

1 LA CROSSE DIOCESAN COUNCIL OF CATHOLIC WOMEN  
2 BYLAWS  
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4  
5 ARTICLE I  
6 NAME AND INSIGNE  
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8 **Section 1.** This organization shall be known as the La Crosse Diocesan Council of  
9 Catholic 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  
12 Catholic Women, henceforth referred to as NCCW.

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

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

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

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

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

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

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

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

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50 **Section 3.** The annual dues for membership in ~~this organization~~ the LDCCW LDCCW  
51 shall be established by the Board of Directors. Such dues shall be payable to  
52 ~~the~~ LDCCW Treasurer by October 31<sup>st</sup> of each calendar year.

53  
54 **Section 4.** ~~The LDCCW~~ LDCCW will accept contributions from interested persons to  
55 assist in ~~the its~~ work ~~of the council~~. ~~They~~ Contributors will have neither  
56 voice nor vote.

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

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

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

Commented [LR1]: Requested change by NCCW

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73 **ARTICLE IV**  
74 **OFFICERS**  
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76 **Section 1.** The Executive Board of ~~this organization~~ the LDCCW LDCCW shall be the  
77 President, President Elect, Vice President, Secretary, ~~and Treasurer, and the~~  
78 ~~The~~ Immediate Past President ~~is also included as she serves as an~~ advisory  
79 officer to the President, Executive Board, and Board of Directors. These  
80 ~~O~~ officers shall perform the duties prescribed by these ~~B~~ bylaws and the  
81 parliamentary authority adopted by the ~~Council~~ LDCCW.

82  
83 A. President  
84 1. It shall be the duty of the President to preside at ~~the~~ LDCCW Biennial  
85 Convention Meetings and at all meetings of the Executive Board and  
86 the Board of Directors. She shall, with the approval of the Executive

87 Board, the Spiritual Advisor, and the Bishop, appoint Commission  
88 Chairpersons and Committee Chairpersons. She shall appoint all  
89 Special Committees, except the Nominating Committee, and perform  
90 such other duties as devolve upon her office. The President will be  
91 the official representative of ~~the LDCCWLDCCW~~, unless she so  
92 chooses to delegate this representation. She may choose a  
93 Parliamentarian to serve during her term of office.  
94

- 95 2. She shall be ex-officio member of all Committees, except the  
96 Nominating Committee.  
97

98 B. President Elect

99 The President Elect assumes the eChair when the President is not  
100 able to preside at an official meeting. She will represent the  
101 President at official functions when the President ~~is unable to be~~  
102 ~~present~~requests. She will assume the duties of the President in the  
103 event of disability of the President for the remainder of the term of  
104 office. She will be of help to the President with ideas and  
105 suggestions whenever possible. She will keep a record of her  
106 activities to pass on to her successor. She will submit an annual  
107 written report to her successor. She will attend all meetings of the  
108 Executive Board and the Board of Directors. She will perform such  
109 other duties as the President and the Board of Directors may  
110 designate. It is intended that the President Elect continues into the  
111 Office of President in the term that follows.  
112

113 C. Vice President

114 The Vice President assumes the eChair when the President and  
115 President Elect are unable to preside. She will assist the President  
116 with any duties assigned to her. She will be of help to the President  
117 with ideas and suggestions whenever possible. She will attend all  
118 meetings of the Executive Board and the Board of Directors. She  
119 will perform such duties as the President and Board of Directors  
120 may designate.  
121

122 D. Secretary

123 The Secretary shall keep the minutes of ~~the LDCCWLDCCW~~  
124 Biennial Convention Meetings, meetings of the Executive Board  
125 and Board of Directors of ~~the LDCCWLDCCW~~, and shall be  
126 custodian of its records. She shall send out the Call to Meeting  
127 letters and help the President prepare for meetings. She shall  
128 prepare and ~~mail (or e-mail)~~distribute all minutes of such  
129 meetings. ~~She shall prepare and mail or (e-mail) minutes of such~~

130 ~~meetings~~ within three (3) weeks of said meetings. She shall  
131 perform such other duties as may be assigned by the President and  
132 Board of Directors, or implied by her Office.  
133

134 E. Treasurer

135 The Treasurer shall be the custodian of all monies of the Council  
136 LDCCW ~~which that~~ shall be deposited in the name of ~~the~~  
137 LDCCW LDCCW in a bank designated by the Board of Directors.  
138 ~~The LDCCW~~ LDCCW President, ~~in her office~~, shall also serve as co-  
139 custodial by signing the necessary financial documents. The  
140 Treasurer shall keep an account of all monies received and  
141 expended and shall render such account, and prepare Financial  
142 Reports for ~~at~~ all meetings. She shall chair the Budget Committee.  
143 The Treasurer shall perform such other duties as her office may  
144 require.  
145

146 **Section 2. Nominations**

- 147
- 148 A. At the first regular Board of Directors meeting following ~~the~~  
149 LDCCW LDCCW Convention, a Nominating Committee is established  
150 consisting of at least three (3) or more volunteers from the Board of  
151 Directors.  
152
- 153 B. It shall be the duty of ~~this the~~ Nominating Committee to nominate and  
154 present candidates for the Offices of President ( i.e. vacancy in the  
155 office of President Elect), President Elect, Vice President, Secretary, and  
156 Treasurer to be filled at the Convention in the even numbered years.  
157 The nomination of the current President Elect going into the Presidency  
158 is automatic and for presentation only, but not voted upon, unless there  
159 are other nominees for President.  
160
- 161 C. A Call for Nominations shall be sent by the Nominating Committee to  
162 the Board of Directors by October of the term's first year (even  
163 numbered years). This Call Letter shall include the Criteria for  
164 Nominations.  
165
- 166 D. To be eligible for the Office of President, one must have served on the  
167 Board of Directors for at least two terms. To be eligible for the Office of  
168 President Elect and Vice President, one must have served on the Board  
169 of Directors for at least one term.  
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- 171 E. Nominations are to be sent to the Chair~~person~~ of the Nominating  
172 respectfully no later than September 30<sup>th</sup> prior to ~~the~~ LDCCW LDCCW

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- F. A list of all nominees shall be approved by ~~the LDCCW~~ LDCCW Spiritual Advisor and Bishop before ~~each a~~ nominee is contacted by the Nominating Committee Chair ~~person in order to obtain~~ for the purpose of obtaining her acceptance of nomination.
  - G. The ~~Nominations-Nominating~~ Committee shall give its report at ~~the LDCCW~~ LDCCW Biennial Convention Meeting.
  - H. Nominations from the floor shall be in order, provided the nomination has been previously ~~been~~-received by the announced deadline, ~~and~~ is approved by ~~the LDCCW~~ LDCCW Spiritual Advisor and Bishop, and fits the established “Criteria for Nominations” (refer to the Guidelines of Nominating Committee).

188 **Section 3. Election**

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

200 **Section 4. Voting**

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- A. Voting body of ~~the LDCCW~~ LDCCW shall be:
    - 1. The Executive Board
    - 2. All members of the ~~general board~~ Board of Directors
      - a. Commission and Committee Chair ~~persons~~
      - b. LDCCW Past Presidents ~~(other than Immediate Past President who is on the Executive Board)~~ the
      - c. Deanery Presidents, Deanery Directors-at-Large or their proxies

216 d. Parish Presidents or their proxies

217  
218 3. NCCW Individual Members

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220 B. No delegate may use more than one voting card; delegates must be present to  
221 vote. (Voting cards are used at ~~the LDCCW~~LDCCW Biennial Convention if  
222 there is more than one candidate for a position or when voting on the  
223 budget.)  
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225 **Section 5. Term of Office**

226  
227 A. The term of office for Officers of LDCCW shall be one (1) two-year term  
228 from the close of ~~the LDCCW~~LDCCW Biennial Convention at which they  
229 were installed until the close of the succeeding LDCCW Biennial Convention,  
230 or until their successors are elected.

231  
232 B. No Officer shall be eligible for more than one (1) term (consecutively) in the  
233 same Office.

234  
235 C. Outgoing Officers, ~~e~~Commission and Committee Chairpersons must  
236 transfer all books and materials pertinent to the new officers and chairpersons  
237 within thirty (30) days upon completion of their position.  
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239 **Section 6. Vacancies**

240  
241 A. Any vacancy occurring in the Executive Board by reason of absence,  
242 resignation, death, or disability of any officer other than the President shall be  
243 filled by a majority vote of the Board of Directors.  
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246 B. In the absence, resignation, death, or disability of the President, her duties  
247 would devolve on the President Elect. ~~The A~~ vacancy would result in the  
248 office of President Elect. In the event the President Elect assumes less than  
249 half of the unexpired term of the President, she is eligible to remain in the  
250 office of President for another term of office (two (2) years following the end  
251 of the then current term). Should the elected President Elect move up to the  
252 Presidency and a new President Elect is elected to fill less than half of the  
253 unexpired term, the President Elect is eligible to remain in this position for  
254 another two (2) years of office.

255  
256 C. In the absence, resignation, death, or disability of the President Elect, her  
257 duties shall devolve on the Vice President and ~~the a~~ vacancy would result in  
258 the Office of Vice President.

259 D. In the absence, resignation, death, or disability of the President and President  
260 Elect during the same term of office, the Vice President would assume the  
261 chair until the vacancy (or vacancies) is filled. She would be eligible for one of  
262 the positions if the qualifications are met, and a new Vice President would be  
263 elected by the Board of Directors. The Vice President does not necessarily  
264 assume the position of the President Elect.

265 **ARTICLE V**  
266 **MEETINGS**  
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268  
269 **Section 1.** The ~~La Crosse Diocesan Council of Catholic Women~~LDCCW shall meet  
270 biennially in the even numbered years for Convention and training Work  
271 Shop. ~~They~~LDCCW shall meet in the odd numbered years for the Share  
272 Shop session, subject to the call of the President, or upon request of a  
273 majority of the Board of Directors. The date and place of ~~the~~  
274 ~~LDCCW~~LDCCW Biennial Convention are to be decided by the President  
275 (ideally during her term as President Elect) and approved by the Executive  
276 Board, ~~our~~ Spiritual Advisor and Bishop, not less than one (1) year in  
277 advance. The Call to Meeting must be sent at least sixty (60) days before the  
278 date of the meeting.

279  
280 **Section 2.** Board of Directors and Executive Board Meetings are held quarterly each  
281 year.

282  
283 **Section 3.** Meetings of the Executive Board shall be subject to the call of the President  
284 or upon request of a majority of the members. ~~They~~The Executive Board  
285 shall meet before the Board of Directors Meeting to discuss business.

286  
287 **Section 4.** Special meetings may be called by the Board of Directors or Executive  
288 Board.

289  
290 **Section 5.** Any meeting with the Board of Directors will open with recitation of the  
291 Prayer to Our Lady of Good Counsel, the Salute to the Cross, the ~~LCCW~~  
292 NCCW Mission Statement, and the Pledge of Allegiance to the Flag.

293  
294 **Section 6** Quorum

295  
296 A. Four (4) members of the Executive Board shall constitute a quorum for  
297 transaction of business of the Executive Board.

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299 B. Representation from eight (8) ~~d~~Deaneries and three (3) members of the  
300 Executive Board shall constitute a quorum for a business meeting of the  
301 Board of Directors.

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303 **ARTICLE VI**  
304 **EXECUTIVE BOARD**

305  
306 **Section 1.** The Executive Board shall consist of the President, President Elect, Vice  
307 President, Secretary, Treasurer, and Immediate Past President of ~~the~~  
308 LDCCW.

309  
310 **Section 2.** All business undertaken at an Executive Board Meeting shall be reported to  
311 the Board of Directors at the next regular Board Meeting.

312  
313 **Section 3.** The Executive Board shall have general supervision of the affairs of the  
314 ~~Council~~ LDCCW between business meetings, fix the hour and place of the  
315 meetings, and make recommendations to the Council.

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317 **ARTICLE VII**  
318 **COMMISSIONS AND COMMITTEES**

319  
320 **Section 1.** Chair~~persons~~ of the three (3) Commissions shall be appointed by the  
321 President, subject to prior approval of the Executive Board and the Spiritual  
322 Advisor. To be considered for a Commission Chair position, she should be  
323 committed to the ideals of ~~the~~ LDCCW. She should be a dedicated  
324 member of an affiliated organization or familiar with the goals and  
325 objectives of LDCCW, knowledgeable in the subject matter of the  
326 Commission, be informed on Catholic ~~e~~Church teachings as they relate to  
327 the Commission. It is recommended that an LDCCW Chair~~person~~ has  
328 chaired a Commission on a ~~d~~Deanery level or has served as member of ~~the~~  
329 LDCCW Board of Directors.

330  
331 **Section 2.** A Chair~~person~~ of a Commission shall serve no more than two (2) years in  
332 the same position, her term to terminate with the President who appointed  
333 her. She shall be eligible for an appointment to another position of the  
334 Board.

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338 **Section 3.** It will be the responsibility and duty of the Commission Chair~~persons~~ to:

- 339  
340 A. Develop basic programs implementing the resolutions and policies adopted  
341 by NCCW. Each ~~e~~Chair~~person~~ will work closely with ~~the~~ LDCCW  
342 President on these programs.  
343



- 344 B. Prepare articles for ~~the LDCCW~~LDCCW “News & Views” Newsletter, being  
 345 meet specified deadlines as well as producing current and helpful materials.  
 346
- 347 C. Send out special mailings or e-mails if the need so arises concerning a certain  
 348 area of the Commission.  
 349
- 350 D. Promote the resource manuals and work closely to ensure they are being used  
 351 and updated.  
 352
- 353 E. Serve on the Program Committee for the Work Shop Training Meeting to be  
 354 held in ~~the LDCCW~~LDCCW Convention years.  
 355
- 356 F. Serve on the Program Committee for the Share Shop Meeting to be held in the  
 357 non- LDCCW Convention years.  
 358
- 359 G. Provide materials for affiliates at ~~the LDCCW~~LDCCW Biennial Convention  
 360 pertaining to her respective Commission.  
 361
- 362 H. Perform such other duties as may be assigned by the President or implied by  
 363 her Commission.  
 364

365 **Section 4.** The ~~following~~ Committees and Special Committees and ~~their eChairpersons~~  
 366 shall be selected by ~~the LDCCW~~LDCCW President. Chair~~persons~~ of  
 367 Committees and Special Committees shall serve no more than one ~~(1) two~~  
 368 (2) year term in the same capacity, each term to terminate with the President  
 369 who appointed her. It will be the responsibility and duty of each  
 370 ~~eCommittee eChairperson~~ to keep a complete record of the  
 371 accomplishments of her committee and compile reports to be presented to  
 372 the Executive Board and Board of Directors. She shall also perform such  
 373 duties as may be assigned to her by the President or implied by her  
 374 committee.  
 375

376 **Section 5. Standing Committees**  
 377

- 378 A. Includes: Audit, Bylaws, Communication/Public Relations, Finance,  
 379 Historian, Nominating, Parliamentarian, Scholarships, and the Renaissance  
 380 Team.  
 381
- 382 B. An Auditing Committee Chair~~person~~, ~~Immediate Past Treasurer~~ and two (2)  
 383 LDCCW members, ~~previous Treasurers or Officers~~, will audit the Treasurer’s  
 384 accounts at the close of each fiscal year and prior to the end of the Treasurer’s  
 385 term of office, and report at the next Board of Directors Meeting following the  
 386 audit.

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- C. A Bylaws Committee is composed of four (4) members of LDCCW. It is required that the ~~eChairperson~~ of this ~~eCommittee~~ is a member of the Board of Directors. This ~~eCommittee~~ shall review and update the Bylaws and Standing Rules as necessary.
  - D. The Immediate Past President is automatically offered the position of Communications/Public Relations ~~Chairperson~~. The duty of this ~~eChairperson~~ is to prepare news releases covering events and meetings of ~~the LDCCW/LDCCW~~. It is recommended that in the following term she continues to serve on the Board of Directors as the Leadership Commission ~~Chairperson~~.
  - E. A Finance Committee is to be composed of the Treasurer and four (4) other members of ~~the LDCCW/LDCCW~~ Board of Directors. It shall be the duty of this ~~eCommittee~~ to prepare a budget for the fiscal year and submit it at the meeting of the Board of Directors prior to the beginning of the fiscal year. The fiscal year shall be July 1 to June 30.
  - F. A Historian is responsible ~~to prepare for preparing~~ a visual and narrative account of the activities of ~~the LDCCW/LDCCW~~ and ~~its~~ affiliates ~~that~~ will become a part of ~~the LDCCW/LDCCW's~~ history.
  - G. The Nominating Committee consists of three (3) or more volunteers from the Board of Directors and will appoint its own ~~eChairperson~~ from those volunteers. All Deanery Presidents are non-official members of this ~~eCommittee~~ and should pursue delegates from their Deaneries.
  - H. The Parliamentarian's position is filled at the discretion of the President. She advises the Board of Directors in correct parliamentary procedures as needed.
  - I. The Scholarship and Grant Committee consists of the President Elect as ~~Chairperson~~, the Vice President, and the Immediate Past President.
  - J. The Renaissance Team is ~~also~~ the LDCCW ~~L~~eadership ~~T~~eam, made up of the President, President Elect, Immediate Past President, and Leadership Commission ~~Chairperson~~. The President appoints a ~~Chairperson~~ (most likely the President Elect). This team is available upon request ~~from-by~~ the ~~D~~eaneries and ~~p~~arishes to help renew, revitalize and facilitate a new for their ~~e~~Councils by addressing their problems and concerns. The Immediate Past President helps organize the educational meetings held through this term. The President Elect writes the reports of any team actions for presentation and the files.

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**Section 6. Special Committees:**

- A. Girls Religious Awards Coordinator through appointment by the Bishop of the Diocese of La Crosse, works with ~~the LDCCW~~LDCCW in promoting Catholic girls and adult women’s religious awards ~~through appointment by the Bishop of the Diocese of La Crosse~~. She is responsible for attending the four (4) quarterly LDCCW Boards of Director Meetings each year.
  
- B. A Resolution Committee composed of a general Chair~~person~~ and the Leadership Commission Chair~~person~~ shall prepare the resolutions for ~~the LDCCW~~LDCCW or NCCW.
  - a. Any resolution offered by affiliated organizations or a member of that organization for consideration at ~~the LDCCW~~LDCCW Biennial Convention Meeting, must be in the possession of the Resolutions Committee at least ninety (90) days prior to the opening day of the meeting.
  - b. The Executive Board and the Spiritual Advisor shall review the resolutions and shall have the power to reject any resolutions. A member of the affiliated organization submitting a rejected resolution may request its consideration at ~~the LDCCW~~LDCCW Biennial Convention Meeting if there is unanimous consent of delegates attending.
  - c. The resolutions will be presented at ~~the LDCCW~~LDCCW Biennial Convention Meeting by the Chair~~person~~ of the Resolutions Committee for adoption by the affiliates present and eligible voting.
  
- C. ~~The LDCCW~~LDCCW Web Master is responsible for creating, maintaining and updating a professional looking website for LDCCW ~~which that~~ conveys the mission and values of ~~the LDCCW~~LDCCW and the Catholic faith.
  
- D. Other Special Committees may be created by the Executive Committee. Termination of these Special eCommittees shall be automatic upon completion of ~~their~~its function.

**ARTICLE VIII**  
**PARLIAMENTARY AUTHORITY**

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

473 **Section 2.** To carry out the purpose of ~~the LDCCW/LDCCW~~, ~~they~~ rules may be  
474 consideration, liaison, and cooperation with other organizations of good  
475 will.

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

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479 **ARTICLE IX**  
480 **AMENDMENTS**

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

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

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491 **Section 3.** Approval by the Board of Directors shall be necessary in order to present  
492 any proposed amendments to the affiliated membership. ~~They~~ The Board of  
493 Directors shall have the final authority to change proposed amendments. A  
494 copy of the proposed amendments, as approved by the Board of Directors,  
495 shall be sent to each affiliation at least thirty (30) days before ~~the~~  
496 ~~LDCCW/LDCCW~~ Biennial Convention Meeting for ~~their~~ consideration.

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503 **ARTICLE X**  
504 **DISSOLUTION CLAUSE**

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

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511 Adopted: April 5, 2014