She will perform such duties
113 as the President and Board of Directors may designate.

114 D. Secretary

116 The Secretary shall keep the minutes of the LDCCW Biennial Convention
117 Meetings, meetings of the Executive Board and Board of Directors of the
118 LDCCW, and shall be custodian of its records. She shall send out the Call
119 to Meeting letters and help the President prepare for meetings. She shall
120 prepare and mail (or e-mail) distribute all minutes of such meetings,
121 ~~She shall prepare and mail or (e-mail) minutes of such meetings~~ within
122 three (3) weeks of said meetings. She shall perform such other duties as
123 may be assigned by the President and Board of Directors, or implied by
124 her Office.

125 E. Treasurer

127 The Treasurer shall be the custodian of all monies of the Council-LDCCW
128 ~~which-that~~ shall be deposited in the name of the LDCCW in a bank
129 designated by the Board of Directors. The LDCCW President, ~~in her~~
130 ~~office~~, shall also serve as co-custodial by signing the necessary financial
131 documents. The Treasurer shall keep an account of all monies received
132 and expended and shall render such account, and prepare Financial
133 Reports for-a all meetings. She shall chair the Budget Committee. The
134 Treasurer shall perform such other duties as her office may require.

135 **Section 2. Nominations**

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138 A. At the first regular Board of Directors meeting following the LDCCW
139 Convention, a Nominating Committee is established consisting of at least three
140 (3) or more volunteers from the Board of Directors.
141
142 B. It shall be the duty of ~~this-the Nominating~~ Committee to nominate and present
143 candidates for the Offices of President (i.e. vacancy in the office of President
144 Elect), President Elect, Vice President, Secretary, and Treasurer to be filled at
145 the Convention in the even numbered years. The nomination of the current
146 President Elect going into the Presidency is automatic and for presentation
147 only, but not voted upon, unless there are other nominees for President.
148
149 C. A Call for Nominations shall be sent by the Nominating Committee to the
150 Board of Directors by October of the term's first year (even numbered years).
151 This Call Letter shall include the Criteria for Nominations.
152

- 153 D. To be eligible for the Office of President, one must have served on the Board
154 of Directors for at least two terms. To be eligible for the Office of President
155 Elect and Vice President, one must have served on the Board of Directors for at
156 least one term.
- 157 E. Nominations are to be sent to the Chairperson of the Nominating Committee
158 no later than September 30th prior to the LDCCW Convention.
- 159 F. A list of all nominees shall be approved by the LDCCW Spiritual Advisor and
160 Bishop before ~~each a~~ nominee is contacted by the Nominating Committee
161 Chairperson ~~in order to obtain~~ for the purpose of obtaining her acceptance of
162 nomination.
- 163 G. The ~~Nominations-Nominating~~ Committee shall give its report at the LDCCW
164 Biennial Convention Meeting.
- 165 H. Nominations from the floor shall be in order, provided the nomination has
166 been previously ~~been~~ received by the announced deadline, ~~and~~ is approved by
167 the LDCCW Spiritual Advisor and Bishop, and fits the established “Criteria for
168 Nominations”² (refer to the Guidelines of Nominating Committee).

173
174 **Section 3. Election**

- 175 A. Election will be by paper ballot, unless there is only one nominee for each
176 office. Election then may be by voice vote for each office.
- 177 B. Each affiliated organization and each member of the Board of Directors shall
178 be eligible for one vote per organization and Board Member.
- 179 C. Elected Officers shall be formally installed by the Bishop, or his
180 representative, before the close of the LDCCW Biennial Convention.

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184
185 **Section 4. Voting**

- 186 A. Voting body of the LDCCW shall be:
- 187 1. The Executive Board
- 188 2. All members of the ~~general board~~ Board of Directors
- 189 a. Commission and Committee Chairpersons
- 190 b. LDCCW Past Presidents ~~(other than Immediate Past President who is on the~~
191 ~~—Executive Board)~~
- 192 c. Deanery Presidents, Deanery Directors-at-Large or their proxies
- 193 d. Parish Presidents or their proxies
- 194 3. NCCW Individual Members
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- 204 B. No delegate may use more than one voting card; delegates must be present to vote.
205 (Voting cards are used at the LDCCW Biennial Convention if there is more than one
206 candidate for a position or when voting on the budget.)
207

208 **Section 5. Term of Office**
209

- 210 A. The term of office for Officers of LDCCW shall be one (1) two-year term from the
211 close of the LDCCW Biennial Convention at which they were installed until the
212 close of the succeeding LDCCW Biennial Convention, or until their successors are
213 elected.
214
215 B. No Officer shall be eligible for more than one (1) term (consecutively) in the same
216 Office.
217
218 C. Outgoing Officers, Commission and Committee Chairpersons must transfer all
219 books and materials pertinent to the new officers and chairpersons within thirty
220 (30) days upon completion of their position.
221

222 **Section 6. Vacancies**
223

- 224 A. Any vacancy occurring in the Executive Board by reason of absence, resignation,
225 death, or disability of any officer other than the President shall be filled by a
226 majority vote of the Board of Directors.
227
228 B. In the absence, resignation, death, or disability of the President, her duties would
229 devolve on the President Elect. ~~The~~ A vacancy would result in the office of President
230 Elect. In the event the President Elect assumes less than half of the unexpired term
231 of the President, she is eligible to remain in the office of President for another term
232 of office (two (2) years following the end of the then current term). Should the
233 elected President Elect move up to the Presidency and a new President Elect is
234 elected to fill less than half of the unexpired term, the President Elect is eligible to
235 remain in this position for another two (2) years of office.
236
237 C. In the absence, resignation, death, or disability of the President Elect, her duties
238 shall devolve on the Vice President and ~~the~~ a vacancy would result in the Office of
239 Vice President.
240
241 D. In the absence, resignation, death, or disability of the President and President Elect
242 during the same term of office, the Vice President would assume the chair until the
243 vacancy (or vacancies) is filled. She would be eligible for one of the positions if the
244 qualifications are met, and a new Vice President would be elected by the Board of
245 Directors. The Vice President does not necessarily assume the position of the
246 President Elect.
247

248 **ARTICLE V**
249 **MEETINGS**
250

- 251 **Section 1.** The ~~La Crosse Diocesan Council of Catholic Women~~ LDCCW shall meet biennially
252 in the even numbered years for Convention and training Work Shop. ~~They~~
253 LDCCW shall meet in the odd numbered years for the Share Shop session, subject
254 to the call of the President, or upon request of a majority of the Board of Directors.

255 The date and place of the LDCCW Biennial Convention are to be decided by the
256 President (ideally during her term as President Elect) and approved by the
257 Executive Board, ~~our~~ Spiritual Advisor and Bishop, not less than one (1) year in
258 advance. The Call to Meeting must be sent at least sixty (60) days before the date
259 of the meeting.

260 **Section 2.** Board of Directors and Executive Board Meetings are held quarterly each year.

261 **Section 3.** Meetings of the Executive Board shall be subject to the call of the President or
262 upon request of a majority of the members. ~~They~~ The Executive Board shall meet
263 before the Board of Directors Meeting to discuss business.

264 **Section 4.** Special meetings may be called by the Board of Directors or Executive Board.

265 **Section 5.** Any meeting with the Board of Directors will open with recitation of the Prayer to
266 Our Lady of Good Counsel, the Salute to the Cross, the ~~LCCW-NCCW~~ Mission
267 Statement, and the Pledge of Allegiance to the Flag.

268 **Section 6** Quorum

269 A. Four (4) members of the Executive Board shall constitute a quorum for
270 transaction of business of the Executive Board.

271 B. Representation from eight (8) ~~4~~ Deaneries and three (3) members of the
272 Executive Board shall constitute a quorum for a business meeting of the Board
273 of Directors.

274
275 **ARTICLE VI**
276 **EXECUTIVE BOARD**

277 **Section 1.** The Executive Board shall consist of the President, President Elect, Vice President,
278 Secretary, Treasurer, and Immediate Past President of the LDCCW.

279 **Section 2.** All business undertaken at an Executive Board Meeting shall be reported to the
280 Board of Directors at the next regular Board Meeting.

281 **Section 3.** The Executive Board shall have general supervision of the affairs of the ~~Council~~
282 LDCCW between business meetings, fix the hour and place of the meetings, and
283 make recommendations to the Council.

284
285 **ARTICLE VII**
286 **COMMISSIONS AND COMMITTEES**

287 **Section 1.** Chair~~persons~~ of the three (3) Commissions shall be appointed by the President,
288 subject to prior approval of the Executive Board and the Spiritual Advisor. To be
289 considered for a Commission Chair position, she should be committed to the ideals
290 of the LDCCW. She should be a dedicated member of an affiliated organization or
291 familiar with the goals and objectives of LDCCW, knowledgeable in the subject
292 matter of the Commission, be informed on Catholic ~~e~~ Church teachings as they
293 relate to the Commission. It is recommended that an LDCCW Chairperson has
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§05 chaired a Commission on a ~~d~~Deanery level or has served as member of the
§06 LDCCW Board of Directors.

§07
§08 **Section 2.** A Chair~~person~~ of a Commission shall serve no more than two (2) years in the
§09 same position, her term to terminate with the President who appointed her. She
§10 shall be eligible for an appointment to another position of the Board.

§11
§12
§13
§14 **Section 3.** It will be the responsibility and duty of the Commission Chair~~persons~~ to:

- §15 A. Develop basic programs implementing the resolutions and policies adopted by
§16 NCCW. Each eChair~~person~~ will work closely with the LDCCW President on these
§17 programs.
- §18 B. Prepare articles for the LDCCW “News & Views” Newsletter, being certain to meet
§19 specified deadlines as well as producing current and helpful materials.
- §20 C. Send out special mailings or e-mails if the need so arises concerning a certain area
§21 of the Commission.
- §22 D. Promote the resource manuals and work closely to ensure they are being used and
§23 updated.
- §24 E. Serve on the Program Committee for the Work Shop Training Meeting to be held in
§25 the LDCCW Convention years.
- §26 F. Serve on the Program Committee for the Share Shop Meeting to be held in the non-
§27 LDCCW Convention years.
- §28 G. Provide materials for affiliates at the LDCCW Biennial Convention pertaining to her
§29 respective Commission.
- §30 H. Perform such other duties as may be assigned by the President or implied by her
§31 Commission.

§32
§33 **Section 4.** The ~~following~~ Committees and Special Committees and ~~their eChairpersons~~ shall
§34 be selected by the LDCCW President. Chair~~persons~~ of Committees and Special
§35 Committees shall serve no more than one ~~(1)~~ two (2) year term in the same
§36 capacity, each term to terminate with the President who appointed her. It will be
§37 the responsibility and duty of each eCommittee eChair~~person~~ to keep a complete
§38 record of the accomplishments of her committee and compile reports to be
§39 presented to the Executive Board and Board of Directors. She shall also perform
§40 such duties as may be assigned to her by the President or implied by her
§41 committee.

§42
§43 **Section 5.** Standing Committees

- §44 A. Includes: Audit, Bylaws, Communication/Public Relations, Finance, Historian,
§45 Nominating, Parliamentarian, Scholarships, and the Renaissance Team.

- §56 B. An Auditing Committee Chairperson, Immediate Past Treasurer and two (2)
§57 LDCCW members, previous Treasurers or Officers, will audit the Treasurer's
358 accounts at the close of each fiscal year and prior to the end of the Treasurer's term
359 of office, and report at the next Board of Directors Meeting following the audit.
360
- 361 C. A Bylaws Committee is composed of four (4) members of LDCCW. It is required that
§62 the ~~eChairperson~~ of this ~~eCommittee~~ is a member of the Board of Directors. This
§63 ~~eCommittee~~ shall review and update the Bylaws and Standing Rules as necessary.
364
- 365 D. The Immediate Past President is automatically offered the position of
§66 Communications/Public Relations Chair~~person~~. The duty of this ~~eChairperson~~ is to
367 prepare news releases covering events and meetings of the LDCCW. It is
368 recommended that in the following term she continues to serve on the Board of
369 Directors as the Leadership Commission Chairperson.
370
- 371 E. A Finance Committee is to be composed of the Treasurer and four (4) other
§72 members of the LDCCW Board of Directors. It shall be the duty of this ~~eCommittee~~
373 to prepare a budget for the fiscal year and submit it at the meeting of the Board of
374 Directors prior to the beginning of the fiscal year. The fiscal year shall be July 1 to
375 June 30.
376
- §77 F. A Historian is responsible ~~to prepare for preparing~~ a visual and narrative account of
§78 the activities of the LDCCW and its affiliates that will become a part of the
379 LDCCW's history.
380
- 381 G. The Nominating Committee consists of three (3) or more volunteers from the Board
§82 of Directors and will appoint its own ~~eChairperson~~ from those volunteers. All
§83 Deanery Presidents are non-official members of this ~~eCommittee~~ and should pursue
384 delegates from their Deaneries.
385
- 386 H. The Parliamentarian's position is filled at the discretion of the President. She advises
387 the Board of Directors in correct parliamentary procedures as needed.
388
- §89 I. The Scholarship and Grant Committee consists of the President Elect as Chair~~person~~,
§90 the Vice President, and the Immediate Past President.
391
- §92 J. The Renaissance Team is also the LDCCW Leadership Team, made up of the
393 President, President Elect, Immediate Past President, and Leadership Commission
§94 Chair~~person~~. The President appoints a Chairperson (most likely the President Elect).
§95 This team is available upon request ~~from by~~ the Deaneries and parishes to help
§96 renew, revitalize and facilitate a new direction for their ~~e~~Councils by addressing
397 their problems and concerns. The Immediate Past President helps organize the
398 educational meetings held through this term. The President Elect writes the reports
399 of any team actions for presentation and the files.
400

401 **Section 6.** Special Committees:

- 402
- 403 A. Girls Religious Awards Coordinator through appointment by the Bishop of the
404 Diocese of La Crosse, works with the LDCCW in promoting Catholic girls and adult
405 women's religious awards ~~through appointment by the Bishop of the Diocese of La~~

406 ~~Cresse~~. She is responsible for attending the four (4) quarterly LDCCW Boards of
407 Director Meetings each year.

408
409 B. A Resolution Committee composed of a general Chair~~person~~ and the Leadership
410 Commission Chair~~person~~ shall prepare the resolutions for the LDCCW or NCCW.

411
412 a. Any resolution offered by affiliated organizations or a member of that
413 organization for consideration at the LDCCW Biennial Convention Meeting, must
414 be in the possession of the Resolutions Committee at least ninety (90) days prior
415 to the opening day of the meeting.

416
417 b. The Executive Board and the Spiritual Advisor shall review the resolutions and
418 shall have the power to reject any resolutions. A member of the affiliated
419 organization submitting a rejected resolution may request its consideration at the
420 LDCCW Biennial Convention Meeting if there is unanimous consent of delegates
421 attending.

422
423 c. The resolutions will be presented at the LDCCW Biennial Convention Meeting by
424 the Chair~~person~~ of the Resolutions Committee for adoption by the affiliates
425 present and eligible voting.

426
427 C. The LDCCW Web Master is responsible for creating, maintaining and updating a
428 professional looking website for LDCCW ~~which that~~ conveys the mission and values
429 of the LDCCW and the Catholic faith.

430
431 D. Other Special Committees may be created by the Executive Committee. Termination
432 of these Special eCommittees shall be automatic upon completion of ~~their~~ its
433 function.

434
435 **ARTICLE VIII**
436 **PARLIAMENTARY AUTHORITY**

437
438 **Section 1.** The Rules contained in Roberts Rules of Order, newly Revised, shall govern ~~this~~
439 LDCCW Council in all cases ~~in which they~~ providing such rules do not conflict
440 with these Bylaws.

441
442 **Section 2.** To carry out the purpose of the LDCCW, ~~they~~ rules may be established, after
443 proper consideration, liaison, and cooperation with other organizations of good
444 will.

445
446 **Section 3.** Position of Parliamentarian may be filled at the discretion of the President.

447
448 **ARTICLE IX**
449 **AMENDMENTS**

450
451 **Section 1.** These Bylaws may be amended only at any LDCCW Biennial Convention Meeting
452 by a two third (2/3) vote of the affiliates and members of the Board of Directors
453 present and voting, provided a copy of the proposed amendment shall have been
454 received by the Bylaws Committee at least ninety (90) days prior to the LDCCW
455 Biennial Convention Meeting.

457 **Section 2.** Amendments may be submitted by the Board of Directors or an affiliated
458 organization, in writing and signed by the author.

459
460 **Section 3.** Approval by the Board of Directors shall be necessary in order to present any
461 proposed amendments to the affiliated membership. ~~They~~The Board of Directors
462 shall have the final authority to change proposed amendments. A copy of the
463 proposed amendments, as approved by the Board of Directors, shall be sent to
464 each affiliation at least thirty (30) days before the LDCCW Biennial Convention
465 Meeting for ~~their~~ consideration.

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472 **ARTICLE X**
473 **DISSOLUTION CLAUSE**

474
475 **Section 1.** In the event of dissolution of the La Crosse Diocesan Council of Catholic Women
476 organization, all assets, monies, and properties ~~be~~are automatically assigned to
477 the Diocese of La Crosse.

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480 Adopted: April 5, 2014