

## **THE PUEBLO DIOCESAN COUNCIL OF CATHOLIC WOMEN STANDING RULES**

Standing rules direct the administration of the organization. They are more flexible and adopted by the members as needed. Standing rules are procedural. They can be reviewed and revised by a vote of the board of directors.

### **I. Pueblo Diocesan CCW Annual Retreat**

- A. The Pueblo Diocesan Council will host an annual, spiritual retreat.
- B. The diocesan president will select a chairperson to coordinate the retreat.
- C. Profits from the annual Pueblo Diocesan CCW retreats shall be earmarked for the scholarship fund.

### **II. Pueblo Diocesan Council of Catholic Women Scholarship**

- A. Chairperson – The diocesan president shall select a scholarship committee chairperson.
- B. Chairperson Duties
  - 1. Shall appoint committee members selecting individuals from each district.
  - 2. Shall, with the committee, determine the application deadline.
  - 3. Shall disseminate scholarship application information throughout the diocese via various media, i.e. *Today's Catholic*, parish bulletins, etc. by January 15th.
  - 4. Shall, with the committee, select the scholarship recipient.
- C. Criteria – All applicants shall send a letter of request to the scholarship chairperson that includes the following criteria:
  - 1. Past and current attendance of religious education classes including Confirmation
  - 2. Service to parish church liturgy
  - 3. Participation in church activities
  - 4. School activities
  - 5. Community service
  - 6. G.P.A. (List honors/IB/AP Courses)
  - 7. Future Goals

### **III. Reporting Requirements**

- A. Districts – District presidents will present a report of affiliate activities at the spring diocesan board meeting and convention. Two copies of the report must be submitted.
- B. Commission– Commission chairs shall submit a report at the spring diocesan board meeting and convention. Two copies must be submitted.
- C. Convention – The final financial report of the convention, prepared by the convention committee, will be presented at the fall diocesan board meeting.

#### IV. Annual Convention Guidelines

Annual diocesan conventions are held to bring members of the Council of Catholic Women together to affirm, encourage, and support each other in the works of the council. Members working within the structure of the Council of Catholic Women are engaged in apostolic works for the church, their communities, and families, thereby answering the call of the National Council of Catholic Bishops to promote their programs of service to the people, to spread the Word of God and safeguard the deposit of faith handed down from Jesus through the Apostles and Bishops, the official teachers of the Catholic faith, and to encourage and recognize programs/projects undertaken by the council.

The focus of the Council of Catholic Women is:

1. To evangelize ourselves, each other, and all persons searching and hungering for the word of God.
2. To promote leadership among the members by sharing the vision of the organization and teaching skills and techniques for the orderly and proper understanding of aims, goals, and time-tested procedures for effective governance of the organization at all levels of the council.
3. To provide enrichment in all facets of our lives, be it spiritual, social and/or personal. These areas of growth are proclaimed formally at annual conventions as members come together to pray, to plan, to learn, to report, to share, to elect the leaders and to celebrate the God-given gifts of life and each other.

#### Duties

**Diocesan President** - Is the chief executive officer of the Council of Catholic Women and an *ex-officio* member of all committees (except the nominating committee). The annual convention should reflect the term of office of the president. She takes an active part in choosing the theme, program, meals and liturgy.

1. Theme: chosen at the diocesan fall meeting.
2. Speakers: selected by the diocesan president and hosting district and approved by the spiritual advisor.
3. Correspondence: should be handled by the diocesan president and hosting district.
4. Liturgy: should be chosen by the diocesan president with input from the diocesan spiritual advisor, diocesan worship office, the liturgical committee of the host parish and approval by the bishop.
5. Memorial Service: shall select a person to prepare the convention memorial service.

**District President** - Shall serve as the local convention chairperson. She appoints a committee to carry out the duties of the hosting district and together they work with the diocesan president.

1. Select a convention site.
2. Is responsible for compiling and publishing the convention book. The Convention book will include the following:
  - Bishop's letter
  - Moderator letter
  - Spiritual Advisor Officers

- District and Affiliate Council Officers
  - Minutes of the previous Convention Business Meeting
  - Minutes from the Diocesan Fall Board Meeting
  - Minutes from the Diocesan Spring Board Meeting
  - Previous Convention Financial Report
  - Annual Pueblo Diocesan Treasurer's Report
  - Auditor's Report
  - By-Laws
  - Standing Rules
  - Past Diocesan Presidents
  - Prayer to Our Lady of Good Counsel
3. Arrange for proper accommodations for meetings, meals, and hotel rooms with approval of the diocesan president.
  4. Look into hotel or motel rates near the convention site.
  5. Arrange for transportation to and from the convention site.
  6. Get door prizes and favors for the convention.
  7. Provide volunteer workers and hostesses.
  8. May provide a continental breakfast depending on the convention site.
  9. Select one or two ladies as registration chairpersons.
  10. May provide a hospitality room for guests.
  11. May want to have an opening flag ceremony.
  12. Provide the entertainment and table decorations.
  13. Select a patron fees chairperson who will send out patron fee letters to all the affiliates with the official signature of the diocesan president.
  14. Send out the call-to-convention letter, the convention agenda, motel rates are submitted by the hosting district and the registration fee rates. The official signature of the diocesan president proclaims the status of the council's activities.

### **Expenses**

1. Convention funds will be accounted for separately.
2. The district president shall appoint a convention treasurer to handle all convention related funds and expenses.
3. The convention treasurer is responsible for making hotel reservations for the bishop, diocesan spiritual advisor, diocesan president and guest speakers and shall make arrangements to pre-pay these expenses.
4. Guest speaker's room and expenses are paid.
5. Any additional expenses incurred by the diocesan president for stamps, call to convention letter, guest speaker, and president's gift, etc.
6. Convention book expenses.
7. Registration for the diocesan spiritual advisor, province director, diocesan president, bishop, and any visiting diocesan presidents from within our province.
8. In an emergency, the registration fee can be rebated upon the concurrence of the convention chairperson and district president.
9. Any monies left over will be split as follows: 75% to the diocesan fund and 25% to the host district.