

# Procedures Manual 2025

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## PRAYER TO OUR LADY OF GOOD COUNSEL

Patroness of the  
National Council of Catholic Women

God of heavenly wisdom, you have given us Mary, Mother of Jesus, to be our guide and counselor. Grant that we may always seek her motherly help in this life and so enjoy her blessed presence in the life to come. O Mother of Good Counsel, patroness of the National Council of Catholic Women, intercede for us, that we may be wise, courageous, and loving leaders of the Church. Help us, dear mother, to know the mind of Jesus, your son. May the Holy Spirit fill us with reverence for God's creation and compassion for all God's children. May our labors of love on earth enhance the reign of God and may God's gifts of faith and living hope prepare us for the fullness of the world to come. Amen.

## PREFACE

The *SCCCW Procedures Manual 2025* is provided to assist members, especially those in leadership positions, to better understand the operational procedures of the South Carolina Council of Catholic Women (SCCCW) and to provide ready access to resources. Information about the organizations to which it is affiliated is presented. The most current version of this manual can be downloaded from the SCCCW website.

Each affiliate is encouraged to follow the operational structure and directives of the national, diocesan, and deanery councils when possible. However, each affiliate may adapt the information to fit its needs.

A separate manual, the *SCCCW Convention Manual 2025*, addresses all procedures and materials associated with planning and executing the SCCCW Convention. The current version may be downloaded from the SCCCW website.

Both manuals may in time be revised as new procedures are adopted and additional resources identified. The revision date will be entered on the cover page of each.

Appreciation is expressed to the wise and untiring leaders of the past and present who have contributed to the contents of this manual.

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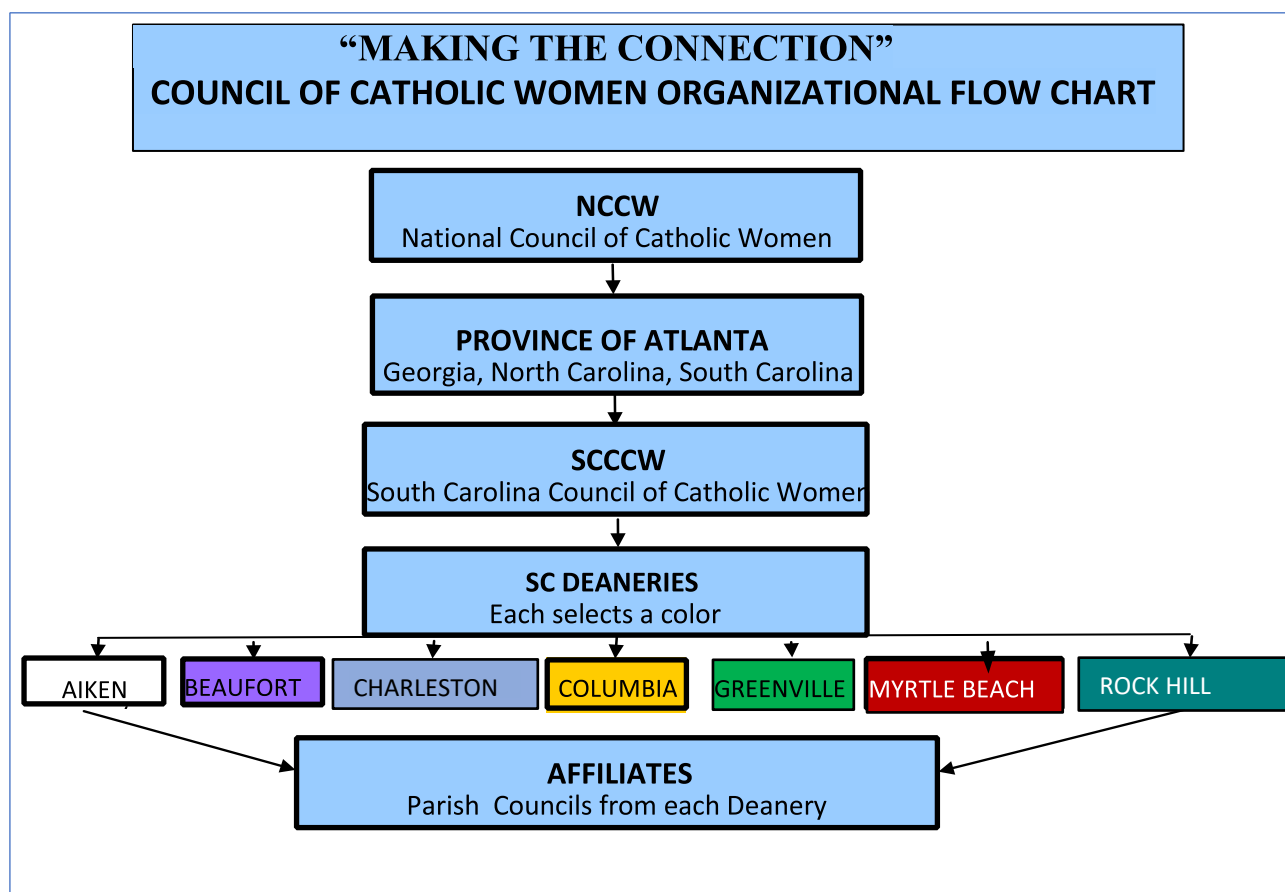
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# ACRONYMS, DEFINITIONS AND RELATED INFORMATION

## WUCWO

(World Union of Catholic Women's Organizations)

Presence is international

<http://www.wucwo.org>

## USCCB

(United States of Conference of Catholic Bishops)

Urged Catholic women's groups to combine into one national organization in 1920

<http://www.usccb.org>

## NCCW

(National Council of Catholic Women)

Presence is in the United States

Autonomous governance

Each affiliated group is allowed 2 votes at the NCCW Convention

Sends representatives to WUCWO and the USCCB

<http://www.nccw.org>

## PROVINCE

(A territorial area containing an Archdiocese and several dioceses)

32 Ecclesiastical Archdioceses and 1 Archdiocese for Military Services exist in the US

A Province takes its name from the Archdiocese

The Diocese of Charleston is in the Province of Atlanta

Each Province sends a representative to the NCCW

<http://archatl.com/catholic-life/council-of-catholic-women/>

## A/DCCW

(Arch/Diocesan Council of Catholic Women)

The Diocesan Council of the Diocese of Charleston (SC) is called SCCCW

(The South Carolina Council of Catholic Women)

SCCCW sends the President and 2 representatives to the Province of Atlanta Meetings

<http://www.scccw.org>

## DEANERIES

(Seven territorial groupings of parishes within the Diocese of Charleston)

Governance should model SCCCW, but each is autonomous

Each Deanery President is member of the SCCCW Board of Directors

## AFFILIATE

(An organized group of women within a parish that joins the SCCCW)

Governance should model SCCCW, but each is autonomous

Affiliate membership fee secures membership in its Deanery and SCCCW

Each affiliate president is a member of the Deanery Board of Directors

Each affiliate may send 3 delegates to the SCCCW convention



# CHAPTER 1

## RINGS OF COUNCIL

### NATIONAL COUNCIL OF CATHOLIC WOMEN

The National Council of Catholic Women (NCCW) is an organization consisting of 1171 affiliated groups (parishes, deaneries, diocesan councils and national) throughout the United States and 1520 individual/supporting members. There are 34 high school members and 12 collegiate members (NCCW, April 2023). Communication with members occurs by way of a monthly electronic newsletter, the *Connect*, a quarterly magazine, the *Catholic Woman*, and communiques via email. NCCW has partner organizations and supportive associations. NCCW is represented at the U.S. Conference of Catholic Bishops' General Assembly, the United Nations, the World Union of Catholic Women's Organizations, Catholic Social Ministry Gathering, and Religious Alliance Against Pornography. The NCCW center of operations is in Arlington, Virginia, and is administered by an executive director. NCCW is not for profit organization and is tax-exempt under section 501c (3) of the Internal Revenue Code.

**When and Why Formed.** "NCCW was founded in March 1920, under the auspices of the United States Catholic Bishops. The bishops had witnessed the important work done by organizations of Catholic women during World War I and had the wisdom to call for the founding of NCCW to bring these organizations together. Consolidation gave United States Catholic women a unified voice, a national service program and the ability to reach out to each other through a national organization." (<http://nccw.org>). NCCW is an affiliated organization of the United States Conference of Catholic Bishops. Refer to Appendix A for a more detailed history of NCCW.

**The Mission.** The mission of NCCW is to act through its membership to support, empower, and educate all Catholic women in spirituality, leadership, and service. NCCW programs respond with Gospel values to the needs of the Church and society in the modern world.

**Purposes.** The purposes of NCCW are to unite Catholic women of the United States, to develop their spiritual growth and leadership potential, and to motivate and to assist them to act upon current issues in the Church and society; to be a medium through which the Catholic women of the United States may speak and act on matters of common interest; to be a representative Catholic women's organization to other related national and international organizations in the solution of present-day problems; and, to unite with the Church and its teachings ([www.NCCW.org/Protocols](http://www.NCCW.org/Protocols), 2023 NCCW Bylaws, Article II, Section 1).

**Board of Directors.** The NCCW Board of Directors consists of the Officers, Province Directors, and Commission Chairs. The Executive Director, the Chair of the Spiritual Advisors, the Episcopal Liaison, and the Staff Liaison from the United States Conference of Catholic Bishops shall serve as ex-officio members without a vote. ([www.NCCW.org/Protocols](http://www.NCCW.org/Protocols), 2022 NCCW Bylaws, Article V, Section 2)

Commission System. Since its inception in 1920, NCCW has carried out work programmatically, first through committees and after the Second Vatican Council through commissions. Each commission works to support and enhance activity at all levels of council, to educate about issues of concern to Catholic women, and to empower women to respond in faith with justice and compassion. The NCCW commission system is based on the Second Vatican Council's "Decree on the Apostolate of the Laity": Through baptism and confirmation, the laity "are commissioned to be apostles by the Lord himself."

Since 1995, the program and advocacy initiatives of NCCW have clustered around one or more of six commissions: Organization, Church, Family, International, Legislative, and Community. The commission system was re-organized in 2009 into three commissions to align more consistently with the mission statement of NCCW.

The Spirituality Commission reinforces faith, supports service to the *Church* and to the world through discipleship and spiritual growth, and encourages *legislative* advocacy at the local, state, and national levels, guided by Catholic social teaching. Through committee initiatives, the Service Commission engages members of NCCW and others by addressing needs and concerns within individual *communities*, *families*, and the broader *international* society. The Leadership Commission provides *organization* development, such as opportunities for training, *public relations* resources, and publications to strengthen leadership, and *membership* promotion.

Resolutions. Resolutions that address current issues are adopted at each convention as focus for action. Resolutions recently adopted by NCCW may be found in APPENDIX G and on the NCCW website.

Partners. NCCW collaborates with the following organizations in addressing common concerns: "Bread for the World, Catholic Relief Services, Catholic Charities USA, Catholics Mobilizing Network, Center for Missing and Exploited Children, Cross Catholic Outreach, Catholic Climate Covenant, Education for Justice National Catholic Education Association, National Fund for Catholic Religious Vocations, Religious Alliance Against Pornography, US Catholic Sisters Against Human Trafficking, US Conference of Catholic Bishops, and the World Union of Catholic Women's Organization. Supportive associations include the Associates of the NCCW, Inc. and Friends of NCCW for WUCWO, Inc." (<http://nccw.org/partners>).

Resources. NCCW members may download free resources from the Commission section of the NCCW website. Many resources address some of the most pressing issues of our time: pornography, human trafficking, domestic violence, evangelization, caregiving, and impact of media on marriage and family. Devotions and leadership training programs are also available. Encyclicals, religious writings, and prayers may be downloaded from the Faith Formation and Prayer sections. Additionally, quality printed materials are available for purchase through the NCCW store. 2021-2024 Strategic Plan objectives for the future can be found in detail on the NCCW website. Follow the thread 'About Us' and 'Protocol'. Objectives are to:

- "Provide spirituality enhancement opportunities for our members as prayers for guidance and of thanksgiving must be the basis of all we do.
- Provide NCCW resources and programs that meet the needs of our Church and of Society.

- Ensure the future of the NCCW through growing membership, encouraging leadership development, promoting sound economic management, and developing NCCW strategic partnerships.
- Ensure that NCCW operations meet the scope and needs of the organization.
- Get Our Message Out! — ensuring communication among all levels of Council and the outside”. (2021-2024 NCCW Strategic Plan, <http://nccw.org>, April 2023.)

Get Engaged. NCCW encourages every woman to be engaged in the work of the church and the community in the field in which she is most interested and qualified. Suggested individual actions are to:

- develop spiritual resources to meet the challenges of everyday living,
- live up to the responsibilities of true citizenship,
- vote conscientiously and to assume personal responsibility for community welfare through volunteer work or elective office,
- make love of neighbor operative in her daily activities,
- be concerned and do something about those less fortunate,
- foster appreciation and acceptance of Christian standards in the media, and
- cooperate to the full extent of her ability in parochial and inter-parochial activities.

## THE PROVINCE OF ATLANTA

Ecclesiastical and NCCW Provinces. An ecclesiastical province in the Roman Catholic Church consists of an archdiocese and several dioceses. This structure serves as a basic form of jurisdiction. There are 32 Roman Catholic Ecclesiastical Archdioceses in the United States plus 1 Archdiocese of Military Services, USA (USCCB.org website 2023). A NCCW province takes its name from the name of the archdiocese. Dioceses in the Province of Atlanta are the Atlanta Archdiocese, Charleston Diocese, Charlotte Diocese, Raleigh Diocese, and Savannah Diocese.

The Province of Atlanta is composed of three archdiocesan/diocesan councils: the Atlanta Archdiocesan CCW, the Savannah Diocesan CCW, and the South Carolina CCW, Diocese of Charleston. The dioceses of Raleigh and Charlotte are inactive at present.

Mission Statement. The mission of the Province of Atlanta is to provide a direct liaison between the NCCW Board of Directors, the NCCW staff, and the councils of Catholic women within the Province of Atlanta and to build concrete working relationships among member councils (Appendix B, Province of Atlanta Bylaws). The Province Director serves on the NCCW Board of Directors and is the representative voice of its member councils to NCCW.

The Province Director and Board. The position of Province Director is rotated among the active archdiocesan/diocesan councils within the province. The term of office shall be for two years and shall conclude at the close of the NCCW Annual Convention in the even years. To be eligible for the position of province director, one must have served as a diocesan president, be endorsed by her archdiocesan/diocesan board, and be willing and able to travel. An archdiocesan/diocesan council shall elect a province director in accordance with the bylaws of each archdiocesan/diocesan council. As only three archdiocesan/diocesan councils are active in the Province of Atlanta, the election shall occur every six years.

Governance. The Province of Atlanta Board of Directors is composed of a province director, a secretary/treasurer appointed by the province director, the archdiocesan/diocesan presidents, and two province representatives from each archdiocesan/diocesan council appointed by the

archdiocesan/diocesan president. A Province of Atlanta meeting is held at each archdiocesan/diocesan convention of Catholic women. The province director and archdiocesan/diocesan council presidents shall provide a written and verbal report at each province meeting. Each SCCCW Province Representative shall attend all Province of Atlanta meetings and submit a written report to the SCCCW Board of Directors following a Province of Atlanta meeting. (Refer to Appendix B, *Province of Atlanta Bylaws*.)

## DIOCESAN COUNCILS -SCCCW

**Diocesan Divisions.** Each diocese within an ecclesiastical province of the Roman Catholic Church may affiliate with NCCW. Each may choose its name. Programs and resources developed by NCCW are passed to diocesan councils, deaneries, and to affiliates. Programs and activities planned at the affiliate, deanery and diocesan council levels may be passed to NCCW directly or through a province. Program and advocacy initiatives stem from three commissions: spirituality, leadership, and service. A convention may be held each year.

**SCCCW.** The South Carolina Council of Catholic Women is an organization of Catholic women within the Diocese of Charleston whose mission is to assist and encourage all members to grow in spirituality, leadership, and service. SCCCW is an affiliate of the NCCW and the Province of Atlanta and has representation at both levels. Founded in 1930, it is composed of individual members, affiliates, and deaneries. It works with the Bishop of the Diocese of Charleston to support the Catholic Church, the diocese, and its programs and teachings. (Refer to Appendix B, *Bylaws of the SCCCW* or <http://www.scccw.org>.) In-depth information on the structure and administration of the SCCCW is the primary focus of this manual and may be found in Chapter 2.

## SCCCW DEANERIES

**Geographic Divisions within a Diocese.** The Diocese of Charleston is divided into geographic divisions called deaneries. SCCCW uses the same deanery structure as does the Diocese of Charleston. The SCCCW deaneries are Myrtle Beach, Columbia, Charleston, Beaufort, Greenville, Rock Hill, and Aiken. A SCCCW deanery must have one or more affiliated parish organizations within its territory to affiliate with SCCCW. Refer to Appendix A for a roster of SCCCW deaneries and affiliate parishes. There are 116 parishes in the Diocese of Charleston ([directories.charlestondiocese.org](http://directories.charlestondiocese.org)). Approximately 19 are affiliated with SCCCW.

**Governance.** Each SCCCW deanery shall determine its bylaws, standing rules, job descriptions, and dues structure. Each deanery must send dues to SCCCW. (Refer to Chapter 2, *Rings of Council, Membership and Dues*.) Each SCCCW deanery shall model the operational structure of SCCCW, yet it shall have the freedom to make alterations according to need. A deanery may offer an individual membership to accommodate individuals from parishes within its deanery that are not affiliated with SCCCW.

A deanery shall serve as a conduit for transmitting information, program ideas, and resources from rings of council to affiliates and from affiliates to SCCCW and NCCW. A deanery president shall serve as a vice president on the SCCCW Board of Directors, and each affiliate president shall serve on the deanery board of directors. Deaneries have responsibilities to parish affiliates and to SCCCW. In-depth information on the operational structure and responsibilities of a deanery can be found in Chapter 3.

## AFFILIATED PARISHES

**Parish Groups.** Parishes in a Roman Catholic Diocese are grouped by territorial divisions called deaneries. A list of parishes within each deanery of the Diocese of Charleston can be found at <http://directories.charlestdiocese.org>. Any parish in the Diocese of Charleston may affiliate with SCCCW.

**Governance.** Each affiliate shall establish bylaws, standing rules, job descriptions, and a dues structure. A parish affiliate shall model the operational structure of SCCCW; however, it may make modifications according to need.

**Mission.** The mission of an affiliate shall be the same as NCCW and SCCCW, to act through its membership to support, empower, and educate all Catholic women in spirituality, leadership, and service. Program and advocacy initiatives shall center around three commissions, spirituality, leadership, and service. In-depth information on guidelines, operational structure, and responsibilities of an affiliate can be found in Chapter 4.

## MEMBERSHIP AND STRUCTURE OF DUES IN RINGS OF COUNCIL: NCCW, PROVINCE, DIOCESAN, DEANERY, AND AFFILIATE

### NATIONAL COUNCIL OF CATHOLIC WOMEN

The cost of NCCW annual membership is determined periodically by the NCCW Board of Directors and assessed upon each member/member group annually. Membership categories are Affiliate Groups (Parish, Deanery, Diocesan, and National), High School individual and group members, Collegiate individual and group members, and Individual/Supporting members. Membership forms can be downloaded from the 'Forms and Information' section of the NCCW website (<http://nccw.org/membership>) along with a list of benefits of each membership category.

**NCCW Membership Cost for Groups.** The cost of membership in NCCW for each of the following organizations is diocesan - \$275, national group - \$200, subdivision - \$100, deanery - \$100, parish - \$100, and high school - \$50. NCCW sends membership renewal notifications via the US postal service which is payable up receipt and due to NCCW by December 31. The respective treasurers of the SCCCW, SCCCW deaneries and SCCCW affiliates are responsible for paying NCCW annual dues directly to NCCW when invoiced.

(Refer to Appendix C, NCCW Affiliate Membership Form or <http://nccw.org/membership>)

**Benefits.** The benefits of a group membership in NCCW include a subscription to NCCW's *Catholic Women* magazine, a subscription to the monthly e-newsletter *Connect*, communiques via email on various subjects, voice and vote at the national level, and a discount rate for the NCCW Convention. All publications and communiques go to the group president and may be shared with members of the group. Affiliated groups that are current with their dues receive 2 votes, each of which must be cast by separate members of the affiliate attending the NCCW Convention. Affiliate presidents will receive a Certification of Delegates that must be returned to NCCW with the names of 2 persons approved to cast the votes for their affiliate at the NCCW Convention. The form is available on the NCCW website.

**NCCW Individual Membership.** An annual NCCW individual membership is \$50.00; however, it can be upgraded to a supporting membership for \$100. Membership is open to any Catholic woman, and one does not need to be a member of an affiliated group. The annual NCCW individual membership for a college student is \$10 and \$5 for a high school student. A High School or Collegiate group membership is \$50.00. A membership form is available on the NCCW website. Renewal notifications are sent to NCCW individual members by e-mail. Membership ends one year for the date the membership was established. An individual member may find out the expiration date by going to NCCW.org and clicking on "Login" tab at the top of the home page. The benefits of an NCCW individual membership include a subscription to the *Catholic Woman* magazine, the Connect e-newsletter, and communiques sent directly to the member. Additionally, the individual member has a vote in the election of NCCW officers and

may download materials listed on the ‘members only’ section of the NCCW website. (*Refer to Appendix C, NCCW Individual/Supporting Membership Form or <http://www.nccw.org>.*)

## PROVINCE OF ATLANTA

The member councils in a province determine the cost that each archdiocesan or diocesan council (A/DCCW) in the province must pay to join the province. Membership in a province is required for an A/DCCW to belong to NCCW. The annual cost for each arch/diocesan council to join the Province of Atlanta is \$1,500: Arch/diocesan members are the Atlanta Archdiocese CCW, the Savannah CCW and the South Carolina CCW. The membership cost subsidizes the cost for the Province of Atlanta Director to travel to NCCW Board Meetings and to the national and diocesan conventions. The Province of Atlanta meets at the convention of each of its member councils, which totals three times per year. The Province of Atlanta Secretary/Treasurer shall invoice each Archdiocesan/Diocesan Council CW in the Province of Atlanta for dues by October 1. Dues are payable by January 1.

Membership at the province level allows for direct communication between NCCW and the A/DCCW member councils. All NCCW publications and communiques are provided to the Province Director to be shared with A/DCCW member councils. The A/DCCW member councils also have a voice and vote at the province meetings. Affiliated A/DCCW member councils that are current with their dues receive three votes, each of which must be cast by separate members of the A/DCCW member council attending the province meeting. (*Refer to Appendix B, Bylaws of the Province of Atlanta.*)

Individuals may join the Province of Atlanta as supporting members. They may have voice but no vote at a Province of Atlanta meeting. A supporting membership is \$10.00 per year.

## SCCCW MEMBERSHIP

Parish Membership. SCCCW establishes the cost of membership for a parish organization of women, hereafter called an affiliate. The annual SCCCW membership cost for an affiliate is \$2 for each dues-paying member in the affiliate as of October 1 of that year.

- By October 1, each deanery treasurer shall invoice the presidents of the affiliates within the deanery the annual cost of SCCCW membership per member and inform them of the November 1 deadline for paying dues.
- By November 1, each affiliate treasurer shall send to the deanery treasurer a single check for dues along with the name, address, phone number, and e-mail address of each paid member in the affiliate as of October 1 of the year.
  - The deanery treasurer shall make a copy of the roster from each affiliate to keep in her files.
- The deanery treasurer shall deposit the checks received from affiliates and send a single check for dues to the SCCCW Treasurer by December 1, along with a copy of the roster for each affiliate.
- Dues must be received by the December 1 deadline for an affiliate to have a voice and vote at the annual SCCCW convention.

The benefits of having a parish membership in SCCCW include the right to send three voting delegates to the annual SCCCW convention, to have a voice at the diocesan level, to participate in deanery and diocesan retreats/workshops/activities, and to access member-only resources. Members may hold leadership positions at the deanery, diocesan, and province levels of council; are entitled to register at lower rates for the SCCCW convention; and are eligible to

receive SCCCW and deanery honors and/or awards. (Refer to Appendix C, *SCCCW New Affiliate Membership Form* or <http://www.scccw.org>.)

When a diocesan council of Catholic Women obtains a NCCW group membership, the deaneries and affiliates within the diocese can join NCCW with a group membership, too. Although the NCCW membership is optional for an affiliate, it is strongly encouraged.

**SCCCW Individual Membership.** SCCCW individual membership is open to any Catholic woman in the Diocese of Charleston. It entitles one to information and material released by the Board of Directors and to participate in SCCCW governance, leadership, and activities. (Refer to Appendix B, *SCCCW Bylaws, Article III.*) One does not need to be a member of an affiliate to be an SCCCW individual member. A voting member may have only 1 voting privilege. She may vote as a representative of an affiliated organization, as an SCCCW individual member, or as a SCCCW Board member. The annual cost of SCCCW individual membership is \$10. A membership form can be downloaded from the SCCCW website. (Refer to Appendix C, *SCCCW Individual Membership Form* or <http://www.scccw.org>.) SCCCW individual membership dues should be sent directly to the SCCCW Treasurer.

## DEANERY

**Parish (Affiliate) Membership.** An affiliate shall join the deanery in which it is located. Each deanery establishes the annual cost of membership for an affiliate member. Membership cost varies from deanery to deanery. Each deanery treasurer shall inform the affiliate presidents within the deanery by October 1 of the annual cost of deanery membership per member and of the November 1 deadline for paying dues. Each affiliate treasurer shall send to the deanery treasurer a single check for deanery dues along with the name, address, phone number and e-mail address of each paid member in the affiliate as of October 1. Each deanery treasurer shall send to the SCCCW Treasurer a check for membership dues for all affiliate members along with a roster containing the name, address, phone number, and e-mail address of each member by December 1.

**Deanery Individual Membership.** Some deaneries offer an individual deanery membership as a way of including individuals from parishes where there is no affiliated group. The cost and availability may vary. Contact the deanery president for more information. A deanery individual membership is specific to a deanery and is unrelated to a SCCCW Individual membership.

## AFFILIATE

**Member Dues in an Affiliate.** As of January 2025, 19 parish organizations were affiliated with SCCCW. (Refer to Appendix A, *Roster of Deaneries and Affiliates.*) Each affiliated parish organization is autonomous and determines the cost of membership in its parish organization. Membership cost to belong to the affiliate is payable by the first day of the fiscal year of the affiliate. Upon receipt of an invoice from the Deanery Treasurer for deanery and SCCCW membership, the affiliate treasurer shall prepare a roster of paid members as of October 1 including the name, address, phone number, and e-mail address of each and send it along with a check for dues to the Deanery Treasurer before November 1. (Refer to Appendix C, *Procedures for Maintaining the SCCCW Roster.*)



## CHAPTER 2

# THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

### PRINCIPLE AIMES

The principle aims of the SCCCW are to:

- “Serve as the medium through which the Catholic women of the Diocese speak and act as one unit on all matters of public interest.
- Encourage the work of organizations of Catholic women to achieve greater efficiency and usefulness in meeting the needs of the times.
- Assistance to all local organizations of Catholic women in their efforts to give service in their fields.
- Establish relationships in the spirit of Christian charity with other organizations and agencies such as church, civic, social, and educational and create interest in and enhance the morality and well-being of the people of the Diocese.
- Further spiritual and material undertakings that have been recommended by the Bishop of the Diocese of Charleston to the SCCCW.
- Work as part of the National Council of Catholic Women, hereafter referred to as NCCW, in the interest of the United States Conference of Catholic Bishops “. (Appendix B, *Bylaws of the SCCCW* or [www.scccw.org](http://www.scccw.org).)

### FISCAL YEAR

The SCCCW fiscal year shall begin on July 1 and end on June 30 of the following year. It shall match that of the Diocese of Charleston.

### GOVERNANCE

**Board of Director.** SCCCW is governed by a Board of Directors (hereafter referred to as board). The board consists of the SCCCW Executive Committee, Vice Presidents (deanery presidents), Province of Atlanta Director (if she is a resident of the Diocese of Charleston), Parliamentarian, Historian, Corresponding Secretary, Commission Chairs, Commission Committee Chairs, Website Coordinator, and all past SCCCW Presidents. Any SCCCW member, affiliate or individual, may hold any board position if she meets stated qualifications for the position.

Any individual from SCCCW who serves NCCW as an officer or representative shall be invited to all board meetings. Each member of the board has voting privilege at meetings of the board, and if she attends at least one board meeting, excluding the pre-convention meeting, she has voting privilege at the SCCCW Annual Convention. All board members must be Catholic.

**Executive Committee.** The SCCCW Executive Committee consists of the SCCCW President, Treasurer, Secretary, Diocesan Spiritual Advisor, and Immediate Past President. The SCCCW Executive Committee can pass emergency action if needed without a vote of the full board. A written report of any executive action must be presented to the entire board at its next regular.

**Spiritual Advisor.** The Diocesan Spiritual Advisor, an ex officio member of the board, shall be

appointed by the Bishop of the Diocese of Charleston, and shall serve until replaced by the Bishop.

**President.** The order of presidential rotation shall be Myrtle Beach Deanery, Columbia Deanery, Greenville Deanery, Charleston Deanery, Beaufort Deanery, Rock Hill Deanery, and Aiken Deanery. After the election, the incoming and outgoing presidents shall work together to ensure a smooth transition of leadership.

**Vice Presidents.** The Vice Presidents are the deanery presidents. There are seven deaneries in South Carolina. One is presently inactive. Each deanery president is elected by its own deanery.

**Past Presidents.** Any past president of the SCCCW may serve on the board in an elected or appointed position; however, she shall have only one vote. The Immediate Past President shall serve a two-year term. She shall serve in the absence of the SCCCW President.

## ELECTIONS AND APPOINTMENTS

**Election of SCCCW Officers.** The SCCCW President, Recording Secretary, and Treasurer shall be elected at the annual convention for a term of two consecutive years, with the term starting at the beginning of the fiscal year, July 1. No officer may be elected to the same office for two consecutive two-year terms. The election of a president shall be held in *odd years*. The election of a recording secretary and treasurer shall be held in *even years*. A nominee for the SCCCW Treasurer may not be from the same deanery that supplied that office the previous year.

**Election of a Province Director.** The term of office of the Province Director is two years, as established by the NCCW Bylaws. Every 3<sup>rd</sup> term a Province Director shall come from the SCCCW, as only three councils of Catholic women are in the Province of Atlanta. A Province Director shall be elected at the SCCCW Annual Convention by the membership during an even year every 6th year, unless rotation is altered, or a diocesan council joins the Province of Atlanta.

**Appointments to Positions on the Board and Terms of Office.** The SCCCW President shall strive for diversity and inclusivity when appointing individuals from the SCCCW membership to serve on the board. The SCCCW Spirituality, Leadership, and Service Commission Chairs and their committee chairs shall be appointed for a term of one year with the endorsement of the Diocesan Spiritual Advisor. Commission and committee chairs may serve two consecutive one-year terms in the same position and may again serve two consecutive one-year terms in that position after a period of two years. The Corresponding Secretary, Parliamentarian, and Historian, and Website Coordinator shall each be appointed for a two-year term. Chairs of special committees and some standing committees shall be appointed. Refer to the *Committees* section in Chapter 2.

## MEETINGS OF THE BOARD OF DIRECTORS

**Board Meetings.** The SCCCW Board of Directors shall meet four times per year, during the spring, fall, winter and about six weeks prior to the annual convention. SCCCW business is conducted at these meetings. Each officer, commission chair, and vice president shall provide a written report at each meeting. Reports from other board members may be called for by the

SCCCW President. Reports may be electronically distributed to board members if submitted to the Corresponding Secretary one week prior to a meeting. If not, 30 copies of the report shall be prepared and distributed at the meeting. (Refer to Appendix D, *Example Board Meeting Agenda*.)

**Pre-Convention Meeting:** The pre-convention meeting is scheduled approximately six weeks or more prior to the date of the convention. It is critical that all members of the five convention committees attend: Nominating, Credentials, Registration, Resolution, and Election. Prior to the meeting, convention committee members should review their respective committee responsibilities detailed in the *SCCCW Convention Manual* (<http://www.scccw.org>). Each convention committee chair shall be prepared to direct her committee in the completion of responsibilities for the convention and work cooperatively with the SCCCW President and Convention Chair(s).

The following items shall be submitted to the SCCCW President at or before the pre-convention meeting:

- The names of nominees for offices along with a picture, a resume of qualifications, and a letter of recommendation from the parish priest or ecclesial representative of the nominee.
- Nominees for the SCCCW Catholic Women of the Year. (Refer to the *Convention Manual*, Appendix A.) Nominees shall be judged by a committee selected by the SCCCW President of three individuals from outside of SCCCW.
- Nominees for the SCCCW Woman Religious of the Year. (Refer to the *Convention Manual*, Appendix A.) Nominees shall be judged by a committee selected by the SCCCW President of three religious.
- An annual report from each deanery president of deanery activities. (Refer to Chapter 3, *Background, Guidelines for Preparing the Deanery Year-End Report*.) The report shall be printed in the Commission Book.
- Spirituality, Leadership, and Service Affiliate Year-End Reports. The reports shall be printed in the Commission Book.
- Applications for the Reverend Pentis Multicultural Award. (Refer to the *Convention Manual*, Appendix C, *Award and Application*.)

The following actions shall be taken at the Pre-Convention Meeting.

- Each of the three commission chairs with their committee chairs shall review/judge the respective commission committee reports submitted by affiliate presidents. (Refer to Appendix E, *Guidelines for Preparing and Submitting Affiliate Year-End Reports, Guidelines for Judging Affiliate Year-End Reports, and Form for Judging Reports*.) The most outstanding affiliate activity of each of the possible 8 commission committees shall be identified and recommended to the SCCCW President for possible recognition at the convention.
- The Reverend Pentis Multicultural Award shall be judged by the Service Commission Chair, Spiritual Director, and International Committee Chair or a committee outside of SCCCW. (Refer to the *Convention Manual*, Appendix C, *Form for Judging the Reverend Pentis Multicultural Award*.)
- Market Place shall solidify and report plans.

**After the Pre-Convention Meeting**

- Each SCCCW Commission Chair shall submit a year-end report to include initiatives suggested to deaneries, affiliates, and individual members and a follow-up summary of their actions in implementing and completing the initiatives. (Refer to Chapter 2, *SCCCW Commission Structure, Guidelines for Determining Initiatives and Writing Year-End Reports*.)
- The reports shall be printed in the Commission Book.

## PHILANTHROPIC AWARDS

Scholarship. The SCCCW Reverend William F. Pentis Memorial Scholarship was established in 2009 to honor Father Pentis, an Oratorian Father, who served as Moderator for the SCCCW, providing spiritual support for more than 30 years. The merit-based \$1,500 Scholarship is awarded to an eligible graduating high school female senior from South Carolina planning to attend an institution of higher education (university, college, junior college, or technical school). An applicant must be a Catholic female student in good standing. A letter of recommendation from an ecclesiastical body (priest, brother, deacon, sister, or nun) is required. The student must be actively involved in school life and the community. (Refer to Appendix F, *Guidelines for the Rev. Pentis Scholarship and Application Form* or <http://www.scccw.org>.)

Convention Project. The SCCCW Board, in consultation with the Bishop and Spiritual Advisor, determines a deserving organization, group or institution to be the beneficiary of funds collected at the Convention. (Refer to Appendix B, *SCCCW Convention Manual*, *SCCCW Roll Call Form*.)

## ANNUAL CONVENTION

Annual Convention of the Membership. An annual convention of the SCCCW membership shall be held over a weekend in the spring of each year on a date that has been cleared with the Bishop of the Diocese of Charleston. To encourage attendance, the convention rotates through the seven deaneries, with the deanery in turn serving as a host. At least one business meeting of the SCCCW membership is scheduled at the Convention. Each affiliate that has paid dues to SCCCW is eligible to send three voting delegates to the convention. Each SCCCW Individual Member is entitled to one vote. A voting member may cast only one vote. For example, an individual member who has a vote and serves also as a voting delegate may cast only one vote. A non-SCCCW member may register for the SCCCW Convention and shall have no voice or vote. (Refer to Appendix D, *Declaration of Voting Delegates to the Convention*.)

Refer to the *SCCCW Convention Manual* (<http://www.scccw.org>) for detailed background information and responsibilities of all individuals involved in convention planning.

## TIMELINE FOR OPERATION OF SCCCW

A timeline for operation of the SCCCW follows.

March or April

- SCCCW Convention.
- Election of officers at the convention.
- Transition period for newly elected officers. Materials are turned over to the new members.
- Establish and publicize dates for the convention and summer, fall, pre-convention, and spring meetings. Send a meeting agenda to the board 2 to 3 weeks prior to each meeting.
- Receive and judge applications for the SCCCW Rev. Pentis Memorial Scholarship. Write to the recipient and invite her to the spring board meeting to receive the award. Get a picture.
- Attend the Province of Atlanta meeting at the SDCCW Convention. Submit a written report to the Province of Atlanta President on SCCCW activities. Submit a report to the SCCCW Board at the next SCCCW board meeting following the Province of Atlanta meeting.

May/June

- Call spring meeting of the board.
- Propose programs for the year, name a budget committee, and propose a fund-raising format.
- Get board approval of SCCCW Board Rules of Order for the year. (Refer to Appendix B.)
- Present SCCCW Rev. Pentis Memorial Scholarship to chosen recipient.
- Contact the secretary of the Bishop of Charleston as soon as dates for convention are known and have her to add that date to the calendar of the Bishop.
- Contact her again later to confirm the upcoming convention dates and the dates of the next convention in rotation.
- Meet with the Bishop if possible and solicit from him suggestions for beneficiaries of the Convention Project. Explore how SCCCW can support Diocesan goals and share with him the goals of SCCCW for the year. Confirm that he will celebrate Mass at the convention.
- Make appointments to positions on the board for the fiscal year, July 1 through June 30.
- Prepare and distribute a roster of board members to the board.
- Review job descriptions and establish goals for the year.
- Finalize the annual budget.
- Begin planning the upcoming convention. Solicit program ideas from commission chairs and the Spiritual Advisor. Refer to Catholicspeakers.com for ideas.
- Name a SCCCW Convention Chair who will appoint deanery convention committees, coordinate work with the host deanery president, and execute convention plans provided by the SCCCW President.
- Work with the president of the Deanery (next in rotation to host the convention) on Market Place plans for the approaching convention and on a site location for the following convention 1.5 years in advance. Travel to the site, meet with the hotel facilities director, negotiate a contract, and sign a contract. (Appendix D, *Checklist for Negotiating a Convention Hotel Contract*.)
- Approve Market Place plans.

#### August/ September

- Attend the Province of Atlanta meetings at the Atlanta Archdiocesan CCW Convention. Provide a basket worth \$150 for raffle at the Convention. Submit a written report to the Province of Atlanta President on SCCCW activities. Submit a report to the SCCCW Board at the next SCCCW board meeting following the Province of Atlanta meeting.
- Attend the NCCW convention. Submit a report on the convention to the SCCCW Board.

#### September/October

- Call a fall board meeting.
- Receive reports from all officers, commission chairs, and vice-presidents.
- Get the annual budget approved by the board. Present the convention budget to the board.
- Confirm that invoices for SCCCW dues have been sent to affiliates by the Treasurer.
- Solidify convention project recipient and convention dedication. Work with commission chairs in developing convention programs. Begin solidifying keynote speakers for the convention.
- Receive from deanery presidents the names of individuals to serve on the Resolution and Nominating Convention Committees. Appoint chairs. Send job responsibilities.

#### October/November

- Solicit from the deanery presidents the names of individuals to serve on the Election, Credentials and Registration Convention Committees. Make appointments.

- Mail the Fall Packet of Information to board members in preparation for convention planning. (Refer to Appendix D, *Contents of Fall Packet of Information*.)

#### November/December

- Confirm with the SCCCW Treasurer that each deanery treasurer has sent affiliate dues to the SCCCW Treasurer by December 1. Each deanery treasurer should receive dues and a roster of members in an Excel file from its affiliates by November 1 and input changes in the data management software..
- Confirm with the SCCCW Treasurer that the deanery treasurer is aware of her responsibility to maintain the deanery membership roster in the data management software. (Refer to Appendix C, *Procedures for Maintaining the SCCCW Roster*.)
- Confirm that the SCCCW Treasurer sent SCCCW dues to the Province of Atlanta Secretary/Treasurer by Jan. 1 and to the NCCW Treasurer by Dec. 31.
- Send out application forms for the SCCCW Rev. Pentis Scholarship to affiliates, deaneries, parishes, and Catholic Schools. (Refer to Appendix F, *SCCCW Rev. Pentis Scholarship Guidelines and Application form*, or <http://www.scccw.org>)

#### January

- Call the winter board meeting. Call for reports from officers, commission chairs, and vice presidents.
- Sell ads for the convention book, promote the Honors and Memorials program, and encourage nominations for the Catholic Woman of the Year Award, Woman Religious of the Year, and Rev. Pentis Multi-Cultural Award.
- Invite members of the five convention committees to the pre-convention meeting. A pot-luck lunch is usually provided by the board as part of the pre-convention meeting.

#### February

- Schedule a walk-through at the convention hotel with the SCCCW President, Convention Chair, deanery convention committee chairs, and hotel facilities coordinator.
- Send out the pre-convention meeting agenda to the board and invited guests.
  - Confirm that all five SCCCW convention committees will attend.
  - Confirm that the three SCCCW commission chairs and their committee chairs will attend.
  - Confirm that the host deanery president and convention chair(s) will attend.
- Preside at the pre-convention meeting.
  - Identify with a placard a designated seating area for each SCCCW convention committee and provide a copy of the job description of each. Have convention committees solidify plans for the convention.
  - Identify the seating area for each commission with a placard. Receive all Affiliate Year-End reports, sort them according to commissions, give them to the respective commission chair, and have commission chairs, committee chairs, and others judge respective reports.
  - Receive applications for the Reverend Pentis Multi-Cultural Award and have them judged.
  - Receive nominations for the Catholic Woman of the Year from deanery presidents.
  - Receive nominees for the Woman Religious of the Year.
  - Receive the Ruth Schachte Perpetual Silver Bowl from the previous winner.
  - Receive the plaque and statue of the Blessed Mother and from previous Rev. Pentis Multicultural Award recipient. (Refer to Appendix C, *SCCCW Convention Manual*.)
- Finalize all plans for the convention with the convention chair(s).

- Send the Call to Convention Packet (Appendix D, *Call to Convention Information Packet*) to all affiliate presidents, SCCCW board members, SCCCW individual members, Province of Atlanta Director and Secretary, Atlanta Archdiocese CCW president, Savannah Diocesan CCW president, and Bishop of the Diocese of Charleston.
- Advertise convention project and the person or entity to whom the convention will be dedicated.
- Determine certificates to be given at the convention and prepare them for presentation. Certificates that may be given are:
  - Individual awards for excellence or service given by the SCCCW President.
  - Exemplary affiliate activities or projects selected from Affiliate Year-End Reports.
  - The best trifold and the best affiliate notebook(s). Judged by a committee. (Refer to Appendix B, *Convention Manual, Rules for Affiliate Scrapbook Competition and Scrapbook Critique Sheet*.)
- Get the Multi-Cultural Award plaque engraved.
- Confirm that the SCCCW Treasurer has determined the winner of the Ruth Schachte Perpetual Silver Bowl Membership award and confirm that the bowl is ready for presentation.
- Compile the Convention Book and have it printed; See that the Commission Book has been compiled and printed. (Refer to Appendix D, *Contents of the Convention Book and Content of the Commission Reports Book*.)

#### At the Convention

- Assign individuals to serve as host to the Province of Atlanta Director and Secretary/Treasurer and presidents of the SDCCW and AACCW.
- Preside over the opening session, business meeting, meal functions and the closing session.
- Present awards: Catholic Woman of the Year, Religious of the Year, Ruth Schachte Perpetual Silver Bowl Membership Award, Rev. Pentis Multicultural Award, President's Individual Awards (optional), Affiliate Awards (optional) and Affiliate Scrapbook Award. (Refer to the *SCCCW Convention Manual, Awards Given at the Annual Convention of the SCCCW*.)
- Meet with the SCCCW Convention Chair(s), SCCCW President, SCCCW Treasurer, and hotel business manager after the last session to review charges, and if all is clear, pay charges.

#### After the Convention

- Send thank you notes to guest speakers, vendors, the hotel facilities coordinator, and convention chair (s).
- Send a note of congratulations to the CWOY and the WROY, if notes were not sent earlier.
- Appoint an audit committee and arrange an audit.
- Begin working on the next convention.
- Review applications for the SCCCW Rev. Pentis Scholarship, select a recipient and present the award. (Refer to Appendix F, *Guidelines for the SCCCW Rev. Pentis Scholarship and Application Forms*.)
- Invite the Rev. Pentis Scholarship recipient to the spring meeting of the Board of Directors and present the scholarship to her.

# SCCCW PRESIDENT

## BACKGROUND

The SCCCW President shall be guided throughout her term by the mission statement of NCCW and SCCCW, to support, empower, and educate all Catholic Women in Spirituality, Leadership, and Service.

“The SCCCW President presides at all meetings of SCCCW and meetings of the Board of Directors. She is an ex officio member of all committees. The SCCCW President appoints the Chairs of Standing Committees and Commissions, Parliamentarian, Historian, Corresponding Secretary, Special Committees, and two voting members (province reps) to the Province of Atlanta Board. The SCCCW President shall appoint an audit committee or a person, external to SCCCW, to audit the SCCCW financial records at the end of each fiscal year.” (*SCCCW Bylaws, Article V, Section 1-A.*)

Parliamentary procedure specified in *Roberts Rules of Order Newly Revised, Latest Edition*, shall be followed. Periodic review of bylaws of each deanery, the SCCCW Bylaws and Standing Rules, (Appendix B and on the SCCCW website), the SCCCW Constitution, the Province of Atlanta Bylaws (Appendix B), and NCCW Bylaws (NCCW website) is necessary.

“In the absence of the SCCCW President, duties will transfer to the SCCCW Immediate Past President. If the Immediate Past President is unable to serve, the SCCCW Board of Directors will elect one of its members to serve.” (Appendix B, *Bylaws of the SCCCW.*)

SCCCW Convention registration fee shall be provided complementary to the SCCCW President should the approved Rules of Order for Board Meetings for the current year state that it be provided.

Expenses to attend the conventions of the Savannah Diocesan CCW and the Atlanta Archdiocese CCW shall be reimbursed should the approved Rules of Order for Board Meetings for the current year state that they be provided. The SDCCW and AACCW shall provide the SCCCW President with complementary registration at their conventions.

The SCCCW President and two SCCCW Province Representatives serve on the Province of Atlanta Board of Directors. All three shall attend the Province of Atlanta meetings at the SCCCW, SDCCW, and AACCW conventions. The presidents and province representatives from the SDCCW and the AACCW and the Province of Atlanta Director and Secretary/Treasurer shall be guests at the SCCCW convention where a Province meeting will be held.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Expense Reimbursement Form (Appendix A, *SCCCW Convention Manual*) shall be used to request reimbursement of an expenditure made for SCCCW.

The SCCCW Record Retention and Destruction Policy (Appendix B) provides guidance for preservation and destruction of SCCCW records.



The SCCCW Convention shall be planned in its entirety by the SCCCW President. Responsibilities specific to the SCCCW convention can be found in the *SCCCW Convention Manual*.

## RESPONSIBILITIES

**Leadership Qualities.** The SCCCW President shall be conscientious in executing the duties of the office of president by:

- Directing the work of the board members and committees.
- Presiding at all meetings in a fair, harmonious, and gracious manner.
- Using the phrase, thank you for sharing, often.
- Using the presidency as an avenue for evangelizing.
- Following affiliate, deanery, or diocesan regulations and policies.
- Appointing qualified members to positions of leadership.
- Distributing tasks fairly, to give new members an opportunity to serve and participate.
- Delegating responsibilities, as necessary.
- Modeling cooperation in accomplishing a task.
- Communicating with board members and committee chairs often, praising their work. and/or encouraging them to perform their duties consciously and creatively.
- Answering communications promptly.
- Inviting new members to serve in leadership positions as this promotes involvement.
- Encouraging members to accept affiliate, deanery, and diocesan leadership positions and to serve as candidates for offices.
- Enthusiastically assisting others under her leadership with their work.

**Initial Actions and Appointments.** The President shall:

- Receive from the outgoing president after the convention but before the beginning of the new fiscal year all materials, minutes, agendas, books, and other items used during her administration that pertains to the office of the president.
- Meet with the Bishop of the Diocese of Charleston and get his suggestions for Council activities that would support his aspirations for the Diocese.
- Purchase a liability insurance policy and a directors and officers liability policy.
- Appoint the Corresponding Secretary, Historian, Parliamentarian, Publicity Chair, Facilities Committee chair, Webmaster, Commission Chairs, and Commission Committee Chairs.
- Appoint two members to represent SCCCW on the Province of Atlanta Board of Directors.
- Have a picture directory of board and committee members prepared and distribute it to all board and committee members; Revise and re-distribute it promptly as needed.
- Develop a timeline for meetings, activities, events, expectations, and deadlines, and strictly follow it.
- Appoint a Budget Committee to develop a budget for presentation to the board.
- Meet with the SCCCW Treasurer and outgoing SCCCW President and/or treasurer to
  - change names of authorized signers on the bank and money market accounts,
  - establish on-line banking for easy in regularly monitoring accounts,
  - review banking structure and all statements, and
  - confer on the budget for the year.

Initial Convention Planning. The President shall:

- Appoint a convention chair(s) for the upcoming convention and for the next convention in rotation.
- Review the contract for the upcoming convention and re-sign it if necessary.
- Develop a theme for the upcoming convention and announce it to the board.
- Confer with the convention chair of the upcoming convention in preparing a budget for the convention and present it to the board for approval.
- Appoint members to the Nominating and Resolutions Convention Committees with instructions to begin work.
- Present the type of fund raiser to be used at the convention to the board for approval.
- Send out a *Fall Packet of Information* to board and committee members by the end of November. (Refer to Appendix D, *Fall Packet of Information Contents*.)
- File an annual raffle registration form with the South Carolina Office of the Secretary of State if a raffle is to be used and file a follow-up report after the raffle.
- Receive from the president of the host deanery next in rotation to host the convention and the appointed convention chair(s) a proposed convention site (city) and proposed hotel.
  - Review the use of a single venue or a combination of venues, such as a parish hall of a Catholic Church for meeting space and hotel for lodging and food service.
  - Negotiate a contract with a hotel. (Refer to Appendix D, *Checklist for Negotiating a Convention Contract*.)
  - Present the site for the next convention in rotation to the Board of Directors for approval.
  - Sign the contract when all is satisfactory, inform the board, and send the information to the Webmaster and Publicity Committee Chair.
- Confer with the Convention Chair of the next convention in rotation on preparing a budget for that convention.
- Budget for complementary SCCCW Convention registrations for the:
  - SCCCW President, Secretary, and Treasurer, as specified in the Rules of Order for Board Meetings.
  - Spiritual Advisor, Province of Atlanta Director, AACCW President, SDCCW President, and NCCW President, should she attend.
  - Woman Religious of the Year, whose registration shall be reimbursed.
- Budget for complimentary rooms for the:
  - Bishop of Charleston and his assistant if he brings one, the SCCCW President, the SCCCW Spiritual Advisor, the Province of Atlanta Director, guest speakers, and the NCCW President, should she attend.

Board Meetings. The President shall:

- Send out a schedule of meetings of the board for the year to board members and others.
- Electronically distribute an agenda to the board and committee chairs at least one week in advance of each scheduled meeting. (Refer to Appendix D, *Board Meeting Agenda*.)
  - Send a reminder to the board and specific convention committee chairs that reports should be sent to the Corresponding Secretary by a stated deadline (one week) prior to a board meeting for electronic distribution, otherwise 30 copies should be prepared and distributed by the member at the meeting.
- Preside over all meetings of the board.
- Receive from each deanery president a copy of the bylaws of each deanery affiliate.
- Schedule an orientation/transition meeting for the incoming and outgoing members of the board in the spring soon after the SCCCW convention.
- Present a written report at each board meeting of council related activities.

- Appoint a committee to review the minutes prepared by the Recording Secretary of each meeting of the board.
- Present the budget for the year to the board for approval.

Province of Atlanta Meetings at the SDCCW, and AACCW Conventions. The President shall:

- Confirm with the SCCCW Treasurer that NCCW and Province of Atlanta dues have been paid.
- Attend the Province of Atlanta meetings held at the Savannah Diocesan CCW Convention in the late spring and Atlanta Archdiocese CCW Convention in the early fall. (Registration will be paid for by the host CCW. Lodging, transportation and other meals will be paid for by SCCCW. SCCCW will reciprocate by paying convention registration when the SDCCW and AACCC presidents and their representatives attend the SCCCW Convention.)
  - Submit a written report of SCCCW activities to the Province of Atlanta Board.
  - Submit a written report of the Province of Atlanta meeting to the SCCCW Board at the next scheduled meeting. SCCCW Province Representatives must also submit a report.
  - Confirm that invitations to the SCCCW Convention have been sent the three presidents.
- Attend the NCCW Convention if possible. (A Province of Atlanta dinner is often scheduled.)
- Take a basket to be raffled the Atlanta Archdiocesan CCW Convention (usually held in the fall) that is of a \$150 value. This is a line item in the SCCCW budget.

The Reverend Pentis Scholarship: The President shall:

- Establish a deadline for submitting applications for the SCCCW Reverend Pentis Scholarship.
- Confirm with the Corresponding Secretary that the SCCCW Reverend Pentis Scholarship Application has been sent to affiliate and deanery presidents.
- Confirm with Website Coordinator that the Pentis Scholarship Application has been posted to the website.

Preparation for and at the Pre-Convention Meeting. The President shall:

- Plan the convention in its entirety, contract speakers, and solidify the convention agenda.
- Invite the convention chair, all five convention committee chairs, all three commission chairs and their committees, (s), Market Place chair and others as needed.
- Appoint someone to compile and have printed the Convention Book and the Commission Book.
- Ask board members to provide pot-luck items for lunch at the pre-convention meeting.
- Collect at the pre-convention meeting the Affiliate Year-End Reports, applications for the Reverend Pentis Multi-Cultural Award (Refer to the *Convention Manual*, Appendix C), nominations for the Woman Religious of the Year, nominations for the Catholic Woman of the Year (Refer to Appendix E for forms for each), vitas of nominees for offices, resolutions, annual reports from deanery presidents, and Market Place information.
  - Place placards on tables where each convention committee should sit and provide a copy of the job responsibility for each convention committee member; each committee should organize work for the convention.
  - Sort Affiliate Year-End Reports according to each commission and distribute them to the respective commission chair for judging by the commission.
    - Designate a seating area by use of a placard for each commission.

- Provide copies of guidelines and judging forms for Affiliate Year-End-Reports. (Refer to Appendix E, *SCCCW Guidelines for Affiliate Year-End Report and Form for Judging Affiliate Year-End Activities*.)
- Receive from each commission chair the most outstanding affiliate activity from each commission committee and clip together the judging score cards and affiliate reports of the outstanding activities; collect all reports and forms from commission chairs.
- Decide which affiliates will receive awards: Prepare certificates and get the Bishop and Spiritual Advisor to sign them.
- Give applications for the Reverend Pentis Multi-Cultural Award to the Service Commission Chair, the Spiritual Director, and the International Committee Chair to judge unless an outside committee has been appointed by the SCCCW President. Collect results and advise the SCCCW President of the winner. (Refer to Appendix C, *SCCCW Convention Manual, Application for the Reverend Pentis Multi-Cultural Award*.)
- Assign an area for the Market Place chair(s) to receive money and redistribute tickets for the 50-50 raffle if it is used.

After Pre-convention Meeting. The President shall:

- Purchase certificates for affiliates receiving awards for outstanding activities and certificate(s) for outstanding work by a member. Get certificates signed by the Bishop and Spiritual Advisor.
- Assign a committee to judge each the Woman Religious of the Year (3 religious suggested) and the Catholic Woman of the Year nominations (3 outside of SCCCW).
  - Include information about the Woman Religious of the Year and Catholic Woman of the Year recipients in the Convention Book.
- Have the Reverend Pentis plaque engraved.
- Send out a *Call to Convention* information packet 6 weeks or more prior to the convention. (Refer to Appendix D, *Call to Convention Information Packet Contents*.)

Plan and Execute Plans for the SCCCW Annual Convention. (Refer to the *SCCCW Convention Manual*, <http://www.scccw.org>.)

After the Convention. The President shall:

- Forward applications for the Reverend Pentis Scholarship to the Scholarship Review Committee (SCCCW President, Immediate Past President, Spiritual Advisor, Leadership Chair, and Spirituality Chair). Establish a deadline for completion of the review and receive the name of the most deserving applicant.
- Notify the Scholarship recipient and invite her to attend the spring meeting of the board to receive the scholarship.
- Appoint an individual or committee to audit the financial records and report the audit findings to the board.
- At the completion of her term, acknowledge the work of all board members, committee chairs, and individual who assisted in the work of the Council throughout the year.
- At the completion of the term of office, turn over to the incoming president after the convention but before the beginning of the new fiscal year all materials, minutes, agendas, books, and other items used that pertain to the office of the president.
- Consult with and send archival records to the Historian for preservation in the archives of the Diocese of Charleston. (See Appendix B, *SCCCW Record Retention and Destruction Policy*.)

## WHAT EVERY SCCCW PRESIDENT SHOULD KNOW

The SCCCW President has all the privileges of membership, including the right to make motions, debate, and vote. To be impartial, she will refrain from making motions and debating while presiding. She will call upon the Immediate Past President to take the Chair, and should she wish to propose a motion and debate. She will not resume presiding until after the vote is taken on the motion in question and the result of the vote is announced.

The SCCCW President has the right to vote, but she does not exercise this privilege in a voice vote, show of hands vote, or standing vote unless her vote will change the result. She may vote to make or break a tie, but she does not have to do this. In a ballot vote, she will vote with other members, but may not vote to change the results. In a roll call vote, the president's name is called last. She may vote, or she may answer "Present" if she wishes to abstain.

As the SCCCW Bylaws state that the SCCCW President shall serve as an ex officio member of all committees except the nominating committee, she has all the rights and privileges of other members of the committee, including the right to vote. Since it is a privilege and not obligation for her to attend committee meetings, she is not counted in the quorum.

The SCCCW President is the host at all social functions of the organization. Members of SCCCW, including the president, should wait until all guests have been served.

A host shall be assigned to each special guest. If the services of a guest or speaker requires payment of a fee or honorarium, the appropriate amount is placed in a plain white envelope and unobtrusively presented after the program. A thank-you note is in order.

As one who holds the highest office in the organization, the president is accorded the honor and courtesy that should be given to a president. Every Council member should be encouraged to respect the office.

# SCCCW VICE PRESIDENTS

## Duties of Deanery Presidents as Members of the SCCCW Board of Directors

### BACKGROUND

The seven deaneries in the Diocese of Charleston are Myrtle Beach, Columbia, Charleston, Beaufort, Greenville, Rock Hill, and Aiken. Each active deanery shall have representation on the SCCCW Board.

The president of each deanery shall be a SCCCW Vice President, shall be a member of the SCCCW Board of Directors, and shall have a voice and voting privilege at SCCCW board meetings and at the SCCCW convention.

Each deanery in rotation is given the opportunity to host the SCCCW Annual Convention. Convention Committee Chairs and members are appointed by the SCCCW President. The chairs of the Election, Credentials, Registration Convention Committees are usually the representatives suggested by the host deanery president. (Refer to the *SCCCW Convention Manual, Host Deanery and Host Deanery President Responsibilities*.)

Market Place is the name given to the fundraising effort at a convention. It is directed by the deanery next in rotation to host a convention. (Refer to *Market Place Responsibilities, SCCCW Convention Manual*.)

The SCCCW Convention will be hosted each year by a member deanery in rotation. The deanery rotation order is Myrtle Beach, Columbia, Charleston, Beaufort, Greenville, Rock Hill, and Aiken.

At least 22 months prior to the convention that the deanery will host, the deanery shall begin reviewing convention sites. (Refer to Appendix D, *Checklist for Negotiating a Convention Hotel Contract*.)

Refer to the *SCCCW Convention Manual* posted on the SCCCW website for detailed information and responsibilities of the Host Deanery and Host Deanery President for the convention.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A) shall be used to request reimbursement of an expenditure made for SCCCW.

The SCCCW Record Retention and Destruction Policy (Appendix B) provides guidance for preservation and destruction of SCCCW records.

### RESPONSIBILITIES OF A DEANERY PRESIDENT AS A SCCCW VICE PRESIDENT

Each SCCCW Vice President shall:

- Mentor individuals in the deanery to become SCCCW leaders.
- Demonstrate loyalty to and support of the SCCCW President.
- Suggest nominees for SCCCW officers and other positions on the SCCCW board.
- Participate in planned SCCCW activities.

- Attend all SCCCW board meetings, the SCCCW convention, and the NCCW convention, if possible.
- Send minutes of the deanery meetings to the SCCCW President.
- Present a written report of deanery activities and affiliates at each SCCCW Board meeting as a way of sharing ideas.
- Serve as a conduit for transfer of information from the deanery to SCCCW and from SCCCW to the deanery.
- Prepare a year-end report of deanery activities ( from January 1 through December 31 of the same year for publication in the Commission Book. (*Refer to Ch. 3, Guidelines for Preparing the Deanery Year-End Report.*)
- Submit to the SCCCW President the name of one member to serve on each of the SCCCW convention committees. (*Refer to the SCCCW Convention Manual for Convention Committee Responsibilities.*)
- Supply a skit at the end of a present convention advertising the date and location of the upcoming convention when the deanery is next in rotation to host the convention.
- Consult with the SCCCW President in directing Market Place activities when the deanery is next in rotation to host the convention.
- Consult with the SCCCW President in naming a convention chair or co-chairs when the deanery hosts the convention.
- Supply deanery convention committee members when it hosts the convention.
- Participate in SCCCW annual fundraising activities.
- Contribute to the SCCCW Convention Project if the deanery budget allows.
- Promote membership in SCCCW and NCCW.

# SCCCW RECORDING SECRETARY

## BACKGROUND

“The Recording Secretary will record all minutes of SCCCW meetings and hold all papers pertaining to her office. She is to furnish a report of the action taken at meetings of the Executive Committee and Board of Directors and send minutes of the meetings to all members of the Board of Directors.” (Appendix B, *Bylaws of the SCCCW*.)

The Recording Secretary shall be a voting member of the SCCCW Board of Directors.

Minutes should be short, concise, and written soon after the meeting at which notes were taken. Minutes are a legal record of the ACTUAL BUSINESS of a SCCCW meeting. The minutes should be kept in a permanent book.

In the absence of the SCCCW President and Immediate Past President, the Recording Secretary may call a meeting to order and preside. If the vacancies are permanent, the Recording Secretary shall conduct the election of a SCCCW President to come from the SCCCW Board of Directors and elected by the board membership.

A review committee of three members of the board will be appointed by the SCCCW President after each meeting of the board to review for accuracy the minutes prepared by the Recording Secretary.

Convention registration may be provided complementary for the SCCCW Secretary should the approved Rules of Order for Board Meetings for the current year specify such.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A) shall be used to request reimbursement of an expenditure made for SCCCW.

The SCCCW Record Retention and Destruction Policy (Appendix B) provides guidance for preservation and destruction of SCCCW records.

All responsibilities associated with the SCCCW Annual Convention can be found in the *SCCCW Convention Manual* (<http://www.scccw.org>.)

## RESPONSIBILITIES

The Recording Secretary shall:

- Take notes at all meetings of the SCCCW Board of Directors.
- Include in the minutes
  - the date, time place and kind of meeting,
  - the name of the presiding officer and Recording Secretary or Recording Secretary pro tempore, the exact wording of each main motion made, the name of the maker of each motion, and the action taken (the name of the one who seconded a motion is not included),
  - any business of SCCCW, points of order, and appeals,
  - action taken on minutes presented at a prior meeting, if any,



- a reference that reports from committees, board members and officer are attached to the minutes, and the hour of adjournment.
- Be prompt in writing minutes, sending them to the review committee, making corrections, and sending them to the board.
- Present the minutes to the board for acceptance at the next meeting of the board.
- Present minutes taken at a convention of one fiscal year to SCCCW members attending the business meeting at the convention the follow fiscal year for approval. A copy of the minutes shall be made available to members attending the convention by the Convention Chair.
- Notate any errors found in previously approved minutes, present the error to the board, and record in the current minutes the action taken.
- Sign and date the minutes after they are approved, write the word ‘approved’ at the bottom of the last page, give a copy to the SCCCW President, and file a copy along with reports in the permanent notebook.
- Read the minutes from the permanent copy, when asked to do so.
- Make minutes, reports, and records available to members upon request.
- Provide supplies for balloting if tellers have not been appointed prior to a meeting.
- Consult with and send archival records to the Historian for preservation in the Diocese of Charleston archives. (See Appendix B, *SCCCW Record Retention and Destruction Policy*.)

### SUGGESTED FORMAT FOR MINUTES

Call to order     A regular (or special, annual, board) meeting of the \_\_\_\_\_ was held on (date) at (place). It was called to order by the SCCCW President (name) at (time). The secretary (name) was present.

Opening        (Name) led the assembly in prayer. The Pledge of Allegiance was led by \_\_\_\_

Minutes        The minutes of the previous meeting were read and approved (as is) or approved as corrected.

Treasurer’s    The treasurer (name) reported (amount of balance) in the operating, convention and Report        money market accounts. Reports will be placed on file.

Correspondence   Correspondence not requiring action was read by the recording secretary, (name).

Board Reports   The reports of board members/committees were presented for information.

Standing        Report from Chair of a Standing Committee was presented. Report on file.

Special         A special committee (name it) was appointed. Report on file.

Motion         The motion, \_\_\_\_, was read, moved, and seconded. Motion carried or failed.

Unfinished     Business was presented. The motion, \_\_\_\_, was made by (name) and seconded.

Motion carried or failed

New Business   The motion, \_\_\_\_, was made by (name) and seconded. Motion carried or failed.

Program        The speaker of the day was (name) who spoke on (title).

Adjournment    There being no further business, the meeting was adjourned by general consent at 9:30 p.m.

Action Items

Signed: \_\_\_\_\_ (name), SCCCW Recording Secretary

Date: \_\_\_\_\_ Approved on: \_\_\_\_\_

# SCCCW TREASURER

## BACKGROUND

By directive of the SCCCW Bylaws, “The SCCCW Treasurer will collect all SCCCW dues, hold funds of SCCCW, deposit funds in a bank approved by the Executive Committee, forward required dues to NCCW, and receive all funds collected for any special purpose including the Annual Convention. The Treasurer shall maintain a record of SCCCW Individual Members and provide a written report on the financial standing of all accounts of SCCCW at all scheduled meetings.” (Appendix B, *Bylaws of SCCCW*. )

The SCCCW Treasurer is custodian of all SCCCW funds. She should have accounting and bookkeeping skills.

A data management software may be used to manage data, maintain roster information, set up online convention activities such as registrations, ads, honors and memorials, and track payments. The software may provide other functions that SCCCW may find useful.

The data management software shall be enabled on September 1 and disabled on April 30 each fiscal year or as directed by the SCCCW Board.

The SCCCW President and Treasurer, both elected officers, shall determine who has access to the data software program. An assistant approved by the board may be appointed to perform technical tasks in the data software program if the SCCCW Treasurer so desires.

An accounting program like Quicken may be used to reconcile accounts and must be maintained in sync with all data management software financial transfers to the SCCCW bank checking account.

A computer owned by SCCCW with accounting software and SCCCW financial history shall be provided to the Treasurer for use during her term of office.

The SCCCW Treasurer is elected for a two-year term that is one year out of cycle with the other members of the board to give continuity from one president to the next.

The SCCCW Treasurer shall be a voting member of the SCCCW Board of Directors.

The SCCCW Treasurer may appoint a SCCCW member to assist with duties.

Convention registration will be provided complementary should the approved Rules of Order for Board Meetings for the current year specify that a complementary registration be given.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A) shall be used to request reimbursement of an expenditure made for SCCCW.

SCCCW has two bank accounts, an Operating and a Money Market account, both with checking access.

- Operating. Income and expenses within this account are guided by the annual approved operating budget and convention budget of the Council. The convention budget shall be determined annually by the SCCCW President, host deanery president, and convention chair(s). Any expenses not budgeted must be approved by the board.
- Money Market Account. The Scholarship Account, Savings Account, Endowment Account, and Associates Account are in a single interest-bearing money market account. The interest earned on this account shall be debited to the Scholarship Account. An internal record will be kept of the amount in each of these accounts and reconciled at the end of each month.
  - The Scholarship Account will be used to pay for the Honors and Memorials Book and to fund the SCCCW Rev. Pentis Memorial Scholarship presented annually to a deserving female recipient. The Honors and Memorials Program receipts and collection proceeds from the convention Mass are debited to the Scholarship Account.
  - The savings account may be used for special projects or in an emergency to protect solvency.
  - The Endowment Account may be used in an emergency and only with a unanimous vote of the SCCCW Executive Board. At the next board meeting after the withdrawal, a written notice of the action must be presented to the board.
  - Funds from the Associates Account may be used for special projects approved by the Associates Committee and SCCCW President.
- The SCCCW President and Treasurer shall be the signees on both accounts.
- A Statement of Income and Statement of Financial Position shall be distributed at each board meeting.

The SCCCW financial records shall be audited by a review committee at the end of each year. (Refer to Appendix B, *SCCCW Policies for Financial Accounts*.)

The Operating Account and the Money Market Account will be audited by an auditor appointed by the SCCCW President prior to the spring meeting of the board at the end of term of the SCCCW Treasurer.

All responsibilities specific to the SCCCW Annual Convention can be found in the *SCCCW Convention Manual* (<http://www.scccw.org>).

The SCCCW Record Retention and Destruction Policy (Appendix D) provides guidance for preservation and destruction of Council documents.

## RESPONSIBILITIES

✓Indicates duties that can be delegated easily to an assistant.

The SCCCW Treasurer shall:

- Pay NCCW dues when invoiced by NCCW. (NCCW may bill each Deanery and Affiliate for dues that are to be paid directly to NCCW by the Deanery and Affiliate, not to the SCCCW Treasurer.)
- Reply to requests by NCCW per the number of affiliates, names of officers, and number of members. ✓
- Prepare an annual budget and present it to the SCCCW President and Immediate Past President for review prior to the spring meeting of the board.

- Serve as administrator of the data management software or appoint an assistant, who must be approved by the Board, to do so. (Refer to the Data Management Software Administrator section below.)
- Use an accounting program such as Quicken to reconcile statements of the two bank accounts and track activity of the four-line items within the money market account.
- Process all receipts, disburse all approved expenses, approve reimbursement requests, and reconcile debit card transactions to bank statement. Record all transactions in an accounting program, including all financial transfers from data management software to the SCCCW bank checking account.
- File an IRS Form 990 EZ annually by November 15.
- Prepare and distribute at each board meeting a Statement of Income and Statement of Financial Position.
- Email individual members and deanery presidents no later than October 31 a reminder of the amount of SCCCW dues and the due date. ✓
- Download from the data management software to Excel both the full SCCCW roster of affiliate members and the roster of current SCCCW Individual members. Send the Individual member file and the deanery rosters electronically to the Corresponding Secretary and Credentials Committee Chair.
- Receive the original paper Convention Registration Forms and checks from members.
  - Deposit checks, record checks in Quicken, and number each paper registration form.
  - Validation of membership shall be done by the Registration Committee chair using the data management software.
  - Scan a copy of each paper registration form and send it to the Registration Convention Committee Chair, as she will need to make name tags and meal tickets. ✓
- Receive paper Ad Request Forms and checks for Ads. Deposit the checks, record checks in Quicken, number each check, and record the number on the Ad Request Form.
- Create in Excel a list of Ad requests, number each entry, and put that number on the Ad request form.
  - Scan the Ad Request Forms and email them to the individual compiling the Convention Book. The purchaser shall send the camera-ready copy to the Ad chair. ✓
- Receive Honors and Memorials Request Forms and checks. Process the checks, deposit them in the bank, and make an entry in Quicken.
  - Scan the forms and send them to the Church Committee Chair. ✓
- Send to the Registration Convention Committee Chair and the Credentials Convention Committee Chair a list of affiliates members and SCCCW Individual Members whose dues were received by December 1. ✓
- File an IRS Form 990-N or Form 990 EZ annually by November 15. If gross income is under \$50,000 file IRS Form 990-N, otherwise, file IRS Form 990 EZ.
- File the Registration Statement for a Charitable Organization with the SC Secretary of State annually by November 15. Must be done annually.
- File the Annual Financial Report for a Charitable Organization with the SC Secretary of State annually by November 15. Must be done annually if there is income.
- File the Annual Raffle Registration Form with the SC Secretary of State by November 15 if a raffle is to be held. A raffle involves the selling of tickets for a chance at winning an item. A silent auction that uses bid sheets is not classed as an auction.
- File the Annual Raffle Financial Report with the SC Secretary of State by November 15 if an auction was held during the past fiscal year.

- Obtain a W-9 from any individual who receives \$600 or more in payments for speaker fees or cash raffles. Provide them with a 1099-MISC form no later than January 31. (Confirm date)
- File Form 1096 (contains detail about 1099s being sent) to transmit any 1099-MISC to the IRS no later than Jan 31. (Confirm date)

The SCCCW Treasurer shall at the completion of her term:

- Transfer all records to the SCCCW President at the June Board meeting so that an audit can be made.
- Submit a financial report to the SCCCW President before the financial records are transferred to the incoming treasurer.
- Provide the incoming treasurer with a complete overview of the financial accounts and records and a detailed explanation of all procedures necessary to serve as treasurer.
- Promptly transfer the computer, check book, checking account statements, all other necessary files and past files to the incoming treasurer when directed to do so by the SCCCW President.
- Consult with and send archival records to the Historian for preservation in the Diocese of Charleston archives. (See Appendix B, *SCCCW Record Retention and Destruction Policy*.)

#### DATA MANAGEMENT SOFTWARE ADMINISTRATOR RESPONSIBILITIES

- The Software Administrator shall be the SCCCW Treasurer or an assistant to the Treasurer approved by the Board. She shall:
- Enable and disable the data management software on September 1<sup>st</sup> and April 30<sup>th</sup> respectively or as directed by SCCCW.
- Maintain user access and permissions.
- Train new users – SCCCW President and Treasurer, Deanery Presidents and Treasurers, SCCCW Corresponding Secretary, and Convention Committee Chairs (Registration, Co-Chairs, Credentials, Honors and Memorials, and Ads).
- Collaborate with Website Coordinator as needed to ensure links for online forms are available. The link for the Complimentary Registration form shall be provided to the SCCCW President for distribution as appropriate.
- Create and update online forms as needed.
- Maintain user accounts as needed to include the SCCCW President, Corresponding Secretary, Convention Chair, convention committee chairs, Deanery Presidents and Deanery Treasurers.
- Maintain tags for key positions - Deanery Treasurers and Presidents, SCCCW President, Corresponding Secretary, Convention Chairs, Registration Committee Chair, Credentials Chair, Honors and Memorials Chair, and Ads Chair).
- Review duplicate member profiles and merge as needed.
- Delete inactive profile records upon request or as needed.
- Send features required as needed to the technical support team of the data management software company.
- Keep abreast of new data management software features and system modifications.
- Contact customer service for support, tutorials, videos, and online training.

## TIMELINE FOR TREASURER RESPONSIBILITIES

### Immediately Upon Taking Office

- Gmail account – Put personal profile on Gmail account. Change contact information.
- Computer/Quicken – Get the SCCCW computer, the ID and password for the computer, and the password for the accounting program from previous treasurer. Keep or change the ID and password
- Bank – Change the name and signature of signees. For expedience, the two treasurers should go to the bank together or the sitting president and incoming treasurer.
- Bank – Establish online access to bank account. Statements are received electronically.
- Insurance – Change the name and address of the contact person.
- Parish Accounting Services – Update the name of the SCCCW Treasurer with this service. Some parishes use this service for writing and sending checks for affiliates.
- SCCCW Individual Membership Form – Update contact information of treasurer.
- SCCCW Affiliate Membership Form – Update contact information of treasurer.
- Secretary of State – Contact information cannot be changed initially but can be changed online when filing registration.
- Confirm that the subscription to data management software has been closed during June, July, and August.

### July – August

- July 1 – Payment of insurance for non-profit business owners due.
- Conduct meeting(s) (virtual or in person) with budget committee members to prepare and finalize budget for current fiscal year.

### September

- Confirm that data management software is enabled on September 1 per direction of the Board.
- Email financial reports and budget to the Corresponding Secretary and President.
- Present financial reports to the board for approval.
- Present finalized budget for current fiscal year to the board for approval.
- Update contact information on the SCCCW Convention Registration Form, Ad Form, and Honors and Memorials Form in preparation of distribution of the Fall Packet.

### October

- Email cover letter/invoice, affiliate membership form and individual membership form for SCCCW dues to all Deanery Presidents.
- Email the individual membership form to all current Individual Members.
- Pay the website renewal fee by October 6. (Currently on a two-year contract with Wix.com.)

### November/December

- Prepare and submit all IRS and State of SC filings by November 15.
- Process all dues payments as received. The deadline is December 1.
- Scan or electronically send all affiliate rosters and individual member forms received to the Corresponding Secretary.
- Prepare the membership report for submittal at the winter board meeting.
- Pay SCCCW dues to the Province Treasurer by Jan. 1.
- Pay SCCCW dues to the NCCW Treasurer by December 31.

## January

- Check that renewal for Wix.com calendar (website provider) has been made by January 3.
- Email financial reports and budget to the Corresponding Secretary for distribution and President.
- Present financial reports to the board for approval.
- Attend the pre-convention meeting.
- Create in Excel a list of ad requests, number each, and put that number on the ad request form.

## February/March/April

- Send the January Statement of Financial Position and Income Statement to the Convention Chair for Inclusion in the Convention Book.
- When applicable, send out 1099-MISC by no later than February 15 (confirm date) and file IRS Form 1096 by no later than February 28. (Confirm date)
- Submit a written report for the Convention Book. Refer to the Treasurer's section of SCCCW Convention Manual for a description of the reports.
- Process receipt of funds for convention ads, honors/memorials, and convention registrations. Refer to the *SCCCW Convention Manual* for additional instructions.
- Determine the winner of the Ruth Schachte Perpetual Silver Bowl Membership Award and report the winner at the Annual Convention.
- Attend the Annual Convention, present a financial report, and be installed
- Process all funds received at the Annual Convention.
- Disable data management software on April 30 or otherwise per decision of the Board.

## May

- Pay computer bookkeeping software (Quicken) renewal fee. Payment is due no later than May 14.
- Confirm that the data management software subscription is disabled for May, June, July, and August or otherwise per decision of the Board.

## June

- Email financial reports and budget to the Corresponding Secretary and President.
- Present financial reports to the Board for approval.
- Preserve and destroy records. (See Appendix B, *SCCCW Record Retention... Policy*.)

## GLOSSARY OF TERMS

DEBIT – Addition to an asset or an expense, or the reduction or elimination of a liability, or item of net worth or revenue.

CREDIT – Reduction or elimination of an asset or an expense, or the creation of an addition of a liability or item of net worth or revenue.

INCOME STATEMENT – A summary of the revenues and expenses of an accounting unit, or group of such units, for a specified time.

## SUGGESTED FORMS FOR TREASURER'S REPORTS

<b>SCCCW</b> <b>STATEMENT OF INCOME</b> <b>For the Period July 1, 20__ thru _____</b> <div style="text-align: right; font-size: small;">month   date   year</div>					
	OPERATIONS CATEGORY	CONVENTION CATEGORY	TOTAL	ANNUAL BUDGET	OVER/UNDER
<b>OPERATING INCOME</b>					
Sources of dues income	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total dues income:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>OPERATING OTHER INCOME</b>					
Sources of income	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total other Income:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>CONVENTION INCOME</b>					
Sources of income	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Conv. Income:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL INCOME</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
 <b>OPERATING EXPENSES</b>					
List of expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Oper. expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>CONVENTION EXPENSES</b>					
List of expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Conv. expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL EXPENSES</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
 <b>NET INCOME/LOSS</b> \$ _____   \$ _____   \$ _____   \$ _____   \$ _____					
To Operating Account \$ _____ To/from Associates Account _____ To/from Scholarship Account _____ To/from Unearned Income _____ To/from Prepaid Expenses _____ To/from Restricted Donations _____ \$ _____					
Footnotes					
<i>Submitted by:</i> _____ <div style="text-align: center; margin-left: 300px;">Signature</div>					



**SCCCW**  
**STATEMENT OF FINANCIAL POSITION**

as of \_\_\_\_\_  
month    date    year

**Assets**

Operating Checking Account		\$ _____
MMSA – Associates		_____
MMSA – Endowment		_____
MMSA – Savings		_____
MMSA – Scholarship		_____

Prepaid Expenses		_____
------------------	--	-------

Total Assets		\$ <u>_____</u>
--------------	--	-----------------

**Liabilities**

Unearned Income		\$ _____
Restricted Donations		_____

**Equity**

Net Assets/Surplus		\$ _____
--------------------	--	----------

Total Liabilities & Equity		\$ <u>_____</u>
----------------------------	--	-----------------

*Respectfully submitted:* \_\_\_\_\_  

Signature

## GUIDE FOR BUDGET PREPARATION

- Operations Income:
  - SCCCW dues,
  - SCCCW Individual Member dues,
  - money collected from all types of fundraisers,
  - donations and collections,
  - grants,
  - money collected for the Convention Project, and
  - miscellaneous sources.
- Operations Expenses:
  - the SCCCW Convention that include the
    - Fr. Pentis Multicultural plaque/engraving,
    - Catholic Woman of the Year Medal and chain,
    - Religious Woman of the Year Room and banquet cost,
    - SCCCW Spiritual Advisor banquet cost,
    - President's Reception on Friday at Convention,
    - registration for the SCCCW President, Secretary and Treasurer if approved,
    - 50/50 Raffle payout to winners,
    - SC Secretary of State fee,
    - fundraiser supplies,
    - convention project, and
    - room cost for some guests.
  - NCCW
    - dues,
    - cost for the SCCCW President to attend the NCCW Convention,
    - convention cost for the SCCCW Spiritual Advisor,
    - NCCW Project, and
    - NCCW Convention hosting.
  - Province of Atlanta
    - dues,
    - province ad for NCCW Convention,
    - province fundraiser,
    - registration for the
      - SCCCCW Province Reps to attend the SDCCW Convention,
      - SCCCW President to attend the SDCCW Convention,
      - SCCCW Province Reps to attend the AACCW Convention,
      - SCCCW President to attend the AACCW Convention,
    - lodging/travel/meals for the
      - SCCCW Province Reps to attend the SDCCW Convention,
      - SCCCW President to attend the SDCCW Convention,
      - SCCCW Province Reps to attend the AACCW Convention, and
      - SCCCW President to attend the AACCW Convention.
  - SCCCW Operations expenses including
    - officer expenses for the SCCCW Treasurer,
    - officer expenses for the SCCCW Secretary,
    - expenses for the Spiritual Advisor,
    - expenses for Traveling Workshops,
    - website update fees,

- website software,
- CPA fees,
- audit fees,
- ads, gifts, and donations,
- facility usage,
- postage and mailing,
- copies, printing, and supplies,
- computer bookkeeping software,
- data management software
- unforeseen expenses,
- insurance cost for SCCCW, and
- Catholic Woman Magazine for the Spiritual Advisor.
- Receive the following income and deposit it to the Money Market Scholarship Account:
  - Money collected from the Honors/Memorial Program.
  - Money collected from Mass at the convention.
- Disburse funds from the Money Market Scholarship Account:
  - For the cost of printing the booklet for the Honors and Memorial Program.
  - Acknowledgement cards and postage for the Honors and Memorials program.
  - The dollar amount of the scholarship awarded recipient.

Refer to the Treasurer section of the *SCCCW Convention Manual* (<http://www.scccw.org>) for a guide for receiving and disbursing funds in the convention category.

# IMMEDIATE PAST PRESIDENT

## BACKGROUND

“The Immediate Past President shall serve as an advisor to the acting SCCCW President and shall serve as chair of past SCCCW presidents, collectively known as the Associates.”  
(*SCCCW Bylaws, Article V, Section 1-E.*) (Refer to Appendix A, *A Brief History of the Associates of SCCCW.*)

The Immediate Past President shall be a member of the SCCCW Board of Directors and shall have one vote.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A) shall be used to request reimbursement of an expenditure made for SCCCW.

## RESPONSIBILITIES

The Immediate Past President shall:

- Assume the duties of the SCCCW President should the SCCCW President be absent or if she becomes disabled or cannot serve.
- Chair the Associates Committee, call meetings, and promote the development of activities and actions that benefit SCCCW.
- Support and promote the SCCCW and other levels of council.
- Assist the SCCCW President with special projects if asked.
- Mentor board and committee members through example and by participation in governance.
- Serve on the Budget Review Committee with the SCCCW President and Treasurer.
- Attend all meetings of the Board of Directors.
- Provide a report of activities at each board meeting.
- Provide a year-end report of activities of the Associates Committee for inclusion in the Convention Book.
- Attend the SCCCW Convention.

# SPIRITUAL ADVISOR

## BACKGROUND

The SCCCW shall, like the National Council of Catholic Women, operate with a Spiritual Advisor.

The Spiritual Advisor shall be appointed by the Bishop of the Diocese of Charleston. The term of service shall be decided by the Bishop.

The role of a spiritual advisor is to provide spiritual advice to women of the SCCCW that is based on Christian values and Catholic teachings and to support for the work of the SCCCW.

All resolutions adopted at the SCCCW Convention must be approved by the Spiritual Advisor. Current and past resolutions may be found on the SCCCW website (<http://www.scccw.org>).

The room and registration costs for the Spiritual Advisor to attend the SCCCW Convention and the NCCW Convention shall be absorbed by SCCCW.

Refer to the Spiritual Director section of the *SCCCW Convention Manual* (<http://www.scccw.org>) for additional responsibilities associated with the SCCCW Annual Convention.

## RESPONSIBILITIES

The Spiritual Advisor shall:

- Provide support to the Council through regular attendance at meetings of the board, the annual convention, and other activities when possible.
- Offer Mass at each board meeting if possible.
- Ensure that all meetings begin and end in prayer and that all gatherings of the Council have a spiritual dimension.
- Present a report/spiritual message at each meeting of the board.
- Endorse the appointment of the Spirituality, Service and Leadership Commission Chairs.
- Judge the Reverend Pentis Multi-Cultural Award in collaboration with the Service Commission Chair and International Committee Chair unless a review committee not associated with SCCCW is appointed by the SCCCW President.
- Begin working with the Resolutions Committee in the early fall in the development of resolutions that shape actions and policies of SCCCW. All resolutions proposed to the assembly at an annual convention must be approved by the Spiritual Director.
- Promote programs of the USCCB, NCCW, and other organizations that respond with Gospel values to the needs of the Church and society in the modern world.
- Encourage evangelization through participation in the SCCCW.
- Recommend periodically that a day of recollection or other spiritual event for women be offered to encourage spiritual growth within the Council.
- Assist the SCCCW President in selecting workshop and program topics for the SCCCW Convention that inspire and/or educate Catholic women in spirituality, leadership and/or service.

# PARLIAMENTARIAN

## BACKGROUND

The Parliamentarian shall be a member of the SCCCW Board of Directors.

The Parliamentarian shall serve principally as a consultant and an advisor on parliamentary rules during meetings. She may be asked to assume additional responsibilities at other times.

The Parliamentarian shall maintain a position of impartiality. To serve as Parliamentarian, the appointed member shall voluntarily relinquish the right to make motions, participate in debate, and vote on any question, except in the case of a ballot vote brought before the board or the membership. A Parliamentarian who elects to be an SCCCW individual member shall have a vote but no voice on matters brought before the membership.

The Parliamentarian must have expertise in the rules of orderly conduct of meetings according to *Roberts Rules of Order Newly Revised (latest edition)* and have a copy for reference at all meetings.

A Roll Call Form for Donations to the Convention Project (Refer to Appendix A, *SCCCW Convention Manual*) shall be distributed at the convention. The SCCCW President shall decide if the amount of the donation is to be announced during roll call. The approved Roll Call Form can be mailed with the *Call to Convention* packet of information (Appendix D) e-mailed to affiliate presidents and individual members prior to the convention or distributed by the Credentials Chair to affiliate presidents and individual members during the registration period at the convention.

The Parliamentarian shall have in-depth knowledge of the contents of the SCCCW Bylaws, the SCCCW Standing Rules, the SCCCW Board Rules of Order, the SCCCW Convention Standing Rules, be the caretaker of them, and have a current copy for reference at all meetings.

Refer to the *SCCCW Convention Manual* (<http://www.scccw.org>) for additional responsibilities associated with the SCCCW Annual Convention.

The SCCCW Record Retention and Destruction Policy (Appendix D) provides guidance for preservation and destruction of Council documents.

## RESPONSIBILITIES

The Parliamentarian shall:

- Consult with the Chair of the Bylaws, Standing Rules, and Manuals Committee when revisions of the Bylaws, Standing Rules, Procedures Manual, or Convention Manual are needed.
- Confirm that a quorum is present for transaction of business at a board meeting.
- Confer with the President in the development of SCCCW Board Rules of Order and SCCCW Convention Standing Rules. (Refer to Appendix B for an example of each.)

- Describe procedures for making a motion at a SCCCW meeting where the SCCCW President or her representative presides and have multiple copies of a form for making a main motion. (Refer to Appendix D, *Form and Protocol for Making a Motion*.)
- Present the proposed SCCCW Board Rules of Order to the board for approval at the summer meeting of the board.
- Monitor actions during the meetings of the board to ensure that Board Rules of Order and parliamentary procedures are followed.
- Inform the president discreetly of significant violations in SCCCW Board Rules or Order and/or parliamentary procedure, especially the time limit-of 4 minutes on oral reports.
- Attend all board meetings where the SCCCW President or her representative presides and sit in the assigned seat, usually on the immediate left of the president.
- Be available to consult with the SCCCW President on parliamentary procedure at any time.
- Present the proposed SCCCW Convention Standing Rules to the board for approval at either the fall or winter meeting of the board.
- Submit a copy of the approved SCCCW Convention Standing Rules to the president for inclusion in the Convention Book.
- Send electronically to each convention committee chair at least one week prior to the pre-convention meeting a copy of the responsibilities of the committee, and give to each chair at the pre-convention meeting a folder containing the scripts that should be followed when presenting one or more reports during the convention.
- Obtain approval of a Roll Call Form from the SCCCW President (Refer to Appendix A, *SCCCW Convention Manual, Example Roll Call Form*) and see that each affiliate president, deanery president, and SCCCW individual member receives a copy at the convention.
- At the request of the SCCCW President, prepare a book of scripts for her to use when conducting business at convention meetings.
- At the completion of the term of office, turn over to all books, papers, and other property pertaining to the position to a successor.

# CORRESPONDING SECRETARY

## BACKGROUND

“The Corresponding Secretary shall be appointed by the President for a term of two years. The Corresponding Secretary shall conduct the general correspondence of SCCCW, keep a list of all affiliated organizations, officers, members of the Board of Directors, Chairs of Standing Committees and Commissions and send out notices of all meetings.” (*SCCCW Bylaws, Article VI, Section 1-A*)

The Corresponding Secretary shall be a voting member of the SCCCW Board of Directors.

The Commission Reports Book, a compilation of year-end reports submitted by affiliates, deanery presidents, and SCCCW Commission chairs. (Refer to Appendix D, *Checklist Contents and Compilation of the SCCCW Commission Book*.)

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A) shall be used to request reimbursement of an expenditure made for SCCCW.

## RESPONSIBILITIES

The Corresponding Secretary shall:

- Create and maintain a picture directory of board and committee members.
- Create from membership files in the data management software a directory, organized by deanery, of the names of deanery and affiliates presidents and treasurers, and SCCCW individual members.
- Have access to the data management software membership files for the deanery, Board, committees and individual members.
- Maintain the tags for Board and Committee members in the data management software.
- Compile, edit, and have printed the SCCCW Commission Reports Book for distribution at the SCCCW Convention.
- Send out notices of all meetings to the board and committee members.
- Distribute reports electronically to all board and committee members at least one week prior to a meeting if individuals have submitted them by a specified date.
- Forward the *Fall Packet of Information* (Appendix D) in late November to the SCCCW Board of Directors, all affiliate presidents, SCCCW individual members, the Province of Atlanta Director, the Savannah Diocesan CCW President, and the Atlanta Archdiocese CCW President.
- Forward the *Call to Convention* (Appendix D) packet at least 6 weeks prior to the date of the SCCCW Annual Convention to the SCCCW Board of Directors, all affiliate presidents, SCCCW individual members, the Province of Atlanta Director, the Savannah Diocesan CCW President, and the Atlanta Archdiocese CCW President.
- Send announcements approved by the SCCCW President to the SCCCW Website Coordinator, *Miscellany*, *Catholic Woman Magazine*, or “Affiliate Happenings” section of the NCCW website.
- Solicit coverage of SCCCW events by local and state news outlets as approved by the SCCCW President.



- Answer mail sent to SCCCW as requested by the SCCCW President.
- Attend all meetings of the board, the SCCCW Annual Convention, and the NCCW convention if possible.
- Forward Individual Membership forms from the SCCCW Treasurer to deanery presidents.

## HISTORIAN

### BACKGROUND

The Historian shall be appointed by the SCCCW President for a term of two years. She will keep a brief record of the events and developments in the Diocese, which will be filed with all papers and records of SCCCW activities in a suitable manner and a place provided by the Board of Directors. She will submit a report in the manner of a running story at a determined time. (*Appendix B, SCCCW Bylaws.*)

The Historian shall be a member of the SCCCW Board of Directors and shall have a voting privilege.

The Expense Voucher for Reimbursement Form (Appendix B) shall be used to request reimbursement of an expenditure made for SCCCW.

The SCCCW Record Retention and Destruction Policy (Appendix B) shall be referenced when retaining documents for a limited term and permanent storage and for destroying documents.

### RESPONSIBILITIES

The Historian shall:

- Record items of interest and happenings at each meeting of the board and at the convention that will tell a story of the development of SCCCW throughout the year.
  - Keep an accurate listing of important details such as names of officers, Catholic Woman of the Year, Women Religious of the Year, projects, programs, workshops, speakers, legislation, diocesan activities, Bylaw changes, actions that impact the Council, outstanding actions of the organization, resolution actions, deaths, and so on.
  - Compose a written summary in a narrative format using verified facts of important SCCCW occurrences throughout the year and send it to the SCCCW President for approval prior to the pre-convention board meeting. After receiving approval, send the copy ready report to the individual who will compile the Convention Book.
- Collect archival information from the president, recording secretary, and treasurer. (See Appendix B, *SCCCW Record Retention and Destruction Policy.*)
- Send to the Archives of the Diocese of Charleston all information and records listed on the SCCCW Record Retention and Destruction Policy that should be retained permanently.
- Destroy records no longer needed and notate in a records destruction log.
- At the completion of the term office, all books, papers, and other property pertaining to the office shall be turned over to the successor.

# WEBSITE COORDINATOR

## BACKGROUND

The SCCCW Website Coordinator shall be appointed by the SCCCW President and shall serve for a two-year term.

The SCCCW Website Coordinator shall be a voting member of the SCCCW Board of Directors.

The SCCCW President shall approve all forms posted on the SCCCW website and shall be made aware of all other information posted on the SCCCW website

SCCCW purchases a subscription for website space through WIX or other provider for an annual fee.

The SCCCW purchases a subscription to a data management software that is used to help s organize data, manage events, and accepts forms and payments electronically.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A) shall be used to request reimbursement of an expenditure made for SCCCW.

## RESPONSIBILITIES

The SCCCW Website Coordinator shall post to the SCCCW website:

- The current SCCCW Bylaws and SCCCW Standing Rules.
- The current directory of the SCCCW Board of Directors.
- The current SCCCW Convention Manual, SCCCW Procedures Manual
- The current SCCCW Commission Reports Book
- Current and past SCCCW resolutions.
- Application forms and guidelines for the SCCCW Woman Religious of the Year, the SCCCW Catholic Woman of the Year, and the Reverend Pentis Scholarship.
- Information about recipients of the following awards: the SCCCW Woman Religious of the Year, the SCCCW Catholic Woman of the Year, and the Reverend Pentis Scholarship.
- Information about the convention such as convention dates, convention hotel, registration form, honors and memorials form, ad form, vendor form, the convention agenda, and convention speakers.
- Links that allow online registration, Ad Requests, Honors & Memorials Requests, and payment over the web through the data management software.
- A list of all past SCCCW Presidents.
- Information from deaneries submitted by deanery presidents.
- Pictures of SCCCW events and articles about SCCCW or SCCCW deaneries.
- Dates for the NCCW convention.
- Other information that is deemed valuable to members.

# SCCCW COMMISSION STRUCTURE

## BACKGROUND

The SCCCW programs and advocacy initiatives are carried out through three commissions: Spirituality and Leadership, and Service. The National Council of Catholic Women Board of Directors annually suggests initiatives for each commission and recommends that they be adopted by each Diocesan Council of Catholic Women in the United States.

The Spirituality Commission shall operate with a Church Committee and Legislation Committee. The Leadership Commission shall operate with an Organization Committee, Public Relations Committee, and Membership Committee. The Service Commission shall operate with a Family Committee, a Community Committee, and an International Committee. (*Standing Rules of SCCCW.*)

“The Spirituality, Leadership and Service Commission Chairs shall be appointed by the SCCCW President for a term of one year with the endorsement of the Diocesan Spiritual Advisor.

Commission and committee chairs may serve for two consecutive one-year terms in the same position and may again serve two consecutive one-year terms in that position after a period of two years. Commission and committee chairs shall initiate activities and make suggestions to further develop involvement with deaneries and affiliates.” (*Appendix B, SCCCW Bylaws, Article VI, Section 1-A.*)

Spirituality, Service, and Leadership Commission Chairs and their committee chairs shall be members of the SCCCW Board of Directors and shall have a vote on matters brought before the board and assembly. They shall attend each board meeting.

Each commission chair and committee chair shall receive at the beginning of her term of service all books, paper and other information pertaining to the position from the former chair. At the end of the term of service each commission chair and committee chair shall turn over to her successor all books, papers, and other property that pertain to the position.

Each affiliate is sent by the SCCCW President in October/November a *Fall Packet of Information*, a copy of *Guidelines for Affiliate Year-End Reports*, and *Affiliate Year-End Report Forms for each Spirituality, Leadership, Service Commission Committee*, and is asked to return the completed forms by the pre-convention meeting. Activities reported will be judged at the pre-convention meeting. Awards for outstanding activities or initiatives may be presented at the convention. (Refer to Appendix D for *Fall Packet Contents* and Appendix E for *Affiliate Year-End Forms*.)

All affiliate and deanery Year-End Reports and Year-End Reports from SCCCW Commission Chairs shall be compiled and printed in a book called the Commission Book and distributed at the SCCCW Convention. (Refer to Appendix E.)

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A) shall be used to request reimbursement of an expenditure made for SCCCW.

## GENERAL RESPONSIBILITIES OF A COMMISSION CHAIR

A commission chair shall:

- Attend all board meetings. (Refer to Appendix H, *How to Be an Effective Commission Chair*.)
- Adhere to Commission Chair timelines and responsibilities presented in the current *SCCCW Procedures Manual* and *SCCCW Convention Manual*.
- Communicate frequently with the SCCCW President and respective deanery commission chairs.
- Communicate as needed with the SCCCW Vice Presidents (deanery presidents), with the SCCCW Publicity Chair, and with the Website Coordinator.
- Create a commission chair email group consisting of deanery and affiliate commission chairs and disseminate information to them, if needed.
- Promote SCCCW/NCCW Commission initiatives to affiliate and individual members and promote actions that address SCCCW resolutions.
- Promote mentoring at the affiliate, deanery, and diocesan levels.
- Follow up with deanery presidents within two weeks of distribution of the *Fall Packet of Information* to address questions about drafting reports or applying for awards.
- Forward information from NCCW, the Province of Atlanta, and/or the SCCCW President to intended audiences (deanery/affiliate presidents, and/or deanery/affiliate commission chairs) promptly after receipt of materials.
- Judge the Affiliate Year-End Reports at the pre-convention meeting.
- Submit a Year-End Report of Commission activities.
- Ensure materials are transferred from outgoing chairs to incoming chairs.

#### GUIDELINES FOR DETERMINING INITIATIVES AND WRITING YEAR-END REPORTS

- Review the commission initiatives suggested by the NCCW Board for the current fiscal year found on the NCCW website, [nccw.org](http://nccw.org).
- Each Commission Chair shall discuss NCCW recommended initiatives as well as meaningful regional/local initiatives with the respective SCCCW Committee Chairs and agree on the one (s) that should be the focus of the Commission for the year.
- Present the initiatives to the SCCCW Board of Directors for approval as soon as possible after the beginning of the fiscal year.
- Disseminate information about the SCCCW Board approved initiatives to deanery presidents.
- Suggest that each deanery adopt the initiative(s) as a primary focus. The deanery president shall encourage affiliate and individual members to participate in the suggested initiatives. A deanery and/or affiliate may adopt other initiatives as well.
- Assist deanery presidents in implementing initiatives if needed and follow up on progress.
- Prepare a Year-End Report.
  - Include activities from January 1 through December 31. (last half of the previous fiscal year and first half of the current fiscal year).
  - Use a bullet format for presentation of most information if possible.
  - Identify the initiatives that were presented to deanery, affiliates, and individual members for adoption for the year and follow-up with deanery and affiliates on work.
  - Submit the year-end report electronically to the SCCCW President and to the Corresponding Secretary, publisher of the *Commission Book*, using Times New Roman, 12 pica, single space and no first person pronouns (I, we) no later than one week following the date of pre-convention meeting.
- Communicate successful activities to the NCCW Commission Chair.

# SPIRITUALITY COMMISSION

## BACKGROUND

The Spirituality Commission shall strive to help members increase awareness how spiritual aspects the Catholic faith are enhanced by attending daily Mass, praying the Liturgy of the Hours, participating in Eucharistic Adoration, advocating through public actions, and developing a personal relationship with God through prayer, devotionals, and reading materials. It shall also provide information and materials on social justice principals and issues that form the basis for legislative advocacy.

Funds generated from the Honors and Memorials Program and the collection taken at the convention Mass shall be used to support the SCCCW Rev. Pentis Memorial Scholarship.

Refer to the Spirituality Commission section of the *SCCCW Convention Manual* (<http://www.scccw.org>) for all responsibilities associated with the SCCCW Annual Convention.

## RESPONSIBILITIES OF THE SPIRITUALITY COMMISSION CHAIR

The Spirituality Commission Chair shall:

- Review the SCCCW Commission Structure section and the resource on How to Be an Effective Commission Chair (Appendix H).
- Propose spiritual programs and advocacy initiatives that will benefit deanery and affiliate members.
- Assist the Church and Legislation Committee Chairs in identifying and executing meaningful projects and initiatives.
- Provide a written report at each board meeting incorporating activities of the Church and Legislation Committees.
- Consult with the SCCCW President on how Honors and Memorials will be presented at the convention.
- Prepare the Mass Program in consultation with the SCCCW President.
- Prepare a year-end report that will be published in the Commission Book.
- Review with the Church and Legislation Committee Chairs and other board members the Spirituality Affiliate Year-End Reports and select the most outstanding Church activity and the most outstanding Legislation activity. Attach the forms used to judge the Affiliate Year-End Reports to the Affiliate Year-End Reports selected as most outstanding and give them to the SCCCW President.

Provide a year-end report of Spirituality Commission activities, that includes Church and Legislation activities of affiliates, deaneries and SCCCW. (Refer to the 3<sup>rd</sup> section under SCCCW Commission Structure, *Guidelines for Determining Initiatives and Writing Year-End Reports.*)

## CHURCH COMMITTEE

### BACKGROUND

The Church Committee shall strive to enhance public and private prayer, promote sound liturgical practices, and provide resources for spiritual nourishment and development.

The Church Committee Chair shall serve as Chair of the Honors and Memorials Program.

The Church Committee Chair shall chair the Meditation Room Committee at the convention.

An Honors and Memorials Program Request Form shall be included in the *Fall Packet of Information* and in the *Call to Convention* packet. (Refer to the *SCCCW Convention Manual* Appendix B, *Honors and Memorials Request Form*.) The form and payment shall be returned to the SCCCW Treasurer. The Treasurer shall forward the form to the Church Committee chair, who will assemble the Honors and Memorials booklet for distribution at a convention program.

All funds collected from the Honors and Memorials program shall be deposited in the SCCCW Scholarship Account.

Refer to the *SCCCW Convention Manual* (<http://www.scccw.org>) for all responsibilities associated with the SCCCW Annual Convention.

### RESPONSIBILITIES OF THE CHURCH COMMITTEE CHAIR

The chair of the Church Committee shall:

- Chair the Honors and Memorials Program and the Meditation Room Committee.
- Report activities to the Spirituality Commission Chair.
- Participate in judging the Spirituality Commission Affiliate Year-End Reports.
- Review the Honors and Memorials Request Form by early fall and make revisions if needed. (Refer to the *SCCCW Convention Manual*, Appendix B, *Honors and Memorials Request Form*.)
  - Send the Honors and Memorials Request Form to the SCCCW President by the fall board meeting as it shall be included in the *Fall Packet of Information*.
  - Upon receipt of an Honors and Memorials Request Form from the SCCCW Treasurer, promptly send a card to the person or family being honored or memorialized and promptly send a hand-written thank you note to the person or organization who requested the honor or memorial.
  - Establish two data bases, one for individuals being honored and the person who requested the honored and one for individuals being memorialized and the person who requested the memorial.
  - Consult with the SCCCW President by the pre-convention meeting on plans for compiling and printing the Honors and Memorials Booklet.
  - Consult with the SCCCW President and Spirituality Commission Chair on how names of those being honored or memorialized will be presented at the convention, projected on a screen with appropriate music, read and/or by a printed booklet.
  - Submit a written report to the SCCCW President of the number of honors/memorials issued and the amount of money collected.

## THE LEGISLATION COMMITTEE

### BACKGROUND

The Legislation Committee shall strive to encourage legislative advocacy, to assist women in understanding the legislative process, and to promote activities that will bring about greater social and economic justice.

The Chair of the Legislation Committee shall serve as chair of the Resolution Committee. If a vacancy occurs, the Church Committee Chair or Spirituality Commission Chair shall serve as chair.

The Resolution Convention Committee shall be appointed by the SCCCW President in the early fall, begin working on proposed resolutions, and present them to the board at the winter meeting for review. Proposed resolutions shall be finalized by the pre-convention meeting. The title of the resolution shall reflect the intent. "Whereas" statements provide the basic documented facts and reasons for the resolution, and "resolved" statements identify the specific proposed course(s) of action.

All resolutions proposed at a convention must receive the approval of the Spiritual Advisor.

Refer to APPENDIX G for examples of SCCCW and NCCW resolutions. Current and past SCCCW resolutions are posted on the SCCCW website (<http://www.scccw.org>).

Refer the website of the United States Conference of Catholic Bishops ([www.USCCB.org](http://www.USCCB.org)) for current legislative information. Follow the thread 'Issues and Actions' and 'Media'.

### RESPONSIBILITIES OF THE LEGISLATION COMMITTEE CHAIR

The Legislation Committee Chair shall:

- Chair the Resolution Committee and present the proposed resolutions to the assembly at the convention business meeting.
- Promote interest and involvement with the local and state legislative process.
- Encourage communication with local, state, and national legislators on pressing issues.
- Provide legislative updates.
- Report activities to the Spirituality Commission Chair.
- Participate in judging the Spirituality Commission Affiliate Year-End Reports.



# SERVICE COMMISSION

## BACKGROUND

The Service Commission shall strive to promote programs that assist those in need, ensure the well-being of others, and welcome those marginalized.

Examples of activities include offering awareness programs on wireless technology, assisting local domestic abuse shelters, participating in programs such as the Catholic Relief Services Water for Life program and the Madonna Plan, and participating in the NCCW Day of Prayer and Fasting to end world hunger.

The Encyclical on the Environment, *Laudato Si* /Praise Be (<https://laudatosi.com>) by Pope Francis provides a moral platform for caring for God's creation. Action is suggested.

A year-end report of Service Commission activities shall be included in the Commission Book.

The Service Commission Chair, the Spiritual Advisor, and the International Committee Chair shall judge the applications for the Reverend Pentis Multi-Cultural at the pre-convention meeting unless the SCCCW President appoints an outside committee to judge them.

Refer to the Service Commission section of the *SCCCW Convention Manual* (<http://www.scccw.org>) for all responsibilities associated with the SCCCW Annual Convention.

## RESPONSIBILITIES OF SERVICES COMMISSION CHAIR

The Service Commission Chair shall:

- Review the SCCCW Commission Structure section and the resource on How to Be an Effective Commission Chair (Appendix H).
- Promote and support actions and activities that are environmentally responsible.
- Provide a written report at each Board meeting incorporating activities of the Family, Community, and International Committees.
- Direct the review of Service Commission Affiliate Year-End Reports.
- Review with the Family, Community, and International Committee Chairs the Service Affiliate Year-End Reports and select the most outstanding family activity, the most outstanding community activity, and the most outstanding international activity. Attach the respective forms used in judging the Year-End Reports to the Affiliate Year-End Reports chosen as most outstanding. Give the forms to the SCCCW President. (Refer to Appendix E for forms.)
- Provide a year-end report of Service Commission activities for publication in the Commission Book, that includes Family, Community, and International Committee activities from affiliates and deaneries. (Refer to 3<sup>rd</sup> section under SCCCW Commission Structure, *Guidelines for Determining Initiatives and Writing Year-End Reports*.)

## FAMILY COMMITTEE

### BACKGROUND

The Family Committee shall strive to support and enhance the importance of family life within the Church and society, assisting families to achieve a truly Christian life.

The Family Committee shall support educational activities and parish programs for youth, the elderly, and families, including the parish family.

### RESPONIBILITIES OF THE FAMILY COMMITTEE CHAIR

The Family Committee Chair shall:

- Develop family awareness programs that strive to combat contemporary societal ills such as relativism, pornography, technology misuse, domestic abuse, and sex trafficking, impact of media on marriage and family, and mental, emotional, and sex abuse.
- Promote and support individual actions and activities that are environmentally responsible.
- Advertise the fact that some movie reviews can be accessed through the United States Conference of Catholic Bishops Website by following the thread, 'media', 'movie review', 'extra', and 'search movie review'.
- Suggest programs that bring the family together such phone free meals, a prayer time together, a movie night, a hike, or a day volunteering at a Habitat building site.
- Report activities to the Service Commission Chair.
- Participate in judging the Service Commission Affiliate Year-End Reports at the pre-convention meeting.

## COMMUNITY COMMITTEE

### BACKGROUND

The Community Committee shall strive to challenge the SCCCW membership to address the needs and concerns of individual communities by actions that affect the life, growth, and productivity of people, especially women and children.

The Community Committee shall address current issues and support educational activities and community programs for youth, the elderly, and families.

### RESPONIBILITIES OF THE COMMUNITY COMMITTEE CHAIR

The Community Committee Chair shall:

- Promote awareness of existing issues within a community such as cultural diversity, racism, faithful citizenship, respect for human life, and respect for human dignity.
- Promote healthy attitudes, understanding, and tolerance within communities of those who are marginalized.
- Promote programs and support shelters that address issues such as homeless, sex trafficking rehabilitation, sexual abuse rehabilitation, and unwanted pregnancy in local areas.
- Encourage individuals to volunteer at local agencies, soup kitchens, pantries, free medical clinics, and other places that provide support for those who are in need.

- Promote and support community actions and activities that are environmentally responsible.
- Develop projects that provide goods for those in need in a community such as fill purses with toiletries for those escaping domestic abuse, clothes for women being discharged from prison, items made by sewing and knitting ministries, or caps for premature babies.
- Promote the value of offering community building programs such as senior dinners, fellowship dinners for parishioners, meal trains for the ill, and hikes and picnics for youth.
- Report activities to the Service Commission Chair.
- Participate in judging the Service Commission Affiliate Year-End Reports at the pre-convention meeting.

## INTERNATIONAL COMMITTEE

### BACKGROUND

The International Committee shall strive to raise awareness of needs of women and children across the world.

The International Committee shall promote global solidarity and the thought that wealth and resources must be shared.

The International Committee chair shall receive from the SCCCW President at the pre-convention meeting applications for the Rev. Pentis Multi-Cultural Award where they will be judged by the Service Commission Chair, the Spiritual Advisor, and International Committee Chair unless the SCCCW President appoints an outside committee to judge them. (Refer to Appendix C, *SCCCW Convention Manual, Reverend Pentis Multi-Cultural Award.*) The recipient shall be presented with a statue and plaque to keep for the year.

### RESPONSIBILITIES OF THE INTERNATIONAL COMMITTEE CHAIR

The International Committee Chair shall:

- Create an awareness of and education in global issues advocating Christian fellowship.
- Be an advocate for youth that are trafficked into slavery.
- Promote healthy attitudes, understanding, and tolerance of those from other nations or cultures.
- Promote and support international actions and activities that are environmentally responsible.
- Sponsor, support, and promote international programs such as Cross International Boxes of Joy, Seafarers Boxes, or the Diocese of Charleston Mission in Guatemala.
- Participate in judging the Service Commission Affiliate Year-End Reports at the pre-convention meeting and the Reverend Pentis Multi-Cultural Award.
- Report activities to the Service Commission Chair.
- Present applications for the Reverend Pentis Multi-Cultural Award to the International Committee Chair, Service Commission Chair, and the Spiritual Advisor to be judged. The most exemplary application shall be selected to receive the award. The SCCCW President may elect to appoint an outside committee to judge the award.
- Get from the previous Pentis Multi-Cultural Award recipient the plaque and statue of the Blessed Mother and give them to the SCCCW President at the pre-convention meeting.

# LEADERSHIP COMMISSION

## BACKGROUND

The Leadership Commission shall strive to develop and or promote programs that help affiliates with leadership skills, promote, and grow membership, ensure smooth transition between terms of officers, and strengthen rings of council.

NCCW offers leadership training and development programs on over 50 topics. A parish council, diocesan council, or province can host a program at a minimum cost. Contact NCCW.

The *SCCCW Guidance and Resource Manual*, available for purchase through the NCCW Store, ([www.NCCW.org](http://www.NCCW.org)) is a valuable source on how to create, operate, and revitalize a council of Catholic Women.

Refer to the NCCW Publication ‘Women Embracing Women’ and the SCCCW Leadership Commission publication ‘A Practical Guide for Mentoring’ (Appendix H) for suggestions on leadership training.

## RESPONSIBILITIES OF THE LEADERSHIP COMMISSION CHAIR

The Leadership Commission Chair shall:

- Review the SCCCW Commission Structure section and the resource on How to Be an Effective Commission Chair (Appendix H).
- Provide activities that develop leadership skills, increase membership, and promote awareness of SCCCW.
- Receive from the SCCCW President at the pre-convention meeting all Leadership Affiliate Year-End Reports and direct the commission in judging them.
  - Use the forms provided. (*Refer to Appendix E, Guidelines for Judging Affiliate Year-End Reports, Form for Judging Affiliate Year-End Activities.*)
  - Review the Leadership Affiliate Year-End Reports and assist in selecting the most outstanding Organization activity, the most outstanding Membership activity, and the most outstanding Public Relations activity.
  - Attach the judging form to the respective Affiliate Year-End Report of each outstanding activity chosen and give the forms to the SCCCW President.
  - Return all other affiliate reports to the SCCCW President.
- Provide a written report of activities of the Leadership Commission at each board meeting, that includes activities of the Organization, Membership, and Public Relations Committees.
- Provide a year-end report of Leadership Commission activities that will be published in the Commission Book, that includes Organization, Membership, and Public Relations committee activities of affiliates and deaneries. (*Refer to the 3<sup>rd</sup> section under SCCCW Commission Structure, Guidelines for Determining Initiatives and Writing Year-End Reports.*)

## ORGANIZATION COMMITTEE

## BACKGROUND

The Organization Committee Chair shall strive to offer organization development (bylaws, standing rules, job descriptions creation), leadership training (use of agendas, parliamentary procedures, group management), public relations resources and publications to assure the successful organization and management of programs.

The *SCCCW Guidance and Resource Manual*, available for purchase through the NCCW Store ([www.nccw.org](http://www.nccw.org)), is a valuable resource on how to create, operate and revitalize a council of Catholic Women.

The NCCW publication, *Ask the Parliamentarian*, can be downloaded from the NCCW website and used freely.

## RESPONSIBILITIES OF THE ORGANIZATION COMMITTEE CHAIR

The Organization Committee Chair shall:

- Assist any organization of Catholic women that would like to become an affiliate of SCCCW and develop bylaws, standing rules and job descriptions.
- Explore offering to deaneries and affiliates brief, dynamic to the point 8 to 10-minute programs on leadership development topics that can be seamlessly inserted into a meeting such as how to maintain order and parliamentary procedures.
- Promote mentoring.
- Involve members in tasks that develop leadership skills.
- Report activities to the Leadership Commission Chair.
- Participate in judging the Leadership Affiliate Year-End Reports at the pre-convention meeting.

## MEMBERSHIP COMMITTEE

### BACKGROUND

The Membership Committee Chair shall strive to grow the membership by promoting SCCCW and other levels of Council. For an excellent summary of the many values of belonging to a

Council of Catholic Women, refer to Appendix A, *What Council Does for Me*. The Ruth Schachte Perpetual Silver Bowl Membership Award is presented to an affiliate that has the greatest percentage increase in membership during a fiscal year. (Refer to the *SCCCW Convention Manual*, Awards Given at the Annual Convention.) A Silver Bowl to keep for the year and a certificate shall be presented to the affiliate.

A vibrant, inclusive council attracts members: A dying, divisive one loses members. *The Life Cycle Handout* found in Appendix H can be used by an affiliate to evaluate the health of the affiliate to maintain its vibrance.

Individual and affiliate SCCCW and NCCW membership forms are in Appendix C and are posted on the SCCCW and NCCW websites.

A letter from the Diocesan Bishop endorsing the work of the SCCW is beneficial when promoting SCCCW to parish Priests and groups.

## RESPONSIBILITIES OF THE MEMBERSHIP COMMITTEE CHAIR

The Membership Committee Chair shall:

- Promote the values of belonging to a council of Catholic women. (Refer to Appendix A, *What Council Does for Me* and Appendix H, *Membership Development*.)
- Advertise the Ruth Schachte Perpetual Silver Bowl Membership Award to affiliates.
- Publicize the winner of the Schachte Award each year, challenging other affiliates to increase membership.
- Prior to the pre-convention meeting recover the Schachte Bowl from the past recipient and give it to the SCCCW President at the pre-convention meeting.
- Promote the values of a council of Catholic women to pastors of parishes without a council by writing to them and following up in person.
- Publicize the fact that individual and affiliate SCCCW and NCCW membership forms are posted on the SCCCW website.
- Disseminate individual and affiliate SCCCW and NCCW membership forms at functions and offer to get a completed form to the respective treasurer.
- Organize membership drives at the state, deanery, and affiliate levels.
- Report activities to the Leadership Commission Chair.
- Participate in judging the Leadership Commission Affiliate Year-End Reports at the pre-convention meeting.

## PUBLIC RELATIONS COMMITTEE

### BACKGROUND

The purposes of the Public Relation Committee shall strive to promote SCCCW and seek ways to increase its visibility and professed value.

The Public Relation Committee Chair must receive the approval of the SCCCW President prior to disseminating any information or scheduling any interviews with any news outlets.

## SPONSIBILITIES OF THE PUBLIC RELATIONS COMMITTEE CHAIR

The Public Relation Committee Chair shall:

- Relay information about SCCCW activities to the SCCCW membership, parishes, outside groups, and news outlets when requested to do so by the SCCCW President.
- Submit news releases about activities of or happenings within SCCCW.
- Create announcements, design fliers, and publish newsletters that promote the work and enhance the visibility of SCCCW.
- Report activities to the Leadership Commission Chair.
- Participate in judging the Service Commission Affiliate Year-End Reports at the pre-convention meeting.

# SCCCW COMMITTEES

## SPECIAL COMMITTEES

Special committees are grouped as convention-related or other special committees. All committee members and chairs are appointed by the SCCCW President unless otherwise noted. The term of service varies according to the responsibilities of each committee. Except for the Facilities Committee, Golden Rose Award Committee and Bylaws, Standing Rule and Manuals, all special committees are defined elsewhere either in the *SCCCW Convention Manual* or in the *SCCCW Procedures Manual*. The responsibilities of the Facilities Committee are presented in this section.

Special Convention-Related Committees that have been defined elsewhere.

- Host Deanery Convention Committees (Appointed by Host Deanery President and Convention Chair)
- Convention Committees (Recommended by deanery presidents and appointed by SCCCW President)
  - Resolution
  - Nominating
  - Election
  - Credentials
  - Registration
- Catholic Woman of the Year Selection Committee (Judges shall be External to SCCCW but in the Catholic Community)
- Religious of the Year Selection Committee (Judges shall be External to SCCCW but in the Catholic Community)
- Revered William F. Pentis Multi-Cultural Award Selection Committee (Service Commission Chair, Spiritual Advisor, and International Committee Chair or an outside committee appointed by the SCCCW President.)
- Affiliate Scrapbook Competition Judging Committee (Judges not specified.)
- Affiliate Year-End Report Judging Committees
  - Spirituality (Spirituality Commission Chair; Church and Legislation Committee Chairs; other board members.)
  - Leadership (Leadership Commission Chair; Organization, Membership, and Public Relations Committee Chairs; other board members.)
  - Service (Service Commission Chair; Family, Community, and International Committee Chairs; other board members.)

Other Special Committees that have been defined elsewhere.

- Reverend Pentis Scholarship Review Committee (SCCCW President, Immediate Past President, Spiritual Advisor, Leadership Chair, and Spirituality Chair.)
- Review of Minutes Committee (Appointed by SCCCW President at each board meeting.)
- Budget Review Committee (SCCCW President, Immediate Past President, and Treasurer.)
- Audit/Review Committee (Audit – individuals external to SCCCW; Review – members of SCCCW.)

Special Committees that have not been defined elsewhere.

- Bylaws, Standing Rules, and Manuals Committee (At the discretion of the President)
- Facilities Committee
- Golden Rose Award Committee

## THE BYLAWS, STANDING RULES, AND MANUALS COMMITTEE

### BACKGROUND

Bylaws contain the basic rules of an organization where Standing Rules relate to the details of the administration of the organization. The Procedures and Convention Manuals provide an expansion of information, procedures, timelines, forms, and resources that ensure guidance and consistency in organizational administration.

The SCCCW Bylaws and Standing Rules should be reviewed annually and amended as needed. The Bylaws may be amended at any Annual Convention by a majority vote of the membership provided that the proposed amendment has been received by the membership with the Call to Convention.

The *SCCCW Convention Manual* and *SCCCW Procedures Manual* shall be reviewed annually and may be adopted, amended, or deleted by a majority vote of the Board of Directors at any meeting.

The Bylaws, Standing Rules, and Manuals Committee shall exist at the discretion of the President. If used, it shall consist of a chair, and two or more one other members appointed by the SCCCW President.

### RESPONSIBILITIES

The committee shall:

- In consultation with the Parliamentarian review the Bylaws, Standing Rules, Procedures Manual, and Convention Manual annually and determine if additions, amendments, or deletions should be proposed.
- Discuss the proposed changes with the President, ask to be placed on the agenda of a Board meeting, and present the proposed changes to the Board.
- If approved, make changes in the applicable documents and send the revised documents to the President, Parliamentarian, and Webmaster.

## THE FACILITIES COMMITTEE

### BACKGROUND

The purpose of the Facilities Committee is to reserve a location for the SCCCW Board of Directors to meet and to provide simple refreshments if requested by the SCCCW President.

The Facilities Committee shall consist of one or more individuals.

The Facilities Committee Chair shall have voice and a voting privilege at SCCCW Board meetings.

The Expense Voucher for Reimbursement Form (Appendix B) shall be used to request payment of a reservation fee or reimbursement for expenditures for refreshments made for a SCCCW Board meeting.



## RESPONSIBILITIES

The Facilities Committee/Coordinator shall:

- Arrange to use a facility at a Catholic Church or other venue in the Columbia area where the 4 annual SCCCW Board meetings can be held. The space should accommodate 25-50 individuals and preferably has a kitchen. St. Joseph's Catholic Church has been the venue used in the past.
- Offer a donation or negotiate the cost to use the facility.
- Set up refreshments at the venue for the spring, fall and winter meetings. Consult with the SCCCW President on the type of refreshments to provide. Typically, beverages (coffee, tea, tea), chips, and a dessert are provided plus paper products, baggies, and foil, as each attending member shall bring her lunch to the three meetings
- Coordinate the arrangement of food dishes, paper products, beverages, and desserts for the pot-luck meal at the pre-convention meeting. Traditionally, each board member shall provide a dish to share with members attending the pre-convention meeting.
- After each meeting, restore the venue to its original conditions, including the placement of tables and chairs and removal of garbage.
- Give receipts for expenditures to the SCCCW Treasurer (optional).

## THE GOLDEN ROSE AWARD COMMITTEE

### BACKGROUND

The Golden Rose Award was originated by NCCW as a way of recognizing a young woman between the ages of fourteen and eighteen who exemplifies the mission of NCCW through her spirituality, leadership, and acts of service.

A Golden Rose Announcement Letter, Nomination Form, and Judging Form have been developed and can be found in Appendix F.

The SCCCW President shall send Nomination packets to Pastors, Directors of Religious Education, and Youth Ministers throughout the Diocese. The President shall establish a deadline for receipt of nominations. All nominations shall be sent to her.

The purpose of the Golden Rose Award Committee shall be to receive nominations from the SCCCW President, to judge the nominations, to select the most deserving recipient, and to present the name of the recipient to the SCCCW President.

The Committee shall consist of a chair and two members appointed by the SCCCW President. The Committee shall be discharged after the final report is submitted to the President.

The SCCCW President shall notify the recipient, determine when the award will be presented, and with permission of the recipient, nominate the individual for the NCCW Golden Rose Award.

## RESPONSIBILITIES

The Chair of the Golden Rose Award shall:

- Receive all nominations from the SCCCW President.
- Prepare the number of copies of the Form for Judging the Golden Rose Nominee needed to provide each judge with a sheet for each nominee.
- Convene the committee, evaluate each nominee according to criteria, and select the most deserving recipient.
- Submit the name of the recipient, the nomination forms, and the judging sheets to the SCCCW President.

## STANDING COMMITTEES

The Standing Committees that have been defined elsewhere in this manual.

- Family
- Community
- International
- Church
- Legislation
- Organization
- Public Relations
- Membership

Standing Committee that has not been defined elsewhere in this manual.

- The Associates Committee

## ASSOCIATES COMMITTEE

### BACKGROUND

The Associates Committee shall be a standing committee of SCCCW.

“The Associates Committee, consisting of SCCCW Past Presidents, may assist the President with special projects and may offer mentoring to all current officers.” The Immediate Past President shall serve as Chair.” (*Appendix B, SCCCW Standing Rules, Number 5.*)

Refer to Appendix A, *A Brief History of the Associates of SCCCW*, for a list of past presidents and for more information on past activities of the Associates.

Every SCCCW past president is a member of the Associates Committee.

Every SCCCW past president is a voting member on the SCCCW Board of Directors.

The Associates Committee funds shall be held in the Associates Account, one of the 4 line-item accounts of the SCCCW Money Market Account.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A, <http://www.scccw.org>) shall be used to request reimbursement of an expenditure made for SCCCW.

## RESPONSIBILITIES

The Associates Committee:

- May convene at each of the 4 meetings of the Board of Directors, at the SCCCW Convention, and at other times deemed necessary by the Associates Committee Chair.
- May have a fundraiser at the convention to support activities of the Associates with the approval of the SCCCW President.
- May initiate projects and sponsor activities that promote the mission of SCCCW with board approval.
- May work on special projects that benefit SCCCW if asked by the SCCCW President.
- May provide support to the SCCCW and other rings of council through active participation and exemplary mentoring.

# SCCCW REPRESENTATIVES TO THE PROVINCE OF ATLANTA

## BACKGROUND

The Province of Atlanta Board shall consist of the Province Director and 3 voting members from each active Archdiocesan/Diocesan CCW in the Province of Atlanta. (Appendix B, *Bylaws of the Province of Atlanta*, Article III, Sections 1,2.)

The SCCCW President or her appointee shall be one representative. The SCCCW President shall appoint two SCCCW members to serve as Province of Atlanta Representatives. (Appendix B, *Bylaws of SCCCW*, Article V, Section 1.)

There shall be at least three (3) meetings of the Province of Atlanta Board each year. Additional meetings shall be called at the discretion of the Province Director. (Appendix B, *Bylaws of the Province of Atlanta*, , Article VII, Section 1.)

The SCCCW President shall present a report of SCCCW activities at each Province meeting.

The A/DCCW hosting a convention shall pay the convention registration fee for the SCCCW President or her representative. SCCCW shall pay the convention registration fee for the president of each Province of Atlanta A/DCCW or her representative attending the SCCCW convention.

SCCCW will pay expenses of SCCCW Province of Atlanta Representatives (president and 2 reps) to attend the Savannah Diocesan CCW and the Atlanta Archdiocesan CCW conventions (or other conventions of A/D councils that affiliate with the Province of Atlanta) and summer meetings if funds are available and if the expenditures are approved by the board. (Appendix B, Example *SCCCW Rules of Order for Meetings of the Board of Directors*.) Expenses are defined as lodging for one night per representative, travel for one car at a per mile cost, and meals not provided by the convention.

SCCCW President shall send to each Province of Atlanta Representative a registration form for the convention of the Savannah CCW, the Atlanta Archdiocese CCW, or other diocesan councils that become active. Each Province of Atlanta Representative shall complete the form and send it to the SCCCW Treasurer, who will attach a check - if the expenditure has been approved - and send it to the respective A/DCCW Treasurer.

The Expense Voucher for Reimbursement Form (Appendix B) shall be used to request reimbursement of expenditures.

SCCCW Province of Atlanta Representatives have no vote on the SCCCW Board of Directors.

## RESPONSIBILITIES

The three SCCCW Representatives to the Province of Atlanta meetings shall:

- Attend all Province of Atlanta meetings and, as a voting Province of Atlanta Board member, participate in governance under the leadership of the Province of Atlanta Director.
  - Stay for the A/DCCW convention if possible.
- Keep receipts for travel, lodging, and meal expenses when attending a Province of Atlanta, A/DCCW meeting.
- Promptly submit a request for reimbursement of expenses after each Province of Atlanta meeting to the SCCCW Treasurer using the Expense Voucher for Reimbursement Form found in Appendix B.

An additional responsibility of each of the two appointed SCCCW Province of Atlanta Representatives shall be to:

- Submit a report to the SCCCW President following each Province of Atlanta meeting describing actions taken at the Province meeting, convention highlights, and other information of value to SCCCW that comes from to the Province of Atlanta, other A/DCCW, and NCCW.

## CHAPTER 3

### THE SCCCW DEANERY STRUCTURE

A deanery forms a valuable link between the SCCCW parish affiliates in its geographic area and the SCCCW, passing information and resources back and forth through rings of council. Six of the seven SCCCW deaneries are active. A deanery must have one or more parish affiliates to join SCCCW. Refer to Chapter 1, *Membership and Dues*, for more information on how to affiliate with SCCCW and NCCW.

SCCCW deaneries are autonomous and not answerable to any ecclesiastical authority or parish pastor. As such, deanery officers shall be aware of the absence of liability protection. Consideration should be given to purchasing a liability policy and a directors and officers liability policy. SCCCW can be a resource, as it carries liability insurance.

Deaneries shall model the organizational structure of SCCCW. A review of the responsibilities of SCCCW officers, commissions and committees presented in Chapter 2 of this manual should provide a guide for the organizational structure of a deanery. Deaneries shall have the freedom to adapt the organizational structure according to need. A deanery with only a few affiliated groups may have to limit the size of its board of directors and the scope of planned activities, where a deanery with many affiliated groups may be able to expand board positions and offer multiple robust activities.

#### BACKGROUND

Membership.

A deanery shall establish its dues for membership.

A deanery may elect to offer deanery individual memberships. An individual deanery membership **does not** grant membership in SCCCW. A deanery membership is not transferable to another deanery. Deanery members holding deanery individual memberships shall be invoiced by October 1 by the deanery treasurer. Dues shall be submitted by November 1. The deanery treasurer shall keep a roster of deanery individual members.

The deanery roster (membership list and contact information) of affiliate members shall be maintained by each deanery treasurer using the data management software. (Refer to Appendix C, *Procedures for Maintaining the SCCCW Roster*.)

By October 1, each deanery treasurer shall inform the president of each affiliate within the deanery of the annual cost of SCCCW membership and deanery membership. Dues of affiliate members as of October 1 shall be submitted to the deanery treasurer before November 1. (Refer Chapter 1, *Membership and Dues Structure in Rings of Council*.)

The deanery treasurer shall receive from the affiliate treasurer an Excel roster of affiliate members, SCCCW dues, and deanery dues before November 1. She shall keep deanery dues, write one check for all SCCCW affiliate dues, and send the check to the SCCCW Treasurer by November 1. (Refer to Chapter 1, *Membership and Dues Structure in Rings of Council*.)

Membership information of affiliate members joining after November 1 shall be entered in the data management software by the deanery treasurer.

The SCCCW Roster in the data management software shall be reviewed for accuracy by the deanery treasurer before December 31.

Deanery members shall identify unaffiliated parishes in its deanery by referring to <http://directories.charlestdiocese.org> and shall actively seek to enlist new affiliates.

#### Governance.

Each deanery shall review its bylaws, standing rules, job descriptions, dues structure, and timeline for operation every two to three years and update them according to need. A copy of the current deanery bylaws shall be sent to the SCCCW President each time bylaws are changed.

Deanery bylaws specify the number of meetings that should be held per year. Affiliates in a deanery shall host deanery meetings in a rotation. Typically, 3 or 4 meetings are held per year.

A deanery shall operate using a balanced budget of projected income and expenses for the fiscal year. Fund-raising activities may be used to balance the budget. If a raffle is to be used, carefully review regulations of the S.C. Office of the Secretary of State and Diocesan guidelines prior to offering it. (Refer to the Treasurer's Section in Chapter 2.)

Minutes of meetings shall be recorded, approved by the membership, and archived.

Parliamentary procedure should be followed during each meeting to ensure that meetings run orderly and efficiently. The adoption of standing rules for a board meeting is recommended.

A directory that includes such items as a roster of members, a calendar of events, names of board members, commission chairs, committee members, diocesan resolutions for the year, bylaws, standing rules, a picture director of members, and other items is a valuable resource for members.

A three-commission system of spirituality, leadership, and service (with sub-committees under each) is used at the deanery level through which activities, programs and advocacy initiatives are generated. (Refer to Chapter 1, *Rings of Council, Commission System, and the Commission Structure*).

- Each SCCCW Commission Chair receives recommended initiative(s) from NCCW, adds others if so indicated, presents the recommended initiative(s) to the SCCCW Board for approval, and request that SCCCW deaneries, affiliates, and individual members adopt the recommendations(s) for the year.
- SCCCW resolutions should be referenced in determining actions and initiatives.
- Each commission should be encouraged to sponsor at least one project or activity during the year, preferably the one(s) suggested by the NCCW/SCCCW. (Appendix H, *Template for Proposing a Deanery Project*.)

#### At the SCCCW Convention.

Each deanery president has a voting privilege at the convention, as she is a SCCCW Board member. Unlike an affiliated parish organization, a deanery is not given voting privilege via delegates at the convention.

Each deanery is encouraged to display its banner at the SCCCW convention and at other functions.

A deanery may elect to provide a bifold display and/or a scrapbook of activities throughout the calendar year for exhibition at the SCCCW Annual Convention. A space at the convention will be identified for bifold displays and scrapbooks. (Appendix C, *Convention Manual, Scrapbook.*)

Deanery as Host of the SCCCW Convention.

At the closing session of the current convention, the deanery next in rotation to host the convention shall provide a skit promoting the upcoming convention.

The Expense Voucher for Reimbursement Form (Appendix B) or Expense Voucher for Convention Reimbursement Form (*SCCCW Convention Manual*, Appendix A, <http://www.scccw.org>) shall be used to request reimbursement of an expenditure made for SCCCW.

Refer to the *SCCCW Convention Manual* (<http://www.scccw.org>) for detailed information on the responsibilities of a host deanery.

A deanery president has responsibilities to SCCCW and to the deanery.

## RESPONSIBILITIES TO SCCCW AS A SCCCW VICE PRESIDENT

Refer to Chapter 2, *SCCCW Vice President Responsibilities*, for responsibilities that a deanery president has as a member of the SCCCW Board of Directors.

## RESPONSIBILITIES OF A DEANERY PRESIDENT TO THE DEANERY

The deanery president shall:

- Appoint commission chairs, committee chairs, and other deanery board members as specified by the deanery bylaws and distribute job responsibilities to each.
- Ask a Priest or Deacon to serve as Spiritual Advisor of the deanery.
- Distribute a picture directory of the Deanery Board of Directors to deanery board members.
- Prepare a budget for the fiscal year and present it to the board and membership for approval.
- Distribute a calendar of deanery meetings, location of meetings specifying the host affiliate, and important dates.
- Receive SCCCW approved initiatives from SCCCW Commission Chairs and encourage deanery and affiliate commission chairs to adopt the recommended initiatives, as well as develop others based on need within the deanery and SCCCW Resolutions.
- Conduct meetings of deanery affiliates and individual members, typically 3-4 per year.
- Communicate with affiliate presidents.
- Remind each affiliate commission chair in the early fall that an Affiliate Year-End Report will be due by a date just prior to the SCCCW Pre-Convention Meeting. (Appendix E.)
- Serve as a conduit for the transfer of information through rings of council from NCCW to affiliates and back up from affiliates to NCCW.
- Obtain a copy of the bylaws of each affiliate and send copies to the SCCCW President.
- Encourages affiliates to post affiliate happenings on the NCCW "Affiliate Happenings" section of NCCW webpage.
- Mentor members, welcome newcomers, and promote affiliate and deanery memberships.



- Promote to unaffiliated groups of women in parishes within the deanery and their pastors the values of affiliating with SCCCW and invite them to attend a deanery meeting.
- Confirm that the deanery treasurer has sent invoices for SCCCW and deanery dues to affiliates and individual deanery members by October 1. (Refer to Chapter 1, *Membership and Dues Structure in Rings of Council*.)
- Confirm that the deanery treasurer has sent to each affiliate treasurer by October 1 an Excel file taken from the data management software of the prior fiscal year affiliate roster.
- Confirm that the deanery treasurer has received from the affiliate treasurer an updated roster of affiliate members by November 1, has updated the deanery roster in the data management software by the end of November, has kept deanery dues, has written one check for all SCCCW affiliate dues, and has sent the check to the SCCCW Treasurer before December 1. (Refer to Chapter 1, *Membership and Dues Structure in Rings of Council* and Appendix C, *Procedures for Maintaining the SCCCW Roster*.)
- Confirm that the deanery treasurer knows to add new member information received after November 1 to the deanery roster in the data management software and knows to review for accuracy contact information of all members by the last of December.
- Develop a Deanery Directory that could include name and picture of the Deanery Spiritual Advisor, names of the deanery affiliates, a mission statement, an organization chart, a list of past presidents, list of past recipients of the Catholic Woman of the Year Award, a calendar of events, Board of Directors, Commission Chairs and Commission Committee Chairs, diocesan resolutions for the year, Bylaws, Standing Rules, a picture directory of members in each affiliate, a picture directory of deanery individual members, a new affiliate membership form, and an individual membership form.
- Attend meetings of affiliates within the deanery.
- Get from each affiliate president the affiliate's nominee for Deanery Catholic Woman of the Year, appoint a committee to review the nominations, and select a Deanery Catholic Woman of the Year.
- Submit the name of the Deanery Catholic Woman of the Year to the SCCCW President by the pre-convention meeting for consideration as the SCCCW Catholic Woman of the Year.
- Collect from each affiliate in the deanery 3 hard copies of each Affiliate Year-End Report and an electronic file of each. Send the electronic file to the SCCCW President and to the assignee who will prepare the Commission Book by the date of the pre-convention meeting. Keep one hard copy, give one to the SCCCW President, and divide one copy between SCCCW Commission chairs. Activities shall be compiled, printed in a Commission Book, and distributed at the convention. It is a rich source of ideas for initiatives. (Appendix E, *Guidelines for Preparing and Submitting Affiliate Year-End Commission Reports*.)
- Submit a year-end report electronically in a Word file immediately after the pre-convention meeting to the assignee who will prepare the Convention Book. (Refer to the following section.)
- Refer to the *SCCCW Convention Manual* for responsibilities of the deanery president that are associated with of a hosting a convention.
- Suggest the name of a local beneficiary for the deanery project when the convention is hosted by the deanery, such as canned goods for a pantry, towels for a homeless shelter, or other such items.
- Appoint a nominating committee and conduct an election of deanery officers.
- At the completion of the term of office, transfer all information used in administration of the deanery presidency to the incoming deanery president.
- Advise each officer to pass records to the incoming office in her position.
- Submit financial records for audit.
- Update bank information, including name of new treasurer and president and signors on the account.

- Submit archival information to the Deanery Historian for preservation in the archives of the diocese. (Refer to Appendix B, *SCCCW Records Retention and Destruction Policy* for guidance.)

## GUIDELINES FOR PREPARING THE DEANERY YEAR-END REPORT

A Deanery President's Year-End Report shall be prepared according to the following guidelines.

- Included Activities from January 1 through December 31 (last half of the previous fiscal year and first half of the current fiscal year).
- Use a bullet format as the primary way of presenting information if possible.
- Provide an introductory paragraph stating the number of affiliates in the deanery, the total number affiliate members in the deanery, the total number of individual members in the deanery, and the number of deanery meetings held during the calendar year.
- Identify all commission initiatives adopted by the deanery that were recommended by SCCCW Commission Chairs and other initiatives that the deanery adopted.
- Include a summary of only the deanery activities associated with initiatives adopted by the deanery. It is not necessary to summarize all activities of the affiliates, as the affiliate commission committee chairs provide year-end reports.
- Use Times New Roman font, 12 pica size print, with content length no more than 2 pages single spaced. Avoid using first person pronouns (I, me, we, us, our).
- Send the report electronically no later than the date of SCCCW Pre-Convention Meeting. to the SCCCW President and to the Corresponding Secretary who will prepare the *Commission Book*

## DEANERY TIMELINE FOR OPERATION (Using Same Fiscal Year as SCCCW)

Beginning of Deanery Fiscal Year – By July 1

- Solidify appointments to all board positions and distribute a roster of deanery board members.
- Establish and publicize dates and locations of deanery meetings for the current and project dates for the following year.
- Note dates of SCCCW Board meetings as a deanery report of activities is due prior to each.
- Review the deanery bylaws and standing rules (every 2-3 years) and revise them if necessary.

Summer

- Prepare a budget for the year.
- Receive SCCCW/NCCW suggested initiatives and solicit suggestions for deanery projects.
- (Optional) Meet informally with board members during the summer to begin networking and formulating plans for the year.
- (Optional) Send out a newsletter.
- (Optional) Make an appointment to meet with the pastor of each Catholic church in the deanery that does not have a SCCCW affiliated Council. Promote affiliation by giving him a copy of *What Council Does for Me* (Appendix A) and a copy of the current *Commission Book*, to illuminate the remarkable work done by women in Council throughout the year.
- (Optional) Meet with the Ecclesiastical Dean of the deanery to explore how the SCCCW Deanery can support the Diocesan Deanery goals and share with him the SCCCW Deanery goals for the year.

Fall Deanery Meeting – Late September or Early October

- Present the budget, projects, and rules of order for meetings to board and membership for approval.
- Make appointments to SCCCW Convention Committees and submit names to the SCCCW President.
- Support commission chairs in their work on approved deanery projects.
- Appoint a Nominating Committee if deanery bylaws specify that an election is in order.
- Confirm that the deanery treasurer sent to each affiliate treasurer an Excel file of the roster of the prior year, that the affiliate treasurer returned an updated roster, that the affiliates and deanery individual members were invoiced for dues, that dues from affiliate treasurers were received, that SCCCW dues were sent to SCCCW Treasurer, and that the deanery roster was reviewed for accuracy by the end of December.

#### Between Fall and Winter Deanery Meetings

- Remind the deanery treasurer to invoice affiliate and deanery individual members (if an individual membership is offered) for dues by 10/1, to collect dues by 11/1, and submit affiliate dues and a roster to the SCCCW Treasurer by 12/1.
- Publish a deanery directory.
- (Optional) Send out a newsletter.
- Appoint a nominating committee
- Apply for a deanery EIN number (cannot use the EIN of SCCCW). Established/maintain 501-c-3 status. File IRS 990 form by end of January if income is over \$10,000 for the year.
- Review/share the *Pre-Convention Packet* of information sent by the SCCCW President.

#### Winter Deanery Meeting – mid January

- Hold an election of officers according to the bylaws of the deanery.

#### Prior to the SCCCW Pre-Convention Meeting in early February

- Receive the *Call to Convention Packet* from the SCCCW President and disseminate information.
- Encourage affiliate presidents to apply for the Fr. Pentis Multicultural Award. (Appendix C, *SCCCW Convention Manual*.)
- Receive and forward ‘Affiliate Year-End Commission reports to SCCCW for publication of the *Commission Book*.
- Send the ‘Year-End Report of Deanery Activities’ to the SCCCW for publication in the *Commission Book*.
- Receive CWOY nominations from affiliates, select a deanery CWOY, and send selection to SCCCW.
- Send WROY nomination(s) to the SCCCW president.
- Provide requested items for generating funds at the Market Place at the SCCCW Convention.
- Remind all elected officers (not just newly elected) of installation at the Convention.

#### SCCCW Convention – Mid-March

- Encourage newly elected and returning officers to attend the SCCCW Convention and be installed.

#### Spring Deanery Meeting

- Wrap up activities for the year.

- Send records for the year to the Deanery Historian to be archived.
- Submit financial records for a formal or informal audit.
- Solicit proposals for deanery projects for the coming year. Distribute a proposal form or use the Project Proposal Template in Appendix H of this Manual.
- Transfer duties to newly elected officers. New officers may preside at a portion of the spring meeting.
- Change the names of signees on the bank account(s) by the beginning of the new fiscal year.

## CHAPTER 4

### SCCCW AFFILIATED PARISH COUNCILS GUIDELINES FOR OPERATION

A group of women in a parish may organize and become a SCCCW affiliate. There is no minimum number required to do so. Ideally, the group should consult with the pastor of the church, get his support, and organize under the umbrella of the parish, as liability insurance would be provided through the parish in addition to there being many other positives for doing so. If organized independent of the parish- an action not recommended- a liability insurance policy and a directors and officers liability policy should be purchased, and a tax number obtained through incorporation.

A SCCCW affiliated council, also known as a parish affiliate, is an organization of women working together in a parish using a proven framework to support, empower and educate all Catholic women in spirituality, leadership, and service. An affiliate that joins SCCCW automatically becomes a member of the SCCCW deanery in which it is located. (Refer to Chapter 1, *Rings of Council, Membership and Dues.*) The affiliate may also join NCCW.

Affiliates shall model the organizational structure of SCCCW, yet modify it as needed. A review the responsibilities of SCCCW officers, commissions, and commission committees presented in Chapter 2 of this manual should provide a guide for developing the organizational structure of an affiliate. Information in this manual may be copied and modified for use as needed.

#### BACKGROUND

##### Membership.

SCCCW affiliated parish organizations are grouped by diocesan geographic divisions called deaneries. There are 7 SCCCW deaneries in the Diocese of Charleston. A list of parishes within each deanery can be found on the website <http://directories.charlestandiocese.org>.

A parish group that wishes to affiliate with SCCCW may contact a deanery president, deanery membership chair, or SCCCW Organization Committee Chair for assistance. (Refer to the SCCCW website, *SCCCW.org*, to access a directory of the current SCCCW Board of Directors.)

To join SCCCW, a parish group shall send a completed membership form (Appendix C, *SCCCW New Affiliate Membership Form*) to the SCCCW Treasurer along with bylaws of the group. (Refer to Appendix D, *A Guide for Writing Bylaws and Appendix B for Bylaws*). Standing rules, job responsibilities, dues structure, and a timeline for operation may be developed in time.

Once established, an affiliate shall review its bylaws, standing rules, job descriptions, dues structure, and timeline of operation every two to three years and update them according to need. A copy of the current affiliate bylaws shall be sent to the SCCCW President and deanery president each time bylaws are revised.

An affiliate of SCCCW must pay dues to SCCCW and its deanery each year. Membership cost for the affiliate and deanery is established by each. (Refer to Chapter 1, *Rings of Council, Membership-Dues.*)

The deanery treasurer shall invoice affiliates for SCCCW and deanery dues by October 1. The affiliate treasurer shall prepare a roster of paid members as of October 1 including the name, address, phone number, and e-mail address of each and send it along with a check for dues made out to the deanery and submitted to the deanery treasurer before November 1.

Individuals in parishes that do not have a SCCCW affiliated council may be a part of SCCCW by becoming an SCCCW individual member. Some deaneries offer individual memberships. The deanery treasurer shall also invoice individual deanery members for deanery individual membership dues.

A SCCCW local affiliate may join the NCCW. (Refer to Chapter 1, *Rings of Council, Membership and Dues.*) Upon payment of NCCW dues, the president of the affiliate will receive a subscription to the quarterly magazine, the *Catholic Woman*, and receive frequent communications from NCCW that may be shared with council members. She will also have access to many excellent resources in the members only section of the NCCW website.

#### Governance.

Most affiliates schedule regular monthly meetings of the board and membership from September through May, although some continue to meet throughout the summer.

Membership meeting formats vary. Many include a prayer time to say the Rosary, a speaker, a business portion, and a social time with refreshments.

A directory that includes such items as a roster of members, a calendar of events, names of board members, commission chairs, committee members, diocesan resolutions for the year, bylaws, standing rules, a picture director of members and other items is a valuable resource for members.

Parliamentary procedure should be followed during each meeting to ensure that meetings run orderly and efficiently. The adoption of standing rules for a board meeting is recommended. (Refer to Appendix B, *Board Rules of Order.*)

Minutes of meetings shall be recorded, approved by the membership, and archived.

An affiliate shall operate using a balanced budget of projected income and expenses for the fiscal year. Clear all fund-raising activities with the pastor. If a raffle is to be used, carefully review the regulations of the S.C. Office of the Secretary of State and Diocesan guidelines.

The three-commission system of spirituality, leadership and service is used at the affiliate level through which programs, activities, and advocacy initiatives are generated. (Refer to Chapter 1, NCCW, *Rings of Council, Commission.*) SCCCW resolutions and suggestions from SCCCW Commission Chairs shall form the basis for actions and initiatives by commissions. Commission and committee chairs shall propose actions and initiative to the affiliate board and lead in fulfilling them.

Commission activities from all affiliates in SCCCW are compiled each year in a document titled the Commission Book. It is distributed at the convention. (Refer to Appendix E.)

Deanery.

The president of an affiliate is automatically a member of the board of directors of the deanery in which the council is located and shall provide a written report of affiliate activities at each deanery meeting.

Affiliates shall host deanery meetings in rotation.

Affiliate Year-End Reports shall be submitted by affiliate commission committee chairs to the deanery presidents prior to the SCCCW pre-convention meeting, where the reports will be judged. The most outstanding activities/projects may be recognized at the convention. Some affiliates elect to operate with fewer than 8 committees. Send the respective form for each committee that is used. (Refer to Appendix E, *SCCCW Guidelines for Affiliate Year-End Reports*, *Affiliate Year-End Report Forms*, and *Guidelines for Judging Affiliate Year-End Reports*.)  
Convention.

An affiliate may send three voting delegates to the annual SCCCW convention, the affiliate president (or her appointee) and two other members. Names of voting delegates shall be submitted on a special form that will be sent to the affiliate presidents. (Refer to Appendix D, *Declaration of Voting Delegate to the Convention*.) A Credentials Committee member at the SCCCW annual convention will confirm the voting status of the delegate and give her a voting card.

SCCCW collects donations during a roll call at the convention from each affiliate, deanery, and individual member for a convention project. The SCCCW Board determines the recipient of convention project funds. The name of each deanery, its affiliates and SCCCW individual members will be called. Budget an amount to present as a donation to the convention project.

An affiliate is encouraged by SCCCW to purchase an ad in the SCCCW Convention Book and to ask the parish to purchase one. Funds from ads help to reduce convention registration costs. Consider budgeting for an ad.

#### Convention Awards

The Father Pentis Multicultural Award is presented each year at the SCCCW Convention. (Refer to Appendix C, *SCCCW Convention Manual*.) Explore affiliate projects that would qualify and apply.

An affiliate may elect to prepare a scrapbook of activities for the calendar year. Scrapbooks will be judged at the SCCCW Annual Convention. (Refer to the *SCCCW Convention Manual*, Appendix C, *Rules for Affiliate Scrapbook Competition* and *SCCCW Scrapbook Critique Sheet*.)

The Ruth Schachete Membership Award is presented at the SCCCW Convention each year to an affiliate that has the greatest percent increase in its membership.

The Reverend Pentis Scholarship is presented each year to a deserving female candidate. Each affiliate is asked to advertise the scholarship. (Refer to Appendix F, *Reverend Pentis Memorial Scholarship Guidelines* and *Application*.)

Recipients of the SCCCW Catholic Woman of the Year and a Woman Religious of the Year are recognized annually at the SCCCW convention. An affiliate is encouraged to select a CWOY and to nominate its recipient for the Deanery CWOY, who is nominated for the SCCCW CWOY award. An affiliate is also encouraged to submit a nomination to SCCCW for the WROY award.

## RESPONSIBILITIES OF AN AFFILIATE PRESIDENT TO THE DEANERY AND SCCCW

The affiliate president shall:

- Attend each deanery meeting and distribute a written report of affiliate activities.
- Participate in deanery activities.
- Arrange to host a deanery meeting in the rotation suggested by the deanery president.
- Confirm with the affiliate treasurer that SCCCW and deanery dues have been paid, and that NCCW dues have been paid if the affiliate elects to join NCCW.
- Receive the Fall Packet of Information from the SCCCW President and forward the information to affiliate members. (Refer to Appendix D, *Contents of the Fall Packet of Information*.)
- Receive the Call to Convention Packet of Information and relay the information to affiliate members. (Refer to Appendix D, *Contents of Call to Convention Packet*.)
- Submit the name of the Catholic Woman of the Year chosen by the affiliate to the deanery president as a nominee for the Deanery Catholic Woman of the Year by the date of the pre-convention meeting. (Refer to *SCCCW Convention Manual*, Appendix C, *CWOY Nomination Form*.)
- Nominate a Sister for the Woman Religious of the Year by the date of the pre-convention meeting. (Refer to the *SCCCW Convention Manual*, Appendix C, *WROY Nomination Form*.)
- Get board approval to purchase an ad for the Convention Book and donate to the convention project. If approved, submit paperwork for the ad prior to the pre-convention meeting. Get a check from the affiliate treasurer to take to the convention.
- Present a donation to the convention project during the General Business Meeting at the SCCCW Annual Convention using the Roll Call Form. (Refer to the *SCCCW Convention Manual*, Appendix A.) Collect the information required on the Roll Call Form from the Credentials Committee Chair at the convention.
- Encourage affiliate members to participate in programs associated with the convention-Market Place, Honors and Memorials Program, Convention Project, Host Deanery Outreach Project, Ads Solicitation, and Vendor Solicitation-, and encourage members to attend the Convention.
- Identify 3 affiliate members who will attend the SCCCW Convention and serve as voting delegates. The affiliate president shall be one of the delegates.
- Collect Affiliate Commission Year-End Reports and send them to the deanery president.
- Apply for the Reverend Pentis Multi-Cultural Award if an affiliate project is worthy. (Refer to the *SCCCW Convention Manual*, Appendix C, *Reverend Pentis Multi-Cultural Award and Application*.)
- Encourage participation in the Scrapbook Competition at the SCCCW Convention.
- Promote the SCCCW Reverend Pentis Memorial Scholarship to young women in the parish. (Refer to Appendix F, *Reverend Pentis Memorial Scholarship Guidelines and Application*.)





## APPENDIX A

### **HISTORY AND AFFILIATES**

A BRIEF HISTORY OF NCCW BY DECADES

WHAT COUNCIL DOES FOR ME

A BRIEF HISTORY OF THE ASSOCIATES OF SCCCW

SCCCW ROSTER OF DEANERIES AND AFFILIATES

## BRIEF HISTORY OF NCCW

*Why Were We Founded?*

*What Have We Done?*

*Why Do We Belong?*

The National Council of Catholic Women was established on March 4, 1920, under the guidance of John Burke, as an initiative of the Lay Organizations Department of the National Catholic Welfare Conference. Burke wrote a letter to the 114 bishops of the United States and requested that they each send one to three women diocesan representatives. Around two hundred women gathered that first weekend, and officially voted on the constitution and the executive committee.

Thus, in March 1920, NCCW was founded under the auspices of the U.S. Catholic bishops. The bishops had witnessed the important work done by Catholic women's organizations during World War I and had the wisdom to call for the founding of NCCW to bring these organizations together. This gave U.S. Catholic women a unified voice, a national service program and the ability to reach out to each other through a national organization.

In its early years, NCCW's work was organized into 15-20 program committees through which issues were addressed. As early as the 1920s, NCCW was emphasizing the sanctity of marriage and educating women on the dangers of birth control and divorce – both of which strike at the very foundation of society and the family unit.

In the 1930s, after World War I, NCCW welcomed and aided immigrants in key cities as the United States received a great influx of European immigrants who left their homes speaking little or no English. After the stock market crash of Black Thursday (October 24, 1929) NCCW reached out again, training volunteers to work in settlement houses and wherever needs surfaced.

The 1940s were dominated by World War II. NCCW women volunteered and worked where needed. In 1946 a Foreign Relief Committee was added to the NCCW committees to help children overseas. This committee worked with War Relief Services which changed its name in 1955 to Catholic Relief Services. From this collaboration grew the NCCW/CRS partnership which recently celebrated its 60<sup>th</sup> anniversary.

In the 1950s, NCCW increased its international ties, joining the World Union of Catholic Women's Organizations (WUCWO). The Holy See recognizes WUCWO as an International Catholic Organization. In 2006 NCCW hosted the WUCWO General Assembly in the United States for the first time and witnessed the first North American Woman elected the organization's President General. The '50s also saw the launching of the Military Council of Catholic Women and its affiliation with NCCW, as the need for a support network for Catholic military spouses grew after World War II and at the start of the Korean War. The president of MCCW has a seat on the NCCW Board.

The 1960s were years of unrest. The Vietnam War and anti-war protests, the civil rights movement, the assassinations of President John F. Kennedy, Dr. Martin Luther King, Jr., and Senator Robert F. Kennedy – all these had a profound effect on American life and American Catholic women. Finally, there was the renewal of the Church through Vatican Council II. As women stepped forward to take on leadership roles in the Church, council started supporting them and helping them develop their leadership skills.

Mother Teresa and actor Helen Hayes both spoke at the 1960 NCCW convention in Las Vegas, Nevada. At the time of this convention, Mother Teresa's mission to God's poorest in the streets of Calcutta had received very little publicity outside of India, but after her appearance, contributions poured in from her listeners in Las Vegas and the steady flow of NCCW aid through the Madonna Plan eventually allowed her to send teams of her sisters to many other parts of the world.

After Vatican Council II, NCCW reorganized and followed the directive of the Decree on the Apostolate of the Laity, eliminating all the committees and establishing the Commission system. The 5 commissions which were established encompassed the life of each member in the church. They follow:

- CHURCH – emphasizing that our lives be centered around prayer,
- FAMILY – promoting family principles, the core of society,
- COMMUNITY – pointing the way to reach out into our secular communities,
- INTERNATIONAL – meeting global needs,
- ORGANIZATION – centering on individual and council growth and the development of Councils, and
- LEGISLATION – added in 1995- focusing on social justice issues, challenging government to create just laws and policies.

NCCW reached out to improve women's health in the 1970s. Health issues such as breast health awareness were already being addressed and in 1978 NCCW developed a Breast Cancer Education Program.

In the 1980s and 1990s, NCCW continued to initiate programs addressing the concerns of Catholic women: Women Gathered for Peace, the Earth in Our Hands environmental program, Mothers Outreach to Mothers, a mentoring program to train volunteers to assist at-risk pregnant women and the Respite Program, that trains women to volunteer to provide relief for family caregivers.

In the 2000s, NCCW remained a strong force helping Catholic women live their faith in the modern world. NCCW joined with a Catholic coalition to "Make the CASE for Children's Health (Children and a Safe Environment)" and served on the Steering Committee for the new Catholic Coalition on Climate Change. 'Helping Children Read for Fun and Future', a book collection and distribution program, served children and families in need. The NCCW Book Club encouraged women to read and discuss a book selected yearly. The 2007 selection, *Mother Teresa: Lessons of Love and Secrets of Sanctity*, was well received: the author, Susan Conroy, spoke at an NCCW Convention.

In the 2010s, NCCW developed programs and resources to address current pressing issues of pornography, human trafficking, domestic violence, evangelization, caregiving, and impact of media on marriage and family. It promoted programs such as the Vocations Purse Club, Mary's Mantel: A Prayer Ministry for Brides and Grooms and Spiritual Adoption of the Unborn. A stable financial basis was re-established. A historical book, *NCCW 100 Years 1920-2020*, was released in 2019 in celebration of the NCCW approaching centennial year!

NCCW's activities mirror events in the country and the world, but its strength is the parish-based women who serve the poor, the elderly, and the forgotten, advocate at state and national legislatures, support one another in the various circumstances of their lives, and join voices in prayer and worship. *Our strength is in the united efforts of Catholic women!*

2007 NCCW Convention  
Columbus, Ohio  
Donna Sanders  
NCCW Organization Commission Chair 2005-07

## WHAT COUNCIL DOES FOR ME!



### WHAT DOES COUNCIL DO FOR ME? It

- offers spiritual strength and renewal.
- presents opportunities to live out my faith in service to others.
- affords ways to positively impact others as a Catholic woman leader.
- provides a place to make friends and have fun.

### WHAT DO WE DO? We

- are the hands and feet of the Gospel.
- are the voices of the voiceless.
- mold Catholic women leaders.
- provide spiritual nourishment.
- are friends in faith.
- are a sisterhood like no other!

### WHAT DO YOU GAIN BY BEING A MEMBER?

- The joy of fellowship.
- Growth as a Catholic woman.
- An increase and deepening of personal spirituality.
- Satisfaction of knowing that, as part of a national organization, we are making a difference locally, nationally, and globally.

### MATERIALS AVAILABLE FROM BOTH NCCW AND SCCCW!

- Domestic violence materials.
- Human trafficking materials.
- Respite program materials.
- “We Are Called to Witness” (evangelization) materials.
- “Joy of the Gospel” materials.
- Retreat and rosary materials (e.g., dignity of women, gifts of the visitation, mercy, etc.).
- Collection of prayers and prayer services.
- Parliamentary and points of protocol resources.
- Guidance and resource manuals.
- Membership materials.
- Leadership materials.
- Family concerns resources.
- Anti-pornography and social media materials.
- International partner resources and programs.
- Social justice, public policy, and legislative resources.
- NCCW e-newsletter *Connect*.
- NCCW monthly member calls.
- NCCW monthly rosary calls.
- NCCW *Catholic Woman* magazine.

## BRIEF HISTORY OF THE ASSOCIATES OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

The Associates of the South Carolina Council of Catholic Women was formed in Columbia on April 16, 1983, for the purpose of assisting the acting SCCCW president with special projects, with support when needed, and with fund-raising ideas for the Council. Membership is comprised of past SCCCW presidents. The cost of membership was \$5.00 per year.

It was mutually agreed at the organizational meeting to convene only once a year at a luncheon on Saturday during the SCCCW Annual Convention. If necessary, other meetings could be held prior to, during a break, or directly after any SCCCW board meeting. It was also agreed that there would be no formal officers except for a director whose term would last one year.

Those attending the first meeting were: Dorothy McCabe, Ruth Schachte, Penny Clements, Mildred Arisman, Dorothy Rosier, Dora Villemain, Ethel Grantham, and Juanita Colcolough.

Over the years, the structure originally agreed on was sustained with the exception that the immediate past president of SCCCW would serve as the President of the Associates, and a secretary/treasurer would be appointed. In March 2004, the cost of membership increased to \$10.00 per year. In 2012, dues were raised to \$15.00.

Traditionally, the Associates presented an outgoing president with a gold pin with a blue stone. Wearing it showed membership in the Associates. A state pin with the appropriate colored stone and a gavel pin attached is available to past SCCCW presidents.

The Associates of SCCCW have provided valuable support to SCCCW over the years. Some activities of the past are listed below. The Associates:

- purchased a silver ladle for Ruth Schachte Membership Memorial Punch Bowl.
- assisted with traveling workshops presented by the chair of the SCCCW Organization Committee that was available to all deaneries to encourage new affiliate memberships.
- donated to the SCCCW Endowment Fund.
- donated to the Priest Retirement Home.
- donated to the Beaumont Texas Project, an NCCW sponsored project.
- awarded the cost of convention registration to a “first-time attendee” to encourage continued convention participation.
- awarded an individual membership to NCCW.
- updated the *SCCCW Procedures Manual*, 2015.
- created a separate *Detailed SCCCW Convention Manual*, 2016.

The SCCCW past presidents have been models, mentors, leaders, and counsellors to SCCCW Board members and SCCCW members. Many have represented SCCCW at the province and national levels. Their presence has been steady and supportive; their devotion to SCCCW enduring.

The Associates of SCCCW was defined as a SCCCW Standing Committee in March 2016, when the proposed *Standing Rules of SCCCW (Refer to Appendix B.)* were adopted by the membership at the 2016 SCCCW Annual Convention. The Immediate Past President shall as the chair of the Associates Committee.

The Associates Committee chose to move its funds from an independent account to a line item in the SCCCW Money Market bank account in January 2020. A Standing Committee cannot charge dues for membership.

The names of SCCCW Past Presidents follow:

Mrs. Andrew Riley	Mrs. Penny Clements	
Mrs. T. W. Reynolds	Mrs. Dottie McCabe	
Mrs. T. F. Clements	Mrs. Randy Olafson	
Mrs. G. L. Lowery	Mrs. Helen Merritt	
Mrs. George Williams	Mrs. Harriett M. Condon	
Mrs. Curran L. Jones	Mrs. Peggy Waters	
Mrs. J. C Magaraham	Mrs. Ernestine Harris	
Mrs. Charles Bultman	Mrs. Leslie Woppman	
Mrs. Jack Kearney	Mrs. Carolyn Heider	
Mrs. E. Douglas	Mrs. Pat Langston	
Mrs. F. B. Schachete	Mrs. Monica Szymanski	
Mrs. J. J. Colcolough	<b>Mrs. Jessie Bowen</b>	<b>2000-2002</b>
Mrs. H. C. Gerry	<b>Mrs. Joan Mack</b>	<b>2002-2004</b>
Mrs. W. O. Trescott	Mrs. Cherrin Moore	2004-2006
Mrs. H. A. Beagle	<b>Mrs. Mary Sue Barnum</b>	<b>2006-2008</b>
Mrs. J. A. Schrivner	<b>Ms. Linda Marie Richardson-Kelly</b>	<b>2008-2010</b>
Mrs. E. R. Van de Grift	<b>Mrs. Barbara J. Birds</b>	<b>2010-2012</b>
Mrs. R. T. Clark	<b>Mrs. Phyllis Atkins</b>	<b>2012-2014</b>
Mrs. James Condon	<b>Mrs. Marlene Grover</b>	<b>2014-2017</b>
Mrs. C. A. Gartland	<b>Mrs. Christina Segars</b>	<b>2017-2019</b>
Mrs. M. Villemain	<b>Mrs. Susanne Wolfe</b>	<b>2019-2022</b>
Mrs. J. R. Harping, Aiken	Mrs. Elease Amos-Goodwin	2022-2024
Mrs. James England, Sr.	<b>Mrs. Jeannette Altenburg</b>	<b>2024-</b>
Mrs. John Arisman		
Mrs. Edward J. Coury		
Mrs. W. C. Rosier		

Names in bold print indicate those actively involved with SCCCW.

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN  
ROSTER OF DEANERIES AND AFFILIATES  
12/31/2024

BEAUFORT – 4 AFFILIATES

St. Anthony	Walterboro
St. Francis	Hilton Head
St. Gregory the Great	Bluffton
St. James the Greater	Walterboro/Ritter

CHARLESTON – 3 AFFILIATES

Nativity Catholic Church	James Island
Our Lady of Good Council	Folly Beach
St. Patrick	Charleston

COLUMBIA – 4 AFFILIATES

Corpus Christi	Lexington
Our Lady of the Lake	Chapin
St. Joseph	Columbia
St. Martin de Porres	Columbia

GREENVILLE – 2 AFFILIATES

St. Anthony	Greenville
St. Mary's	Greenville

MYRTLE BEACH – 3 AFFILIATES

Our Lady Star of the Sea	N. Myrtle Beach
St. Andrews	Myrtle Beach
St. James	Conway

ROCK HILL – 4 AFFILIATES

All Saints	Lake Wylie
St. Mary's	Rock Hill

18 Total





## APPENDIX B

### **BYLAWS AND POLICIES**

BYLAWS AND STANDING RULES OF THE SCCCW

BYLAWS AND STANDING RULES OF THE PROVINCE OF ATLANTA

SCCCW BOARD RULES OF ORDER

SCCCW CONVENTION STANDING RULES

SCCCW POLICIES FOR FINANCIAL ACCOUNTS

EXPENSE VOUCHER FOR REIMBURSEMENT

SCCCW RECORD RETENTION AND DESTRUCTION POLICY

# BYLAWS OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

## ARTICLE I – NAME

Section 1. This Organization shall be known as the South Carolina Council of Catholic Women organized under the Diocese of Charleston and shall hereafter be referred to as SCCCW.

Section 2. Any changes in the Bylaws shall be ratified at the Annual Convention.

Section 3. The fiscal year shall run from July 1 to June 30, matching that of the Diocese.

## ARTICLE II – OBJECTIVE

Section 1. The mission of this organization shall be to encourage all members to grow in Spirituality, Leadership and Service with principle aims being:

- A. To serve as the medium through which the Catholic women of the Diocese speak and act as one unit on all matters of public interest.
- B. To encourage the work of organizations of Catholic women to achieve greater efficiency and usefulness to meet the needs of the times.
- C. To aid all local organizations of Catholic women in their efforts to give service in their fields.
- D. To establish relationships in the spirit of Christian charity with other organizations and agencies such as church, civic, social, and educational in order to create interest in and to enhance the morality and well-being of the people of the Diocese.
- E. To further spiritual and material undertakings that have been recommended by the Bishop to the SCCCW and to work as part of the National Council of Catholic Women, hereafter referred to as NCCW, in the interest of the United States Conference of Catholic Bishops in the wording.

## ARTICLE III – MEMBERSHIP

Section 1. Membership shall consist of two types, Catholic organizations of women recognized by ecclesiastical authority called affiliates, which are grouped into Deaneries, and individuals who subscribe to the objectives of SCCCW.

Section 2. Deanery dues will be paid by each affiliate to the Deanery Treasurer. Deanery Treasurers and SCCCW Individual Members shall pay annual dues to the SCCCW Treasurer on or before December 1. The amount of dues shall be recommended by the Board of Directors to the membership.

Section 3. SCCCW Individual Membership will entitle an individual to information and material released by the Board of Directors and to participate in SCCCW governance, leadership, and activities.

- A. SCCCW Individual Membership shall entitle one to have voice and vote at the annual SCCCW Convention if the Individual Membership Form with dues is received by December 1<sup>st</sup> of the current fiscal year.
- B. An individual member may be nominated for the office of SCCCW President, SCCCW Recording Secretary, SCCCW Treasurer, or Province of Atlanta Director if she meets all requirements and qualifications.
- C. An individual member may be appointed as a SCCCW Commission Chair or Commission Committee Chair provided she has served on a SCCCW Commission Committee.
- D. An Individual member may be appointed as Parliamentarian, Historian, Corresponding Secretary, or Province Representative if she meets all qualifications and requirements.
- E. An individual member may be appointed to serve as the Facilities Committee Chair.

Section 4. Membership in the NCCW is optional for affiliates but encouraged. NCCW dues shall be sent to NCCW by December 1. No affiliate will be eligible for NCCW membership without paying SCCCW dues.

Section 5. An increase in SCCCW dues may be made only with the consent of voting members at the Annual Convention.

Section 6. Deaneries and affiliates shall model the organizational structure of SCCCW and shall have the freedom to make alterations according to need.

## ARTICLE IV – OFFICERS

Section 1. The elected officers shall be President, Recording Secretary and Treasurer. The Deanery Presidents (elected by their respective Deaneries) shall serve as Vice Presidents. The Immediate Past President will serve as an officer.

- A. The President, Recording Secretary and Treasurer will be elected at the Annual Convention for a term of two consecutive years, with the term starting at the beginning of the fiscal year,  
July 1.
- B. The Immediate Past President shall serve a two-year term.
- C. No officer may be elected to the same office for two consecutive two-year terms.

Section 2. The Executive Committee will consist of the President, Recording Secretary, Treasurer, Diocesan Spiritual Advisor, and Immediate Past President. This committee will be authorized to act in emergencies.

Section 3. The Diocesan Spiritual Advisor will be appointed by the Bishop and will serve until replaced by the Bishop.

## ARTICLE V – DUTIES OF OFFICERS

### Section 1. Duties

- A. The SCCCW President presides at all meetings of SCCCW and meetings of the Board of Directors. She is an ex officio member of all committees. The SCCCW President appoints the Chairs of Standing Committees and Commissions, Parliamentarian, Historian, Corresponding Secretary, Special Committees and two voting members to the Province of Atlanta Board. The SCCCW President shall appoint an audit committee or a person, external to SCCCW, to audit the SCCCW books at the end of each fiscal year.
- B. The Vice-Presidents will report quarterly to the Board of Directors and promote the interests of SCCCW. They will send minutes of their deanery meetings to the SCCCW President.
- C. The Recording Secretary will record all minutes of SCCCW meetings and hold all papers pertaining to her office. She is to furnish a report of the action taken at the meetings of the Executive Committee and Board of Directors and send minutes of the meetings to all members of the Board of Directors.
- D. The Treasurer will collect all SCCCW dues, hold funds of SCCCW, deposit funds in a bank approved by the Executive Committee, forward required dues to NCCW, and receive all funds collected for any special purpose including the Annual Convention. The Treasurer shall maintain a record of SCCCW Individual Members and provide a written report on the financial standing of all accounts of SCCCW at all scheduled meetings.
- E. The Immediate Past President shall serve as an advisor to the acting SCCCW President and shall serve as president of past SCCCW presidents, collectively known as the Associates.

### Section 2. Vacancies

- A. In the absence, disability, resignation, or death of the SCCCW President, her duties will transfer to the Immediate Past President. If the Immediate Past President is unable to serve in this capacity, the Board of Directors will elect one of its members to serve. A majority vote will elect.
- B. Vacancies in other offices will be filled by the SCCCW President with approval of the Board of Directors, except in the case of a Vice President (Deanery President), whose position will be filled by her own Deanery.

## SCCCW ARTICLE VI – BOARD OF DIRECTORS

Section 1. The Board of Directors will consist of the Executive Committee, Deanery Presidents, Province of Atlanta Director (if she is a resident of the Diocese of Charleston), Parliamentarian, Historian, Corresponding Secretary, Commission and Committee Chairs as determined by the President, and all past SCCCW Presidents. Any individual from SCCCW who serves NCCW as an officer or representative shall be invited to all Board meetings and shall be a voting member of the Board of Directors. The Board of Directors will be trustee to take title of and hold all property and funds of this organization.

- A. The Spirituality, Leadership and Service Commission Chairs shall be appointed by the SCCCW President for a term of one year with the endorsement of the Diocesan Spiritual Advisor. Commission and Committee Chairs may serve for two consecutive one-year terms in the same position and may again serve two consecutive one-year terms in that position after a period of two years. The Commission and Committee Chairs shall initiate

activities and make suggestions to further develop involvement with deaneries and affiliates.

- B. The Corresponding Secretary shall be appointed by the President for a term of two years. The Corresponding Secretary shall conduct the general correspondence of SCCCW, keep a list of all affiliated organizations, officers, members of the Board of Directors, Chairs of Standing Committees and Commissions and send out notices of all meetings.
- C. The Parliamentarian shall be appointed by the President for a term of two years. She shall serve principally as an advisor on parliamentary rules and will be custodian of the SCCCW Bylaws.
- D. The Historian will be appointed by the SCCCW President for a term of two years. She will keep a brief record of the events and developments in the Diocese, which will be filed with all papers and records of SCCCW activities in a suitable manner and a place provided by the Board of Directors. She will submit a report in the manner of a running story at a determined time.
- E. The Province of Atlanta Director shall be from the Diocese of Charleston every sixth year unless rotation is altered and shall be elected by the SCCCW membership at the Annual Convention. The term of the Province Director shall be in accordance with NCCW Bylaws.
- F. Each officer and chair will turn over to her successor all books, papers, and other property pertaining to her office following the end of her term.
- G. Standing Committees that have been recommended by the Ordinary of the Diocese or that are needed for special projects shall exist. Standing Committees shall be created or discontinued by action of the Board of Directors.

## ARTICLE VII – MEETINGS

Section 1. The SCCCW will meet annually at a convention in the spring of the year if it is in accordance with the Bishop's schedule at a place to be decided by the SCCCW Board of Directors. The Call to Convention, a pre-convention packet of information, must be sent out forty-five (45) days prior to the date of the Annual Convention.

- A. Each affiliated organization will be entitled to three (3) votes: the president or her appointee and two (2) duly elected delegates or their alternates. No delegate will be allowed to represent more than one affiliated organization.
- B. The voting membership of the Annual Convention will consist of the elected delegates from affiliated organizations, eligible SCCCW Individual Members, and all members of the Board of Directors who have attended at least one meeting of the Board of Directors.
- C. One person from each deanery will be recommended by the Deanery President to serve on the following committees: Nominating, Election, Resolution, Credentials, and Registration. The SCCCW President will appoint members to serve on the committees based on the recommendations.
- D. The membership will have the authority to present to the Resolution Committee one or more timely resolutions for consideration at the Annual Convention.
- E. Ten (10) copies of a written resolution must be submitted no later than the opening date of the Annual Convention.

Section 2. The Board of Directors will meet four (4) times a year, the time and place to be decided by the SCCCW President with the approval of the Diocesan Spiritual Advisor. The meeting shall be announced no later than two (2) weeks before the date of the meeting. Special meetings may be called by the SCCCW President or on written request of at least eight (8) members of the Board of Directors. The meeting does not need to be held at a geographic location (i.e., virtual meeting) if the meeting is held by means of the Internet or other electronic communications technology in a fashion pursuant to which the members have opportunity to read or hear the proceedings substantially concurrently with their occurrence, vote on matters submitted to the members, pose questions, and make comments.

Section 3. Meetings of the Executive Committee will be subject to the call of the SCCCW President.

Section 4. The quorum for the transaction of business will be as follows: Annual Convention – representatives of twenty-five percent (25%) of affiliated organizations; Board of Directors – nine (9) members, of whom three (3) must be Officers; and Executive Committee- all five (5) members.

## ARTICLE VIII – NOMINATIONS

Section 1. Three (3) months prior to the Annual Convention, the SCCCW President shall appoint a Nominating Committee of one member from each deanery who has been recommended by the Deanery President, none of whom shall be serving as an SCCCW Officer or SCCCW Chair. A SCCCW Past President will be allowed to serve unless she is holding a specific office on the SCCCW Board of Directors.

A. The duty of this committee will be to submit to the Annual Convention one or more nominees for each of the following offices: President, Recording Secretary and Treasurer. It shall also submit one or more nominees for Province Director when rotation dictates that she is from the Diocese of Charleston.

1. No nominee for President will be from the same deanery that has supplied that officer the two (2) preceding terms. Nominees for President will be on a rotating basis, unless the deanery next in line should wish to pass, in which case the name of the deanery would remain at the top for the next two-year term. If it again wishes to pass, the name of the deanery will then return to the bottom of the rotation list.
2. No nominee for President will be elected without having served at least two (2) years as a Deanery President.
3. The order of presidential rotation shall be Myrtle Beach Deanery, Columbia Deanery, Greenville Deanery, Charleston Deanery, Beaufort Deanery, Rock Hill Deanery, and Aiken Deanery.
4. No nominee for Treasurer will be from the same deanery that has supplied that office for the preceding term(s).
5. The nominee for Province Director must have served as a SCCCW President, has knowledge of the structure and work of NCCW, and must be willing to travel.

6. Once the names of the nominees have been decided by the Nominating Committee, the candidates have the option of enclosing their qualifications for the office to which they have been nominated in the Call to Convention packet.

Section 2. Nominations from the Nominating Committee may be made provided following regulations are met:

- A. The name of a candidate for elective office must be submitted to the Nominating Committee ten (10) weeks prior to the Annual Convention.
- B. A letter of approval from each nominee must be submitted and must state her qualifications and experience.
- C. A letter of approval from the pastor (or another ecclesiastical authority) of each nominee must be submitted, except in cases of re-nomination.

Section 3. Nominations from the floor may be made with notice given to the Chair of the Nominating Committee prior to the opening session of the Annual Convention and must comply with regulations to include a letter of approval from nominee stating her qualifications for the office and experience, and a letter of approval from her pastor or another ecclesiastical authority.

## ARTICLE IX – ELECTIONS

Section 1. Elections will be by majority vote at the Annual Convention. In case more than one nominee has been submitted for an office, the election will be by ballot.

Section 2. Two (2) months prior to the Annual Convention, the SCCCW President will appoint an Election Committee consisting of one member from each deanery, with one serving as Chair. No one appointed may be a member of the Board of Directors. The Election Committee will have charge of the polls, checking the names of voters, and counting votes. The Credentials Committee shall work with the Election Committee by providing an alphabetical list of eligible voters.

Section 3. Voting is to be in person by registered voting delegates. The Chair of the Election Committee will make all decisions and will report the results of the election before the close of the Business Meeting on Saturday. The tellers of the Election Committee will have charge of the ballot boxes.

Section 4. No member of the Election Committee will discuss with a member the merits of a candidate or seek to influence a voter. Such action will disqualify the Election Committee member.

## ARTICLE X – PARLIAMENTARY AUTHORITY

The rules in the current edition of *Robert's Rules of Order Newly Revised* will govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that may be adopted.

## ARTICLE XI – AMENDMENT OF BYLAWS

The Bylaws may be amended at any Annual Convention by a majority vote, provided that a copy of the proposed amendment has been received by the membership with the Call to Convention.

*Revised March 4, 2023.*

*Revise March 9, 2018.*

*Revised September 2010.*

*Revised July 2007.*



## STANDING RULES OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

1. Objective: These rules are intended to provide guidance and clarification in the administrative application of the Bylaws by the Board of Directors. These rules shall support the Bylaws. No standing rule can be adopted that deviates from the Bylaws.
2. Membership and Dues:
  - A. Annual dues for each affiliate of SCCCW will be \$2.00 per year for each active, dues paying member of an affiliate and shall be due to the Deanery Treasurer. These dues will be forwarded to the SCCCW Treasurer by the first day of December.
  - B. Individual SCCCW membership dues shall be \$10 per year and shall be sent directly to the SCCCW Treasurer.
3. Rotation of the Annual Convention: The Annual Convention will be hosted each year by a member Deanery in rotation as follows: Myrtle Beach Deanery, Columbia Deanery, Charleston Deanery, Beaufort Deanery, Greenville Deanery, Rock Hill Deanery and Aiken Deanery.
4. Sub-committees: Sub-committees of the Spirituality, Leadership and Service Commission shall exist and may be titled:
  - A. Church and Legislative under Spirituality,
  - B. Organization, Public Relations, and Membership under Leadership, and
  - C. Family, Community, and International under Service.
5. The Associates Committee: The Associates Committee, consisting of SCCCW Past Presidents, may assist the President with special projects and may offer mentoring to all the current officers. The Immediate Past President shall serve as chair.
6. SCCCW Awards:
  - A. The Reverend William F. Pentis Memorial Scholarship. A merit-based scholarship of \$1,500 shall be awarded annually to a Catholic graduating high school female from SC who plans to attend an institution of higher learning or a technical school. Information advertising the scholarship shall be sent in the late fall to Catholic High Schools, to parish Directors of Religious Education and Youth Ministers, and to parishes in SC for inclusion in bulletins. All applications must be accompanied by a transcript, a letter of acceptance from a university/college/school, a letter of recommendation from an ecclesiastical authority, and a letter of reference from a high school or home school official and must be received by a designated date in early spring. Applications shall be judged by three individuals appointed by the SCCCW president. The recipient shall be recognized and presented with a check at the May/June meeting of the SCCCW Board of Directors.
  - B. The Reverend William F. Pentis Multicultural Award. This award recognizes a service-related program or activity of an SCCCW affiliate that promotes racial/ethnic interactions and good will at a local, national, or international level during a current fiscal year. Information about this award shall be included in the Fall Packet of Information. Applications must be submitted to the SCCCW President prior to the pre-convention

meeting. The Spiritual Advisor, Service Commission Chair, and International Committee Chair shall judge the applications at the pre-convention meeting. The recipient shall be recognized at the SCCCW Convention.

- C. The SCCCW Affiliate Scrapbook Competition. This competition is open to any affiliate that wishes to compile such items as press releases, commission activities, pictures, parish news pages, event flyers, and fundraisers in a scrapbook. Information advertising the competition shall be included in the Call to Convention Packet. Scrapbooks shall be placed in a designated location by a designated time at the SCCCW Convention. The SCCCW President shall select individuals to judge the scrapbooks. The winner of the competition shall be recognized at the convention.
- D. The SCCCW Catholic Woman of the Year Award (CWOY). The SCCCW CWOY award recognizes a member of the SCCCW whose work has been exemplary. Each affiliate may select a Catholic Woman of the Year and nominate the recipient for the deanery CWOY award. Each active deanery may select a CWOY and nominate its recipient for the SCCCW CWOY award. Submissions must be received by a designated date, usually late winter, and judged by three individuals appointed by the SCCCW President who are not members of SCCCW. The recipient shall be recognized at the SCCCW Convention and presented with a sterling silver Our Lady of Good Council medal and chain.
- E. The SCCCW Golden Rose Award. This award recognizes a young Catholic woman between the ages of 14 and 18 who attends Mass regularly, reflects Gospel values, portrays spirituality, shows outstanding leadership qualities, is involved in acts of service, and is involved in parish and school activities. Information advertising the award shall be sent to Pastors, Directors of Religious Education and Youth Ministers throughout the Diocese of Charleston asking that they nominate a young woman for the award. Nominations received by a designated date shall be judged by a committee of 3 appointed by the SCCCW President. The recipient will be recognized by SCCCW and will receive a golden rose pin, a certificate, and an NCCW junior membership. With her permission, she shall be nominated by SCCCW for the NCCW Golden Rose Award.
- F. The SCCCW Ruth Schachte Perpetual Silver Bowl Membership Award. This award shall be presented annually to an affiliate with the greatest percentage increase in membership. The Treasurer shall compare for each affiliate as of Oct. 1 the number of members of the current fiscal with that of the prior year. A silver bowl is presented to the affiliate with the highest percentage to keep for the fiscal year. It should be returned to the SCCCW President at the pre-convention meeting in a polished condition.
- G. The SCCCW Woman Religious of the Year (WROY). The WROY award is presented annually to a Sister who has made a significant contribution to the Roman Catholic Church in SC, who is currently ministering in the Diocese of Charleston, and who has worked in SC for at least five years, consecutive or not. Nominations forms shall be included in the Fall Packet of Information. A committee of three individuals, preferably religious, shall be appointed by the SCCCW President to judge submissions. The recipient shall be recognized at the SCCCW Convention and shall receive a complementary banquet ticket and a room for one night at the convention.

*Approved 1/6/24*

*Approved 03/04/2023.*

*Approved 06/03/2018.*

# PROVINCE OF ATLANTA BYLAWS

## ARTICLE I - NAME

The name shall be the “Province of Atlanta”.

## ARTICLE II - OBJECT

The object of the Province of Atlanta is to provide a direct liaison between the National Officers,  
the National Board of Directors and the Staff of National Council of Catholic Women (NCCW),  
and to build concrete, working relationships among the members of the Archdiocese/Diocese Council of Catholic Women’s (A/DCCW) and the Arch/Bishops of the Province of Atlanta.

## ARTICLE III - MEMBERS

Section 1. The Province of Atlanta consists of members of the Atlanta Archdiocesan CCW (active), Diocese of Charleston SCCCW (active), Savannah Diocese CCW (active), Diocese of Raleigh, Charlotte Diocese CCW.

Section 2. The Province Board shall consist of the Province Director, the Secretary/Treasurer, three (3) members of each active A/DCCW in the Province of Atlanta; one shall be the A/DCCW President or her appointee. The other two (2) voting members shall be determined by each A/DCCW in accordance with their bylaws. To maintain the current rotation of Province Director affiliations, the Secretary/Treasurer must be appointed from the same A/Diocese as the current Province Director.

Section 3, Supporting members shall be members of the Province of Atlanta who pay a specified membership fee.

## ARTICLE IV - ROTATION

The inactive Dioceses of the Province of Atlanta should be active for at least two (2) years before having the opportunity of being a member of their DCCW serving as Province Director. The rotation shall be as follows:

### Active

Atlanta ACCW  
Diocese of Charleston SCCCW  
Savannah DCCW

### Inactive

Diocese of Raleigh

### Potential

Charlotte DCCW

## ARTICLE V - POSITIONS

Section 1. The selection of the Province Director shall be by her A/DCCW in accordance with their bylaws.

Section 2. The present Province Director shall send notice of the selection to the NCCW office no later than 60 days preceding the NCCW Annual Convention.

Section 3. The term of the position of Province Director shall be for two (2) years to coincide with the NCCW Annual Convention. In the event the Province Director is unable to complete the term, the Secretary/Treasurer shall succeed to that position. If the Secretary/Treasurer is unable to assume the duties of the Province Director, the current A/DCCW shall appoint the Province Director to fulfill her term. The term shall conclude at the close of the NCCW Annual Convention in the even years. (See NCCW Bylaws, Article VH1, Section 4.)

Section 4. To be eligible for the position of Province Director she must:

- a. Have served as a Diocesan President.
- b. Be endorsed by her Diocesan Board in writing and the endorsing letter to be sent to the Province of Atlanta Director by her A/DCCW President no later than 90 days preceding NCCW Annual Convention in the even years.
- c. Be willing and able to travel.

Section 5. The duties of the Province Director shall be:

- a. To preside at all meetings of the Province Board and to plan when and where meetings will be held.
- b. To serve as membership chair for her Province, contacting all Bishops in her Province, the existing Diocesan Affiliates and the potential Diocesan Affiliates.
- c. To appoint all special committees.
- d. To appoint a Secretary/Treasurer from her A/DCCW to the Province Board.
- e. To attend NCCW Board Meetings, NCCW Annual Conventions and any other meeting required by her position. If the Province Director is unable to attend a National Board Meeting, she may appoint a representative to attend in her place at Province expense with the approval of NCCW as specified in NCCW Standing Rules/Procedures. The representative should be someone familiar with the Province and NCCW.
- f. At the end of her term of office update and pass on all the Province materials to her successor within 30 days.

Section 6. The duties of the Secretary/Treasurer shall be:

- a. To keep a record of all monies received and bills paid.
- b. To record the Minutes of each Province Board Meeting and to mail copies of the Minutes to each Arch/Bishop in the Province, Active and Inactive; and to voting and paid non-voting members and those Past Province Directors requesting Minutes of the Province at least 21 days prior to the next meeting. In the event of meetings called with a thirty (30) to forty-five (45) day period, Minutes would be mailed at least 14 days prior to the next meeting.
- c. To give a written financial report of the Province to each of the voting members at the regular Province Board meetings.
- d. To assist the Province Director as needed and succeed her if she is unable to complete her term.
- e. Be willing and able to travel.

## ARTICLE VI - FINANCING AND BUDGET

Section 1. The Province Director shall submit to the Province Board a budget of the expenses of her position at the first Province Meeting held in the spring.

Section 2. All active A/DCCW's in the Province of Atlanta will share equally in the financing of the Province Director's expenses.

Section 3. Each A/DCCW will provide the convention packet (registration and meals) to the Province Director and the Province Secretary/Treasurer.

## ARTICLE VII - MEETINGS

Section 1. There shall be at least three (3) meetings of the Province Board each year. Additional meetings shall be called at the discretion of the Province Director. If meetings cannot be held in person, the Board is hereby authorized to meet by electronic means provided that all members can hear each other simultaneously.

Section 2. The Province Director may call other meetings of the Province Board at any time with 30 days' notice or sooner, in case of an emergency.

## ARTICLE VIII - VOTING

Section 1. Each Province Board Member shall be entitled to one vote at the Province Board Meetings. Should a voting member be unable to attend a Province meeting, the A/DCCW President may appoint another person to take her place. Notification of the replacement must be made to the Province Director before the beginning of the meeting.

Section 2. Members and the Supporting Members of the Province of Atlanta will have voice but no vote.

Section 3. All past Province Directors and A/DCCW Presidents residing in the Province of Atlanta may serve in an advisory capacity on the Province Board with voice but no vote.

Section 4. All current and Past National Officers and current National Commission/Committee Chairs who reside in the Province of Atlanta who wish to be included shall be extended an invitation to all Province Board Meetings, in writing, by the Province Director. They shall have voice but no vote.

Section 5. The Immediate Past Province Director shall have voice and vote at all Province meetings.

Section 6. Quorum

- a. A quorum of six (6) Province Board members shall constitute a valid Province meeting.
- b. Each A/DCCW must be represented, in person or by proxy, in voting matters on subjects of significant importance affecting the entire province.

Section 7. Notice of Province Board Meeting and Minutes must be mailed to all Province Board Members at least 21 days in advance. In the event of meetings called with a thirty (30) to

forty-five (45) day period, notice of Meeting would be mailed at least 14 days prior to the next meeting.

## ARTICLE IX - REPORTS

Section 1. Each Diocesan President shall prepare a written report with copies to be given at each regular meeting of the Province of Atlanta.

Section 2. All other reports shall be submitted as directed by the Province Director.

## ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Province of Atlanta in all cases to which they are applicable and in which they are not inconsistent with the bylaws and special rules of order of the Province.

## ARTICLE XI - AMENDMENTS OF BYLAWS

These bylaws may be amended at any regular meeting of the Province Board by a two-thirds Vote (2/3), provided the amendment has been submitted in writing at the previous Board meeting.

Revised Sept. 17, 2021

Revised July 17, 2021 – Deanna Holmes, Province of Atlanta Director

Revised March 9, 2018 — Barbara J. Birds, Province of Atlanta Director

Revised September 2010

Revised July 2007

## PROVINCE OF ATLANTA STANDING RULES

The object of these rules is to facilitate the smooth functioning of the assembly and to provide a firm basis for resolving questions of procedure that may arise that are not specifically detailed in the Province of Atlanta, National Council of Catholic Women Bylaws as amended on March 9, 2018, or provided in Roberts Rules of Order, Newly Revised.

1. In the rotation procedure of the Province Directorship, if an eligible A/DCCW is not ready to assume the responsibility of the directorship, it will pass to the next A/DCCW in line. Such A/DCCW will then be eligible only as the A/DCCW comes up again in the rotation.
2. The Secretary/Treasurer shall assess all interested non-voting members a fee for each calendar year.
3. A written report must be submitted detailing information received, action taken and proposed activities following reimbursement of expenses for trips, seminars, workshops, meetings, and conventions.
4. All meetings will start promptly at the designated time provided a quorum is present to discuss business.
5. All the active A/DCCW's will share equally in the expense of the incoming Province Director's NCCW pin.
6. The incoming Province Director shall be awarded funds to defray the cost of attending the NCCW Convention where she will be installed, if available, and as determined by the Province of Atlanta Board.
7. All active A/DCCWs shall pay their annual dues in full no later than January 1<sup>st</sup> of each year.

March 9, 2018  
SCCCW Convention  
Province of Atlanta Meeting

## SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

### RULES OF ORDER FOR MEETINGS OF THE BOARD OF DIRECTORS 20\_\_-20\_\_

Rules of Order facilitate the smooth functioning of the assembly and provide a firm basis for resolving questions of procedure that may arise that are not specifically detailed in the South Carolina Council of Catholic Women (SCCCW) Bylaws as amended in (month/year) or as provided in *Roberts Rules of Order Newly Revised*.

All transactions of an Executive Committee shall be reported at its subsequent meeting and a copy of the transactions supplied to each member of the Board of Directors (Board).

1. All meetings will start promptly at the designated time if a quorum is present.
2. All cell phones will be silenced, turned off or set to vibrate during all meetings of the SCCCW Board of Directors.
3. Each Board member shall be respectful when another is speaking to the assembly.
4. A committee of three (3) shall be appointed to review the minutes, revise them if necessary, and recommend their approval.
5. A Board member who wishes to make a motion must be recognized by the President. The motion must receive a second to be considered. Each motion must be presented in writing to the Recording Secretary.
6. Any oral report given at a Board meeting shall be limited to four (4) minutes in length.
7. The treasurer shall provide a written report at all Board meetings.
8. The expenditures of the Board shall be provided for in the annual budget. If unforeseen matters arise, the President is authorized to spend up to \$300.00 per event. The President must file a report at the following Board meeting.
9. Reports of all affiliate activities must conform to commission guidelines established by this Board.
10. A written report must be submitted detailing information received, action taken, and activities proposed following reimbursement of Board approved expenses for trips, seminars, workshops, meetings, and/or conventions, with the exception the SCCCW Convention. This report is due to the Board no later than 30 days after the expenditure.
11. All officers, Vice Presidents, and commission chairs shall provide a written report at each Board meeting. Reports should contain information obtained from deaneries and affiliates, recommended changes, proposed activities, and any other pertinent items. Each Deanery President or her representative shall distribute information to her affiliates.
12. Full SCCCW Convention registration will be paid for the SCCCW President, SCCCW Recording Secretary, and SCCCW Treasurer. No other Board member shall receive reimbursement of or payment for SCCCW Convention registration.
13. SCCCW will reimburse the President and Spiritual Advisor for the NCCW Convention registration fee and for their travel expenses to attend the convention if funds are available.
14. SCCCW will pay the registration fee for two (2) Province Representatives to attend the Savannah Diocesan CCW and the Atlanta Diocesan CCW conventions and summer meetings if funds are available. SCCCW will provide a budgeted amount to cover other Province-related expenses of the Province Representatives who represent SCCCW at the Province of Atlanta meeting if funds are available.
15. Electronic voting will be allowed if the need arises when the Board is not in session. The President will set a deadline for receiving the votes. Email votes will be sent to the President and/or the Recording Secretary, who will then count the votes and report the results to the Board no later than two (2) weeks following the deadline.



**CONVENTION STANDING RULES**  
**FOR THE**  
**SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN**  
**20\_\_**

1. Convention Admission:
  - A. Each participant must be registered at the convention desk. Only individuals displaying official badges will be admitted to any meeting.
  - B. There shall be no refunds or cancellations after March 1, 20\_\_. Appeals may be made to the Convention Committee, whose decision shall be final.
2. Registration and Credentials Committees:
  - A. The Registration Committee shall report the number of affiliates registered and the of total number of members registered at the opening and closing sessions.
  - B. The Credentials Committee must report the number of voting delegates registered with proper credentials at the beginning of each session each day and at other times when required by changes in the registration rolls.
3. Meeting Procedures and Responsibilities:
  - A. All sessions shall begin promptly at the designated time on the program, unless otherwise announced by the President. All cell phones must be muted or turned off during all sessions.
  - B. A voting delegate must be a paying member of SCCCW and may have only one vote. She may vote as a representative of an affiliated organization, as an SCCCW Individual Member, or as a SCCCW Board member.
  - C. A member desiring the privilege of the floor shall use the appropriate microphone to be recognized. After recognition by the President, the member shall then state her name, the name of the affiliate and its location, or identify herself as an Individual Member before stating her motion or matter of business.
  - D. Only dues paying members may introduce a motion. All motions must be presented in writing to the President prior to the call for a vote.
  - E. Debate shall be limited to two (2) minutes per individual. No individual shall speak more than twice on the same subject.
4. Introduction of Resolutions:
  - A. No resolution may be presented, discussed, or voted upon without prior approval of the Resolution Committee and the Spiritual Advisor.
  - B. Any proposed resolutions not coming out of Committee may be presented for consideration no later than the opening session of convention. Ten (10) copies of said resolution must be presented for consideration.
5. Effective Dates of Action:
  - A. Any action taken at the convention goes into effect at the time of adjournment of the convention unless the legislation specifically states a date or time.
6. Distributing Materials and Official Statements:
  - A. Permission for distribution of any materials, request for support, or collection of any kind during the convention must be secured from the SCCCW Executive Committee.
  - B. Only the official statement of the SCCCW business and policy is to be released to sources that are not convention participants.

7. Authority of the Convention:
  - A. The President of SCCCW will be the authority and rule on all orders of business as established and in accordance with the Bylaws of the SCCCW as amended in 20\_\_.
  - B. The most recent edition of Roberts Rules of Order Newly Revised shall be the authority and rule on any area not covered by the Bylaws of the SCCCW.

## SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN POLICIES FOR FINANCIAL ACCOUNTS

**Bank Accounts.** SCCCW has two bank accounts, an Operating and a Money Market account, both with checking access.

**The Operating Account.** Income and expenses within this account are guided by the annual approved operating budget and convention budget of the Council. The convention budget shall be determined annually by the SCCCW President, host deanery president and convention chair(s). Any expenses not budgeted must be approved by the Board of Directors.

**Money Market Account.** The Scholarship Account, Savings Account, Endowment Account, and Associates Account are in a single interest-bearing money market account. The interest earned on this account shall be debited to the Scholarship Account. An internal record will be kept of the amount in each of these accounts and reconciled at the end of each month.

Funds in the Scholarship Account may be used only to provide an annual scholarship to be presented to the most deserving applicant.

When needed, funds in the Savings Account may be used for special projects or in an emergency to supplement the Operating or Convention Accounts to ensure solvency.

Funds in the Endowment Account may be used in the following instances:

1. In a financial emergency, the SCCCW Executive Board can remove money with a unanimous vote. At the next board meeting a written notice of the vote will be given to board members. The board must then approve the withdrawal by 2/3s majority vote.
2. Funds may be used for special projects approved by the Board of Directors.
3. The interest shall be withdrawn with the approval of the majority vote of the SCCCW Board.

The SCCCW President and SCCCW Treasurer shall be the signees on these accounts. The SCCCW Treasurer shall present a report on each of these accounts at each board meeting. SCCCW financial records shall be audited, by a review audit, at the end of each year.

*Adopted by the SCCCW Board of Directors on September 21, 2019, and edited for format, grammar, and style on 1-6-20. The first two headings were revised in January 2022.*

**EXPENSE VOUCHER for REIMBURSEMENT**  
**South Carolina Council of Catholic Women**

Date: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Member to Receive Check: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please attach receipts for expenses.*

	Description	Amount
	Total:	

**Approvals**

\_\_\_\_\_  
President (Printed Name) President (*Signature*)

\_\_\_\_\_  
Treasurer (Printed Name) Treasurer (*Signature*)

*For Treasurer's Use Only*

Check #: \_\_\_\_\_; Receipt Attached: \_\_\_\_\_; Account: ☐ Operating ☐ Money Market ☐ \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

# SCCCW RECORD RETENTION AND DESTRUCTION POLICY

## Purpose of Policy:

A document retention and destruction policy sets guidelines for establishing transparency and facilitates the fulfillment of a director in the duty of care. Such a policy ensures compliance with federal and state laws and regulations, eliminates accidental or innocent destruction of records, and facilitates the operation of the South Carolina Council of Catholic Women (SCCCW) by providing guidance in saving and destroying records and freeing up valuable storage space. Among other federal laws necessitating attention to document retention is the Sarbanes-Oxley Act, that requires non-profit organizations to keep a written, mandatory document retention policy and periodic destruction policy. It also provides whistle-blower protection.

## Policy Statement:

This policy provides for the systematic review, retention, and destruction of records received or created by SCCCW in connection with the transaction of business. Guidelines are provided for how long certain records should be retained. (Refer to the chart below.) This policy applies to all records in any form, including electronic documents. Documents that are not listed but are like those listed in the chart below shall be retained for the specified length of time. No record, whether referenced or not, may be destroyed if the record in any way (refers to, concerns, or arises out of) is involved in a threatened or pending litigation.

After the retention period of a document has expired, the record may be destroyed. A records destruction log shall be completed and retained by the officer(s) responsible for the record. (Refer to the log below.)

After the close of the fiscal year all documents identified as permanent should be sent to the SCCCW Historian who will send them electronically (by drop box or individual file) to the Diocese of Charleston Archives Repository, 114 Broad St., Carriage House, Charleston, SC 29401. (Tel. No. 843-410-1720 or 843-410-1765, [archives@charlestdiocese.org](mailto:archives@charlestdiocese.org))

Type of Record	Responsible Officer	Retain For
Accounts payable invoices	Treasurer	7 years
Accounts payable ledgers	Treasurer	7 years
Accounts receivable ledgers	Treasurer	7 years
Audit reports	Treasurer	Permanent
Balance sheets, annual	Treasurer	Permanent
Balance sheets, monthly/quarterly	Treasurer	Destroy after 1 year
Bank Deposits	Treasurer	7 years
Bank Statements	Treasurer	7 years
Budgets, approved, revised	Treasurer	7 years

Cash journals	Treasurer	7 years
Cash journal, receipts on donations	Treasurer	7 years
Check registers	Treasurer	7 years
Convention Ad receipt forms	Treasurer	5 years
Convention Registrations	Treasurer	5 years
Credit card statements/charge slips	Treasurer	7 years
Dues Forms	Treasurer	5 years
Financial reports, annual	Treasurer	Permanent
Financial reports, monthly	Treasurer	Destroy after 1 year
Financial Statements	Treasurer	Permanent
General ledger/annual	Treasurer	Permanent
Honors/Memorial Donation Forms	Treasurer	5 years
Invoices and paid bills	Treasurer	7 years
Journals, general and specific funds	Treasurer	Permanent
Journal entry sheets	Treasurer	7 years
Ledgers, subsidiary	Treasurer	7 years
Permanently restricted gift documents	Treasurer	Permanent
Temporarily restricted gift documents	Treasurer	7 years after meeting restrictions
INVESTMENT / INSURANCE		
Certificates of deposit, cancelled	Treasurer	3 years after redemption
Insurance policies/ active	President	Permanent
Insurance policies/ cancelled/expired	President	7 years
GENERAL RECORDS		
Annual meeting minutes	Secretary	Permanent
Annual Convention Book	Secretary	Permanent
Board policies & resolutions	President	Permanent
Bylaws & Articles of Incorporation including amendments & revisions	President	Permanent
Commission Reports and Book	Secretary	Permanent
Correspondence (general)	President/Secretary	3 years

Correspondence (legal & important matters) Permanent	President	
Meeting minutes of Board Permanent	Secretary	
Meeting minutes of Committees Permanent	Secretary	
TAX RECORDS		
IRS application for tax-exempt status (Form 1023)	Treasurer	Permanent
IRS exemption determination letter	Treasurer	Permanent
Form 990	Treasurer	Permanent
W-9 and IRS Form 1096	Treasurer	7 years from date of filing
Reports to Secretary of State's Office	Treasurer	Permanent
State tax exemption certificates	Treasurer	Permanent
<p>Note: E-mail that needs to be saved should by either:</p> <ul style="list-style-type: none"> <li>• printed in hard copy and kept in the appropriate file; or</li> <li>• downloaded to a computer file and kept electronically or kept on disk as a separate file.</li> </ul> <p>The retention period depends upon the subject matter of the e-mail, as covered in this policy.</p> <p>Sources Used:</p> <p>Board Source.org Sarbanes-Oxley32807.qxd</p> <p>United States Conference of Catholic Bishops Financial Records Retention Schedule</p> <p>National Council of Nonprofits Document Retention Policies for Nonprofits</p> <p>Winston &amp; Strawn LLP Document Retention Policy- What Every Nonprofit Should Know</p> <p>Nonprofit Risk Management Center Sample Record Retention and Destruction Policies</p> <p><i>This policy should be reviewed annually and updated, as necessary.</i></p>		

## SCCCW RECORDS DESTRUCTION LOG

Record	Category	Format/Media	Date-Range	Method	Destroyed by





## **APPENDIX C**

### **MEMBERSHIP FORMS AND ROSTER MAINTENANCE**

SCCCW NEW AFFILIATE MEMBERSHIP FORM

SCCCW INDIVIDUAL MEMBERSHIP FORM

NCCW AFFILIATE MEMBERSHIP FORM

NCCW INDIVIDUAL/SUPPORTING MEMBERSHIP

PROCEDURES FOR MAINTAINING THE SCCCW MEMBERSHIP ROSTER



## NEW AFFILIATE MEMBERSHIP FORM

South Carolina Council of Catholic Women



Name of Deanery \_\_\_\_\_

Name of Affiliate: \_\_\_\_\_

President: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vice President: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Recording Secretary: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dues: Enter Number of Members: \_\_\_\_\_ @ \$2.00 for each member to the Deanery. Total is: \_\_\_\_\_

Enter Number of Members: \_\_\_\_\_ @ \$2.00 for each member to the SCCCW. Total is: \_\_\_\_\_

Affiliate Treasurer: Mail this form and a roster of members with your dues to your Deanery Treasurer. Make check payable your deanery.

Deanery Treasurer: Mail a copy of this form and a roster of members with your check payable to SCCCW to:  
The SCCCW Treasurer



## INDIVIDUAL MEMBERSHIP FORM



### *SCCCW Mission Statement*

*The purpose of the South Carolina Council of Catholic Women is to serve as a medium through which the Catholic Women of the Diocese may speak and act as one unit.*

*Its goals are to stimulate the work of and render definite assistance to the efforts of all affiliate organizations to give service to the Church.*

*The South Carolina Council of Catholic Women will endeavor to create interest in and to assist in the furtherance of the faith and wellbeing of the people of our Diocese.*

---

Date: \_\_\_\_\_ Deanery: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Current parish: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

New \_\_\_\_\_ Renewal \_\_\_\_\_

Official Use Only	
Treasurer	<input type="checkbox"/> Input info & send email to Corresponding Secretary
Corresponding Secretary	<input type="checkbox"/> Mail welcome letter <input type="checkbox"/> Input info into SCCCW Directory & SCCCW Gmail database <input type="checkbox"/> Email revised SCCCW Directory to SCCCW Board of Directors <input type="checkbox"/> Email info to Deanery President
Deanery President	<input type="checkbox"/> Conduct outreach activity

Individual Membership Dues—\$10 per year  
Please complete this form, include a check made payable to “SCCCW,” and mail both to:

South Carolina Council of Catholic Women  
Address of the SCCCW Treasurer



## NCCW INDIVIDUAL/SUPPORTING MEMBERSHIP FORM

*Be the Voice of Catholic Women*

When you join the National Council of Catholic Women, you are part of a national organization that speaks for your Catholic values and supports, empowers, and educates all Catholic women in spirituality, leadership, and service.

### NCCW Individual members also:

- \* Are represented at the biannual meetings of the United States Conference of Catholic Bishops
- \* Have access to NCCW Spirituality, Leadership and Service Commissions' programs and resources.
- \* Are invited to serve on NCCW Commission teams and Committees.
- \* Share friendships with other Catholic women from all over the country.
- \* Are represented at the United Nations, The World Union of Catholic Women Organizations (WUCWO), Catholic Social Ministry Gathering, Religious Alliance Against Pornography
- \* Share in Partnerships and Collaborations with Catholic Relief Services, Cross Catholic Outreach, Center for Missing and Exploited Children, Catholic Climate Covenant.
- \* Can participate in Monthly Advocacy and Leadership Calls
- \* Access to NCCW website members' only site (underdevelopment)

### Please select your membership category:

☐ Supporting Member (\$100) – Benefits Include:

- \* Annual subscription to the quarterly *Catholic Woman* magazine.
- \* Annual subscription to the monthly *NCCW Connect* e-newsletter.
- \* Eligibility to vote in NCCW elections and at the Annual Business meeting.

Exclusive Benefits for Supporting Members:

- \* Supporting Member pin that demonstrates your commitment to NCCW.
- \* Special Supporting Member ribbon at Annual Convention.

☐ Individual Member (\$50) – Benefits Include:

- \* Annual subscription to the quarterly *Catholic Woman* magazine
- \* Annual subscription to the monthly *NCCW Connect* e-newsletter.
- \* Eligibility to vote in NCCW elections and at the Annual Business meeting.

### I wish to pay for my membership by:

☐ Credit Card ☐ Check (enclosed) made payable to NCCW check # \_\_\_\_\_

### Credit Card Information:

☐ Master Card ☐ Visa ☐ Discover

Name as it appears on card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Member Information: Enroll \_\_\_\_\_ Renew \_\_\_\_\_ Member # found on back of magazine \_\_\_\_\_

Name \_\_\_\_\_ Birthday: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Parish and Diocese Information: Parish Name \_\_\_\_\_ Parish City/State \_\_\_\_\_

My Diocese \_\_\_\_\_ My Province \_\_\_\_\_

Please return this application with your check or credit card information to the following address:

10335-A Democracy Lane, Unit 201, Fairfax, VA 22030  
nccw01@nccw.org, 703-224-0990

Updated 2025



## NCCW AFFILIATE MEMBERSHIP

### REGISTRATION/RENEWAL

Member Organization Name \_\_\_\_\_  
Total number of members: \_\_\_\_\_  
Diocese: \_\_\_\_\_

### AMOUNT DUE (PLEASE CIRCLE ONE):

High School/ College: \$50.00

Parish: \$100.00

Deanery: \$100.00

Subdivision: \$100.00

National Group: \$200.00

Diocese: \$275.00

President (High School/ College Advisor)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address (where the *Connect* will be sent) \_\_\_\_\_

**IMPORTANT:** *The individual listed on this form will receive ALL NCCW correspondence (e-Connect newsletter, Catholic Woman magazine, election information, and all other notifications).*

### PLEASE SEND PAYMENT AND COMPLETED FORM TO:

National Council of Catholic Women

10335 – A Democracy Lane, Unit 201

Fairfax, VA 22030

nccw01@nccw.org, 703-224-0990

### HOW WILL YOU BE PAYING? (CIRCLE ONE)

Check (Number) \_\_\_\_\_ or Credit Card: Visa / MasterCard / Discover

Credit Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_ Code \_\_\_\_\_

Billing Address (if different from above) \_\_\_\_\_

City/State/ Zip \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

*Updated 2025*

## PROCEDURES FOR MAINTAINING THE SCCCW ROSTER

The SCCCW roster (membership list with details like contact information) shall be maintained in the data management software system by the **deanery treasurers**. The following procedures shall be used.

- **Input Membership Data from Affiliates - Deanery Treasurers.** Using an Excel file of affiliate members provided by each affiliate in the deanery, the deanery treasurer will manually input information for each affiliate member in the “Profiles” section of the data management software. This is a relatively quick process that, when done timely by all deanery treasurers, provides the entire organization access to real-time visibility of the SCCCW active roster.
- **Send Prior year Roster to Affiliates – Deanery Treasurer.** On October 1<sup>st</sup>, each deanery treasurer shall extract from data management software (made easy by a download button) the roster for each affiliate in the deanery and send it in an Excel file to each affiliate treasurer. This provides the affiliate treasurer a list of all members who were “ACTIVE” (had registered and paid dues) in the prior fiscal year (Jul 1- June 30<sup>th</sup>) and the contact information for each.
- **Edit Affiliate Rosters - Affiliate Treasurers.** Affiliate treasurers shall edit the Excel file sent by the deanery treasurer to identify members from the prior fiscal year who did NOT renew their membership, to add rows at the bottom of the Excel file entering names of all NEW members, and to confirm that the contact information is correct for each member. It is critical that each affiliate treasurer records accurately the contact information for ALL members in the affiliate, especially that of each member renewing who may have changed a phone number, address, or email address.
- **Finalize and Forward Rosters - Affiliate Treasurer.** Each affiliate treasurer shall finalize the roster in an Excel file by late October and forward the Excel file and a check for dues to the deanery treasurer by November 1.
- **Update the Data Management Software - Deanery Treasurer.** Each deanery treasurer shall receive the roster in an Excel file and check for dues from each affiliate treasurer and shall update affiliate membership data in the data management software by the *end of November*. Using the data management software, change the status of any member from the prior fiscal year who did **not** renew her membership to “INACTIVE”. Then, add a new profile in the data management software for all **new** members from each affiliate. This action typically requires less than an hour of time to complete.
- **Send in dues prior to December 1.** Each deanery treasurer shall send a single check for SCCCW dues to the SCCCW Treasurer in late November, so that the ***check is received by December 1<sup>st</sup>***.
- **Validate Dues paid – SCCCW Treasurer.** Using the data management software, the SCCCW Treasurer shall compare the number of “ACTIVE” plus “NEW” members in a deanery to the amount of dues received. The dues payment from each deanery shall be validated. Any discrepancy must be resolved with the deanery treasurer.
- **Review of Contact Information – Deanery Treasurer.** Once the dues are paid, the deanery treasurers shall cycle back and review the contact information of ALL active members to ensure that the data management software has the correct, current information. This should be completed by the end of **December**.
- **On-Going Data Management Software Maintenance – Deanery Treasurer.** As new affiliate members join after the November rosters are sent from affiliate treasurers to the deanery treasurer, it is the responsibility of the deanery treasurer to do on-going maintenance in the data management software to add new affiliate members or deem “Inactive” members who have moved or passed.



## APPENDIX D

### ADMINISTRATIVE INFORMATION

GUIDE FOR WRITING BYLAWS

BOARD MEETING AGENDA

FORM FOR MAKING A MOTION

CONTENTS OF FALL PACKET OF INFORMATION

CONTENTS OF CALL TO CONVENTION PACKET

DECLARATION OF VOTING DELEGATES TO THE CONVENTION

CONVENTION BOOK - CONTENTS

COMMISSION REPORTS BOOK - CONTENTS

CHECKLIST FOR NEGOTIATING A CONVENTION HOTEL CONTRACT

# GUIDE FOR WRITING BYLAWS

## BYLAWS OF....\_

The bylaws define the organization by its name, purpose, structure, and the general means employed for carrying out its purpose.

### ARTICLE I. NAME OF ORGANIZATION

Type of organization, its full name, and its acronym if there is one (“This organization”, “association”, “NCCW”)

### ARTICLE II. OBJECT

### ARTICLE III. MEMBERS

- A. How applications for membership are received
- B. How applications are elected to membership
- C. Qualification for membership
- D. Classes of membership
  - 1. Active
  - 2. Associate
  - 3. Honorary
- E. Dues (If there is no specific article devoted to that)
  - 1. How dues are established
  - 2. When dues and when delinquent
  - 3. To whom paid
  - 4. Reinstatement

### ARTICLE IV. OFFICERS

- A. How nominated and elected
- B. When elected
- C. Term of office and when it starts Hold (office X years OR until successors are elected or appointed.)
- D. How vacancies are filled
- E. Duties, if there is no specific article devoted to these; add: “and such other duties applicable to those prescribed by the parliamentary authority.”



## ARTICLE V. MEETINGS

- A. Time of regular meeting: day or time of month, not the hour
- B. Month of annual meeting
- C. How special meetings are called
- D. Number required for quorum

## ARTICLE VI. EXECUTIVE BOARD

- A. List of officers who make up the board
- B. Duties of board
- C. Time of regular meetings
- D. How special meetings are called

## ARTICLE VI. COMMITTEES

- A. List of standing committees
- B. How appointed
- C. Duties
- D. Authority given president or board to appoint other committees

## ARTICLE VII. PARLIAMENTARY AUTHORITY

## ARTICLE VIII. METHOD OF AMENDING THE BYLAWS

## ARTICLE IX. DISSOLUTION (IRS – DESIGNATION)



## EXAMPLE AGENDA FOR A SCCCW BOARD MEETING

1. Opening with Mass celebrated by the Diocesan Spiritual Director or with a Prayer
2. Call to Order
3. Pledge of Allegiance to the Flag of the USA
4. Welcome Members, Province Director, and Introduction of Guest(s)
5. Reports
  - a. Treasurer
  - b. Spiritual Advisor
  - c. Recording Secretary
  - d. President
  - e. Parliamentarian
  - f. Corresponding Secretary
  - g. Vice Presidents (Deanery Presidents)
    - 1) Beaufort
    - 2) Charleston
    - 3) Charlotte
    - 4) Greenville
    - 5) Myrtle Beach
    - 6) Rock Hill
  - h. Commission Chairs
    - 1) Spirituality
    - 2) Leadership
    - 3) Service
  - i. Province Meeting
    - 1) SCCCW President
    - 2) Province Representatives
  - j. Website Coordinator
  - k. Historian
  - l. Facilities
6. Standing Committees
  - a. Associates Committee – Past President
7. Special Committees
8. Unfinished Business
9. New Business
10. Program (optional)
11. Adjournment and Closing Prayer

This agenda may be adopted for any organization as it sees fit.

## SCCCW FORM FOR MAKING A MAIN MOTION

Write out the motion that you wish to make.

I move that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Procedures for making your motion:

- Obtain the floor by saying “Madam President”. (Use a microphone if one is available.)
- Wait for the President to recognize you. Then, state your name, affiliate name and location or deanery if you are an individual member.
- Read the motion (that you wrote out above) beginning with “Madam President, I move that...”
- Wait for a member to second your motion. A motion from a committee needs no second.
- Give this form to the President, who will read your motion verbatim, placing it before the membership for consideration.
- If the President calls for discussion of the motion, you, the mover, may speak first in favor of the motion.
- No member may speak more than two times on a single motion.

# SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

## CONTENTS OF THE 20\_\_

### FALL PACKET OF INFORMATION

*The Fall Packet of Information shall be sent by the middle of November to the SCCCW Board of Directors, all affiliate presidents, all SCCCW individual members, the Province of Atlanta Director, the Atlanta Archdiocese CCW President, and the Savannah Diocesan CCW President.*

1. SCCCW President's Letter
2. 20\_\_ Convention Theme
3. 20\_\_ Convention Preview
4. 20\_\_ Convention Registration  
*Form available at <https://www.scccw.org/convention> or registration and payment available on line at [www.scccw.org/convention](http://www.scccw.org/convention).*
5. Declaration of Voting Delegates to the Convention (Appendix D or on line at <https://www.scccw.org/convention>.)
6. Convention Hotel Flyer
7. 20\_\_ SCCCW Convention Project
8. SCCCW Nominations and Election of 20\_\_-20\_\_ Officers
9. Market Place Flyer from the Host Deanery Outreach Project
10. Honors and Memorial Program Request Form  
*Appendix B, Convention Manual or online submission and payment at [www.scccw.org/convention](http://www.scccw.org/convention)*
11. Ad Solicitation Letter and Guidelines for Ad Submission  
*Appendix B, Convention Manual or [www.scccw.org](http://www.scccw.org)*
12. 20\_\_ Catholic Woman of the Year Guidelines and Nomination Form  
*Appendix C, Convention Manual or online at [www.scccw.org](http://www.scccw.org)*
13. 20\_\_ Woman Religious of the Year Nomination Form  
*Appendix C, Convention Manual or online at [www.scccw.org](http://www.scccw.org)*
14. 20\_\_ Reverend William F. Pentis Multicultural Award Guidelines and Application  
*Appendix C, Convention Manual or online at [www.scccw.org](http://www.scccw.org).*
15. 20\_\_ Affiliate Year-End Reports Guidelines  
*Appendix E, Procedures Manual or online at [www.scccw.org](http://www.scccw.org).*

If your packet is missing any of the above listed items, please contact the

SCCCW President:  
Name and Address

# SOUTH CAROLINA COUNCIL CATHOLIC WOMEN

## CONTENTS OF THE 20\_\_

### CALL TO CONVENTION PACKET

*The Call to Convention Packet shall be sent at least 6 weeks prior to the date of the SCCCW Annual Convention to the SCCCW Board of Directors, all affiliate presidents, SCCCW individual members, the Province of Atlanta Director, the Savannah Diocesan CCW President, and the Atlanta Archdiocese CCW President.*

1. 20\_\_SCCCW President's Letter
2. Invitation from Host Deanery President
3. 20\_\_Convention Registration Form  
*Form is available at <http://www.scccw.org/convention>; Registration with payment available online.*
4. 20\_\_Hotel reservation Information  
*Book room through <http://www.scccw.org/convention>*
5. Declaration of Voting Delegates to the Convention  
*Appendix D, Procedures Manual or Appendix B Convention Manual)*
6. 20\_\_ Convention Agenda
7. 20\_\_ Convention Speakers
8. 20\_\_ SCCCW Convention Project
9. Proposed SCCCW Candidates for Election
10. Proposed SCCCW Resolutions
11. Host Deanery Outreach Project
12. Market Place Flyer from Deanery Next in Rotation to Host the Convention
13. Honors and Memorials Program Request Form  
*Appendix B, Convention Manual, or submission and payment at [www.scccw.org/convention](http://www.scccw.org/convention)*
14. Ad Solicitation Letter and Guidelines for Ad Submission  
*Appendix B, Convention Manual, or [www.scccw.org/convention](http://www.scccw.org/convention)*
15. Standing Rules for the Current Convention
16. Scrapbook Competition Information and Critique Sheet  
*Appendix C, Convention Manual*

If your packet is missing any of the above listed items, please contact SCCCW President:  
Name and Address

# DECLARATION OF VOTING DELEGATES TO THE SCCCW CONVENTION

(CONVENTION \_\_\_\_DATE)

RETURN FORM BY \_\_\_\_

Affiliate Name: \_\_\_\_\_

Deanery Name: \_\_\_\_\_

Name of Affiliate President: \_\_\_\_\_

ATTENTION Affiliate Presidents: Each SCCCW affiliate may send three voting delegates to the SCCCW Convention. Please submit the names of voting delegates and alternates from your affiliate. Each voting delegate must be a SCCCW member. Credentials of delegates will be verified.

Enter the names of the 3 voting delegates from your affiliate

1. \_\_\_\_\_ Voting Delegate - Affiliate President or an assignee
2. \_\_\_\_\_ Voting Delegate – Affiliate Member
3. \_\_\_\_\_ Voting Delegate – Affiliate Member

Enter the names of two alternates should a voting delegate have to cancel.

1. \_\_\_\_\_ Alternate to the Affiliate President or her assignee
2. \_\_\_\_\_ Alternate to a Voting Delegate

SEND TO

Name of Credentials Chair  
physical address  
email address

**This form must be returned by \_\_\_\_\_  
for your affiliate to have a voting privilege at the Annual Convention!**

## CHECKLIST

### CONTENTS OF THE CONVENTION BOOK

- ☐ Cover page
- ☐ Inside cover page – mission statement
- ☐ Title page
- ☐ Page/pages featuring convention speakers
- ☐ Table of Contents
- ☐ Prayer to Our Lady of Good Counsel
- ☐ Convention Theme
- ☐ Letters from Bishop, Governor, Mayor,
- ☐ Letters from NCCW President, Province of Atlanta Director, SCCCW President
- ☐ Convention Dedication
- ☐ Convention Project
- ☐ Write-up about the Catholic Woman of the Year from each Deanery
- ☐ Recipient of the Fr. Pentis Memorial Scholarship
- ☐ How to Pray the Rosary
- ☐ Information about Friday Activities
  - Registration
  - Province Meeting
  - Meditation Room
  - SCCCW Board Dinner (by invitation)
- ☐ Friday Night Opening Session Agenda
  - Call to Order, Prayer, Presentation of Colors, Pledge, National Anthem
  - Introduction of Board members and Guests
  - Greetings from Host Deanery President and NCCW/Province of Atlanta Director
  - Adoption of Proposed Standing Rules
  - Adoption of Convention Program
  - Convention Dedication; Convention Project
  - SCCCW Spiritual Advisor's Report, SCCCW President's Annual Report
  - Reports from Registration and Credentials Convention Committees
  - 50/50 and Silent Auction
  - Door Prizes
  - Entertainment – Desserts and Coffee
- ☐ Saturday General Business Meeting Agenda
  - Call to Order, Prayer,
  - Presentation of Minutes from Previous Convention (Copies to be provided and included in attendee bags by Convention Chair or included in the Convention book.)
  - Treasurer's Reports
  - Roll Call and Convention Project Collection
  - Report from Registration and Credentials Convention Committees
  - Election of Officers
  - Resolutions
  - Announcements
- ☐ Information on Saturday Activities
  - Registration
  - Rosary
  - Breakfast Buffet – If there is one
  - Workshops

- Gathering for installation of SCCCW and Deanery Officers
- Mass/Installation Ceremony
- Cocktail Hour/Banquet
- Sunday Closing Session Agenda
  - Call to Order, Blessing, Breakfast
  - Guest Speaker
  - Prayer Service – Honors and Memorials
  - Reports: Convention Project and Collection; Province of Atlanta Director; History; and Market Place
  - Acknowledgements, Recognitions and Remarks
  - Invitation to next Convention
  - Prayer to Our Lady of Good Counsel, Closing Prayer, Adjournment
- Optional Orientation meeting for incoming deanery presidents (SCCCW Vice-Presidents)



# CHECKLIST

## CONTENTS AND COMPILATION OF THE COMMISSION BOOK

- Contact a printer and confirm the date that the copy is due before the Convention date.
- Suggested procedure: Receive reports electronically by the pre-convention meeting. Establish a label in Gmail for reports. Establish folders in documents for each deanery. Within each deanery folder make a folder for each affiliate within that deanery. As files are transferred from Gmail to the document folders, star the Gmail file in labels and keep until Commission Book is completed. Develop a format for the Commission Book (or use one from the past) and transfer reports into the format. Save contents regularly in the computer and on a flash drive as a back-up, and keep in a safe place.
- Text print size should be 12 pica and single spaced. Edit information on reports for parallelism in bullets. Edit out all first person pronouns (I, we, ours, me, mine), contractions (isn't), abbreviations (etc., Dec.) and words showing possession (Council's).
- Edit Commission reports keeping information related to suggested initiatives by the commission. (Refer to Chapter 2, Commission Structure, Initiatives and Year-End Reports.)
- Deanery reports should include the number of Deanery individual members and number of parishes they represent, number of affiliates, number of affiliate members, and number of SCCCW individual members plus the activities/initiatives of the deanery. (Refer to Chapter 3, Guidelines for Preparing Year-End Reports.)
- Sections of the Commission Book follow.
  - Cover page
  - Index
  - Explanation of the three Commission System
  - Page listing the Commission Chairs and their Committee Chairs
  - SCCCW Commission Chair Reports (Refer to Ch.2, *The Commission Structure, Guidelines.*)
    - Leadership, Service, Spirituality
  - Page introducing Year-End Reports from Deanery Presidents and Affiliates
  - A title page for each deanery (Beaufort, Charleston, Columbia, Greenville, Myrtle Beach, and Rock Hill) listing
    - The name of the deanery president
    - The name of each affiliate (in alphabetical order), the name of the Parish Church, the name of the City where the church is located, and the name of the affiliate president
  - Following title page for each deanery, include
    - The Year-End Report of the deanery president (Refer to Ch. 3, *Guidelines.*)
    - The Year-End Report from each affiliate (in alphabetical order) that is activities of all eight Commission Committees or the number of committees used by the affiliate.
    - A description of the one most impactful Commission Committee activity (Refer to Appendix E, *Affiliate Year-End Report Guidelines and Forms.*)
    - On the bottom of the back cover put SCCCW, year printed, format by (initials), and compilation and editing by (initials).
- Royalty free or free use clip art, vectors or graphics or actual pictures submitted by affiliates can be used to fill in blank spaces on pages.
- The length of the book is usually around 80 pages long.
- Submit to printer, proof copy, have printed, and take to Convention prior to registration.
- Give the invoice to the SCCCW President for approval and payment by the SCCCW Treasurer.
- A Commission Book should be put in each attendee bag given at the Annual Convention
- Commission Books are especially helpful in reviewing types of activities and projects that can be adopted by affiliates and deaneries.
- A Commission Book can be helpful in recruiting new affiliates or members and in promoting the work of Council to a Priests in parishes that do not have Councils.

## CHECKLIST FOR NEGOTIATING A CONVENTION HOTEL CONTRACT

Negotiating a contract for a SCCCW convention is usually the responsibility of the host deanery president, the appointed convention chair, and the acting SCCCW President. The host deanery president suggests a location and venue to the SCCCW President. Investigate the possibility of using some facilities at a parish hall at a local Catholic Church to reduce cost of the convention in addition to use of a hotel. Plan a site visit. Make an appointment with the hotel personnel in charge of conferences. **PREPARE** for the meeting! The more prepared you are the more successful negotiating can be!

The SCCCW President and convention chair should consult on the convention program and write out all convention facility and ancillary needs prior to the meeting! The following checklist may be helpful.

Complementary rooms are provided by SCCCW to

- ☐ the Bishop of the Diocese of Charleston (usually 1 night) and his assistant if he has one (usually 1 night),
- ☐ the SCCCW president (Thursday, Friday, and Saturday nights),
- ☐ the Woman Religious of the Year (Saturday night only),
- ☐ guest speakers (usually 1 night per speaker but it could be 2, depending on the number of presentations given),
- ☐ Spiritual Advisor (usually 2 nights), and
- ☐ NCCW President (2 nights but rare that she would come).

Space is needed for

- ☐ secure storage of registration materials all day Friday and Saturday morning,
- ☐ registration and credentials tables Friday afternoon and Saturday morning,
- ☐ Market Place tables and the display of auction items on tables Friday through Saturday night,
- ☐ the display for scrapbook and tripods on tables from Friday morning through Sunday,
- ☐ a meditation room from Thursday evening through Sunday morning,
- ☐ Mass on Saturday if Mass is held at the convention hotel,
- ☐ meetings of the membership on Friday evening, Saturday, and Sunday,
- ☐ display of deanery banners in main meeting rooms,
- ☐ a meeting of the Province of Atlanta on Friday afternoon,
- ☐ workshops using smaller areas if they are planned,
- ☐ meal functions such as a breakfast, banquet on Saturday night, and President's reception after the Friday night general session,
- ☐ a hospitality room where food and drinks can be brought in and not catered by the hotel,
- ☐ a meal given by SCCCW President for board members on Friday evening, and
- ☐ recitation of the Rosary on Saturday and Sunday mornings.

Audio-visual needs are

- ☐ a microphone, preferably wired thorough ceiling speakers, on the podium for all meeting sessions,
- ☐ two microphones placed on each side of the room for the business meeting plus one on the podium, and
- ☐ projectors, screens, or music piped through sound system –according to program needs.

The set-up of rooms should be specified. Write out or sketch out how each space should be set up.

- ☐ Provide a head table on risers with a podium and microphone for all general sessions and meal functions. Head table should seat (specify number at head table).
- ☐ Seat (specify number) of individuals per table at seated meal functions.
- ☐ The general sessions shall be set up theater style with a head table and two aisles (3 seating sections).
- ☐ The business meeting shall be set up theater style with a head table, two aisles (3 seating sections) and tables on first three rows for delegates (optional).
- ☐ The meditation room shall be set up theater style with tables in front of room and with capacity to dim lights and play soft music.
- ☐ The area chosen for the Mass should be set up theater style with tables in front of room, chairs on the side of tables in front of room, and one aisle in the middle of room for procession of celebrants and officers being installed.
- ☐ Other...

Have the following information available for the hotel personnel:

- ☐ the projected number attending the convention,
- ☐ the projected number of rooms to be filled each night based on past numbers,
- ☐ the number and type of meal functions planned and projected number attending each,
- ☐ space needs, and
- ☐ complementary room needs.

Gather the following information when meeting with the hotel personnel in charge of conferences:

- ☐ the discounted cost of a room per night for convention attendees,
- ☐ minimum number of rooms that must be blocked each night to get discounted price,
- ☐ penalty if room quota each night is not met,
- ☐ number of complementary rooms given per number of rooms booked at the hotel per night (often 1 for 50 rooms booked),
- ☐ the dollar amount that must be spent on food to get complementary meeting space (often free with \$6,000 spent on meal/coffee/food functions),
- ☐ use of audio-visual equipment such as number of microphones, projectors and screens needed in meeting rooms (often free if negotiated with original contract; \$200- \$300 per set up in room per day up if negotiated after the fact),
- ☐ use of internet (usually free with room),
- ☐ cost of parking (ranges from free to \$15+ per night), and
- ☐ use of business center (usually free).

Figure out if venue can provide the space needed for the convention program. If so, continue.

Negotiate all points of the contract! Block a realistic number of rooms per night at the convention rate. Negotiate when the quota can be increased to add more rooms at the convention rate or decreased to avoid being charged for rooms not sold. Insist that audio-visual equipment be included at no charge. Confirm that gift baskets provided by SCCCW will be delivered to rooms of recipients by the hotel staff at no charge.

If the location and terms of the hotel are not satisfactory evaluate other venues. If they are satisfactory, present both the location and terms to the SCCCW Board of Directors for approval. If approved, the SCCCW President shall sign a contract with the hotel. The acting president may not be in office when the convention occurs. The new president shall re-sign the contract.

#### ANCILLARY INFORMATION

A complementary convention registration is given to the:

- ☐ SCCCW Spiritual Advisor,
- ☐ SCCCW President,
- ☐ SCCCW Secretary,
- ☐ SCCCW Treasurer,
- ☐ Province of Atlanta Director,
- ☐ AACCW President, and
- ☐ SDCCW President.
- ☐ The convention registration of the Religious Woman of the Year is reimbursed.



## APPENDIX E

### **AFFILIATE YEAR END REPORTS**

#### GUIDELINES FOR AFFILIATE YEAR-END REPORTS

##### AFFILIATE YEAR-END REPORT – LEADERSHIP

##### AFFILIATE YEAR-END REPORT – SERVICE

##### AFFILIATE YEAR-END REPORT – SPIRITUALITY

#### GUIDELINES FOR JUDGING AFFILIATE YEAR-END REPORTS

#### FORM FOR JUDGING AFFILIATE YEAR-END ACTIVITIES



## SCCCW GUIDELINES FOR PREPARING AND SUBMITTING AFFILIATE YEAR-END COMMISSION REPORTS

### SHOWCASE THE ACTIVITIES OF EACH OF COMMISSION COMMITTEE!!

*Recall that Commission Committees are grouped according to Commissions. Some affiliates operate with both Commission Chairs and Commission Committee Chairs.*

- *SPIRITUALITY Commission - Church and Legislation Committees.*
- *SERVICE Commission - Family, Community, and International Committees.*
- *LEADERSHIP Commission - Organization, Membership, and Public Relations Committees.*

**Submit an Affiliate Year-End Report for each Commission Committee with which your affiliate operates.** For example, if your affiliate operates with only 5 of the possible 8 Commission Committees, submit the respective Affiliate Year-End report for each of the five! The affiliate president (and/or Commission Chair) shall work with each Commission Committee Chair in the completion of her report.

#### In **Section I** of a Year-End Report form:

- Identify the activities/projects of each Commission Committee (with which your affiliate operates) and enter the information on the respective Commission Year-End Report form. Example: Church Committee activities should be entered on the Church Committee End of Year Report Form.
- Report all activities/projects/initiatives from Jan. 1 through Dec. 31 (last half of the previous fiscal year and first half of the current fiscal year).
- Use of a bullet format for describing activities, if possible, as that format is most expedient.
- Avoid using 1<sup>st</sup> person pronouns (I, we, me, ours) in the text.

#### In **Section II** of a Year-End Report form:

- Describe the one activity or project that was completed by the Commission Committee that had the greatest impact on your affiliate members and/or on the community.
- Submit electronically a copy of each committee Year-End Report in a Word document to your deanery president, to the SCCCW President, and the editor of the Commission Book by (date).

Deliver **2 hard copies** of each committee report to your deanery president by (date) who will give one copy of all reports to the SCCCW President, who will divide one copy of all reports according to Commissions, and give reports to respective SCCCW Commission Chairs for review at the pre-convention meeting on (date).

THANK YOU!

*Your reports will be included in the 202\_ SCCCW Commission Reports Book.  
Outstanding activities or projects of affiliates may be recognized at the SCCCW Convention.*



## SCCCW AFFILIATE YEAR-END REPORT SPIRITUALITY COMMISSION Church Committee

Affiliate Name: \_\_\_\_\_

ParishName/City\_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report:\_\_\_\_\_

*Church Committee enhances public and private prayer, promotes sound liturgical practice, and provides resources for spiritual nourishment and development.*

### I. Identify the activities/projects of your affiliate's Church Committee

- 
- 

### II. Describe one Church Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*



## SCCCW AFFILIATE YEAR-END REPORT SPIRITUALITY COMMISSION **Legislative Committee**

Affiliate Name: \_\_\_\_\_

Parish Name/City: \_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

*Legislation Committee encourages legislative advocacy assists women in understanding the legislative process and promotes activities that will bring about greater social and economic justice.*

I. Identify the activities/projects of your affiliate's Legislative Committee.

•

•

II. Describe one Legislative Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*





## SCCCW AFFILIATE YEAR-END REPORT SERVICE COMMISSION **Community Committee**

Affiliate Name: \_\_\_\_\_

ParishName/City: \_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

*Community Committee aids community programs and multicultural activities that help those in need or hurting, encourages volunteers in civic areas, and promotes healthy attitudes, understandings, and tolerance of those marginalized with the Church and within our society/community*

I. Identify the activities/projects of the Family Committee.

- 
- 

II. Describe one Family Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*



## SCCCW AFFILIATE YEAR-END REPORT SERVICE COMMISSION **Family Committee**

Affiliate Name: \_\_\_\_\_

Parish: Name/City: \_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

*Family Committee supports education activities and offers programs/activities for youth, the elderly, the widowed, singles, those without family support, those grieving a loss, individual families, and the Parish family.*

### I. Identify the activities/projects of the Family Committee.

•

•

### II. Describe one Family Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*



## SCCCW AFFILIATE YEAR-END REPORT SERVICE COMMISSION **International Committee**

Affiliate Name: \_\_\_\_\_

ParishName/City: \_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

*International Committee sponsors/supports international projects/programs, offers awareness and education of global issues advocating Christian fellowship, promotes health attitudes, understanding, and tolerance of those from other nations.*

**I. Identify the activities/projects of the International Committee.**

- 
- 

**II. Describe the one International Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.**

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*



## SCCCW AFFILIATE YEAR-END REPORTS LEADERSHIP COMMISSION **Organization Committee**

Affiliate Name: \_\_\_\_\_

Parish me/City: \_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

*Organization Committee activities/projects include organization and development offerings, job description updates, Bylaw revisions, leadership training, mentoring programs, public relations resources, and publications that assure the successful organization and management of Council and its programs.*

I. Identify the activities/projects of your affiliate's Organization Committee.

- 
- 

II. Describe one Organization Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*



## SCCCW AFFILIATE YEAR-END REPORT LEADERSHIP COMMISSION **Membership Committee**

Affiliate Name: \_\_\_\_\_

Parish name/City: \_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

*Membership Committee activities/projects include holding membership drives, promotion of worth of Council, promotion of Council to priests in parishes without a council, making available membership applications, and inviting non-members to meetings and functions.*

**I. Identify the activities/projects of your affiliate's Membership Committee.**

•

•

**II. Describe one Membership Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.**

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*



## SCCCW AFFILIATE YEAR-END REPORT LEADERSHIP COMMISSION **Public Relations Committee**

Affiliate Name: \_\_\_\_\_

Parish Name/City: \_\_\_\_\_

Deanery: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

*Public Relations Committee activities/projects include relaying information about Council activities to membership, parishes, and local groups, sending info about the affiliate to SCCCW and NCCW for inclusion in publications and on the website, maintaining a website or Facebook page, promoting good works via news coverage or physical presence.*

I. Identify the activities/projects of your affiliate's Public Relations Committee.

•

•

II. Describe one Public Relations Committee activity/project that meant the most to your affiliate or had the greatest impact on your affiliate members and/or the community.

*Refer to the accompanying Guidelines for Completing this Affiliate Year-End Report.  
Submit electronically. Type single space using Times New Roman font, and 12-point print.  
(This information shall be compiled and shared with members to highlight your good works.)*

# SCCCW

## Guidelines for Judging Affiliate Year-End Reports at the Pre-convention Meeting

\_\_\_\_\_, 20\_\_\_\_

**Directions.** At the Pre-Convention Meeting, each deanery president will give one set of all Affiliate Year-End Reports from her deanery to the SCCCW President. The second set of Affiliate Year-End Reports shall be separated according to Commission committees and given to the respective SCCCW Commission Chair. Each commission chair, the respective commission committee chairs, and several other Board members shall be assigned to a location identified by a placard and shall judge the reports. The President shall provide copies of a form (Appendix E, *Form for Judging Affiliate Year-End Activities*) for each report to be judged (18 affiliates x 8 reports = 144 half sheets) Each report shall be scored according to criteria on the form.

Judges from each commission shall score the Affiliate Year-End Reports from its commission and determine the one most exemplary affiliate activity/project for each one of its commission committees. The scope of each of the 8 commission committees is presented below to assist judges in evaluating reports. After consensus has been reached, each commission chair shall place the most exemplary reports along with the corresponding judging form on the top of the stack of all reports judged. Give the stack to the SCCCW President. The SCCCW President may choose to present recognition awards at the convention.

### SPIRITUALITY

- Church - enhances public and private prayer, promotes sound liturgical practice, and provides resources for spiritual nourishment and development.
- Legislative - encourages legislative advocacy, assists women in understanding the legislative process, and promotes activities that will bring about greater social and economic justice.

### LEADERSHIP

- Organization - offers organization development, leadership training, and resources to assure the successful organization and management of the Council and its programs.
- Membership – promotes growth of membership.
- Public Relations - relays information about activities to membership, parishes, and outside groups.

### SERVICE

- Family - supports education, activities, and parish programs for youth, the elderly, and families (your individual family, the Parish family, and families in general).
- Community - aids community programs that help those in need or hurting, encourages volunteers in civic areas, promotes healthy attitudes, understanding, and tolerance of those marginalized with the Church and within our society/community (multi-cultural activities).
- International - sponsor/support international projects/programs, offers awareness and education of global issues advocating Christian fellowship, promotes healthy attitudes, understanding, and tolerance of those from other nations.

*When the judging has been completed, return the judging sheets and  
Affiliate Year-End Reports to the SCCCW President.*

# FORM FOR JUDGING AFFILIATE YEAR-END ACTIVITIES \_\_\_\_\_, 20\_\_

AFFILIATE NAME \_\_\_\_\_  
 PARISH \_\_\_\_\_  
 CITY \_\_\_\_\_ DEANERY \_\_\_\_\_

Please circle the commission committee report that you are judging.

Spirituality	Leadership	Service
Church – Legislative	Organization – Membership – Public Relations	Family – Community – International

Please attach one of these forms to each affiliate's report.

On a scale of 1 – 10 points (10 high) for each item, please score the following items:

Criteria	Score
Was there a list of activities provided, showing the breadth of work?	
Did the affiliate adopt, work on, and/or complete any initiatives suggested by the SCCCW Commission Chair? If so, how effectively?	
Did the affiliate give enough information for you to understand the project/initiative? Was the information legible, descriptive, and informative?	
Did the affiliate attempt to report on one activity that meant the most or had the most impact on its members or the community?	
Did this most impactful project make you go "Wow!" or make you want to find out more?	
Is this most impactful project something you or others who hear about it want to duplicate in your own parish or parish?	
TOTAL SCORE - 60 points max	

*To print multiple pages, use the printer command "two pages to a sheet". To determine the number of copies needed at the pre-convention meeting, multiply the number of affiliates times the number of commission committees. Scores can be rank and inserted in a matrix to eliminate the bias of a subjective numerical evaluation.*

Judges' additional comments (if any):





## APPENDIX F

### AWARD AND SCHOLARSHIP

GOLDEN ROSE AWARD ANNOUNCEMENT LETTER

GOLDEN ROSE AWARD NOMINATION FORM

GOLDEN ROSE AWARD JUDGING FORM

LETTER – SCCCW REV. PENTIS SCHOLARSHIP

SCCCW REV. PENTIS MEMORIAL SCHOLARSHIP GUIDELINES

SCCCW REV. PENTIS MEMORIAL SCHOLARSHIP APPLICATION

SCCCW REV. PENTIS MEMORIAL SCHOLARSHIP APPLICATION JUDGING FORM

ANNOUNCING THE

**SCCCW GOLDEN ROSE AWARD**



THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN  
An affiliate of the National Council of Catholic Women  
“Women of Faith, Women of Action”

The South Carolina Council of Catholic Women, with the blessing of Bishop Jacques Fabre-Jeune, will present the SCCCW Golden Rose Award to an exceptional young woman in the Diocese of Charleston this year. In Collaboration with the National Council of Catholic Women, this new annual award will recognize a young woman between the ages of fourteen and eighteen who exemplifies the mission of the NCCW through her spirituality, leadership, and acts of service.

Nomination packets are being sent to Pastors, Directors of Religious Education, and Youth Ministers throughout the Diocese, asking them to nominate a young lady from their parish or school (Catholic, public, or home) to receive this special award. There are many programs that promote academic or athletic abilities. The SCCCW Golden Rose Award was established to recognize and promote the value of young Catholic women who are making a difference in today's world, one good deed at a time.

The recipient will be selected by a committee based on established criteria. She will be recognized by SCCCW and will receive a Golden Rose pin, certificate, and a NCCW junior membership. With her permission, she shall be nominated by SCCCW for the NCCW Golden Rose Award.

Thank you in advance for helping SCCCW recognize the good works of a young lady in your parish. Please refer to the attached pages for information on criteria for the award and how you can nominate a young woman for the SCCCW Golden Rose Award.

**THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMAN**  
**GOLDEN ROSE NOMINATION FORM**  
**202\_\_**

The nominee should be an exemplary young woman who is a high school student between ages 14 and 18. She should

- be a practicing Catholic who attends Sunday Mass regularly and reflects Gospel values,
- portray spirituality, show outstanding leadership qualities, and engages in acts of service,
- be actively involved in parish activities (youth groups, ministries, or volunteer work), and
- be actively involved in school activities (curricular, cocurricular and/or extracurricular).

**Name of Nominee:**\_\_\_\_\_

Name and title of individual submitting the nomination:

\_\_\_\_\_

Contact information of person submitting nomination:

Phone Number (land line)\_\_\_\_\_ (cell)\_\_\_\_\_

Address\_\_\_\_\_

Email Address\_\_\_\_\_

Name of Pastor providing a letter of recommendation for the nominee:

\_\_\_\_\_

Nominee's Contact Information:

Address\_\_\_\_\_

E-mail\_\_\_\_\_ Phone Number\_\_\_\_\_

Parish\_\_\_\_\_

*Please submit a description of your nominee's accomplishments on the following page.*

Based on the criteria for this award, please share with us the compelling qualities and characteristics of this young woman that moved you to nominate her for this award. Use the back of the form if more space is needed.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*Thank you for helping SCCCW recognize an outstanding young lady from your parish.*

## FORM FOR JUDGING A SCCCW GOLDEN ROSE AWARD NOMINEE

Name of Nominee \_\_\_\_\_

### Eligibility Requirements:

1. Nomination form received/postmarked by due date	
2. Recommendation letter from her Pastor received/ postmarked by due date.	
3. Nominee is a female practicing Catholic high school student between the ages of 14 and 18.	

The following evaluation criteria are suggested for judging. If necessary, list on the reverse side of this form any awards, achievements, and faith-based/service-oriented activities that may be of assistance in the judging process.

Criteria	Points Allowed	Score
1. Spirituality reflected in everyday life. Attends Sunday Mass regularly and reflects Gospel values.	20	
2. Shows leadership qualities in school and parish activities that go above and beyond when compared to her peers and is involved in acts of service. Examples.	40	
3. Involved in parish activities (such as youth group, ministries, volunteer work)	20	
4. Involved in curricular, cocurricular and/or extracurricular school activities (such as sports, student government, clubs, art, music, theater)	20	
Total	100	

Signature of Judge\_\_\_\_\_ Date\_\_\_\_\_

## SCCCW Reverend William F. Pentis Memorial Scholarship Guidelines 20\_\_



The SCCCW Reverend William F. Pentis Memorial Scholarship was established in 2009 to honor Father Pentis, an Oratorian Father, who served as Moderator for the SCCCW, providing spiritual support for more than 30 years. His work with Council was a labor of love.

### General Information.

The SCCCW mission is to respond with Gospel values to the needs of the Church and society in the modern world. It strives to support, empower, and educate all Catholic women in spirituality, leadership, and service. The scholarship was created to encourage and promote such themes among Catholic females from SC who are graduating high school. SCCCW awards annually a \$1,500 merit-based scholarship to a single recipient in honor of Reverend Pentis.

### Eligibility Requirements.

- Eligible students must be female South Carolina residents, who are graduating seniors planning to attend an institution of higher education such as a university, college, junior college, or technical school.
- Student must be a Catholic in good standing.
- A letter of recommendation from an ecclesiastical body such as priest, brother, deacon, or woman religious, a director of religious education, or a youth minister is required.
- Student must be actively involved in school life and the community.
- Submissions must be received by the deadline; no late applications will be considered.

### Submissions.

- A completed application must be signed by *both* the student and the guardian.
- A referral letter from a high school or home school official such as a principal, teacher, or guidance counselor is required.
- A high school transcript must be included.
- A copy of a university/college/school acceptance letter is required. Send only *one*.
- A letter of recommendation from an ecclesiastical body, director of religious education, or youth minister is required. Send only *one*.
- Additional materials submitted such as photos, press releases, extra letters, and so on are *not* necessary and will *not* be considered.
- An essay no more than two typed pages on the topic, "What part will spirituality, leadership, and service play in my life in the future?" is required.

SUBMISSION DEADLINE: APRIL \_\_, 20\_\_

Please send *complete* submissions (application, transcript, essay, and all letters) to:

SCCCW President  
President's address

**Applications MUST be postmarked on or before April \_\_, 20\_\_ to be considered.**



20\_\_ SCCCW  
REVEREND WILLIAM F. PENTIS  
MEMORIAL SCHOLARSHIP APPLICATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Address City State Zip

Home Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ E-mail \_\_\_\_\_

High School \_\_\_\_\_ GPA \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Name of Parish: \_\_\_\_\_ Years Attending Parish: \_\_\_\_\_

In what activities/ministries do you participate at your current parish?

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If less than 5 years at current parish, you may include activities/ministries from a previous parish or previous house of worship if a recent convert to the faith. \_\_\_\_\_

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List any academics, sports, and community activities in which you are involved: \_\_\_\_\_

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Page 2, Application

List any achievements of awards you have received, or any leadership positions you have held, at your school, in your parish, or in your community: \_\_\_\_\_

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Briefly describe your plans and major field of study: \_\_\_\_\_

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Describe how you hope to give back to others in both the short-term (next 5 years) and in the long-term (more than five years from now): \_\_\_\_\_

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Describe the role faith plays in your everyday life, as well as in your future: \_\_\_\_\_

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(APPLICATION MUST BE SIGNED.)**

- Please attach your essay (no more than two typed pages) to this application on the topic “What part will spirituality, leadership, and service play in my life *in the future*?”
- Please do not repeat information in your essay that is already included in this application!
- Include both reference letters, high school transcript, acceptance letter, and your essay with this completed application.



# FORM FOR JUDGING A SCCCW REVEREND WILLIAM F. PENTIS MEMORIAL SCHOLARSHIP APPLICATION

Name of Applicant \_\_\_\_\_

## Eligibility Requirements:

Application and form postmarked no later than April 15 of current year.	
Signature of parents.	
Referral letter from school official such as principal, teacher, or guidance counselor.	
Copy of high school transcript.	
Copy of university/college/school acceptance letter.	
Letter of recommendation from ecclesiastical representative– Priest, Deacon, Sister.	
An essay no longer than two typed pages must be submitted with the application.	

The following evaluation criteria are suggested for judging. If necessary, list on the reverse side of this form any awards, achievements, and faith-based/service-oriented activities that may assist in the judging process.

Sections of the Application Form	Points Allowed	Points Given
Section 1: Involvement in Faith-Based/Service-oriented activities	15	
Section 2: Extra-curricular Activities	15	
Section 3: Academic Achievement – High School Grades and Awards	15	
Section 4: Humanitarian Goals/Future Goals	15	
Section 5: Importance of Faith in Personal Life and Future	15	
The essay topic: “What part does Spirituality, Leadership and Service play in my life now, and what part do I hope they will play in my life in the future.	25	
TOTAL POINTS	100	

## COMMENTS:

Signature of Judge: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX G

### RESOLUTIONS

SCCCW RESOLUTION - EXAMPLE

NCCW RESOLUTION - EXAMPLE

# SCCCW RESOLUTIONS

Resolutions adopted each year at the annual SCCCW Convention reach out to new needs and concerns regarding important issues of the time. From 1984 through 2023, 194 resolutions were adopted. Previously adopted resolutions have been grouped into general categories of participate/help, study, support, advocacy, and remembrance. All resolutions adopted by SCCCW since 1984 are available on the SCCCW website. Follow the thread [scccw.org](http://scccw.org), Resources and Links, and SCCCW Convention Resolutions.

## SCCCW 2023 RESOLUTION - EXAMPLE

### DAILY PRAYER OF THE ROSARY AND THE FIRST SATURDAY DEVOTION

**Purpose:** This act of Reparation to the Immaculate Heart of the Blessed Virgin Mary is to encourage and promote the practice of praying the Rosary daily and participating in every First Saturday Devotion of Reparation.

**Whereas:** Our Lady demonstrated its importance through messages from Fatima. She explicitly instructed [us] to preach her Psalter, The Rosary (*Champions of the Rosary*),

**Whereas:** By relying on Mary's powerful intercession, [we can] let ourselves be led by her, having recourse in her in all things, and trusting her completely (*A Glorious New Morning*),

**Whereas:** "The Rosary is infused with the saving mysteries of the life of Christ and made to be used against evil, falsehood and sin" (*Champions of the Rosary*),

**Whereas:** "With the establishment of Divine Mercy... the Rosary is ...a weapon of truth " ... St. Faustina wrote "I shall fight all evil with the weapon of mercy ". In the 21<sup>st</sup> century the Rosary is a "weapon of Truth and Instrument of Mercy" (*Champions of the Rosary*),

**Whereas:** "The First Saturday Devotion is a special request by Our Lord and Our Lady to make reparation for all the sins against the Immaculate Heart of Mary", and

**Whereas:** "Our Lady promised personal salvation if we fulfill the five consecutive First Saturdays. However, we should continue to fulfill them every month to console the hearts of Jesus and Mary and make reparation for the sins of others".

**Be it Resolved,** "That the continued practice of the First Saturdays will help bring about a period of peace and the salvation of many souls as Our Lady promised" (*Fatima, July 13, 1917*).

**Resolved,** That "The Holy Rosary serves to overcome the enemies of God and religion. But, above all it nurtures the Catholic faith, and it reveals God's truth".

**Resolved,** That "All graces [are] conceded to us by God through the hands of Mary. With the Rosary, the Christian people sit at the school of Mary".

**Resolved,** That all members of SCCCW are encouraged to pray the rosary daily, to participate in First Saturday devotions, and to seek Pastoral conditions where members can pray in groups. Also, other parish ministries can be encouraged to do the same.

**Resolved,** SCCCW will ask each deanery and affiliate to report on progress with this resolution at the state meeting.

*Resources: America Needs Fatima, P.O. Box 341, Hanover, PA 17331*

## NCCW RESOLUTIONS

Refer to the NCCW website (NCCW.org) and follow the thread ‘about us’, ‘protocol’ and ‘resolutions’ to access past and current NCCW resolutions. The following resolution was adopted at the 2023 NCCW Convention.

### 2023 NCCW RESOLUTION – EXAMPLE

Title: Belief in the Real Presence

Purpose: To foster increased understanding of the Church’s teaching on Jesus’ Real Presence in the Eucharist:

*Whereas*, the *Catechism of the Catholic Church* states, “The Eucharist is ‘the source and summit of the Christian life,’” (CCC1324)

*Whereas*, the Bishops of the United States are calling for a three-year Eucharistic revival, *My Flesh for the Life of the World*, at all levels of the Church in our country, and

*Whereas*, a personal encounter with Jesus in the Eucharist brings healing, grace, and strength for us as missionary disciples,

*Resolved*, that members reflect on Church teaching by utilizing the NCCW Spirituality Commission study guide “*Woman of the Eucharist*” and promote this study which corresponds to the 6<sup>th</sup> chapter of the Encyclical letter *On the Eucharist in Its Relationship to the Church* and sponsor this study at the parish level.

*Resolved*, that NCCW affiliates would supplement this study by encouraging member-led participation in frequent and regular Eucharistic Adoration that may include reciting the rosary, chaplet, or other devotions.

*Resolved*, that each NCCW Province be encouraged to and make every effort to send a representative to the Eucharistic Congress in Indianapolis, July 2024.



## APPENDIX H

### RESOURCES

A PRACTICAL GUIDE TO MENTORING  
HOW TO BE AN EFFECTIVE COMMISSION CHAIR  
LIFE CYCLE HANDOUT OF A COUNCIL OF CW – NCCW LDT  
MEMBERSHIP DEVELOPMENT  
TEMPLATE FOR PROPOSING A DEANERY PROJECT

## A PRACTICAL GUIDE TO MENTORING

Why have a mentoring program?

Have you ever arrived at a church event for the first time and felt ignored or unwelcome? Such a situation could cause one to feel uncomfortable and might cause one to not participate or return to subsequent events. A mentoring program can provide an affiliate with a way to make sure everyone feels welcomed and engaged. A new member who is effectively mentored might become the next chair of a committee or an officer in a Council.

Definitions.

A *mentor* is a trusted and experienced person who can advise new members. A mentor can serve as a teacher, sponsor, guide, and friend.

A *mentee* is a person who is advised and counseled over time by a more experienced person.

*Mentorship* is a relationship in which a more experienced or more knowledgeable person helps or advises a less-experienced person. It is a learning and developmental partnership between someone with experience and knowledge of the organization and someone who wants to learn.

Ways of identifying mentors follow:

- At the end of the fiscal year of the Council, ask who would be willing to act as mentors for the next year. A plan of action could be developed during the early summer and implemented at the first meeting of the council.
- Assign members to be mentors to women who live in proximity or are who are involved in common activities. Mentors should call their mentees and invite them to the first meeting in the fall.
- Select Council members to be mentors who are friendly, flexible, reliable, and caring, who can share their wisdom and skills, and who will provide a positive perspective of affiliate experiences.

Clarifying Goals.

- If the focus is on membership, work on a plan to bring attention to the Council and its mission. Let potential members know who the organization is and what it is doing.
- If the goal is to retain new members, a welcoming program and a mentoring program might help reach this goal.
- If the focus is to develop new leaders, have both the current and past board members work with those members who express an interest in a specific area or who seem to want to step forward but are reluctant.

If your goal is to get new members, try one or more of the following:

- Include announcements in the parish bulletin inviting women to join the affiliate and promoting programs of the Council.
- Have members speak at each Mass if the parish priest will allow such and invite women to join.
- Design a brochure with information about the affiliate and share it with potential members.
- Set up a table outside Mass with brochures, have warm smiles and provide information, if the parish priest will allow such.

- Call women new to the parish and those who have expressed an interest in the Council and invite them to meetings and/or upcoming events.
- Have membership forms and brochures with information about the affiliate available at all meetings.

If your goal is to make your members and guests feel welcome at a meeting:

- Always have greeters at the door to welcome members, especially first-time attendees.
- Provide reusable name tags and assist each person in finding her name tag.
- Have officers wear a different colored nametag so they can be identified as a source of information.
- Put a sticker on the name tag of new members so others will be sure to speak to them and welcome them.
- Introduce new members and guests to someone they might like to sit with.
- Have first-time attendees stand and say a little about themselves. Welcome them!
- Appoint someone to call new members for a follow-up welcome.

Following up with new members.

- Develop an e-mail 'Welcome Letter' to be sent to new members stating the goals of the affiliate, suggesting some committees that might be of interest to the person, and explaining the relationship of the affiliate to the deanery, the diocesan council, province, and the National Council of Catholic Women.
- Send to a new member a 'Save-the-Date' message that contains a list of future meetings and events and a suggestion that the information be recorded on the calendar of the new member.
- Have a 'Get to Know Us' meeting for new members and incoming board members. Board members and commission chairs can explain how the organization works and how new members can participate in and contribute to Council activities.
- Set up a mentoring program in which a current member is assigned a new member. The current member shall invite her assigned new member to meetings. If the new member attends a meeting, the current member shall greet her, introduce her to other members, and sit with her during the meeting.
- Develop a carpooling list for women who do not drive or who would like a ride.
- Put new people on the communication e-mail list to keep them informed.

Getting to know each other-try an icebreaker at your meetings.

- Have signs with the months of the year posted around a room. Have members go to the sign showing their birthday month. Each person in the group shall ask the others in the group three questions.
- Cut a deck of cards in half horizontally. Make two piles with the top half of each card in one pile and the bottom in the other. After selecting a card from one of the piles, find the person that completes your card. Find out three things about your 'other half'.

Have numbered cards in a bowl that correspond to numbered tables in the room. Each person draws a card and sits at that table of the matching numbered card. This provides an excellent way to encourage interaction.

- A little research can reap many suggestions for quality ice breakers.

*Developed by the SCCCW Leadership Commission, January 2020*

## MENTORING MODELS

Two Mentoring Models that may be used follow:

**Group setting:** A leader mentors in a group setting with no more than 4-6 participants. The group is encouraged to meet at least once a month to discuss diverse topics. One or more mentors would lead discussions with the mentees. The group setting for some may help instill feelings of security, motivation, creativity, and friendships. This form of mentoring is limited by the fact that it is difficult to schedule meetings with the entire group. It also lacks the personal relationship that some individuals prefer in the mentoring process.

**One-on-One Mentoring.** This is the most common model. It matches each mentor with one mentee. It allows both to build a personal relationship together at their own pace. It provides individual support for the mentee.

## RESPONSIBILITIES OF MENTORS AND MENTEES

**Skill Set and Role of Mentors.**

The two primary purposes of mentoring are skill building and enhancing an understanding of Council and its benefits. An effective mentor should guide the mentee in developing skills that enhance her knowledge and involvement with a Council. The mentor:

- Must listen intuitively.
- Must provide insight, technical knowledge, and tips that shorten the learning process for the mentee.
- Shall help the mentee to recognize her gifts and to understand that they can be valuable to the Council.
- Must motivate a mentee and challenge her to move beyond her comfort zone, encouraging participation in leadership, creative action, and goal fulfillment.
- Shall cultivate a sense of confidence in her mentee by carefully supporting the mentee as she takes small steps initially that lead to success in larger steps, which may lead to steps that test her limits.
- Shall use kindness, tact, and constructive criticism, if necessary, in advising her mentee on how to best present herself to others in the Council when striving to achieve goals.
- Must be able to explain the mission of the Council, its basic organizational structure, and how its actions are centered around three commissions: spirituality, service, and leadership.
- Shall be available to meet with the mentee to assist her in understanding all parts of the Council and its activities and to encourage involvement in the areas that interest her the most.
- Shall facilitate growth by providing resources and networks that will help her mentee understand the rings of Council (the NCCW, Province of Atlanta, Diocesan Council, Deanery, and affiliate), emphasizing how they all work together to assist each other in achieving their missions.



- Shall guide the mentee in using her gifts in a way that best fits with the Council needs, such as encouraging her initially to become a member of a committee that is compatible with her skill set and later to take on other more demanding leadership positions.
- Must remember that the goal of the Council is to develop in members the desire to promote spirituality, service, and leadership and to allow them to help achieve this goal through their membership and participation.

#### Skill Set and Role of Mentees.

The primary responsibility of a model mentee is to absorb as much from her mentor as possible. Learning is her primary responsibility, however, there must be reciprocity between a mentor and mentee for the partnership to be fruitful. The mentee:

- Must show up for sessions, value her relationship with a mentor, be willing to take responsibility for her development, identify her needs per outcomes in the organization, and create a plan for how those needs could be met.
- Must show initiative and be willing to take risks, listen, observe, and learn.
- Must feel free to ask questions.
- Must clarify the information she has received and seek to fill in any knowledge gaps.
- Shall take the initiative in determining how she wants to positively impact the Council and proceed to develop skills to do so.
- Should make the commitment to the Council, its mission, and her Council sisters by completing the learning and work necessary to attain success in areas of her choosing.
- Shall follow through on commitments; ‘do what you say and say what you do’!

## HOW TO BEGIN A MENTORING PROGRAM

Suggestions for how to begin a mentoring program follow.

- Present to Council members the many reasons to institute a mentoring program and ask if members are willing to participate.
- Select a seasoned member to coordinate the program and to match mentors with mentees. When a member joins the Council, she, the mentee, would be told about the mentoring program and would be matched with a mentor.
- Schedule a meeting with all mentors and mentees and present the purposes of the program. Provide general information about the mission of the Council and the structure of rings of Council (the National Council of Catholic Women, Provinces, Diocesan Councils, Deaneries, and Affiliates). Refer to the *SCCCW Procedure Manual*, available at [SCCCW.org](http://SCCCW.org), for an abundance of useful information.
- Ask the mentor to speak with the mentee often to get to know her goals, her gifts, and how she can be part of Council. Get the new member involved!

Encourage each mentee to attend Council meetings. If she is unable to attend, have minutes of meetings sent to her. Ideally minutes should be sent out within a week of a meeting to keep all members informed.

- Invite the mentee to participate in ongoing projects.
- Present the activities of Council Commissions and Commission Committees Chairs. Encourage each mentee to join a committee of her choice. If she joins one, follow up with the Commission/Committee Chair, requesting that the mentee be contacted and welcomed to the-committee. Follow-through must occur to ensure that the mentee feels welcomed and participates in activities.
- Throughout the year, mentors shall stay connected with mentees and shall address any of their questions or concerns. Mentors shall encourage mentee involvement, shall seek

- feedback on what the mentee likes or does not like about Council, shall note their concerns, shall receive suggestions on how concerns can be addressed with the Council leadership, and shall receive/solicit ideas for change.
- Communicating and following up are two important actions that allow a mentee to grow, to become involved in Council leadership, to feel valued, and to be personally fulfilled as an active member of Council.

*Developed by S. Wolfe, 2020*

# HOW TO BE AN EFFECTIVE COMMISSION CHAIR

## HOW TO BE AN EFFECTIVE DIOCESAN CHAIR

- Arrange with your predecessor to get her files and records. You should receive a packet from NCCW, but it might be delayed.
- Plan your program, have a theme, consult with the president and other commission chairs. Use the National publications.
- Keep in close touch with deanery chairs. Communication is especially important. You are the main contact with local and national chairs.
- Sponsor workshops, especially on the diocesan level, urge deanery chairs to sponsor them on deanery and local levels.
- Plan well in advance for annual convention workshop.
- KEEP RECORDS; be constantly alert for ideas what will assist the successful functioning of your commission.

## HOW TO BE AN EFFECTIVE DEANERY CHAIR

- Communicate with Diocesan Chairs regularly.
- Ask Deanery Presidents for information after each Diocesan Board Meeting.
- Follow the directives of the diocesan chair and communicate with your local chairs.

## HOW TO BE AN EFFECTIVE PARISH CHAIR

- Parish chairs are the vital link in the chain of Catholic Action. The President appoints them. They must receive materials from the deanery and diocesan levels.
- They are asked to attend leadership institutes, workshops, and deanery/diocesan meetings. A parish chair must sort out information received and apply what her group can use. She must be alert to the local needs and abilities.

## WHERE TO GET SUGGESTIONS - WHAT TO DO WITH THEM

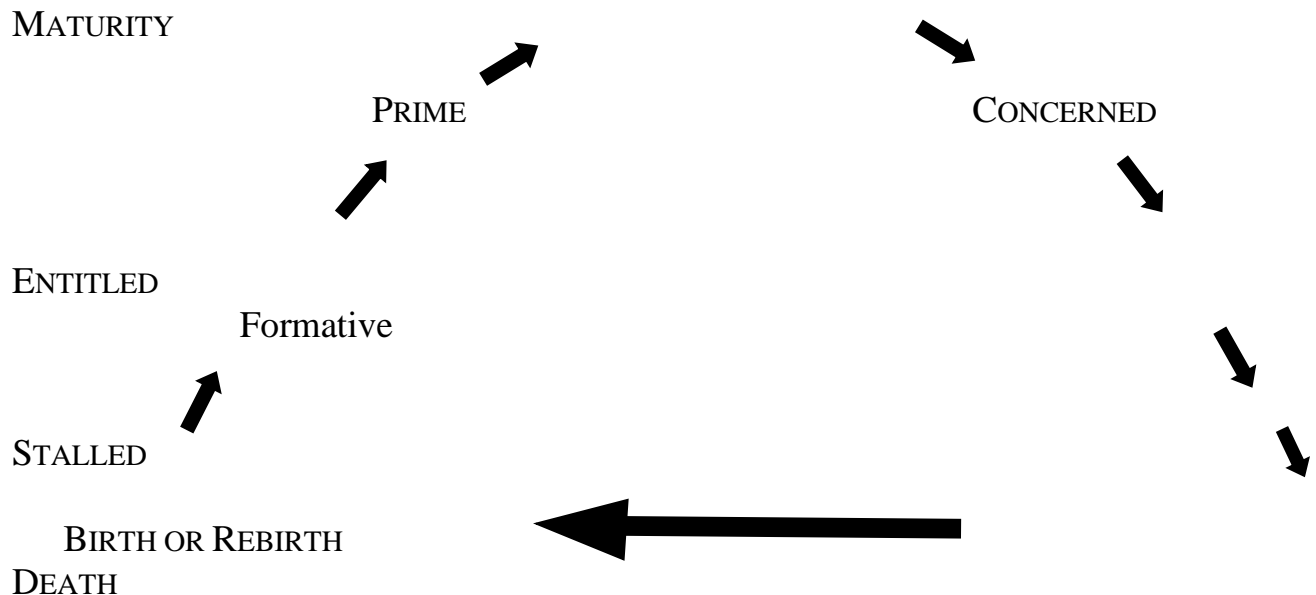
- The Bishop and/or Spiritual Advisor may suggest specific programs.
- The President may designate specific programs; your group may have ideas.
- The DCCW chair, who receives materials from the National level, will pass on ideas.
- Use suggestions from Catholic publications.
- Visit organizations whose work relates to your commission field.
- Attend lectures, do research work, and talk to other people.
- Watch for problems or needs in your own community.
- Plan your year's program in advance, use a yearbook, and keep a scrapbook.
- Report your progress.

# THE LIFE CYCLE OF A COUNCIL OF CATHOLIC

## NCCW Leadership Training Development *A Council Enrichment Program*

NCCW Convention August 2019

Organizations like people go through a life cycle in which they age, change in structure and ability, and eventually begin to slow down. With dedication and training, a council may grow to the prime and maturity stage and stay there. However, through our research we have found a typical CCW life cycle may proceed like this:



### THE LIFE CYCLE OF A CCW COUNCIL

***BIRTH OR REBIRTH STAGE** would be a core group of women coming together to start a council, or an existing council that is dying and wants to restart or rebirth itself.*

The characteristics of this stage are:

- They have a vision of where they want to go and believe in the mission statement of NCCW
- They have a need and desire for spiritual growth
- They want to build their image, programs, and structure
- They desire to be a part of something bigger than themselves and have a Catholic voice.

*THE FORMATIVE STAGE indicates further growth and leadership begins to be shared. The building of a solid foundation begins here.*

The characteristics of this stage are:

- Spirituality is growing
- Mentoring is in initial stages
- You build a healthy relationship with your pastor and/or Spiritual Advisor
- By-laws and standing rules are adopted & record keeping is started
- Officers are assigned or may be elected
- Training is taught and sought after & teamwork is being nurtured
- Building Membership is important & communication is more sophisticated
- Commissions or small groups are brainstorming programs

*THE PRIME STAGE is characterized by further growth and development. Members feel comfortable and happy.*

The characteristics of this stage are:

- Spirituality is strong
- Mentoring is done routinely and has an active committee
- Commissions are active
- There is a welcoming environment
- Job descriptions are written and used
- Communication is filtering down from the rings of council
- A balanced budget exists
- Programs are interesting & membership is growing
- Evaluations and Critiques are being done as a routine process
- Your identity and image in the community are positive and respected
- Your pastor and/or Spiritual Advisor support you and you communicate regularly with him/her.

*THE MATURITY STAGE is the top of the high growth stages. The organization operates effectively and is continually seeking new members and ways to enhance their operations.*

The characteristics of this stage are:

- Spirituality is a priority!
- Mentoring is active and productive
- A healthy relationship exists with pastor and/or Spiritual Advisor
- Teamwork is at its best
- Officers are trained and knowledgeable
- An active commission system is in place
- Communications are strong with newsletters, e-blasts, e-mails, publicity, PR
- Membership committee is active
- Officer succession is not a problem
- Image is in the forefront and women seek you out
- A joyful environment exists

*THE CONCERNED STAGE is a new stage all together and was created due to our research in what our present-day councils may be experiencing. We learned there is a stage in our cycle where there are a dedicated group of women who are protective of their council because they have been longstanding members and know and love council for what it has done especially in the past.*

The characteristics of this stage are:

- A deep love of NCCW
- Their spirituality is still strong
- May have older members who have strong relationships not only with their local CCW but with national members
- Their membership is declining
- Their image or identity is that of a group of caring mature women who do the same projects and meetings every year
- They are busy doing everything, and there are not enough members to delegate
- They want council to continue but are tired and burned out
- Bylaws are followed occasionally
- Succession is a problem
- Like other things in their lives, they feel they have been there and did the best they could, but do not have any ideas of how to save their council

*What do they need to do to stay alive and active?*

*THE ENTITLED STAGE centers more on its internal concerns and begins to slow down in activity and gets comfortable with the status quo.*

The characteristics of this stage are:

- There is little or emphasis on spirituality – No prayer services.
- They think they have all the answers and do not have to change anything or add any new components
- A rigid environment exists
- Some officers run the whole show
- Decisions are made from the top without consent of the membership
- The programs, if any, serve the officers agenda and the members are an afterthought
- No training or mentoring exists
- The officers tend to stay for years in the same positions, or rotate positions to the same small core of women
- Bylaws are not followed
- They think they have a good identity in the community, but do not
- Their membership is not growing, and they are not concerned

*IN THE STALLED STAGE, the growth of the organization has stopped. Organizations in this stage do all the same things the same way with the same results.*

The characteristics of this stage are:

- Spirituality has little existence, but they may say Our Lady of Good Council Prayer
- No one wants to step up to hold an office
- Nothing new is welcomed, including membership
- Teamwork does not exist
- Their image is usually negative in the community
- There is no fire or empowerment
- They are tired but do not want to do anything different to grow.

*DEATH OR THE DEMISE STAGE on this chart may not mean actual extinction but be an organization where only a few are still active.*

The characteristics of this stage are:

- Members and officers are beyond TIRED and BURNED OUT

- Membership has dwindled down to only a few
- No one wants to hold office There is no vision, goals, or passion
- They are wondering where all the younger women are and are determined that younger women are their only hope in existing as an organization
- Apathy exists
- They celebrate past achievements
- And the old guard is saying, “Remember when we did this or that?”

*You do not have to go through all the stages and die before you realize that you can with training and re-organization, you can jump start your council again.*

### Exercise

1. Can you identify where your council is on this cycle?
2. Does your council have characteristics of two different stages?
3. How has this program helped you to identify where you are?
4. What do you need to do to jump to another more productive level?
5. If you are in a prime or maturity level, what do you need to do to stay there?
6. What are some other characteristics you may need to embrace that are not listed?

*Created and Developed by Linda Clark, NCCW Leadership Trainer, Revised 7-2019 LC*

## MEMBERSHIP DEVELOPMENT

From the January 16, 2019, NCCW Member Call

led by Jane Carter

(Paraphrased and Adapted to Reflect Councils not just NCCW)

Membership Development is the CRITICAL issue for all councils!

Without members, councils cease to exist. With too few active members, we burn out. Without new members, we become focused IN, and we die out slowly. I propose a simple 3 step plan...:

1. PROCLAIM the council mission statement at every meeting---both board and membership. Before each meeting, pray, pledge, and PROCLAIM who we are and why we exist!
2. BE the best member of your council. If every woman in your council was always trying to be the BEST member, she would share her gifts, mentor new and younger women, be the first to volunteer when needed, and smile and be joyful about her responsibilities.
3. Look at every meeting, event and gathering with MEMBERSHIP IN MIND.
  - Advertise each meeting DIFFERENTLY---because different approaches and different presentations appeal to different people.
    - Reach out to possible NEW members and reach out to all “fringe” members, those who pay their dues, but show up once or twice a year.
  - Get EVERY member to EVERY meeting and event!
4. ALWAYS reach out to other parish groups who are aligned with you in an area of ministry.

For example:

- Invite the Pro-Life group to a shower for Catholic Charities.
- Invite the preschool to grade 3 moms when you talk about Holy Holidays or assemble Holy Easter Baskets or Shoebox Madonna. (All are explained in the NCCW New Evangelization resource, *We are Called to Witness!*)
- Include the older Girl Scouts and their moms for a Spiritual Day of prayer and reflection.
- Invite the women in RCIA to come and pray a special rosary in October or help Crown Mary in May---*help them to come to learn and love Marian traditions!*
- Invite the women who work in the food pantry whenever you have a speaker on Hunger Ministry or when you collect canned goods.

Open your doors and welcome others to see who you are and what you do. Remember---Look at every meeting, event and gathering with an eye towards MEMBERSHIP DEVELOPMENT. Membership Development is CRITICAL.

Write it on your Board meeting agenda. Use those exact words. Weave them into your presentations and writing. Keep them in front of you, all the time!!



## EXPLANATION OF PROCESS AND TEMPLATE FOR PROPOSING A DEANERY PROJECT

### Proposal Process

The following A.B.C. process may be used to provide an efficient and consistent process for proposing, reviewing, and reporting on deanery projects.

#### A. Propose a Project

##### A Project Proposal:

- Will typically follow an informal suggestion of a desired project agreed on by the deanery board or membership.
- May originate from any deanery member, who shall present it to the relevant committee chair.
- Is presented in a clear, concise way.
- Is thoroughly planned out.
- Has a designated project director.
- Has meaningful outcomes, aligned with purposes of deanery commissions and committees.
- Explains how the project will be funded.

(Section A may be used independently to encourage mini-project proposals by members.)

#### B. Review the Proposed Project

The commission chair reviews the proposal for completeness and alignment with the purposes of deanery commissions and committees.

If the commission chair recommends the proposed project, it is reviewed by the board of directors.

If the board of directors recommends the proposed project, it is voted on by the membership.

#### C. Report on the Completed Project

The project director documents the results of the project and sends the *Completed Project Report* to the commission chair within one month of the end of the project. The commission chair includes a summary of the project (or in-progress report) in her report to the deanery president before each deanery meeting.

A. Project Proposal	
<i>The Proposal should be legible, descriptive, informative</i>	
Sponsoring Committee Chair(s)	<i>Circle one or more</i> <i>Leadership:</i> Organization    Membership    Public Relations <i>Service:</i> Community    Family    International <i>Spirituality:</i> Church    Legislative
Submitted by	
Date Originated	
Begin Date	
Target End Date	
Scope	<i>Circle one or more</i> Deanery    State    National    International
Description Who For What Purpose Where How List of Activities	
Director(s) of project	
Estimated # of recipients touched by project	
Potential impact on recipients	
Expected % of deanery members who will participate and support project	
Supporting Documents (if any)	<i>List documents here. Attach copies to this document.</i>

Budget Estimates		
<i>Complete here OR attach spreadsheet. Include goods, services, and financial donations.</i>		
Expenses		Estimated \$
Income		Estimated \$
Balance		

B. Review of the Proposed Project	
Review by Committee and Commission Chairs	
Date Reviewed	
Decision	<i>Check one:</i> <input type="checkbox"/> Recommended to the Board <input type="checkbox"/> Deferred - Explain <input type="checkbox"/> Rejected – Explain (originator can appeal to the Board)

Board of Directors	
Date Reviewed	
Decision	<i>Check one:</i> <input type="checkbox"/> Recommended to the Membership <input type="checkbox"/> Deferred - Explain <input type="checkbox"/> Rejected- Explain (originator cannot appeal to membership)
Membership	
Date Reviewed	
Decision	<i>Check one:</i> <input type="checkbox"/> Approved <input type="checkbox"/> Deferred - Explain <input type="checkbox"/> Rejected - Explain

C. Completed Project Report	
<i>Should be legible, descriptive, informative</i>	
Actual Begin Date	
End Date	
Recap of project activities	
Description of impact on recipients	
Number of recipients touched by project	
Number of Deanery members who participated	
Supporting Documents	<i>List documents here.</i> <i>Attach copies to this document.</i> <i>Include photographs, publicity, meeting minutes, and so on.</i>

Financials		
<i>Complete here OR attach spreadsheet. Include goods, services, financial donations</i>		
Expenses		Actual \$
Income		Actual \$
Balance		

\* Developed by Mary Gorman, St. Anthony of Padua Women's Council, Greenville Deanery.