

BYLAWS
OF the
CENTRAL DEANERY COUNCIL OF CATHOLIC WOMEN
Of the
ORLANDO DIOCESAN COUNCIL OF CATHOLIC WOMEN
Of the
NATIONAL COUNCIL OF CATHOLIC WOMEN

ARTICLE I. NAME

This organization shall be known as the Central Deanery Council of Catholic Women (CDCCW) of the Orlando Diocesan Council of Catholic Women (ODCCW) of the National Council of Catholic Women (NCCW).

ARTICLE II. OBJECTIVES

- Section 1. To unite the Catholic women's organizations in the Central Deanery of the Diocese of Orlando.
- Section 2. To act through its affiliated organizations to support, empower, and educate all Catholic women in spirituality, leadership, and service as well as those programs which are recommended by ODCCW.

ARTICLE III. AUTONOMY OF ORGANIZATION

The Deanery shall not in any way compromise the autonomy of any organization affiliated with the Deanery.

ARTICLE IV. MEMBERSHIP

All Catholic women's organizations within the boundaries of Central Deanery and recognized by the Diocese of Orlando shall be eligible for membership.

ARTICLE V. GOVERNMENT

- Section 1. This organization shall be governed by a Board of Directors, which shall have jurisdiction over all matters relating to the Deanery, subject to the approval of the Deanery Spiritual Advisor.
- Section 2. The elected officers shall be the President, Vice-President, Recording Secretary, and Treasurer. The officers appointed by the Deanery President shall be the Corresponding Secretary, Parliamentarian, and Auditor.
- Section 3. The Board of Directors shall consist of all elected and appointed officers, the Deanery Spiritual Advisor, Deanery Commission Chairmen, Diocesan Board Members representing the Deanery, past Deanery Presidents, Affiliation Presidents, Affiliation Deanery Board Members, and any member currently serving on the state, national, or international boards of the Council of Catholic

Women.

- Section 4. The Deanery Executive Committee shall consist of the Deanery Spiritual Advisor and elected Deanery Officers. Said Executive Committee is hereby authorized to act in an emergency situation by a majority vote. The Past Presidents of the Deanery shall act as consultants.
- Section 5. The Deanery Executive Committee shall establish Standing Rules for CDCCW as needed.

ARTICLE VI. NOMINATIONS, ELECTIONS, AND TERM OF OFFICE

- Section 1. Nominating Committee Chairman shall be appointed by the President at the first Fall Deanery Board meeting following the election of officers. The Board of Directors shall elect two (2) additional members for the committee. This committee shall select a slate of officers to be presented at the Spring Deanery Board meeting and to be voted on at the Spring Deanery General meeting of the election year. Nominations from the floor will be allowed at the Spring Deanery General meeting if qualifications are met. With the exception of the office of Treasurer, each candidate must be a current or previous board member, having served a minimum of one (1) year on the Board. Candidates for the office of Treasurer may be any council member, regardless of service on the Deanery Board, who has submitted a resume to the Committee and is qualified to fulfill the duties outlined in Article VIII Section 5. All nominees shall be practicing members of an affiliation and current in affiliation dues.
- Section 2. Nominating forms for Deanery officers shall be sent by the Nominating Committee Chairman to each affiliation president by November 1 of the election year. Completed forms shall be sent to the Nominating Committee Chairman no later than January 15.
- Section 3. The Deanery shall elect its quota of three (3) Diocesan Board members as directed by the ODCCW (see Article IX, Section 1). As a Diocesan Board Representative, they shall attend all **CDCCW and ODCCW** meetings.
- Section 4. Election shall be by ballot. A majority of those present, qualified to vote, shall elect. Where one name is presented, election may be by acclamation.
- Section 5. All officers shall be elected or appointed for a term of two (2) years.
- Section 6. No officer shall serve a consecutive term in the same elected or appointed office.
- Section 7. The Deanery Board Member from each affiliation, before being elected, must have the approval of her Spiritual Advisor. She must be willing to serve as an officer or Commission Chairman on the board. If she does not fulfill her obligation, her affiliation will be asked to replace her.
- Section 8. Vacancies shall be filled by the President, with the approval of the Deanery Spiritual Advisor, and shall meet the same qualifications as an elected officer or

Commission Chairman. Any member appointed to fill vacancies on the board shall be ratified at the first regular Deanery Board or General Meeting following appointment. She shall complete the balance of that term and then be eligible for election as per Article VI, Section 1.

ARTICLE VII. VOTING

- Section 1. Voting delegates shall be all members of the Deanery Board of Directors (see Article V. Section 3).
- Section 2. Affiliation Presidents and/or Deanery Board Members shall have an alternate at Board and General Meetings.

ARTICLE VIII. DUTIES

- Section 1. The President shall preside at all meetings of the Deanery, Executive Board, and Executive Committee, and shall perform such duties as ~~required of the a~~ specified in the Standing Rules. The President shall appoint the Commission/Committee Chairmen.
- Section 2. The Vice-President shall, in the absence of the President, conduct the meetings. She shall be responsible for fundraising for CDCCW and for custodial care of the banner ~~.She shall serve as chairman of the Mentoring Committee~~, shall accept any responsibility given her by the President, as well those specified in the Standing Rules.
- Section 3. The recording Secretary shall keep the minutes of all meetings, ~~and~~ shall send a duplicate copy of these minutes to the Deanery President and Deanery Spiritual Advisor within two (2) weeks after the meeting, and furnish them to the board of Directors within thirty (30) days. She shall be responsible for the roll call, ~~and~~ shall be the custodian of the permanent file of minutes during her term of office, ~~and~~ shall deliver said files to her successor, and shall perform all duties as specified in the Standing Rules.
- Section 4. The Corresponding Secretary shall send out all notices, ~~and~~ attend to all correspondence, ~~shall~~ keep a correct list of all Affiliation Officers and Deanery Board Members, and shall be responsible for preparing and distributing rosters. She shall send any changes in the roster immediately to the ODCCW Corresponding Secretary. She shall perform all duties as specified in the Standing Rules.
- Section 5. The Treasurer shall be responsible for all incoming funds and disperse funds as directed. She shall collect all dues for the Deanery, ODCCW, and NCCW, forward as instructed, and keep records of dues paid. She shall submit a Treasurer's report at each board and general meeting. She shall submit a yearly fiscal balance, July 1 through June 30, to the ODCCW Treasurer no later than September 15 of each year. The CDCCW Treasurer shall annually submit the books of account for audit by August 1 of each year. She shall submit yearly charitable contributions and in-kind reports to the ODCCW Treasurer as

indicated. She shall perform other duties as evolve from her office.

- Section 6. The Parliamentarian shall serve as Chair of the Bylaws Committee with two (2) members appointed by the President at the first Fall Board Meeting of the current term. The Bylaws Committee shall make recommendations, when advisable, for updating the Deanery Bylaws and Standing Rules. The Parliamentarian shall advise the President on questions of Parliamentary law.
- Section 7. The Deanery Commission/Committee chairs shall fulfill all duties as requested by the Deanery President and as specified in the Standing Rules.
- Section 8. A Grievance Committee may be appointed and convened by the Spiritual Advisor as needed.

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ARTICLE IX. DIOCESAN BOARD MEMBERS

- Section 1. Each affiliation is entitled to submit the name of one (1) qualified candidate for election to the ODCCW Board. No affiliation may have more than two (2) Diocesan Board members on the ODCCW Board at one time, excluding ODCCW officers and Past Presidents. The Nominating Form sent to the affiliation Presidents by the ODCCW President, shall be filled out and returned to the Deanery President at least fifteen (15) days prior to the Spring Deanery Board meeting.
- Section 2. Each candidate must have served a minimum of two (2) years on the Deanery Board of Directors, must be an active paid up member in the affiliation that submits her name, must have the written approval of her Spiritual Advisor and must accept an office or chairmanship on the ODCCW Board. The qualifications of each candidate shall be read to the membership at the Deanery Spring Board Meeting by the Nominating Committee Chairman.

ARTICLE X. DUES

- Section 1. Each affiliation shall pay dues to the Deanery as well as to ODCCW and NCCW, in the amount and by the date specified by each. New affiliation dues for the Deanery shall be waived for the first year.
- Section 2. Checks for Deanery dues will be made out to Central Deanery Council of Catholic Women and mailed to the Deanery Treasurer by October 1.
- Section 3. Checks from affiliations for ODCCW dues will be made payable to ODCCW but will be MAILED TO THE DEANERY TREASURER by November 15.

ARTICLE XI. BUDGET

- Section 1. The fiscal year shall begin July 1.
- Section 2. The Deanery President shall appoint a committee consisting of an odd number not to exceed 5 members. The outgoing Deanery Treasurer and the incoming Deanery Treasurer will be required members of the committee with the remaining committee members being selected from the Deanery membership at large. Said committee will prepare a two (2) year budget, which shall be presented for approval at the Fall Deanery Board Meeting of each new term of office.
- Section 3. The Deanery President shall be permitted to authorize payment of expenses not covered by the budget in an amount not to exceed one hundred dollars (\$100.00) **up to twice per fiscal year.**
- Section 4. The fiscal books of the Deanery shall be audited annually according to Article VIII. Section 5.

ARTICLE XII. MEETINGS

- Section 1. The Board of Directors shall meet twice a year, approximately one (1) month prior to the General Meetings. Notices of the meetings shall be sent thirty (30) days in advance.
- Section 2. The Deanery shall hold two (2) general meetings per year, to take place in the Fall and Spring. The dates shall be set by the Deanery President and host affiliations. All affiliation members are welcome to attend. Notice of the meetings shall be sent approximately thirty (30) days in advance.

ARTICLE XIII. REPRESENTATION AT ODCCW CONVENTION

- Section 1. The Deanery President, Diocesan Board Members, Affiliation Presidents, and Affiliation Deanery Board Members, who are on the Deanery Board at the time of the Spring Deanery Board Meeting, shall be the official voting delegates to the ODCCW Convention. Each affiliation is entitled to two (2) votes at the convention.
- Section 2. The President of the affiliation and/or the Deanery Board Member may send a bona fide member of the affiliation to represent her at the ODCCW Convention.

ARTICLE XIV. QUORUM

A quorum for the transaction of business at any meeting shall consist of a majority of members of the Board of Directors.

ARTICLE XV. AMENDMENTS

These Bylaws may be amended at any general meeting by a two-thirds (2/3) vote of the official delegation present, provided the amendment had been proposed at the previous Board Meeting, or written notification of proposed amendments had been ~~or~~ electronically transmitted to all members of the Board of Directors.

ARTICLE XVI. RULES OF ORDER

ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority in all procedures not covered by these Bylaws and not inconsistent with these Bylaws.

ARTICLE XVII. DISOLUTION.

In the event of dissolution of CDCCW, all property and assets shall be distributed to ODCCW. In no event shall any of such property and assets be distributed to any member of CDCCW, any staff of any parish, ~~or~~ the Diocese of Orlando, or ~~to~~ any other private individual.

November 15, 2008/ Amended
March 10, 2012/Amended
November 14, 2015/Amended
November 2, 2019
February 20, 2021/Amended