

THE PUEBLO DIOCESE COUNCIL OF CATHOLIC WOMEN BY-LAWS

ARTICLE I

NAME

This organization shall be known as the Council of Catholic Women of the Pueblo Diocese.

ARTICLE II

OBJECTIVES

The objective of the organization shall be:

Section 1

To provide opportunity for Catholic Women to participate in the lay apostolate by working directly with their bishop and to work as a part of the National Council of Catholic Women in the interest of the United States Catholic Conference Incorporated.

Section 2

To serve as the medium through which the Catholic women of the diocese may speak and act as a unit on all matters of public interest.

Section 3

To stimulate the work of existing organizations of Catholic women to a greater efficiency and usefulness to meet the needs of the times.

Section 4

To render definite assistance to all local Catholic women's organizations in their efforts to give service in their respective fields.

Section 5

To establish relations with other civic and social agencies in the endeavor to create interest in, and to aid in the solution of present day religious, moral, social, educational and economic problems consistent with Catholic teaching.

Section 6

To participate fully in the specific programs which are mandated to the council by the bishop and to work as a part of the National Council of Catholic Women in the interest of the United States Catholic Conference Incorporated.

ARTICLE III

AUTONOMY

This organization shall not in any way interfere in the operation and/or the autonomy of any society or organization affiliated with it.

ARTICLE IV

MEMBERSHIP

Section 1

The membership of this organization shall consist of organizations of Catholic women within the diocese, enjoying episcopal approval. National dues are billed directly to each affiliate, district and diocesan board and paid directly to National by January 1 of each year.

Section 2

Individuals not associated with any diocesan organization may become members of NCCW by paying individual dues to the National Council of Catholic Women.

Section 3

Individuals not associated with any local affiliate organization may become members of a district CCW by paying individual dues of \$12.00 per year to the district in which they live.

Section 4

Each individual member of the district will have one vote at district meetings only.

ARTICLE V

OFFICERS

Section 1

Officers shall be elected or appointed to their office.

- a. The elected officers are president, president-elect, secretary and treasurer.
- b. The appointed officers are publicity person, auditor, historian, commission chairpersons, parliamentarian and others deemed necessary to the council.
- c. The bishop shall appoint the diocesan spiritual advisor.

Section 2

All elected officers shall be nominated from the diocesan board of directors, from all past board members, and past district or affiliate officers. All officers are elected for a term of two years and are eligible to be elected to the same office for only two consecutive terms (four years), with the exception of president and president-elect. The president shall serve her first two years as president-elect and shall not be eligible to succeed herself to either office.

Section 3

The board of directors shall elect the officers of the council from an approved ballot. New officers will be installed at the Convention Mass.

Section 4

The board members, exclusive of the district presidents and district presidents-elect, should not hold an elective office on the diocesan and district board simultaneously unless this creates a hardship on the district level.

Section 5

The president and the president-elect, with the approval of the spiritual advisor and the board of directors, shall appoint to vacated elected offices in the council.

Section 6

PRESIDENT

The president shall preside at all meetings. Shall be an ex-officio member of all committees. Shall perform other duties as necessary. Shall appoint, with the approval of the spiritual advisor, the appointive members to the diocesan board, and special committees.

Section 7

PRESIDENT-ELECT

The president-elect shall assume the duties of the president in the absence of the president or whenever the need shall arise. Shall familiarize herself with the duties of the president and shall perform such other duties as the president may designate, to include any state and national event, and be a member of all committees.

Section 8

SECRETARY

The secretary shall:

- a. Keep minutes of the diocesan board.
- b. Send minutes of the diocesan board meetings to the board members within three weeks of the meeting.
- c. Keep the minutes of the annual diocesan convention business meeting.
- d. Shall send the minutes of the business meeting to the board members within three weeks of the convention.
- e. Have charge of all papers which pertain to her office.

Section 9

TREASURER

The treasurer shall:

- a. Hold all monies belonging to the diocesan council.
- b. Pay all bills submitted on vouchers and approved by the diocesan president.
- c. Pay all expenses allowed by the annual diocesan council budget.
- d. Receive all funds collected for any special purpose.

- e. Be responsible for sending NCCW all name and address changes for affiliate, district and diocesan presidents.

Section 10

AUDITOR

The president, with the approval of the board, shall appoint the auditor. The auditor shall be responsible for the audit of all transactions incurred during the year. Shall submit a written report at the annual convention.

Section 11

HISTORIAN

The president, with the approval of the board, shall appoint the historian. The historian shall record briefly the events, and developments pertaining to the diocesan council.

Section 12

DISTRICT PRESIDENTS

- a. Shall promote the interests of the diocesan council and the decisions of the diocesan board.
- b. Shall report on activities in her district, in writing, at each meeting of the diocesan board. Two copies of the report shall be provided to the diocesan secretary.
- c. Shall send to the diocesan treasurer any names and address changes of district and affiliate presidents.

ARTICLE VI

COMMISSIONS

Section 1

The standing commissions shall be the following:

- a. Spirituality
- b. Service
- c. Leadership

Section 2

APPOINTMENTS

The president and spiritual advisor shall appoint the chairman for each commission.

Section 3

The chairperson will provide information on the focus of the commission and suggest activities for the council to implement.

ARTICLE VII

BOARD OF DIRECTORS

Section 1

The diocesan executive board shall consist of the diocesan spiritual advisor, president, president-elect, secretary, treasurer and immediate past diocesan president.

Section 2

The board of directors shall consist of the following members: Elected officers, immediate past president, district presidents, district presidents-elect, spiritual advisor, and the commission chairpersons. The current province director shall be a member of the board of directors with full voting privileges.

Section 3

The board of directors shall have jurisdiction over all matters relating to the management of all affairs of the organization subject to the final approval of the bishop or the diocesan spiritual advisor.

Section 4 Non-attendance of a member of the board of directors for three consecutive meetings without good and sufficient reason (submitted in writing) should be equivalent to resignation and the vacancy shall be filled in the regular way.

Section 5 The bishop shall appoint the diocesan spiritual advisor.

- a. The spiritual advisor shall serve as representative and offer guidance.
- b. It is the privilege and responsibility of districts of the diocesan council to present to the board of directors the names of candidates for the office of diocesan spiritual advisor.
- c. The president of the diocesan board of directors shall then make recommendations to the bishop for the office of spiritual advisor.

Section 6 **MEETINGS**

The board of directors shall meet two times annually at the discretion of the board. Announcement must be made two weeks prior to the meeting. The president, with the approval of the spiritual advisor, may call special meetings. Two weeks notice must be given.

Section 7 **VOTING**

Voting at any meeting shall be confined to members present. The board of directors may authorize a mail ballot for a particular purpose. Quorum—Seven members, three of whom must be officers.

Section 8 **BUDGET**

The diocesan executive board shall propose an annual budget for the diocesan council.

ARTICLE VIII **FUNDS AND PROPERTY**

The board of directors shall be trustees to take title and hold any property of the organization.

ARTICLE IX **ELECTIONS**

Section 1 **NOMINATING COMMITTEE**

- a. District presidents shall make up nominating committee and shall be named at the fall convention board meeting prior to the election year.
- b. Responsibilities and duties begin immediately.

Shall prepare a slate with a candidate for each vacancy on the board. No name shall be placed in nomination until acceptance has been received from the nominee.

Current eligible officers should be asked if they care to be considered for the slate.

The slate shall be presented to the board at the spring board meeting.

Board members may submit nominations from the floor at the aforementioned board meeting for offices that have no candidate.

Section 2

PROCEDURE

SLATE: If there is only one candidate for an office, that person is elected unanimously. In the event of two or more candidates for an office, a secret ballot is issued. Election shall be by plurality, person receiving the most votes.

Section 3

OFFICE NOT FILLED AT ELECTION

The president, with the approval of the moderator, shall appoint a person to fill said office.

ARTICLE X

ANNUAL CONVENTION

Section 1

A diocesan convention will be held annually.

Section 2

CALL: The call to convention must be sent out at least sixty days before the convention.

Section 3

REPRESENTATION

VOTING MEMBERS: Voting members at the annual convention meeting shall consist of all attending who are members of the Council of Catholic Women of the Pueblo Diocese.

Section 4

QUORUM

Twenty-five members constitute a quorum.

ARTICLE XI

TRANSFER OF AUTHORITY

Newly elected officers shall be officially installed at the annual convention. Newly elected officers shall assume office and full authority after the convention. Newly elected officers and past officers shall meet within thirty days after the convention for the orderly transfer of all materials and reorganization of the diocesan board.

ARTICLE XII

FINANCIAL COMMITMENTS

Section 1

ALL AFFILIATES are expected to donate a minimum of \$100.00 annually and submit funds to the district treasure before July 1st. The treasurer of each district will submit total collected from the affiliates to the diocesan treasure by July 1st. The words "Diocesan Donation" should be noted on the check's memo line.

Section 2

PROVINCE DIRECTOR EXPENSES

Each diocesan/archdiocesan council in the Province of Denver, Denver, Cheyenne, and Pueblo shall be assessed each year to defray the expenses of the province director.

Section 3

DIOCESAN OFFICERS/MODERATORS EXPENSES

Expenses for the spiritual advisor and president, or in the event the president cannot attend, a representative of the executive council shall be paid after approved vouchers and/or receipts are received by the diocesan treasurer for reimbursement.

The Spiritual Advisor and one member of the diocesan executive board attending the national convention will be reimbursed by the Diocesan CCW for lodging, travel, registration, banquet, and Province Dinner expenses.

Article XIII

AMENDMENTS

Section 1

These by-laws may be amended at any time.

- a. By request of the bishop.
- b. By the diocesan board.
- c. By majority vote of the delegates at the annual convention.

ADOPTED:	OCTOBER 8, 1991	MONTROSE
AMENDED:	OCTOBER 1992	TRINIDAD
AMENDED:	OCTOBER 1994	LAMAR
AMENDED:	OCTOBER 1998	LA JUNTA
AMENDED:	OCTOBER 1999	GRAND JUNCTION
AMENDED:	SEPTEMBER 2003	CRESTED BUTTE
AMENDED:	OCTOBER 10, 2007	DIOCESAN BOARD
AMENDED:	OCTOBER 12, 2011	DIOCESAN BOARD
AMENDED:	OCTOBER 10, 2013	DIOCESAN BOARD
AMENDED:	APRIL 23, 2015	DIOCESAN BOARD