

LA CROSSE DIOCESAN COUNCIL OF CATHOLIC WOMEN
STANDING RULES

INVITATIONS AND EXPENSES:

1. The Bishop (or his delegate) and our Spiritual Advisor will be invited to all Executive Board ~~m~~Meetings and meetings of the Board of Directors. All expenses of attendance incurred for said meetings will be paid by the LDCCW.

~~2.~~ Our Spiritual Advisor will be invited to attend the NCCW Convention at the expense of the LDCCW.

~~2~~3. An invitation will be extended to the Bishop of La Crosse to attend the NCCW Convention at the expense of the LDCCW.

A written invitation will be extended to the Province of Milwaukee, Province Director for the LDCCW Convention and any type of event put on by the LDCCW. All expenses, including lodging, mileage, and registration, and meals, of attendance for said event will be paid for by the LDCCW.

A written invitation will be extended to the Presidents of the Diocese of Green Bay, Madison, Superior, and the Archdiocese of Milwaukee for the LDCCW Convention, and any type of event put on by the LDCCW. Mileage and registration including the meals of the event will be paid by the LDCCW.

When a written invitation is extended to a NCCW Officer, or to a NCCW Commission Chair, to attend the LDCCW Convention and any type of event put on by the LDCCW, all expenses including travel, lodging, registration, and meals will be paid for by the LDCCW.

~~3.~~ Our Spiritual Advisor will be invited to attend the NCCW Convention at the expense of the LDCCW.

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4. Guidelines, obligations and duties not listed in the approved Bylaws and Standing Rules by the Board of Directors will be assigned to each leadership position by the President.
5. Expenses for the LDCCW candidate being considered for, or in an NCCW position, shall include: registration, transportation, banquet ticket, and lodging costs for meetings that the candidate/committee member is expected to attend if they are not already covered by NCCW. (Check NCCW Bylaws for coverage of NCCW positions.) according to the current NCCW bylaws, reimbursement of expenses including travel is allowed for NCCW Officers
6. President and President Elect approved expense receipts will be paid by the LDCCW Treasurer. A complete report of such expenses will be filed with the LDCCW Treasurer.
7. Nominating Committee Chair ~~person's~~ approved expense receipts shall be submitted to the LDCCW Treasurer and paid from the LDCCW Convention budget.
8. The Executive Board will arrive at a reasonable understanding of expenses of all LDCCW leadership positions. An effort will be made to hold such costs to a minimum. If in doubt, pre-approval of expenses by the President or Executive Board is recommended. No expenses will be covered without receipts, except for mileage.
9. If the President delegates her official representation to another member of the Executive Board, or member of the Board of Directors, the approved expense receipt will be covered the same as if the President was attending.
10. The Board of Directors will review annually and keep up with the current state mileage rate and vote any changes in reimbursement accordingly.
11. The location of LDCCW events held during the term will be determined by the President and approved by the Executive Board, with the membership realizing that the calendar of events and locations is prepared during her term as President Elect. The date and place of the LDCCW Biennial Convention are subject to the approval of our Spiritual Advisor and Bishop. Efforts should be made to have events hosted by different Deaneries, especially if a eDeanery has not hosted

any for a long time. All Deaneries can volunteer to host events. It should periodically be taken into consideration for conventions that La Crosse is our ~~d~~Diocesan ~~s~~Seat. Events include, but not limited to:

Work Shop – held in the fall of even numbered years.

Goal is to help newly the appointed in their roles within Parishes and Deaneries.

Share Shop – held in the fall of odd numbered years.

Goal is to help share ideas from Parishes and Deaneries.

Convention – held in the spring of even numbered years

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NOMINATIONS AND ELECTIONS:

The election results with complete teller's report (*number of votes cast and number of votes necessary to elect, followed by the totals*) shall be a part of the minutes of the LDCCW Convention.

Nominees shall:

- a. Be dedicated members of an organization affiliated with the LDCCW.
- b. Be willing to travel.
- c. Possess the following characteristics: Responsibility, initiative, loyalty, understanding, patience, and commitment.
- d. Be willing to attend all Executive Board Meetings and Board of Directors Meetings.
- e. Be willing to represent the President at meetings, conventions as ~~she~~the President may delegate.
- f. A voting member must be a member of an affiliated organization.

BUDGET:

1. Deaneries are to submit their dues to the LDCCW Treasurer showing names of each affiliate and NCCW identification number, name of each Deanery President, and each PCCW President, with their address, and phone number, this is requested by the NCCW.

2. Account description numbers will be established for the annual budget. These description numbers will be provided to each member of the Board of Directors.
3. Monies are allocated in the budget for each Commission to cover operating expenses.
4. Receipts for reimbursement must be submitted within ninety (90) days after the date they are incurred to the LDCCW Treasurer.
5. Monies are allocated for each leadership position to assist in attending the NCCW Convention. All other regular itemized expense coverages are to be listed in the individual position guidelines. All positions must perform in their responsibilities for coverage to LDCCW or NCCW events.
6. All active Catholic women of the La Crosse Diocese are eligible to apply for the LDCCW Grant and Scholarship.

REPORTS:

1. ~~Annual~~ Reports of activities and assignments of the President, President Elect, Vice President, all Commission and Committee Chair ~~persons~~ will be submitted presented at each meeting to the Executive Board and Board of Directors. ~~Such~~ These reports will ~~also~~ be filed with the Secretary.
2. A written report by the Commission and Committee chair ~~persons~~ will be presented at each Board of Directors Meeting. A copy will be kept on file.
3. A report will be presented by those in leadership positions after attending the NCCW Convention. A copy will be kept on file.

OFFICERS, COMMISSIONS AND COMMITTEE CHAIR ~~PERSONS~~:

1. Officers, Commission and Committee chair ~~persons~~ will submit the charges they via receipt with the exception of mileage.

2. Officers, Commissions, and Committee chairpersons are expected to attend the Board of Directors Meeting to inform or answer any questions regarding their position. If unable to attend these meetings, they must contact the LDCCW President to be excused.
3. Commission eChairpersons may appoint a co-chair person to work with them; however, co-chairpersons will not be considered members of the Board of Directors. (The LDCCW President is automatically an ex-officio member of each committee, except the Nominating Committee.)
4. A vacancy in the role of eChairperson of a eCommission or eCommittee shall be filled by presidential appointment.
5. The President will be responsible for obtaining insurance coverage for all LDCCW equipment with final approval of insurance coverage costs and agent to be subject to approval by the Executive Board prior to entering into a contract with insuring agency and/or representative.
6. The retiring President shall be responsible for obtaining thank you gifts for the outgoing Officers, eCommission and eCommittee eChairpersons. These are to be given at the LDCCW Convention. This expense will be paid by the LDCCW and included in the LDCCW Convention Budget.
7. All laptops, printers, and equipment, along with files will be passed on to incoming persons within thirty (30) days of completion of their position. In the position of Treasurer, within 30 days of completion of the audit.

PROVINCE OF MILWAUKEE-PROVINCE:

1. Protocol for Diocesan Councils providing the choice of a Province Director is rotated in order as follows:

1. La Crosse (2011, ~~2021~~)
2. Milwaukee (2013, ~~2023~~)
3. Superior (~~2015~~)
4. Madison (~~2017~~)
5. Green Bay (~~2019~~)

Our La Crosse DCCW should therefore be prepared to vote in a qualified person once every ten (10) years.

2. To become a candidate for the office of Province Director, nominees must have served one (1) term as ~~Diocesan-LDCCW~~ President.

3. The La Crosse Diocesan Council of Catholic Women shall be represented on the Province of Milwaukee Province Board of Directors by the LDCCW President and ~~Present-President~~ Elect.

This draft to be voted upon in April, 2018