

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN



CONVENTION MANUAL

DIOCESE OF CHARLESTON DEANERIES

AIKEN
BEAUFORT
CHARLESTON
COLUMBIA
GREENVILLE
MYRTLE BEACH
ROCK HILL

Adopted June 2019
Revised 2022 - Treasurer Section
Revised -2023

TABLE OF CONTENTS

Prayer to Our Lady of Good Counsel.....	5
Annual Convention of the SCCCW.....	6
Purpose.....	6
Logistics.....	6
SCCCW President Responsibilities.....	7
Protocol	11
Host Deanery and Host Deanery President Responsibilities.....	12
Responsibilities of the Host Deanery President.....	13
Responsibilities of the Host Deanery.....	14
Host Deanery Planning Worksheet.....	16
Convention Chair Responsibilities	17
Duties of Deanery Convention Committee Chairs.....	19
Involvement of SCCCW Convention Committees.....	21
Adoption of the Convention Program	22
SCCCW Treasurer Responsibilities.....	23
Report of the SCCCW Treasurer at the Convention.....	27
Market Place Responsibilities	29
Market Place Fundraising Formats used in the Past.....	30
Registration Convention Committee Chair Responsibilities.....	32
Registration Committee Report.....	35
Credentials Convention Committee Responsibilities.....	36
Credentials Committee Report.....	39
Nominating Convention Committee Responsibilities.....	41
Introduction of Candidates for Election.....	43
Nominating Committee Report.....	45
Election Convention Committee Responsibilities	46
Election Committee Report.....	48
Resolution Convention Committee Responsibilities.....	50
SCCCW Resolution Notebook.....	51
Resolution Committee Report.....	52
Parliamentarian Responsibilities.....	54
Adoption of Convention Standing Rules.....	56
Recording Secretary Responsibilities.....	58
Adoption of Prior Convention Minutes.....	60
Spiritual Advisor Responsibilities.....	61

Spirituality Commission Responsibilities.....	62
Honors/Memorial Program.....	62
Meditation Room.....	63
Mass in the Hotel or Nearby Church.....	64
Checklist of Items Needed for Mass at a Hotel.....	66
Installation of SCCCW/Deanery Officers at Convention.....	67
Script for Installation of SCCCW Deanery Officers at Convention.....	68
Awards Given at Convention.....	69
Ruth Schachte Perpetual Silver Bowl Membership.....	69
SCCCW Catholic Woman of the Year.....	69
SCCCW Woman Religious of the Year.....	69
Reverend William F. Pentis Multi-Cultural Award.....	69
Individual and Affiliate Awards determined by the SCCCW President.....	70
Affiliate Scrapbook Competition.....	70
APPENDIX A: CONVENTION ADMINISTRATION.....	71
Example Convention Standing Rules.....	72
Roll Call Form for Donation to the Convention Project.....	73
Contents of Convention Book.....	74
Convention Book: Description and Compilation.....	76
Market Place Silent Auction Bid Sheet.....	77
Expense Voucher for Reimbursement.....	78
Expense Voucher for 20__Convention Reimbursement.....	79
Example Budget.....	80
Example Ballot.....	81
Directions and Form for Making a Main Motion.....	82
Convention Evaluation Form.....	83
APPENDIX B: CONVENTION PACKET RELATED.....	84
Contents Fall Packet.....	85
Contents of Call to Convention Packet.....	86
Registration Form.....	87
Declaration of Voting Delegates to the Commission.....	88
Honors/Memorials Request Form.....	89
Solicitation of Advertisements for Convention Book.....	90
Order Form for a SCCCW Convention Ad.....	91
Market Place Auction Solicitation Form.....	92
APPENDIX C: AWARDS.....	93
SCCCW Catholic Woman of the Year Award Guidelines.....	94
Catholic Woman of the Year Award Nomination Form.....	95
Guidelines and Form for Judging the Rev. Pentis Multicultural Award.....	99
SCCCW Rules for Affiliate Scrapbook Completion.....	100
SCCCW Scrapbook Critique Sheet.....	101
APPENDIX D: EXAMPLE VENDOR CONTRACT.....	102
SCCCW Vendor Information Sheet.....	103
SCCCW Convention Vendor Contract.....	104
Vendor Contract Confirmation Letter.....	105



Prayer to Our Lady of Good Counsel

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.

Oh, Mother of Good Counsel, patroness of the National Council
of Catholic Women, intercede for us, that we may be
wise, courageous, and living 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

ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

PURPOSE OF CONVENTION

SCCCW strives to support, empower, and educate all Catholic women in spirituality, service, and leadership. Thus, the purpose of the Annual Convention of the South Carolina Council of Catholic Women (SCCCW) is to conduct business necessary to sustain the SCCCW and to pursue the objectives of the organization. It should strive to unite members, to set actions and policies for the future, and to provide programs, workshops and resources that help attendees to live their faith with Gospel values in the modern world.

The business necessary to sustain the organization includes reporting to the membership, administering finances, and completing actions of common concern such as electing officers, acting on proposed constitutional changes, approving minutes of meetings, recognizing outstanding contributions of members, generating operating funds, and collecting donations for special projects.

Actions and policies for the future are shaped through resolutions adopted at the convention. Attention to past and currently adopted resolutions should be ongoing. A book of all resolutions shall be maintained. Current and past resolutions are posted on the SCCCW.org website.

LOGISTICS OF CONVENTION PLANNING

The SCCCW Annual Convention is held in the spring of each year. The date must be cleared with the Bishop of the Diocese of Charleston. The convention rotates through the seven deaneries of the Diocese of Charleston, with the deanery in turn serving as a host. A deanery may pass. An inactive deanery will be passed.

The SCCCW President is responsible for the Annual Convention in its entirety. The execution of the convention plan requires the coordinated work of many individuals serving cooperatively in numerous areas of responsibility under the leadership of the SCCCW President and a convention chair. Subsequent sections of this manual provide background information and responsibilities for all individuals involved: Officers, Spiritual Advisor, Convention Chair(s), Market Place Chair, Convention Committees, Deanery Committees, and other board members. Additionally, it is imperative for all involved in convention planning attend the pre-convention meeting that is scheduled six or so weeks prior to the convention!

Convention registration is required. Any SCCCW individual member or member of an SCCCW affiliate whose dues are current may attend. A non-member may register as a guest and shall have no voting right.

SCCCW PRESIDENT RESPONSIBILITIES FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

The acting SCCCW President will establish a date for the SCCCW Annual Convention in the year prior to the convention. Every effort should be made to accommodate the schedule of the Bishop of the Diocese of Charleston to ensure his attendance, especially at Mass, if possible.

The acting president of the deanery next in rotation for the convention will begin researching a site (city) and convention hotel within the deanery at least 22 months prior to the convention that the deanery will host. The proposed site and hotel contract shall be presented to the acting SCCCW President at least 16 months prior to the convention. The president must approve the hotel and site and may assist in negotiating a contract with the convention hotel. The acting deanery president who proposed the site and the acting SCCCW President who made the final decision may or may not be in office at the time of the convention. The date and site of the convention must be announced at the convention one year in advance.

The SCCCW Annual Convention is in its entirety is the responsibility of the SCCCW President, who makes the final decision on any portion thereof. The SCCCW President shall decide on the theme and programs offered at the convention. The SCCCW President in consultation with the Spiritual Advisor and commission chairs will decide if there will be workshops and, if so, their content.

The SCCCW President shall plan and execute the agenda and attend to all matters pertaining to the convention content. The convention chair is responsible for all physical arrangements.

Deadlines for the submission of ads, Honors and Memorials forms, registration forms and vendor forms should be established by the SCCCW President. The SCCCW President shall establish a submission date for the Convention Book in consultation with the person preparing it.

The SCCCW President, SCCCW Treasurer, and the convention chair or the host deanery president shall approve expenses for the convention. All refunds must have the approval of the SCCCW President, the SCCCW Treasurer, and the convention chair or the host deanery president.

SCCCW PRESIDENT RESPONSIBILITIES

BEFORE THE CONVENTION

- Get the proposed convention dates approved by the Bishop of the Diocese of Charleston at least 22 months in advance of the convention.

- Thoroughly review the contract made with the convention hotel. Re-sign the contract if it was made by the previous SCCCW president.
- Pick a theme for the convention and solidify programs to be offered.
- Determine a budget for the convention in consultation with the SCCCW Executive Committee, Host Deanery President, and Host Convention Chair(s) and present it to the board no later than the fall meeting of the board.
- Purchase a single event liability insurance policy for the convention if it not a part of the liability insurance coverage of SCCCW.
- Receive from the deanery (next in rotation to host the Convention by the fall meeting of the board) one or more proposed Market Place fundraising formats. The SCCCW President may elect to appoint a Market Place Treasurer.
- Present the proposed Market Place fundraising formats to the board at the fall board meeting and confirm the format(s) to be used.
- Plan a preliminary agenda as soon as possible and share it with the convention chair and hotel event planner to ensure that needed meeting rooms are reserved and special arrangements are made.
- Select speakers and workshop presenters as early as possible, preferably by the summer meeting of the board and solidify contracts. Generally, speakers are used at the Business Session, Saturday Banquet, and Sunday Breakfast. (Refer to Catholicspeakers.com for ideas.)
- Get the approval from the Bishop of Charleston for a keynote speaker who is a Priest or Bishop.
- Ask each deanery president to recommend one member from her respective deanery to serve on each of the following convention committees: Registration, Credentials, Nominating, Election and Resolution. SCCCW officers are ineligible.
- Appoint members to convention committees. Refer committee members to sections in this *SCCCW Convention Manual 2023* (Refer to *SCCCW.org.*) for job responsibilities.
 - Appoint the Resolution Committee members prior to the fall meeting of the board. The SCCCW Legislation Committee Chair of the Spirituality Commission shall serve as chair of the Resolution Committee. The Spiritual Advisor shall be a member.
 - Appoint a Nominating Committee no later than fall board meeting. The chair shall be appointed by the SCCCW President.
 - Appoint members to the Registration, Credentials, and Election Committees by the winter board meeting. Chairs are usually the appointees from the host deanery.
 - Invite each committee member to attend the pre-convention meeting. Specify the date. The board shall provide a pot-luck meal for all attendees.
- Consult with the Treasurer and convention chair in preparing a Convention Registration Form. (Refer to Appendix B, *Convention Registration Form.*)
- Determine deadlines for the registration forms, Declaration of Voting Delegates, the Honors and Memorials forms, the vendor forms, ads, the Convention Book and Commission Book, in consultation with the members who will compile them.
- Compile a packet of information titled the Fall Packet of Information (Refer to Appendix B, *Contents of Fall Packet of Information.*)
- Mail by postal service the Fall Packet of Information no later than the middle of November to the presidents of all SCCCW affiliated CsCW for distribution to members, to all SCCCW individual members, to the SCCCW Board of Directors, to the Province of

- Atlanta Director and Secretary/Treasurer, and to the presidents of the Atlanta Archdiocesan CCW and Savannah Diocesan CCW.
- Distribute the Fall Packet of Information electronically to Deanery Presidents for distribution to deanery individual members and unaffiliated parishes in the deanery.
 - Compile a packet of information titled the Call to Convention Packet. (Refer to Appendix B, *Contents of the Convention Packet*.)
 - Mail the Call to Convention Packet by postal service six weeks or more in advance of the convention date to:
 - The presidents of all SCCCW affiliated CsCW for distribution to their members, to all SCCCW individual members, and to the SCCCW Board of Directors.
 - Follow up with deanery presidents to ensure that each affiliate president has received a *Call to Convention*.
 - Distribute the Fall Packet of Information electronically to deanery presidents for distribution to deanery individual members and unaffiliated parishes in the deanery.
 - The Province of Atlanta Director and Secretary/Treasurer and to the president of the Atlanta Archdiocesan CCW and the Savannah Diocesan CCW.
 - The SCCCW President shall act as hostess to the AACCW and the SCCCW when they attend the SCCCW convention, providing gifts, corsages and/or other appropriate items. SCCCW will assume registration fees, including meals that are a part of the convention registration, for the Province of Atlanta Director, the Province of Atlanta Secretary/Treasurer, and the presidents of the SDCCW and AACCW. They, in turn, reciprocate at their annual conventions. Such costs will be covered by the SCCCW Convention Account.
 - Consult with the Spirituality Commission Chair in determining the type of format, verbal or visual, to be used in presenting names of individuals being honored or memorialized.
 - Encourage solicitation of vendors for the convention. (Refer to Appendix D, *SCCCW Convention Vendor Contract* and *Vendor Contract Confirmation Letter*.)
 - Select at least three judges outside of SCCCW to review applications using a blind review for the SCCCW Catholic Woman of the Year and select a recipient. The review process shall begin immediately after applications are received at the pre-convention meeting. The President shall notify the member selected as SCCCW Catholic Woman of the Year and invite her to attend the convention, where she will be recognized. The President shall notify nominees not chosen and invite them to attend the convention banquet, where they will be recognized. (Refer to Appendix C, *Catholic Woman of the Year Guidelines* and *Nomination Form*.)
 - Obtain the SCCCW Catholic Women of the Year medal, a large Our Lady of Good Counsel medal engraved on the back with three items: the name of the woman selected, the words “Catholic Woman of the Year,” and the current year. The president shall appoint someone to obtain the medal and chain. The cost of the medal, chain and engraving is paid from the SCCCW Operating Account. The convention registration for the SCCCW Catholic Woman of the Year shall be refunded from the Operations category of the SCCCW Operating Account.
 - Select at least three individuals (preferably religious) to judge the SCCCW Woman Religious of the Year nominees as soon as possible after applications are received at the pre-convention meeting. (Refer to Appendix C, *Woman Religious of the Year Nomination Form*.) The President shall notify the individual selected as SCCCW Woman Religious of the Year and invite her to attend the convention, where she will be recognized. The SCCCW President

shall send a congratulatory letter to those having been nominated but not chosen. The recipient is given a certificate provided by SCCCW and flowers. The cost of the banquet will be waived and a hotel room for one night will be provided for the SCCCW Woman Religious of the Year. The cost of the banquet and room will be covered by the Operations category of the SCCCW Operating Account .

- Obtain and prepare awards and/or certificates. Affiliates can be recognized for outstanding work as determined by reports submitted to commission chairs. (Refer to Appendix B, *Affiliate Year-End Reports and Guidelines*.) Affiliate commission reports are judged at the pre-convention meeting by the respective SCCCW commission members. Individuals can be recognized for their outstanding assistance to the President or to SCCCW. The number of awards and/or certificates given is at the discretion of the SCCCW President. The Spiritual Advisor and Service Committee Chair shall judge applications for the Reverend William F. Pentis Multi-Cultural Award. (Refer to Appendix A, *Reverend William F. Pentis Multi-Cultural Award and Nomination Form*.) The Spiritual Advisor and the Bishop will sign the awards either before or at convention. The cost of the awards and/or certificates shall be paid from the SCCCW Operating Account.
- Be responsible for the contents of the official Convention Book. (Refer to Appendix A, *Contents of the Convention Book*.) In consultation with the convention chair, appoint someone to compile the Convention Book and have it printed. The cost of printing the Convention Book is paid from the SCCCW Convention Account.
- Appoint someone to compile and have printed the Commission Book. (Refer to Appendix A, *The Commission Book: Description and Compilation*.) The cost of printing the Commission Book is paid from the SCCCW Convention Account.
- Determine head table seating at each meeting/function and submit names to convention chair, who shall have place cards made.

AT THE CONVENTION

- Preside at the opening, business, and closing sessions, as well as any other session or activity as dictated by the convention agenda.
- Serve as hostess to Province, NCCW, or other diocesan attendees.
- Present all awards and certificates.
- Introduce or have deanery presidents introduce the Catholic Woman of the Year from each deanery and announce the recipient of the SCCCW Catholic Woman of the Year.
- Present the Woman Religious of the Year recipient.
- Present the Reverend William F. Pentis Multi-Cultural Award.

AFTER THE CONVENTION

- Meet with the hotel management, the convention chair and the SCCCW Treasurer in the afternoon of the close of the convention to review the SCCCW account.
- Write thank you notes to vendors, presenters, award recipients, and/or special guests or workers.
- Meet with the SCCCW Treasurer within 30 days following the convention and review the revenues and expenses. Appoint an audit committee from SCCCW or an independent auditor to audit the SCCCW accounts.

PROTOCOL

Council Rank. The National Council of Catholic Women is the senior organization; thus, an officer or representative of the National Council shall take precedence over a Province Director, a Diocesan president, or Diocesan officers. The diocesan president shall take precedence over the deanery president and the deanery president over the affiliate president. The assembly should rise at all meetings to greet the National Council of Catholic Women President, SCCCW President, and Province Director.

Guests/Speakers. An invitation sent to an officer from a Council of Catholic Women in another diocese to attend a meeting should indicate if the person is to speak, bring greetings or to take a bow. Those who are invited to speak should be told how much time would be allowed for the talk. A hostess should be assigned to a special guest. When numerous guests are to be introduced, each is introduced in order according to rank. If the top-ranking officer is the principal speaker, the one of lowest rank is introduced first. Otherwise, the highest-ranking officer is introduced first. Guests unknown to the audience are introduced: those known are presented.

Seating Arrangements. The SCCCW President shall assign the seating positions at head tables according to the agenda of the meeting. The highest-ranking guest should be seated to the right of the presiding officer and those of lesser rank to the left. By this method, the presiding officer introduces/presents all those seated to her left, starting from the farthest one, and all those from her right ending with the highest-ranking officer or guest. The Parliamentarian should be seated to the immediate left of the presiding officer at all meetings.

If there is an odd number at the head table, the presiding officer is seated in the center of the number. If there is an even number at the head table, the presiding officer is seated to the right of the center. The elected officers should always be seated at the head table or very near the head table such as in a reserved front row of the hall or a sub-head table. It is the option of the SCCCW President to have a sub-head table for the banquet on Saturday and to have a head table on Sunday.

Placement on Floor if There Is No Head Table. Informal sessions may require only a podium and microphone at the head table. Although optional, the President may elect to make seating assignments for officers and guests on the floor in front of the podium. The middle table on the floor in front of the podium is reserved for the SCCCW President, SCCCW Spiritual Advisor, guest speaker, Province of Atlanta Director and Secretary/Treasurer and the SCCCW Treasurer, Recording Secretary, and Parliamentarian. Usually, the table located to the right of the table of the President is reserved for the presidents of the Atlanta and Savannah Diocesan Councils of Catholic Women, Province Representatives, and other guests. The SCCCW President has the option to make additional seating assignments.

HOST DEANERY AND HOST DEANERY PRESIDENT RESPONSIBILITIES

FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

The South Carolina Council of Catholic Women 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. The annual convention is held in the early spring, traditionally in March.

At least 22 months prior to the convention that the deanery will host, the deanery shall begin reviewing possible convention sites. A site shall be proposed to the SCCCW President by the fall meeting of the board (approximately 19 months prior to the convention that the deanery will host), The SCCCW President will approve the site and with the deanery president negotiate the contract with the hotel and sign it. (Refer to Appendix D, *SCCCW Procedures Manual, Checklist for Negotiating a Convention Hotel Contract.*) If the term of the acting president ends before the convention is held, the hotel contract must be re-signed by the incoming SCCCW President. The site will be announced at the convention held 12 months prior.

At the closing session of a current convention, the deanery next in rotation to host the convention shall provide a skit or presentation promoting the date and location of the approaching convention.

The president of the deanery next in rotation to host the convention shall suggest a Market Place Chair to the SCCCW President, who would make the appointment. The appointment of a Market Place Treasurer is at the discretion of the SCCCW President.

The acting host deanery president may or may not have been in office when the date and site of the convention that the deanery will host was established. The acting SCCCW President may or may not have been the president who negotiated the contract with the hotel for the convention that the deanery will host. The contract must be re-signed by a new president.

No deanery is to profit from the convention.

SCCCW will not pay for or use complementary rooms for host deanery workers.

Rooms will be provided for the Bishop and his aide, the Spiritual Advisor, the SCCCW President, and guest speaker(s) if needed. The cost of rooms shall be included in the SCCCW convention budget.

The registration fee for the SCCCW President shall be complementary.

Registration fees shall be complementary (including meals that are a part of the convention registration) for the Province of Atlanta Director, Province of Atlanta Secretary/Treasurer, President of the Savannah Diocesan CCW and President of the Atlanta Archdiocesan CCW.

The convention registration fee for the recipient of the Catholic Woman of the Year (CWOY) Award shall be included in the convention budget.

The cost of the banquet and a hotel room for one night shall be provided for The Woman Religious of the Year (WROY) and shall be paid by SCCCW.

The location of the SCCCW Reception for the President on Friday night must be approved by the SCCCW President. The cost of the reception up to \$1,500 shall be covered by SCCCW. Any amount over \$1,500 shall be include in the convention budget.

Meditation Room expenses shall be included in the convention budget.

The host deanery shall interpret and carry out plans for the annual convention as specified by the SCCCW President.

RESPONSIBILITIES OF THE HOST DEANERY PRESIDENT

The host deanery president shall:

- Appoint a deanery member to research possible convention sites in the deanery approximately 22 months in advance of the convention to be hosted by the deanery.
 - Complete a site visit to each possible location and select a site.
 - Propose the convention site to the acting SCCCW President at least 19 months in advance of the convention who shall approve the site (or not), assist in negotiating a contract with the hotel and sign a contract.
- Recommend to the SCCCW President at least 14 months (winter board meeting) in advance of the convention hosted by the deanery, the name of an individual(s) to serve as convention chair(s). The SCCCW President may approve the recommendation or reject the recommendation and appoint another from the host deanery.
- Recommend to the SCCCW President at least 14 months (winter board meeting) in advance of the convention hosted by the deanery, the name of an individual(s) to serve as the Market Place Chair.
- Organize a skit/promotion to be performed at the convention one year prior to the convention of the host deanery.
- Present to the SCCCW President proposed Market Place fundraising formats at least 10 months in advance of the convention to be hosted by the deanery. The proposed formats shall be presented to the board for approval at the spring board meeting.
- Recommend to the SCCCW President by the fall board meeting at least 6 months prior to the convention hosted by the deanery, the name of an individual to serve as Market Place

Treasurer. The appointment of a Market Place Treasurer is at the discretion of the SCCCW President.

- Request from the SCCCW President a copy of the budget for the convention.
- Recommend five members to the SCCCW President for appointment to the following convention committees: Registration, Credentials, Nominating, Election, and Resolution. The appointees from the host deanery usually serve as chairs of the Registration and Credentials Committees. The chair of the SCCCW Legislation Committee, a sub-committee of the Spirituality Commission, shall serve as chair of the Resolution Committee. The SCCCW President shall appoint the Election Committee chair.
- Assist the convention chair in assigning individuals to deanery convention committees. (Refer to the sections ‘Host Deanery Planning Worksheet’ and ‘Duties of Deanery Convention Committees Chairs’.)
- Communicate frequently with the SCCCW President and convention chair, providing updates on actions and helping if needed.
- Write a welcoming letter to be included in the *Call to Convention* packet inviting all to come to the convention.
- Act as a hostess, welcoming and greeting guests and delegates.
- Solicit vendors for the convention. (Refer to Appendix D, *SCCCW Convention Vendor Contract* and *Vendor Contract Confirmation Letter*.)
- Assist if needed in approving expenses and reimbursements for the convention. The SCCCW President, SCCCW Treasurer and the convention chair or the host deanery president shall approve expenses for the convention. All refunds must have the approval of the SCCCW President, the SCCCW Treasurer, and the convention chair or the host deanery president.
- Assist in getting all outstanding invoices submitted to the SCCCW Treasurer promptly.

RESPONSIBILITIES OF THE HOST DEANERY

The deanery shall:

- Prepare/participate in a skit or promotion of the convention of the deanery to be presented at the prior convention.
- Staff deanery convention committees.
- Consult with the convention chair, Registration Committee Chair, and hotel representative in determining a suitable and visible place for registration. There should be adequate space for display of a registration book for each deanery and for boxes containing convention programs, goodie bags, convention badges and tickets.
- Provide a large table chart of the layout of tables for the Saturday night banquet on which attendees can self-select a table and can write in names for seating.
- In consultation with the convention chair, evaluate general meeting rooms, break-out session rooms and a banquet area for size and set-up adequacy. Ideally, rooms should be equipped with microphones wired through ceiling speakers.
- In consultation with the convention chair and SCCCW President, propose to the Bishop a location for a Mass at the hotel or at a nearby church and get his approval. The Church Commission Chair of the Spirituality Commission shall follow the set-up specifications provided by the Spiritual Advisor for placement of the altar, side table and celebrant chairs

when the Mass is held in the hotel. The deanery shall assist the Church Commission Chair in securing individuals to assist with the Mass with attention to diversity, provide needed items for the Mass and assist in organizing the procession and seating of officers to be installed.

- Provide table favors for the banquet, door prizes for meetings and serve as host for the hospitality room. The existence of a hospitality room is at the discretion of the SCCCW President.
- Provide candles for the installation of officers at the Mass: four for each officer from each deanery, three for SCCCW officers, and one for the Province Director and one for the Province Secretary/Treasurer if elected from SCCCW. All officers, those newly elected and those serving an additional year, shall be installed.
- Announce the time that officers should meet to line up for processing into Mass. The Church Chair of the Spirituality Commission shall direct the line-up for procession into Mass: SCCCW and deanery presidents (according to alphabetical listing of deaneries), treasurers, and recording secretaries.
- Get approval from the deanery president and convention chair before making purchases.
- Submit outstanding invoices/receipts promptly to the SCCCW Treasurer.

HOST DEANERY PLANNING WORKSHEET

The following list illustrates the breadth of responsibilities that must be covered when planning a convention. The convention chair shall determine how areas of responsibility will be covered. The use of committees can be an effective way. Specific duties of the following suggested deanery committees can be found in the Deanery Convention Committees and Duties sections.

AREAS OF RESPONSIBILITY

- SCCCW Banner
- Podium Banner
- Convention Ads
- Convention Books
- Greeters
- Hospitality Room (Optional)
- Meditation Room
- Mass/Installation of Officers
- Place Cards for Meetings
- Banquet Registration/Name Tags for Banquet
- Banquet Arrangements
- Decorations
- Table Favors
- Friday Night Reception for the President
- Gift Baskets for Special Guests
- Attendee Bag /Items for bags
- Corsage/Flowers for CWOY and WROY
- Flowers for head table
- Room Monitors, Set Up
- Door Prizes
- Scouts or Color Guard
- Transportation
- Publicity
- Luncheon/Breakfast Arrangements
- Set-up for Registration, Credentials, Affiliate/Deanery Scrapbooks, Tri-fold Displays,
- Judges for Trifold Displays and Scrapbooks
- Vendors

CONVENTION CHAIR RESPONSIBILITIES FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

The SCCCW Annual Convention is the responsibility of the SCCCW President who shall have the final word on any decision thereof.

The host deanery president with the approval of the SCCCW President shall appoint/elect a convention chair or co-chairs.

The convention chair or co-chairs shall prepare a registration form in consultation with the SCCCW Treasurer and SCCCW President that will be included in the *Call to Convention* packet. (Refer to Appendix B, *Convention Registration Form*.)

SCCCW Convention Committees Chairs shall be appointed by the SCCCW President. The chairs of the Election, Credentials, Registration Convention Committees, are usually the representatives appointed from the host deanery.

Compilation and publication of the Convention Book shall be the responsibility of the SCCCW President, who may appoint a person to publish it. If not, the convention chair will assume the responsibility.

Minutes of the prior convention may be included in the Convention Book. If not, the convention chair shall have copies made for inclusion in attendee bags.

Placement of vendors at the venue shall be the responsibility of the convention chair. Soliciting vendors shall be the responsibility of the host deanery.

The Meditation Room and Memorials/Honors Program shall be the responsibility of the SCCCW Church Committee Chair **with assistance of the** deanery church committee chair.

Prayer services shall be the responsibility of the Spiritual Advisor and the SCCCW Spirituality Commission Chair.

Mass and installation of officers shall be the responsibility of the SCCCW Spirituality Commission Chair, the Spiritual Advisor, and the Bishop. The Saturday Mass program shall be the responsibility of the Spiritual Advisor. Diversity shall be considered when selecting Mass participants.

Fundraising/Market Place activities shall be the responsibility of the president of the deanery next in rotation to host the convention. Requesting tables for Market Place activities shall be the responsibility of the convention chair.

All expenses and refunds must be approved by the SCCCW President, SCCCW Treasurer, and convention chair(s) or host deanery president.

The location of the SCCCW President's Reception shall be approved by the SCCCW President. The cost of the reception up to \$1,500 shall be covered by SCCCW. Any amount above \$1,500 shall be included in the convention budget.

Rooms will be provided for the Bishop and his aide, the Spiritual Advisor, the SCCCW President, and guest speaker(s). The cost will be included in the SCCCW convention budget.

The registration fee for the SCCCW President will be complementary.

Registration fees (including meals provided by convention registration) shall be complementary for the Province of Atlanta Director, Province of Atlanta Secretary/Treasurer, and Province of Atlanta diocesan presidents (SDCCW and AACCW) who attend the convention.

The convention registration fee for the recipient of the Catholic Woman of the Year Award shall be refunded by SCCCW.

The cost of the banquet and a hotel room for one night will be provided for The Woman Religious of the Year. The cost of the banquet and room for one night will be paid by SCCCW.

RESPONSIBILITIES

The convention chair shall:

- Work closely with the SCCCW President, convention and deanery committee chairs, and host deanery president in carrying out plans for the convention as designated by the SCCCW President.
- Request from the SCCCW President a copy of the budget for the convention.
- Confirm that a single event liability insurance policy has been purchased if it is not already included in the SCCCW liability insurance program.
- Request that the hotel set up tables in a prominent location for registration, credentials, affiliate, and deanery scrapbooks, and tri-fold displays.
- Determine the number of deanery convention committees that will be needed. Refer to the following section for a list of suggested deanery committees.
- Appoint deanery convention committee chairs and committee members with the assistance of the deanery president and delegate tasks identified in the following section to deanery convention committee chairs.
- Appoint at least three individuals to judge affiliate scrap books and deanery trifold displays, if they are to be judged, which is a decision of the SCCCW President.
- Reserve rooms if needed for the Bishop and his Aide, the Spiritual Advisor, the SCCCW President, speaker(s) and one night for the Woman Religious of the Year.
- Arrange registration for the Spiritual Advisor, SCCCW President, Catholic Woman of the Year, Province of Atlanta Director, Province of Atlanta Secretary/Treasurer, and Province of Atlanta diocesan presidents (AACCW and SDCCW).

- Arrange to have a banquet ticket for the Woman Religious of the Year and a banquet ticket/other meal function tickets for the Province of Atlanta Officers and diocesan presidents from the Province of Atlanta.
- Propose to the SCCCW President a location for the Friday night SCCCW President's Reception and get her approval prior to booking the site.
- Oversee the work of the SCCCW convention committee chairs.
- Establish a working model with the SCCCW President, the SCCCW Treasurer, and Host Deanery President for getting approval of expenditures and staying within budgeted amounts.
- Present the Convention Program to the assembly for approval at the opening session of the Annual Convention.
- Submit invoices for payment or reimbursement to the SCCCW Treasurer promptly. Assist the Treasurer in providing information needed to close the books following a convention.
- Meet with the SCCCW President, SCCCW Treasurer, and hotel event planner in the afternoon of the close of the convention or within 3 days to review the SCCCW account.

DUTIES OF DEANERY CONVENTION COMMITTEE CHAIRS

The following committees are suggested, not dictated, for covering convention logistics. Others may be added.

Banner Chair – shall assign a location for the display of deanery banners, trifold displays, and scrapbooks, the SCCCW Banner, and the podium banner.

Banquet Decorations/Favors Chair – shall coordinate the placement of the table decorations and favors provided by the host deanery. Confirm with the convention chair that there will be adequate seating. A banquet program shall be provided. The chair shall reserve places at a table for the Catholic Woman of the Year, Woman Religious, past presidents, and out of town guests.

Complementary Attendee Bags Chair – shall purchase the bags, fill bags with usable items, prepare a bag for each registrant (get number from the Registration Committee Chair), have bags at the registration table, and distribute them along with the Convention Book and Commission Book to registrants. Host deanery affiliates shall assist in getting items for the bag.

Door Prizes Committee Chair– shall decide on how many and when door prizes will be given and by what process. All host deanery affiliates shall contribute items for door prizes.

Entertainment Committee Chair – shall work closely with the convention chair in planning entertainment and identifying entertainers. The fees shall be negotiated by the convention chair and SCCCW President.

Flowers Chair – shall provide flowers requested by the SCCCW President and/or the convention chair which usually include a corsage for the President, a white corsage for the Catholic Woman of the Year, a corsage or a bouquet for the Woman Religious of the Year, and a large spray of flowers for the head table/podium. The cost of flowers shall be paid from the SCCCW convention budget.

Gift Baskets Chair – shall provide a gift basket for the Bishop, the SCCCW President, the NCCW President if she attends, Province of Atlanta Director, and Spiritual Advisor. Other guest speakers and invited guests shall be given a basket or gift. Have the hotel staff deliver baskets to rooms of recipients. The cost of gifts baskets shall be paid from the SCCCW convention budget.

Greeters Chair – shall coordinate work of committee members in welcoming attendees, providing directions to convention registration and credentials tables, the exhibits area, meeting rooms and on-site and off-site options for meals, shopping, and excursions. Committee members should wear certain attire or a common item that will identify them as members of the host deanery.

Hospitality Room Chair - shall ensure that food and drink items are donated for specific days and times. Each affiliate in the host deanery should be involved. The existence of a hospitality room shall be at the discretion of the SCCCW President.

Mass/Installation Chair - shall work with the SCCCW President, Spiritual Advisor, SCCCW Spirituality Commission Chair, and Deanery Spirituality Chair in determining a location, either at a local church or the convention hotel, for the Mass and Installation Ceremony. The Bishop or attending Priest must approve the proposed location, plan for Mass and installation service. If Mass is held at the hotel, the chair shall confirm that everything needed for the Mass is provided. If Mass is at a local Church, the liturgical committee of the church should be contacted, and needs addressed. Mass participants such as lectors, gift bearers, and other assistants should be from SCCCW and shall represent diverse populations if possible. Officers to be installed should be given written instructions for the installation during Mass. The Bishop shall be given a script for the installation ceremony. A candle shall be provided for each officer being installed. (Refer to Spirituality Commission Responsibilities, Mass in the Hotel or Nearby Church section.)

Name Tags and Place Cards Chair – The Registration Committee Chair shall be responsible for name tags and for ribbons for attendees and guests. The Registration Committee Chair and/or the convention chair shall be responsible for providing and putting place cards out at meetings. SCCCW President shall determine seating assignments at head tables and at tables for special guests (Province of Atlanta Director, Province of Atlanta Secretary/Treasurer, diocesan presidents from the SDCCW and AACCW, and the Board of Directors).

Presentation of the Flag/Color Guard Chair - shall invite a Color Guard to present the colors at the opening session on Friday night. Suggestions for a color guard or Scout Troop to present the colors shall be submitted to the convention chair for approval. She shall confirm with the Color Guard that they have all needed items and know when and where to meet. The hotel will usually provide flags and stands. A stipend may be given.

Room Monitors/Set Up Chair – shall confirm with the convention chair and the hotel liaison that meeting rooms are set up correctly and needed audio-visual equipment is provided at the convention. A minimum of two microphones are needed for general sessions, one at the podium and one on the floor. Room monitors shall be stationed at the doors of the meeting room during voting procedures.

INVOLVEMENT OF TWO SCCCW CONVENTION COMMITTEES

The five SCCCW Convention Committees are Election, Nominating, Registration, Credentials, and Resolution. Two are directly impacted by convention logistics. A brief overview of some of the needs of the Registration and Credentials Committees is provided. The Credentials tables should be close to the Registration tables. Both should be in visible locations. Consult committee chairs to ensure that an ample number of tables and chairs are provided, and storage space is adequate. Establish and publicize the hours that the Registration and Credentials tables will be open.

SCCCW Registration Convention Committee – chair will be responsible for the registration of members for the convention. The following space will be needed.

- A place on a table for an identifying placard for each deanery with registration materials to be put and a chair for the worker manning each deanery station.
- A place on a table for a master list of all registrants to be located and a chair.
- A place on a table for compilation and distribution of attendee bags and several chairs.
- A secure storage place for Thursday and Friday nights for assembled attendee bag or their components (attendee bags, donated items for the bags, Convention Book, Commission Book, and printed copies of the minutes of the prior convention if not included in the Convention Book).

SCCCW Credentials Convention Committee – chair shall be responsible for confirming the membership status, confirming convention registration status of declared delegates, and distributing voting cards. Space needed follows:

- A place on a table for placards for each deanery to be located with respective envelopes containing voting cards for delegates from affiliates and voting cards for SCCCW individual members and chairs for workers.
- A place on a table to put Declaration of Voting Delegates forms that may be referenced and a chair.
- A place on a table for the membership and registration files from the SCCCW Treasurer that may be referenced and a chair.

ADOPTION OF THE CONVENTION PROGRAM
SCCCW CONVENTION 20__

FRIDAY OPENING SESSION

PRESIDENT: Will the 20__ SCCCW Convention Chair (Co-chairs) please come forward?

Convention Chair (Co-chairs): The 20__ Convention Program can be found on pages ____ of the 20__ Convention Book. *(Use if there is a co-chair: My Co-chair, _____, and I _____* move that the 20__ SCCCW Convention Program found in the 20__ Convention Book be accepted.

PRESIDENT: Is there a second?

PRESIDENT: A motion has been made and seconded to approve the 20__ SCCCW Convention Program.

PRESIDENT: (Call for a vote.) All voting delegates in favor of accepting the 20__ SCCCW Convention Program raise your voting card. All opposed raise your voting card. (A majority vote is required for adoption.) The motion (passed____) or (failed____.)

PRESIDENT: The motion passed! The 20__ SCCCW Convention Program has been accepted.

Thank you, _____, for your service to SCCCW.

Attention: Complete 3 copies of this report. Keep one, give one to the Recording Secretary, and leave one in the folder for the Parliamentarian.

SCCCW TREASURER RESPONSIBILITIES FOR THE CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

The SCCCW Treasurer is accountable for all monies received and expended for the SCCCW Convention. She will work closely with the SCCCW President, host deanery president and convention chair in monitoring income and expense and keeping all informed with updates.

Petty cash may be advanced to the Market Place Chair or Market Place Treasurer (optional at the discretion of the SCCCW President) if requested and approved. The advance will be returned to the SCCCW Treasurer when the Market Place closes.

Convention registration fee (and meals included in registration) shall be provided complementary to the Director and the Secretary/Treasurer of the Province of Atlanta and the presidents of the Savannah Diocese of CCW and the Atlanta/Archdiocese CCW.

An Expense Voucher for Reimbursement or an Expenses Voucher for Convention Reimbursement shall be used to request reimbursement of expenses. (Refer to Appendix A.)

The SCCCW Treasurer must receive the approval of the SCCCW President prior to paying a convention expense.

As a suggestion, the Treasurer shall have at the convention money bags/envelopes for various receipts. Any money received by the Treasurer shall be verified by recounting the money in the presence of the one giving the money with both individuals initialing the receipt. Keep money and checks in the hotel room safe if one is available.

GUIDE FOR RECEIVING AND DISPERSING FUNDS

- **Receive** the follow income and deposit to the **Scholarship Account** of the Money Market Account.
 - Money collected from the Honors/Memorial Program.
 - Money collected from Mass.
- **Disperse** funds from the **Scholarship Account** of the Money Market Account.
 - Cost of booklet for Honors and Memorials Program.
 - Acknowledgement cards and postage for acknowledgement cards.
- **Receive** the following types of income and deposit to the **Convention** category of the Operating Account.
 - Individual registrations.
 - Individual banquet cost.
 - Money collected from convention ads.
 - Optional Meals

- **Disperse** funds for the following types of expenditures from the **Convention** category of the Operating Account.
 - Single event insurance policy if it is not a part of the SCCCW insurance program.
 - Printing the Convention Book and Commission Book.
 - Flowers.
 - Gifts for Bishop, Province of Atlanta Director, and others.
 - Room expense for the SCCCW President unless a room is complementary.
 - Room expense for the SCCCW Spiritual Advisor unless a room is complementary.
 - Room expense for the Diocesan Bishop and meals unless a room is complementary.
 - Registration fee and room expense for the NCCW President unless a room is complementary.
 - Registration cost and meals (included in the registration fee) for Province of Atlanta officers and Diocesan Presidents is covered by the convention.
 - Complementary registration for the SCCCW President is covered by the convention.
 - Registration fee for the NCCW President is covered by the convention.
 - Stipends for three Workshop Facilitators, one per commission.
 - Hotel convention room fees, microphones, and other set-up charges.
 - Banquet cost.
 - Registration Committee costs - badges, delegate ribbons, envelopes, and other items.
 - Registration refunds.
 - Banquet speaker fee.
 - Candles for installation of officers.
 - Meditation room expenses – bouquet, prayer cards.
- **Deposit** the following income in the **Operations** category of the Operating Account.
 - Money collected from all types of fundraisers.
 - Money collected for the Convention Project
- **Disperse** funds for the following expenditures from the **Operations** category of the Operating Account.
 - Cost of awards given which are at the discretion of the SCCCW President.
 - Cost of the President’s Reception not to exceed \$1,500.
 - Cost of a hotel room for one night for the Woman Religious of the Year.
 - Cost of the banquet for the Woman Religious of the Year.
 - Complementary registration for the SCCCW Recording Secretary and SCCCW Treasurer.
 - Donations made to the convention project recipient.
 - Reimburse registration fee to the SCCCW Catholic Woman of the Year.

RESPONSIBILITIES

BEFORE CONVENTION

The Treasurer shall:

- Keep accurate records and report to the board.

- Assist in determining a budget for the convention
- File a raffle registration form with the SC Secretary of State. File only if there will be a raffle held before or during convention with total cash or prizes value over \$950.00.
- Assist the SCCCW President and convention chair in designing a registration form.
- Receive convention registration forms, scan a copy of each form, and send it to the Registration Convention Committee Chair, as she will need to make name tags and meal tickets.
 - Input registration data into an Excel spreadsheet or similar file with columns titled registrant last name, registrant last name, registrant first name, preferred name for badge, deanery, affiliate, attendee type, guest, banquet meal, 1st time attended, amount paid, check number, registration fee, late fee banquet fee, banquet only or full convention, notes, emergency contact, emergency contact phone number, and deposit date.
 - Identify the name of the parish of an attendee who is an SCCCW individual member not in an affiliated council.
 - Verify individual, affiliate, or deanery membership of each registrant.
- Receive all incoming money and/or disperse money from two SCCCW accounts: Operating Account and Money Market Account. (Refer to Appendix A, *Expense Voucher for Reimbursement* and *Expense Voucher for 20__Convention Reimbursement*.)
- Refer to the Treasurer's section of the *SCCCW Procedures Manual* for suggested forms for the Treasurer's Report.
 - Prepare a report containing the prior fiscal year Statement of Income from July 1 __ through June 30, 20__ and the Statement of Financial Position as of June 30 of that same fiscal year.
 - Prepare a report containing the current fiscal year Statement of Income from July 1, 20__ through January 31, 20__ and the Statement of Financial Position as of January 31, 20__ of the current fiscal year.
 - Submit both reports for inclusion in the Convention Book and present it at the Business Meeting at the SCCCW Convention and move that it be filed for audit.

AT THE CONVENTION

- Have available at the Convention all original registration forms and deanery/affiliate/ SCCCW individual membership lists for the current fiscal year.
- Receive and record the money donated for the convention project during the roll call at the General Business Meeting. The Secretary will call the name of each deanery and SCCCW individual member in that deanery, the Treasurer will accept the roll call form and donation.
- Obtain W-9 from speaker, prize winner, or outside contractor, who receives a payment of \$600 or more. This information will be used to file the required 1099-MISC form with IRS at year-end.
- Receive money from the following possible sources. Suggestions are provided for the collection of money from each source.
 - **SCCCW Project.** Record the donation given by each affiliate and/or SCCCW individual member during the Roll Call on Saturday morning. (Refer to Appendix A, *Roll Call Form*.) Most money collected will be in the form of a check. Some may have forgotten to bring a donation and may submit it later. Report on either Saturday or Sunday the total amount of money *received*. Deposit funds in the SCCCW Operating Account.

- **Market Place.** The following are suggestions but are not required.
 - 50/50 Raffle. At the convention, assist the Market Place Chair and/ Market Place Treasurer in receiving all money and sold raffle ticket from affiliates and SCCCW individual members before the drawing on Friday night, Saturday night and Sunday morning in reconciling the amount of money received with the number of tickets sold each day. Distribute 50% of funds collected per day to a winner. Deposit funds in the SCCCW Operating Account. Reimburse the Market Place Chair for expenses incurred in preparing and distributing raffle tickets from the SCCCW Operating Account after receipts have been approved.
 - Sale of Logo Items. Inventory all logo items prior to the convention. Both the Treasurer and the Market Place chair should confirm the accuracy of the inventory at the beginning of the convention and initial the list. Collect money from the Market Place chair four times: Friday night, Saturday afternoon, Saturday night, and on Sunday morning. Give the Market Place chair a receipt for money received with the signature of both the Treasurer and the Market Place chair on the receipt. Keep each day separate. Carefully inventory all logo items with the Market Place chair before leaving the hotel with both initialing the inventory Deposit funds in the SCCCW Operating Account. Pay approved invoices/reimbursements from the SCCCW Operating Account.
 - Silent Auction. Receive auction sheets from chair and total all sheets with chair. Collect money. Deposit funds in the SCCCW Operating Account.
 - Live Auctions. Receive money with documentation from the Market Place Chair. Deposit funds in the SCCCW Operating Account.
 - Purse Auctions Receive money with documentation from the Market Place Chair. Deposit funds in the SCCCW Operating Account.
 - Prize Raffle. Receive daily all sold tickets and money from the Market Place Chair or Market Place Treasurer. Reconcile the amount of money received with the number of tickets sold. Reimburse the Market Place Chair for expenses incurred in preparing raffle tickets from the SCCCW Operating Account after receipt (s) have been approved. Deposit funds in the SCCCW Operating Account.
- **Badges and Pins.** Money collected from the sale of badges and pins if sold by Market Place should be deposited in the SCCCW Operating Account.
- **Mass Collection.** Immediately following Mass collect all money from the collection baskets. Select an assistant to help with counting and verifying the money collected. This money shall be deposited in the SCCCW Scholarship Account.

AFTER THE CONVENTION

- Meet with the SCCCW President, the convention chair, and the hotel event coordinator in the afternoon of the closing session of the convention to review charges.
- Present to the SCCCW Board of Directors by the spring meeting a final detailed financial report after all expenses of the convention have been paid.
- As soon as the June bank statement is received, close out the books for the fiscal year (that ends on June 30) and turn over the books to the SCCCW President who will have the books audited.

REPORT OF THE SCCCW TREASURER
SCCCW CONVENTION 20____
SATURDAY GENERAL BUSINESSSS MEETING

ANNUAL REPORT OF THE SCCCW TREASURER

PRESIDENT: May we have the Treasurer's Report?

Treasurer: I, _____, the SCCCW Treasurer submit for approval the Treasurer's Report containing the prior fiscal year Statement of Income from July 1, 20__ through June 30, 20__ and the Statement of Financial Position as of June 30, 20__ found on pages _____ in official Convention Book.

PRESIDENT: Are there any questions about the Treasurer's Report for the prior fiscal year 20__ – 20__ found on pages _____ of the Convention Book? If not, please present the report from July 1, 20__ through January 31, 20__ of the current fiscal year.

Treasurer: I, _____, the SCCCW Treasurer submit for approval the Treasurer's Report containing the current fiscal year Statement of Income from July 1, 20__ through January 31, 20__ and the Statement of Financial Position as of January 31, 20__ found on pages _____ in official Convention Book.

The total income is \$_____ and total expense is \$_____ resulting in Net (income/loss) of \$_____.

The Checking Account (increased/decreased) \$_____ from \$_____ to \$_____.
\$_____ from operating income
\$_____ from (describe any other sources)

There was (a change/no change) in the Endowment Account. *If a change:* It (increased/decreased) from \$_____ to \$_____.

There was (a change/no change) in the Savings Account. *If a change:* It (increased/decreased) from \$_____ to \$_____.

The Scholarship Account (increased/deceased) \$_____ from \$_____ to \$_____.
\$_____ from honors and memorials
\$_____ from interest earned on the Money Market Account

The Associates Account (increased/decreased) \$_____ from \$_____ to \$_____.
\$_____ from associate donations
\$_____ from fundraising

I, _____, the SCCCW Treasurer move that the Annual Treasurer’s Report for the previous fiscal year, July 1, 20__ through June 30, 20__ and the Treasurer’s Report from July 1, 20__ through January 31, 20__ of the current fiscal year be filed for audit.

PRESIDENT: It has been moved that the Annual Treasurer’s Report for 20__ – 20__ of the prior fiscal year and the Report from July 1, 20__ through January 31, 20__ of the current fiscal year be filed for audit.

Is there a second to the motion? The motion (has/has not) received a second.

Is there any discussion?

All those in favor signify by raising your voting card. All opposed...

The SCCCW Treasurer’s Reports will be filed for audit by an independent auditor or an audit committee.

Signed and Submitted by SCCCW Treasurer _____

Printed name of SCCCW Treasurer _____

Treasurer and Audit Committee Instructions:

After approval, the SCCCW Treasurer *will sign three (3) copies* of this form, each becoming an official copy. A signed copy shall be given to the SCCCW Recording Secretary to be attached to the minutes of this convention. A signed copy shall be given to the SCCCW President. A signed copy shall be kept for an audit by an independent auditor or a SCCCW audit committee.

PRESIDENT: Thank you _____, for your service to SCCCW.

Return Folder to the Parliamentarian.

MARKET PLACE RESPONSIBILITIES AT THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

Revenue generated from the Market Place financially assists SCCCW in achieving goals and sustaining a future.

The SCCCW Board of Directors shall determine the fundraising format to be used. Past formats used include silent auctions of theme baskets and merchandise, live auctions of purses, sale of logo items, merchandise raffles, and a 50/50 raffle. See descriptions below.

If a 50/50 raffle is used, raffle registration form must be filed with South Carolina Office of the Secretary of State prior to beginning the raffle. Following the raffle, all tickets and money must be reconciled and reported to the SC office of the Secretary of State.

The president of the deanery that is next in rotation to host the SCCCW Annual Convention shall be responsible for and oversee the Market Place for the pending convention.

The Market Place Treasurer must be approved by SCCCW President. The Market Place Treasurer shall handle the collection of all money during the operation of the Market Place. The SCCCW Treasurer may or may not serve as the Market Place Treasurer.

Some fundraising formats, such as the sale of logo items, require that items must be purchased in advance of the convention. The SCCCW Board of Directors must approve the purchase of such items.

Certain fundraising formats may need petty cash at the Convention. Thus, \$50 to \$100 may be advanced to the Market Place Treasurer by the SCCCW Treasurer at the beginning of the convention. Each day when the Market Place closes, the receipts from the day shall be put in a separate money bag and, along with the advance, be placed in a safe. The petty cash shall be used the next day that the Market Place is open. Petty cash will be returned to the SCCCW Treasurer at the close of Market Place and not figured in as money generated.

All funds generated shall be deposited in the Operating Account.

RESPONSIBILITIES

- The president from the deanery next in rotation to host the SCCCW convention shall suggest a Market Place Chair to the SCCCW President at least 14 months (winter board meeting) prior to the convention of the host deanery.

- The president of the deanery next in rotation to host the SCCCW convention will propose several Market Place fundraising ideas to the SCCCW President at least 10 months prior to the convention of the host deanery, to be considered at the spring board meeting.
- The Market Place Chair will recommend to the SCCCW President at least 6 months (by fall board meeting) prior to the convention of the host deanery one member to serve as Market Place Treasurer. Appointment of a Market Place Treasurer is at the discretion of the SCCCW President.
- At the opening and closing of business each day, the Market Place Chair and the Market Place Treasurer will count all money from Market Place activities, sign, and date a receipt, and each retain a copy of the receipt. All money collected should be secured in a safe.
- On Sunday morning of the convention, the Market Place Chair and Market Place Treasurer shall count all funds collected from Market Place activities and report to the assembly at the business session, at a time set by the SCCCW President, the total income earned from the Market Place.
- At the close of the convention, the Market Place Treasurer shall give to the SCCCW Treasurer a report and all money collected. Both shall sign the report of receipts received.
- By the end of the second business day following the convention, the SCCCW Treasurer will deposit all funds collected from the Market Place into the SCCCW Operating Account.
- Continue as a committee until all money has been collected, reconciled, and given to the SCCCW Treasurer.

MARKET PLACE FUNDRAISING FORMATS USED IN THE PAST

Logo Items.

Logo items such as umbrellas, tote bags, cargo baskets have been offered for sale. The sale continues throughout the convention or even afterwards if items are left over. This format may need start-up money from SCCCW. A negative of this fundraiser is that items stamped with logos cannot be returned.

Purse Auction.

Each deanery donates purses of a minimum value. Guidelines are established that may require the inclusion of a piece of jewelry in the purse. A live auction is held where purses are offered to the highest bidder. An identity sheet is prepared for each purse with a place for the high bid to be written. Bid winners pay the Market Place Treasurer for the item at the close of bidding. This format is time consuming and may take considerable time away from the convention program.

50/50 Raffle.

As the name indicates, the winner of a 50/50 raffle gets 50% of the money collected from tickets sold. A raffle can be planned for each day of the convention or a single day. If multiple raffles are held, color coded numbered raffle tickets must be printed for each day of the convention. A certain number of raffle tickets for each day is sent to each affiliate president for distribution to members to sell. This format requires meticulous preparation and record keeping. The number of tickets sent and received from each affiliate must be carefully documented. It is critical to mail tickets and control sheets to affiliates in early December, well in advance of the convention, and to request that all sold and unsold tickets are returned by the pre-convention meeting. Unsold tickets will then be re-distributed with the return time specified as Friday afternoon of the

convention weekend. The cost of printing and mailing the tickets can be expensive. Affiliates must be prompted to turn in tickets and money by deadlines. Profit can be excellent.

Silent Auction and or Raffle.

Each deanery donates a large basket of items that follows a theme, such as the beach, sports, kitchen, spa, food, or wine. Baskets will be raffled are placed on display at the convention with silent auction bid sheets (Refer Appendix A, *Market Place Silent Auction Bid Sheet.*) Donations of merchandise may be solicited from merchants and included in a silent auction. (Refer to Appendix B, *Market Place Auction Donor Form.*) Bidding is closed at a time announced in advance. High bidders pay the Market Place Treasurer or in her absence the SCCCW Treasurer for the item(s) at the close of bidding.

REGISTRATION CONVENTION COMMITTEE RESPONSIBILITIES FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

Two months prior to the annual convention, the SCCCW President will appoint a Registration Committee consisting of one member from each deanery from names submitted by deanery presidents. The member from the deanery hosting the convention will usually be appointed as chair.

A registration form shall be prepared by the convention chair in consultation with the SCCCW Treasurer and SCCCW President and shall be included in the *Call to Convention* packet. (Refer to Appendix B, *Convention Registration Form*.)

Committee members shall attend the pre-convention meeting scheduled at least six weeks prior to the convention where the work of the committee will begin.

The Treasurer will send an Excel or other such type of file by e-mail to the Credentials and Registration Committee Chairs at various intervals before the convention that will include the names of convention registrants, their membership type, deanery, voting delegate, or other information specific to the convention. The Registration Chair shall extract printouts specific to the needs of the committee from the spreadsheet. If needed, ask for help.

The total number of voting members at a convention consists of three delegates from each affiliate, SCCCW individual members, and members of the SCCCW Board of Directors.

RESPONSIBILITIES

BEFORE THE CONVENTION

- Receive from the SCCCW Treasurer (or request if necessary) in advance of the convention a spreadsheet containing names of paid SCCCW affiliate members entitled to register for the convention and names of paid SCCCW individual members entitled to register for the convention.
- Receive from the SCCCW Treasurer at various intervals spreadsheets with specific information about convention registrants. Promptly manipulate the spreadsheets to get printouts of:
 - Names of all members who have registered for the convention in alphabetical order showing specific information about each member (affiliate member, individual member, invited guest, religious), voting status, and meal choice if applicable.

- Names of convention registrants in alphabetical order listed by deanery, showing affiliates and SCCCW individual members in each deanery.
- Names of all guests.
- Names of clergy, deacons, and women religious.
- Confirm that convention registrants are members of SCCCW by checking the membership list.
- Adjust the size of print on spreadsheets for ease in reading if necessary.
- Prepare an envelope for distribution to each registrant when the registration is received to include a badge, a ribbon if applicable, and meal tickets. (Voting cards will be given out by Credentials Convention Committee.)
 - Prepare a badge for each registrant identifying on the badge the applicable information: the name of the member; name of affiliate; name of deanery; SCCCW individual member, title and religious affiliations of clergy, deacons, and women religious; the title and affiliation of invited guests; and the position of each board member. For a guest attending a meal function, enter the name of the person and use the title ‘Guest’.
 - Have ribbons printed (that will attach to badges printed) with terms such as board positions, clergy, speakers, and guests.
 - Include ribbons (that will attach to badges) in envelopes of invited guests, voting delegates, clergy, Deacons, Women Religious, host deanery members, first timers, Spiritual Advisor, and members of the SCCCW Board, Province of Atlanta Director, Province Representatives.
- Prepare meal tickets with the choice of entrée for the banquet. Provide a printout of all registrants from each deanery, listing affiliates alphabetically and registrants within affiliates alphabetically. List all individual members alphabetically. Establish, distribute, and post a schedule of individuals who will work at the registration table along with their specific duties and emphasize the importance of their being there at assigned times and on time.
- Prepare a list of all first-time attendees.
- Have on hand all original registration forms for reference if needed.

AT THE CONVENTION

- Ask the convention chair to position the registration table so that it is the first table to be seen by convention attendees.
- Ask the convention chair to put up a welcome sign near the registration area and position greeters to direct individuals to the registration table.
- Put out a placard and printout of affiliate and individual registrants and guests from each deanery on the registration table.
- Have copies of the Convention Book, Commission Book, and attendee bags and place them close to the registration table.
- See that scheduled workers from deaneries are on duty during registration hours and that they understand their responsibilities.
- Prepare envelopes from lists received from the Treasurer prior to the convention. Give each registrant a pre-prepared envelope that contains a badge, badge holder, meal tickets, and ribbon if appropriate, an attendee bag, a Convention Book and a Commission Book.

- Verify for a Credentials Committee worker membership status of a voting delegate.
- Prepare a list of first-time convention attendees for the SCCCW President.
- Report to the convention assembly the total number registered for the convention at the Friday opening session and the Sunday closing session or any other time requested.
- Continue as a committee until the end of the convention to ensure that changes in the registration rolls are documented.
- Submit invoices for payment or reimbursement promptly to the convention chair and/or SCCCW Treasurer.

REGISTRATION CONVENTION COMMITTEE REPORT SCCCW CONVENTION 20__

FRIDAY OPENING SESSION AND SUNDAY CLOSING SESSION
(Or any other time called for by the SCCCW President)

REGISTRATION (Include only individuals officially registered for the convention.)

PRESIDENT: Registration Committee Chair, please come forward and present your report.

I, _____, Chair of the Registration Committee representing the
_____ Deanery, along with:

_____, representing the Aiken Deanery

_____, representing the Beaufort Deanery,

_____, representing the Charleston Deanery,

_____, representing the Columbia Deanery,

_____, representing the Greenville Deanery,

_____, representing the Myrtle Beach Deanery, and

_____, representing the Rock Hill Deanery

have registered the following statistics:

_____ Affiliates (Local Clubs/Councils)

_____ Affiliate Members

_____ SCCCW Individual Members (*not* an affiliate member)

_____ Religious (i.e., Priests, Deacons, Woman Religious)

_____ Guests (including Province of Atlanta representatives)

_____ SCCCW Board Members/SCCCW Past Presidents (*not* previously counted)

_____ Total Number Registered at the Convention

The number of First Time Attendees is _____.

PRESIDENT: Thank you for your service.

Attention Chair: On Sunday, shorten the introduction to I, _____, chair of the Registration Committee along with my Committee have registered the following statistics.

Attention Chair: Complete 3 copies of this report. Give one to the Recording Secretary, keep one, and leave one in the folder for the Parliamentarian.

**CREDENTIALS CONVENTION COMMITTEE
RESPONSIBILITIES
FOR THE ANNUAL CONVENTION OF THE
SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN**

BACKGROUND

Two months prior to the convention, the SCCCW President will appoint a Credentials Committee consisting of one member from each deanery from names submitted by deanery presidents. The member from the deanery hosting the convention usually is appointed as the chair of the Credentials Committee.

Members with voting privilege at an annual convention shall consist of delegates from affiliates, SCCCW individual members, and the SCCCW Board of Directors who have attended at least one meeting of the board other than the pre-convention meeting. No member shall have more than one vote. Each affiliate that has paid dues to the SCCCW by the first day of January of the fiscal year is eligible to send three voting delegates to the convention.

Two months prior to the convention, affiliate presidents shall be asked to submit the names of three voting delegates- the affiliate president, or an appointee and two elected delegates and names of two substitutes - on a form titled Declaration of Voting Delegates to the Convention. (Refer to Appendix B for the form.)

The SCCCW Treasurer will receive the form from each affiliate president and forward it to the Credentials Committee Chair. The Credentials Chair will confirm membership of the delegates and substitutes from a spreadsheet sent by the Treasurer that will contain information about convention registrants.

Only affiliate delegates or their alternates whose names were sent in prior to the convention may be voting members. A voting privilege may not for any reason be transferred to another member of the affiliate at the convention.

Voting cards shall be prepared by the Credentials Committee and distributed to voting delegates from a Credentials table located near the Registration table at a convention. Only confirmed voting delegates will be issued a voting card. (*See example voting card below.*)

The following alternate credentialing method may be used at the discretion of the SCCCW President. A form is sent out to affiliate presidents and SCCCW individual members in the *Call to Convention*. The form requests the name, address, phone number, deanery, and affiliate name of the voting delegate on a top half and lower half of a sheet. The top half of the sheet is returned and filed in a box by the Credentials Committee according to deanery and affiliate name. The voting

delegate shows the lower half of the form to the Credentials committee worker when she registers for the convention. The worker checks form presented by the delegate against the one in her file. She then stamps the sheet with a large red ink stamp of “VOTE”, which becomes the delegates voting card.

RESPONSIBILITIES

PRIOR TO THE CONVENTION

The Credentials Committee Chair shall:

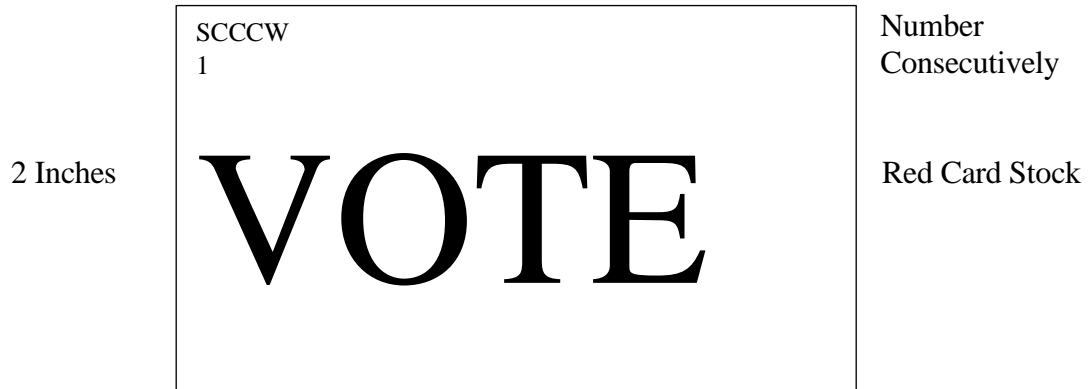
- Receive from the SCCCW Treasurer:
 - The form from affiliate presidents identifying names of voting delegates and substitutes.
 - The names of convention registrants in alphabetical order and listed by deanery.
- Confirm as membership and registration spreadsheets are received from the Treasurer that:
 - everyone with a voting privilege is a current member of SCCCW
 - each affiliate voting delegate, SCCCW individual member, and SCCCW Board member is registered for the convention.
 - each SCCCW Board member attended at least one board meeting. The SCCCW Recording Secretary can confirm attendance from minutes of meetings.
- Make a printout of eligible affiliate voting delegates and SCCCW individual members sorted by deaneries, which will expedite registration check-in at the convention.
- Prepare brightly colored cards, preferably red, cut to an arbitrary size of 2 inches by 3 ½ inches (not to exceed the size of the name badge), and numbered consecutively for distribution to voting delegates. (*See example voting card below.*)
- Prepare a box for each deanery. In each box file voting cards alphabetically by the names of the voting delegates from the deanery.
- Prepare a placard for each deanery that will be used to identify seating for delegates at the Business Meeting.

AT THE CONVENTION

The Credentials Committee chair shall:

- Staff a table or station at the convention during registration hours (specified in the convention program) where voting delegates can check in and pick up their voting cards.
- Confirm with the Registration Committee that each delegate is in attendance.
- Distribute a voting card to each registered delegate.
- Designate a seating area for delegates from each deanery by placing placards in the front rows of the assembly hall for the Business Meeting. Ensure that there are enough chairs to accommodate the number of delegates from each deanery. Instruct each delegate to sit in the area designated for her deanery.
- Prepare a Credentials Committee Report identifying the number of voting delegates registered with proper credentials at the beginning of the Friday general each session, Saturday Business meeting, and at other times when required by a change in the registration roll. Report and present it to the assembly at the convention
- Continue as a committee until the end of the convention.

3 ½ Inches Wide



Example of a Voting Card

CREDENTIALS CONVENTION COMMITTEE REPORT

SCCCW CONVENTION 20__

FRIDAY OPENING/ SATURDAY/SUNDAY CLOSING SESSIONS
AND ANY OTHER TIME REQUIRED BY CHANGES IN REGISTRATIONS

PRESIDENT: Credentials Committee confirms voting privileges and monitors the number of voting cards issued. Credentials Committee chair, please present your report.

I, _____, as Chair of the Credentials Committee representing the _____ Deanery, along with:

- _____ , representing the Aiken Deanery
- _____ , representing the Beaufort Deanery,
- _____ , representing the Charleston Deanery,
- _____ , representing the Columbia Deanery,
- _____ , representing the Greenville Deanery,
- _____ , representing the Myrtle Beach Deanery, and
- _____ , representing the Rock Hill Deanery

have registered the following statistics:

Deanery	Number of Affiliates Represented	Number of Affiliate Voting Delegates (3 max per affiliate)	SCCCW individual members (who are <i>not</i> affiliate voting delegates or SCCCW Board members with a vote)	SCCCW Board Members with a vote (who are <i>not</i> affiliate voting delegates or SCCCW individual members with a vote)
Aiken				
Beaufort				
Charleston				
Columbia				
Greenville				
Myrtle Beach				
Rock Hill				
TOTAL				

THE OVERALL TOTAL NUMBER OF VOTING CREDENTIALS ISSUED IS: _____

PRESIDENT: Thank you, Credentials Committee, for your service.

Attention Committee Chair: Each subsequent time that a report is called for (Saturday, Sunday or another time if needed), shorten the narration by saying

I, _____, Chair of the Credentials Committee and Credentials Committee

members have registered a total of _____ voting delegates.

Attention Committee Chair: Complete 3 copies of this report. Give one to the Recording Secretary, keep one, and leave one in the folder for the Parliamentarian.

NOMINATING CONVENTION COMMITTEE RESPONSIBILITIES FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

The SCCCW President shall appoint members to the SCCCW Nominating Committee, one from each deanery as recommended by the deanery president. The SCCCW President shall appoint a chair. No SCCCW officer or Commission Chair shall serve on the Nominating Committee. Past presidents who are not holding a specific office on the Board of Directors may serve on the Nominating Committee.

A candidate may be nominated in three ways: by a SCCCW member ten weeks prior to a convention, by the Nominating Committee ten weeks prior to a convention, or by a member from the floor of a convention prior to the opening session of the convention. Accompanying each name submitted shall be a statement from the candidate agreeing to run for the office, a statement of qualifications and experience of the candidate, and a letter of approval from the pastor of the candidate or other another ecclesiastical authority familiar with the candidate.

The slate of nominees shall be determined from names submitted to the Nominating Committee by the pre-convention meeting.

A nominee for President must have served at least 2 years as a deanery president. Nominees for President shall be from the deanery next in rotation unless the deanery next in line should wish to pass. No nominee for president may come from the same deanery that supplied that office for the past two years.

A nominee for Treasurer may not be from the same deanery that supplied that office the preceding term(s).

A nominee for Province of Atlanta Director must have served as a SCCCW President, must have knowledge of the structure and work of NCCW, and must be willing to travel.

The Nominating Committee must include in the *Call to Convention* packet qualifications of nominees that have been selected.

Duties of the Nominating Committee are concluded at the end of the Business Session of the convention.

RESPONSIBILITIES

Responsibilities of the Nominating Committee are to:

- Receive nominations for the offices of President, Recording Secretary, Treasurer, and Province of Atlanta Director every sixth year or when rotation dictates otherwise.
- Receive and solicit suggestions for candidates for offices.
- Submit at the annual convention one or more nominees for each of the offices.
- Collect credentials (a statement of willingness to run, a statement of qualifications and experience, and letter of approval from the parish priest or other ecclesiastic authority of the candidate) from each prospective candidate at least 10 weeks prior to the annual convention.
- Confirm that all prospective candidates are SCCCW members.
- Meet as a group at the pre-convention meeting, review credentials of prospective candidates and select nominees.
- Include in the *Call to Convention* packet sent out 45 day prior to the convention qualifications of nominees.
- Be available prior to the opening session of the annual convention to receive nominations from the floor.
- Introduce the slate of nominees at the opening session of the annual convention.
- Make a motion at the opening session of the annual convention to close nominations.
- Make a motion at the business session of the annual convention to accept the slate of nominees.

INTRODUCTION OF CANDIDATES FOR ELECTION
SCCCW CONVENTION 20__

FRIDAY EVENING OPENING SESSION

INTRODUCTION OF CANDIDATES FOR ELECTION

I, _____, Chair of the Nominating Committee representing the _____ Deanery, along with

_____, representing the Aiken Deanery,
_____, representing the Beaufort Deanery,
_____, representing the Charleston Deanery,
_____, representing the Columbia Deanery,
_____, representing the Greenville Deanery,
_____, representing the Myrtle Beach Deanery, and,
_____, representing the Rock Hill Deanery

met at the pre-convention meeting of the SCCCW Board and carefully reviewed the credentials of all nominees. The Nominating Committee recommends the following candidates:

for President, _____,
for Recording Secretary, _____,
for Treasurer, _____, and
for Province Director (when rotation dictates) _____.

PRESIDENT: In accordance with the current SCCCW Bylaws, did you as Chair of the Nominating Committee or any member of the Nominating Committee receive any nominations from the floor?

(The Chair will select the appropriate answer shown in bold below.)

Chair: **THERE ARE NO OTHER NOMINATIONS.**

I, _____, as chair of the Nominating Committee along with my Committee, move to close nominations for offices. (Motion is from a committee. No second is required.)

PRESIDENT: A motion has been made to close Nominations for Offices.

Those in favor raise your voting cards. Those opposed raise your voting cards. (A two-thirds majority is required.) The motion is carried. Nominations for offices are closed.

PRESIDENT: The vote on the candidates for office will be held on Saturday at the Business Session. You are free to talk with candidates and voice your concerns and ideas to them after this session is over.

Chair: THERE IS A NOMINATION FROM THE FLOOR.

PRESIDENT: Has the nominee given notice prior to the opening session of the convention, expressed her desire to be nominated, provided a letter of approval from her pastor or another ecclesiastical authority, and identified her qualifications and experience for the office?

(Chair answers either yes or no.)

(If yes-) PRESIDENT: The name, _____, will be written in on the ballot as a nominee from the floor for the office of _____. (Requires no action.)

(If no-) PRESIDENT: The nomination cannot be accepted for requirements for nomination as stated in the SCCCW Bylaws have not been satisfied.

I, _____, chair of the Nominating Committee along with my Committee move to close nominations for offices. (Motion is from a committee. No second is required.)

PRESIDENT: A motion has been made to close Nominations for offices. Those in favor raise your voting cards. Those opposed raise your voting cards. (A two-thirds majority is required.) The motion is carried. Nominations for offices are closed.

PRESIDENT: In accordance with the SCCCW Bylaws, nominations are accepted, and a vote/ballot vote will be taken on Saturday morning at the Business Session.

(If more than one person is running for the same elected position say the following.)

PRESIDENT: Advise the Chair of the Election Committee, _____, to prepare a ballot for the Business Session. Ballots will be distributed by the Election Committee. One ballot will be given to each voting delegate in accordance with the number of voting delegates reported at the Business Session on Saturday morning.

Thank you, Nominating Committee, for your service to SCCCW.

Attention Chair: Complete 3 copies of this report. Give one to the Recording Secretary, keep one, and leave one in the folder for the Parliamentarian.

NOMINATING COMMITTEE REPORT
SCCCW CONVENTION 20__

SATURDAY MORNING BUSINESS SESSION

MOTION TO ACCEPT SLATE OF NOMINEES

PRESIDENT: Nominating Committee Chair, please come forward and present the slate of nominees to the assembly for acceptance.

I, _____, Chairperson of the Nominating Committee along with the Nominating Committee move that the slate of nominees for the following offices be accepted:

PRESIDENT: (No second is needed as this is a motion from a committee.)

for the office of President, _____;

for the office of Recording Secretary, _____;

and, for the office of Treasurer, _____.

Add Province Director (when rotation dictates) _____.

PRESIDENT: A motion has been made to accept the slate of nominees for offices. Those in favor raise your voting cards. Those opposed raise your voting cards. (A two-thirds majority is required.) The motion is carried. The slate of nominees for offices has been accepted.

PRESIDENT: Thank you, Nominating Committee, for your service to SCCCW.

Attention Chair: Complete 3 copies of this report. Give one to the Recording Secretary, keep one, and leave one in the folder for the Parliamentarian.

ELECTION CONVENTION COMMITTEE RESPONSIBILITIES FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

Two months prior to the Annual Convention, the SCCCW President will appoint an Election Committee consisting of one member from each deanery from names submitted by deanery presidents. The member from the deanery hosting the convention is usually appointed as the chair.

No member of the SCCCW Board of Directors may serve on the Election Committee.

The Election Committee shall have charge of the ballots, checking the names of voters and counting votes.

A vote may be made by raising a card, by ballot, or by standing.

Election will be by ballot if there is more than one nominee for an office. Multiple sets of numbered ballots should be prepared in advance if a nomination is made from the floor and a second ballot is needed.

Election shall be by majority vote at the convention.

Committee members shall serve as tellers to count votes and if a ballot is required, to distribute ballots, take them up, and count them. The Election Chair shall serve as the head teller.

A recount may be ordered by the voting body, by a majority vote, at the same session at which the voting result was announced.

RESPONSIBILITIES

Responsibilities of the Election Committee Chair and Committee follow.

- Obtain from the Credentials Committee an accurate count of registered voting delegates as of the beginning of the Saturday Business Session.
- Obtain from the Nominations Committee the names of candidates for each office.
- Be prepared with ballots, as a vote by ballot is required if there are two or more nominees for an office. (Refer to Appendix A: *Example Ballot for Vote on an Issue* and *Example Ballots for the Election of Officers*.)
- Position tellers in the meeting room immediately prior to the Saturday Business Session to instruct registered voting delegates to sit in the front rows of the room.
- Present the Election Committee Report stating that it is prepared to conduct an election when called on during the Business Session.

- Instruct tellers to count the votes by the method used: a card, a ballot, or a standing vote.
- Confirm that the number of votes cast is equal to or less than the number of voting delegates noting that neither the Parliamentarian nor the President vote.

Vote by card procedures.

- Assign tellers to specific sections of the room to count cards raised during a vote, to write down the number of cards raised, and to give the results to the head teller.
- Instruct the head teller to tally the votes in the presence of the Parliamentarian, to prepare a report (see below) to include the number of votes cast, the number necessary for election, and the number received by each candidate for the office and give it to the President.

Vote by ballot procedures.

- Instruct the Parliamentarian to witness the distribution of ballots.
- Instruct tellers to pass out ballots that have been numbered only to delegates in possession of a voting card and to watch that no member votes more than once per ballot.
- Have tellers collect ballots and give them to the head teller who will count the votes in the presence of the Parliamentarian,
 - ignoring blank ballots and ballots that do not specify a choice,
 - rejecting ballots written in an unintelligible way or for an ineligible candidate,
 - declaring as illegal ballots that contain multiple votes for more than one candidate for an office, or
 - declaring as illegal multiple ballots folded together.
- Prepare a written report (see below) in the presence of Parliamentarian of results for each election to include the number of votes cast, number necessary for election, number received by each candidate for the office, number of illegal votes cast for each candidate, and the number of ballots rejected and give it to the President.
- Instruct the Parliamentarian to seal all ballots of votes taken in an envelope and give it to the Election Committee Chair, who will give it to SCCCW Recording Secretary at the end of the voting session, after which they are to be destroyed.
- Instruct tellers to not divulge results of the written ballot.

EXAMPLE TELLERS' REPORT

Number of Votes Cast..... _____

Votes Necessary for Election (majority)..... _____

Candidate 1 votes received..... _____

Candidate 2 votes received..... _____

Candidate 3 votes received..... _____

Illegal Vote

Written unintelligibly or ineligible candidate.... _____

Multiple votes for more than one candidate..... _____

Two ballots folded together for candidate _____

ELECTION COMMITTEE REPORT
SCCCW CONVENTION 20__

SATURDAY GENERAL BUSINESS MEETING

PRESIDENT: Chair of the Elections Committee, please come forward.

ELECTION COMMITTEE (The report shall be given before the election and after roll call.)

Introduction of the Election Committee:

I, _____, Chair of the Election Committee representing the
_____ Deanery along with

_____, representing the Aiken Deanery,
_____, representing the Beaufort Deanery,
_____, representing the Charleston Deanery,
_____, representing the Columbia Deanery,
_____, representing the Greenville Deanery,
_____, representing the Myrtle Beach Deanery, and,
_____, representing the Rock Hill Deanery

am prepared and ready to conduct an election of officers.

The total number of voting delegates approved by the Credentials Committee at the beginning of the Business Meeting was _____.

USE THIS IF THERE IS ONLY ONE NOMINEE PER OFFICE.

PRESIDENT: The nominee for President is _____
The nominee for Secretary is _____, and
The nominee for Treasurer is _____
Add Province Director (when rotation dictates) _____.

As there is only one candidate per office and if there is no objection, the nominees will be declared elected by acclamation. Is there an objection? Hearing none, I declare the nominees elected. Congratulations.

USE THE FOLLOWING IF THERE ARE TWO OR MORE NOMINEES PER OFFICE.

PRESIDENT: The nominees for the office of President are _____ and _____.
The polls are open. Elections Committee, please distribute the ballots to voting delegates who

show a card. Delegates mark your choice and return your ballot to a teller closest to you. (When it appears that all have voted, say) Have all voted? I declare the polls closed. Proceed to count the votes tellers.

The total number of ballots distributed was _____. The total of number counted was _____.

The 20__ - 20__ SCCCW President is _____.
name of newly elected individual

PRESIDENT: The nominees for the office of Recording Secretary are _____ and _____. The polls are open. Elections Committee, please distribute the ballots to voting delegates who show a card. Delegates mark your choice and return your ballot to a teller closest to you. (When it appears that all have voted, say) Have all voted? I declare the polls closed. Proceed to count the votes tellers.

The total number of ballots distributed was _____. The total of number counted was _____.

The 20__ - 20__ SCCCW Recording Secretary is _____.
name of newly elected individual

PRESIDENT: The nominees for the office of Treasurer are _____ and _____. The polls are open. Elections Committee, please distribute the ballots to voting delegates who show a card. Delegates mark your choice and return your ballot to a teller closest to you. (When it appears that all have voted, say) Have all voted? I declare the polls closed. Proceed to count the votes tellers.

The total number of ballots distributed was _____. The total of number counted was _____.

The 20__ - 20__ SCCCW Treasurer is _____.
name of newly elected individual

PRESIDENT: The nominees for the office of Province of Atlanta Director (when rotation dictates) are _____ and _____. The polls are open. Elections Committee, please distribute the ballots to voting delegates who show a card. Delegates mark your choice and return your ballot to a teller closest to you. (When it appears that all have voted, say) Have all voted? I declare the polls closed. Proceed to count the votes tellers.

The total number of ballots distributed was _____. The total of number counted was _____.

The 20____ - 20____ SCCCW Province of Atlanta Director is _____.
name of newly elected individual

Attention Chair: Complete 3 copies of this report. Give one to the Recording Secretary, keep one, and leave one in the folder for the Parliamentarian.

RESOLUTION CONVENTION COMMITTEE RESPONSIBILITIES FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

A representative from each of the seven Deaneries shall be appointed by the SCCCW President to serve on the Resolution Committee.

The chair of the SCCCW Legislation Committee, a sub-committee of the Spirituality Commission, shall serve as Chair of the Resolution Committee. If a vacancy exists, the Church Committee Chair or the Spirituality Commission Chair shall serve as Chair of the Resolution Committee.

The Spiritual Advisor shall serve on the Resolution Committee.

The Resolution Committee shall convene at the fall meeting of the board or via regular conference calls or meetings to receive guidance in preparing a resolution and to determine and refine one or more resolutions for presentation at the convention. A resolution to be proposed by the Resolution Committee shall be finalized no later than the pre-convention meeting.

A resolution may be proposed by any SCCCW member at the convention as long as ten (10) copies of the proposed resolution are submitted to the Resolution Committee Chair before the opening session of the convention.

Each proposed resolution presented to the assembly at a SCCCW convention must have the support of the Spiritual Advisor.

A proposed resolution shall be compatible with the mission statements of SCCCW and NCCW.

RESPONSIBILITIES

Responsibilities of the Resolution Committee follow.

- Review resolutions adopted in the past and current topics that should be addressed.
- Review the Issues and Action section of the US Conference of Catholic Bishops website to explore areas that may be appropriate for a resolution.
- Convene as a group at the fall meeting of the board. Establish a plan for working together to formulate and refine one or more written resolutions by the pre-convention meeting
- By the pre-convention meeting or earlier, finalize one or more written resolutions (suggestions) for addressing a specific problem, issue, reality, or theme that currently impacts Catholic women.

- State the resolution in three parts:
 - A formal statement of purpose (a heading that defines a topic): Select a topic that has breadth and is constructive in spirit.
 - Rationale for the resolution (a statement of the current situation): Cite credible sources that substantiate the current situation.
 - A call for specific action: Identify realistic, achievable actions that can be taken.
- Receive from any SCCCW member no later than the opening session of the convention ten (10) copies of a proposed resolution.
 - Review the proposed resolution.
 - Inform the originator of the resolution if it was approved or not approved for presentation to the assembly by the Resolution Committee and Spiritual Advisor.
 - Inform the SCCCW President of the additional resolution received from the floor.
- Ask the originator to be prepared to distribute copies of the resolution to the membership at the Business session.
- Present for adoption one or more resolutions at the Saturday Business Session of the SCCCW Convention.

SCCCW RESOLUTION NOTEBOOK

At the end of each Annual Convention, the Resolution Committee Chair shall compile all resolutions passed during the convention. She shall furnish a copy of the approved resolutions to the SCCCW Website Coordinator for inclusion on the SCCCW Website, as well as to each of the following persons for their respective *SCCCW Resolution Notebook*.

Archives
 SCCCW President
 SCCCW Recording Secretary
 SCCCW Parliamentarian
 SCCCW Legislation Committee Chairperson
 SCCCW Spiritual Advisor
 Aiken Deanery President
 Beaufort Deanery President
 Charleston Deanery President
 Columbia Deanery President
 Greenville Deanery President
 Myrtle Beach Deanery President
 Rock Hill Deanery President

SCCCW Resolution Notebooks shall be passed to successors.

RESOLUTION COMMITTEE REPORT
SCCCW CONVENTION 20__

SATURDAY GENERAL BUSINESS MEETING

RESOLUTION COMMITTEE REPORT: (Comes After the Election of Officers)

Introduction of the Resolution Committee:

I, _____, Chair of the Resolution Committee representing
the _____ Deanery along with

_____, representing the Aiken Deanery,
_____, representing the Beaufort Deanery,
_____, representing the Charleston Deanery,
_____, representing the Columbia Deanery,
_____, representing the Greenville Deanery,
_____, representing the Myrtle Beach Deanery, and,
_____, representing the Rock Hill Deanery

present the resolutions found on page (s) _____ and _____ of the 20__ Convention Book for your
consideration.

I, _____, chairperson of the Resolution Committee, along with my
Committee move that resolution number one (1) on page _____ of the 20__ Convention Book be
adopted. (Motion is from a committee. No second is required.)

PRESIDENT: A motion has been made to adopt resolution number one (1) on page ____ of the
Convention Book. The floor is open for discussion.

(If an amendment is made, get a second, allow discussion, and call a vote on the amendment.)

(If one calls for the question, ask if there is any objection to closing debate. If a member objects
or if one tries to get the floor, immediately get a second, and immediately call for a vote. (A 2/3s
vote in favor is required to end debate.)

PRESIDENT: Members with voting privileges in favor of the motion raise your voting cards.
Those opposed to the motion raise your voting cards. (A two-thirds majority is required.) The
motion is carried.

Use if a second resolution is presented by the Resolution Committee.

I, _____, chairperson of the Resolution Committee, along with my Committee move that resolution number two (2) on page ____ of the 20__ Convention Book be adopted. (Read the resolution.) (Motion is from a committee. A second is not required.)

PRESIDENT: A motion has been properly made to adopt resolution number two (2) on page ____ of the Convention Book. (A second is not required.) The floor is open for discussion.

PRESIDENT: Members with voting privileges in favor of the motion raise your voting cards. Members with voting privileges opposed to the motion raise your voting cards. (A two-thirds majority in favor is required.) The motion carried _____ or failed _____.

Use if a third resolution is presented by the Resolution Committee.

I, _____, chairperson of the Resolution Committee, along with my Committee move that resolution number three (3) on page ____ of the 20__ Convention Book be adopted. (Read the resolution.) (Motion is from a committee. A second is not required.)

PRESIDENT: A motion has been properly made to adopt resolution number three (3) on page ____ of the Convention Book. (A second is not required.) The floor is open for discussion.

PRESIDENT: Members with voting privileges in favor of the motion raise your voting cards. Members with voting privileges opposed to the motion raise your voting cards. (A two-thirds majority in favor is required.) The motion carried _____ or failed _____.

Use if a resolution is received from the floor.

I, _____, chairperson of the Resolution Committee, along with my Committee move that the resolution that has been distributed be adopted. It has been reviewed and approved by the Resolution Committee and Spiritual Advisor. (Read the resolution.) (Motion is from a committee. A second is not required.)

PRESIDENT: A motion has been properly made to adopt a resolution brought from the floor. (A second is not required.) The floor is open for discussion.

PRESIDENT: Members with voting privileges in favor of the motion raise your voting cards. Members with voting privileges opposed to the motion raise your voting cards. (A two-thirds majority is required.) The motion carried _____; the motion failed _____.

Thank you, Resolution Committee, for your service.

Attention Chair: Complete 3 copies of this report. Give one to the Recording Secretary, keep one, and leave one in the folder for the Parliamentarian.

PARLIAMENTARIAN RESPONSIBILITIES

FOR THE CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

A Parliamentarian shall serve principally as a consultant and an advisor on parliamentary rules.

The Parliamentarian, as a member of the Board of Directors, shall have no vote on matters brought before the Board of Directors or assembly. A Parliamentarian who elects to be a SCCCW individual member shall have a voting privilege by ballot as an individual member on matters brought before the assembly.

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

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

The Parliamentarian shall be attentive throughout meetings and firm in carrying out duties.

RESPONSIBILITIES

BEFORE THE CONVENTION

The Parliamentarian shall:

- Propose revisions to the Bylaws when needed.
- Confer with the SCCCW President in the development of Standing Rules for the Convention and present the proposed rules to the SCCCW Board for approval at the summer or fall meeting prior to the convention. (Refer to Appendix A, *Convention Standing Rules*.)
- Submit a copy of the approved Convention Standing Rules to the President for inclusion in the Convention Book.
- Send to each convention committee chair at least one week prior to the pre-convention meeting a copy of the responsibilities of the committee and the script that should be followed when presenting a report(s).
- Obtain approval of a Roll Call Form from the SCCCW President. (Refer to Appendix A, *Roll Call Form for Donations for the Convention Project*.) 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*, e-mailed to affiliate presidents and SCCCW individual members prior to the convention or distributed by the Credentials Chair to affiliate

presidents and SCCCW individual members during the registration period at the convention.

AT THE CONVENTION

- Prior to the pre-convention meeting, e-mail to each convention committee chair job responsibilities for the convention from the current copy of the *SCCCW Convention Manual*.
- Distribute to each of the convention committee chairs, the Recording Secretary, and SCCCW Treasurer before the close of registration on Friday of the convention an information folder that contains the job responsibility, a script to follow when presenting a report at a meeting, and follow-up directions.
- Attend all meetings where the SCCCW President or her representative presides and sit in the assigned seat, usually on her immediate left.
- Be available to consult with the president on parliamentary procedure at any time throughout the convention weekend.
- Confirm that a quorum of twenty-five percent of affiliated organizations is present for transaction of business at convention meetings.
- Present the proposed Convention Standing Rules to the membership for consideration at the opening session of the convention.
- Describe, during the opening session of the convention, procedures for making motions at meetings where the SCCCW President or her representative presides, and have multiple copies of a form for making a main motion. (Refer to Appendix A: *Directions and Form for Making a Motion*.)
- Monitor actions during the convention to ensure that Convention Standing Rules and parliamentary procedures are followed.
- Inform the SCCCW president discreetly of significant violations in Convention Standing Rules and/or parliamentary procedure, especially the two-minute time limit for speakers debating a question and the number of times a speaker may speak.
- Witness the distribution of all ballots and the counting and tallying of all votes. Collect and seal in an envelope all ballots and tally sheets after a vote and give the envelope to the President.
- Assist with roll call during the Saturday Business Meeting of the convention. The Recording Secretary shall call names of affiliates and SCCCW individual members. The Parliamentarian shall collect the forms. The Treasurer shall record the amount donated.
- Collect folders at the end of the convention from convention committee chairs and officers and distribute one copy of each report to the SCCCW President.

ADOPTION OF CONVENTION STANDING RULES SCCCW CONVENTION 20__

FRIDAY EVENING OPENING SESSION

ADOPTION OF STANDING RULES of the 20__ CONVENTION

PRESIDENT: Will the Parliamentarian please come forward and present the proposed 20__ Convention Standing Rules?

Parliamentarian: I, _____, present the 20__ SCCCW Convention Standing Rules to include all activities from the opening session on Friday _____, 20__ through the close of convention on Sunday, _____, 20__.

Please refer to the proposed Standing Rules of the 20__ Convention found on page ____ of the *Convention Book*. (Read the entire document.)

PRESIDENT: On behalf of the SCCCW Board of Directors, it is moved to accept the proposed 20__ Convention Standing Rules as read. No second is needed. The floor is open for discussion.

(Address any discussion. If an amendment is moved, get a second, open discussion and call for a vote on the amendment only. If passed, then vote on either the entire document or individual sections, whatever applies.)

PRESIDENT: Please raise your voting card to vote in favor of accepting the 20__ Convention Standing Rules as presented. (Count those in first rows reserved for voting delegates and on podium. If you are opposed to this motion, please raise your voting card?)

The motion is passed and the 20__ Convention Standing Rules have been adopted. (OR The motion did not pass.

PRESIDENT: Will you please review the guidelines for making a Main Motion.

Parliamentarian: Should you wish to make a motion, please pick up a Form for Making a Main Motion from the head table. Directions are provided on it:

- Please write out the motion on the form.
- Go to a microphone and obtain the floor by saying “Madam President”.
- Wait for the President to recognize you.
- Read the motion (that you wrote out) beginning with “Madam President, I move that...”
- Wait for a member to second the motion.
- Give this form to the President, who will read you motion verbatim, placing it before the membership for consideration.

- If the President calls for discussion, you as the one who made the motion, may speak first in favor of the motion.
- No member may speak more than two times on a single motion.

Thank you _____, for your service.

Attention Parliamentarian: Complete 2 copies of this report. Give one to the Recording Secretary and leave one in the folder titled Parliamentarian.

- If the President calls for discussion, the one who made the motion, may speak first in favor of the motion.
- No member may speak more than two times on a single motion.

RECORDING SECRETARY RESPONSIBILITIES FOR THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

The Recording Secretary shall be the custodian of all records and official papers of a convention.

Minutes are a record of actual business of a meeting. They should be short and concise and written soon after the meeting at which notes were taken.

The minutes of the previous convention shall be presented to the assembly for approval and may or may not have been written by the acting Recording Secretary.

A review committee of three members of the Board of Directors will be appointed by the President prior to the convention to take notes as a back-up for the Recording Secretary and to proof the convention minutes that were prepared by the Recording Secretary following the convention.

RESPONSIBILITIES

The Recording Secretary shall:

- Present the minutes of the prior convention to the assembly for approval during the General Business Meeting.
 - Any errors found and corrections suggested in the minutes of the prior convention shall be notated and recorded in the minutes of the current convention.
 - If the minutes are approved, sign and date the minutes, write the word “approved” at the bottom of the last page, and give the copy to the President.
- Take minutes at the opening session, General Business Meeting, workshops, banquet, and closing session of the current convention. Ask an assistant to take the minutes if sessions are concurrent. The minutes should include:
 - the date, time, place, and kind of the meeting,
 - the name of the presiding officer and Recording Secretary,
 - the action taken on minutes presented from the prior convention and corrections, if any,
 - the exact wording or each main motion voted on, who made it, the results of the vote, the number of votes in favor, and the total number of votes cast
 - any business of SCCCW, points of order and appeals,
 - a reference that committee and officer reports are attached to the minutes,
 - the name of guest speakers, and
 - the hour of adjournment. The name of the person who seconded a motion shall not be included in minutes.

- Read names of affiliate and SCCCW individual members by deanery for roll call at the business meeting.
- Send the prepared minutes to a review committee appointed by the SCCCW President.
- Revise the minutes and submit them to the SCCCW President for inclusion in the Convention Book year or printed and included in attendee bags of the convention the following year.

ADOPTION OF MINUTES OF PREVIOUS CONVENTION
SCCCW CONVENTION 20__

GENERAL BUSINESS MEETING

MINUTES OF THE CONVENTION OF THE PREVIOUS YEAR 20__

PRESIDENT: Will the Recording Secretary please come forward to present the minutes of the 20__ Convention for approval. A copy of the minutes of the 20__ Convention (appears in the Convention Book *or* can be found in the attendee bag). As minutes have been distributed prior to this meeting, the minutes will not be read aloud unless specifically requested by a member.

Recording Secretary: I, _____, SCCCW Recording Secretary, present the minutes of the 20__ Convention as (printed on pages _____ of the 20__ Convention Book *or* found in the attendee bag) for approved. Appreciation is expressed to review Committee members, _____ and _____.

Note- only FYI: "A formal motion to approve the minutes is not necessary although such a motion is not out of order." (Roberts Rules, 11th. Ed., p. 354:25) If a motion is made, no vote is to be taken.

PRESIDENT: Are there any corrections to the minutes? If there are any editorial changes, ask that they be sent in writing to the Recording Secretary so that the changes may be noted in the official minutes of this current convention.

Note – only FYI: "Corrections when proposed, are usually handled by unanimous consent. If a member objects to the proposed correction, proceed as if it is a subsidiary motion to amend." (Roberts Rule, 11th Ed., p. 354:30)

PRESIDENT: There being (no *or* no further) corrections to the minutes, the minutes stand (approve *or* approved as corrected.)

Thank you, _____, for your service to SCCCW.
Name of Recording Secretary

Attention: Complete 2 copies of this report. Keep one and leave one in the folder for the Parliamentarian.

SPIRITUAL ADVISOR RESPONSIBILITIES FOR THE CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

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 purpose of a spiritual advisor is to provide spiritual advice to women of the SCCCW that is in line with Christian values and Catholic teachings and to provide support for the work of the SCCCW.

All resolutions must be approved by the Spiritual Advisor.

The room and registration costs for the Spiritual Advisor shall be absorbed by SCCCW.

RESPONSIBILITIES

The Spiritual Advisor shall:

- Provide support to the Council through regular attendance at meetings of the Board of Directors, the annual convention, and other activities, when possible.
- Ensure that all meetings begin and end in prayer and that all gatherings of the Council have a spiritual dimension.
- Offer Mass at each SCCCW board meeting, if possible.
- Guide the Resolutions Committee in the development of resolutions that shape actions and policies of the SCCCW.
- Approve all resolutions presented to the assembly at an annual convention.
- Assist the SCCCW President in selecting workshop and program topics for the SCCCW Convention which inspire and/or educate Catholic women in spirituality, leadership and/or service.
- To oversee the annual convention Mass set-up and selection of readings and consult with the Bishop and Spirituality Commission on plans for the Mass and installation of officers.
- Assist the Church Committee Chair of the Spirituality Commission in getting hosts, wine, and vestments for the Mass.
- 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 that a day of recollection or some other spiritual event for women be planned at least once per year to encourage spiritual growth within the Council.

RESPONSIBILITIES OF THE SPIRITUALITY COMMISSION FOR THE CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

BACKGROUND

The SCCCW Spirituality Commission shall be composed of two sub-committees: The Church Committee and the Legislation Committee. The Spirituality Commission Chair shall assist sub-committee chairs in their work as needed.

The Chair of the SCCCW Church Committee shall be responsible for the Meditation Room, for the Memorials/Honors Program, for coordinating individuals to serve at the Mass, and for providing items needed for the Mass. The Host Deanery Spirituality Commission Chair shall assist.

The Chair of the SCCCW Legislation Committee shall serve as Chair of the Resolution Convention Committee.

Spirituality Commission Chair with the SCCCW President shall determine the type of format, verbal or visual, to be used in presenting names of individuals being honored or memorialized.

The SCCCW Spirituality Commission Chair and the Spiritual Advisor shall be responsible for all Prayer Services at the convention.

The Saturday Mass program shall be the responsibility of the Spiritual Advisor. Mass and Installation of officers that follow the Mass shall be the responsibility of the Spirituality Commission Chair, the Spiritual Advisor, and the Bishop.

The SCCCW Spirituality Commission Chair shall get the installation script approved by the Bishop, provide the Bishop with a copy of the script of the installation service prior to Mass, and appoint an Installation Chair to coordinate the installation of officers.

All funds from the Honors and Memorials and the Mass collection shall be given to the SCCCW Treasurer and deposited in the SCCCW Scholarship Account. Expenses shall be reimbursed from the SCCCW Scholarship Account.

HONORS AND MEMORIALS

BACKGROUND

The Honors and Memorials Program provides an opportunity for family, friends and/or organizations to remember someone who is living (honored) or deceased (memorialized) through donations made to the SCCCW.

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

Donations obtained from the Honors and Memorials Program shall be used to support the SCCCW Reverend William F. Pentis Scholarship program.

An Honors and Memorials Request Form shall be included in the *Call to Convention* packet that is sent to all SCCCW individual members and to deanery and affiliate presidents for distribution to members. The deadline to return the form shall be printed on the form. (Refer to Appendix B, *Honors and Memorials Request Form*.) The form shall be sent to the SCCCW Treasurer with payment, who will forward the form to the Spirituality Commission chair or her appointed committee member in charge of compiling the Honors and Memorial book.

The names of all honored and memorialized and the names of all the people or organizations who/that requested the honor and memorial shall be presented to the membership at the annual convention.

RESPONSIBILITIES

Duties of the chair before the convention follow.

- Review the Honors and Memorials Request Form to be included in the *Call to Convention* packet and assist in establishing a deadline for return of the form.
- Receive Honors and Memorials Program Forms from members/organizations wishing to remember an individual or a family and promptly send a card to the person/family being remembered. Also, promptly send a card to the person/organization who requested the honor or memorial with a hand-written note of thanks inserted on the card.
- Establish two data bases, one for individuals being honored and the person/organization who/that requested the honor and one for individuals being memorialized and the person/organization who/that requested the memorial.
- One month prior to the convention, send electronically the two data bases to the SCCCW President for inclusion in a printed program of individuals honored and memorialized.
- Submit a written report to the SCCCW President of the number of honors/memorials issued and the amount of money collected for the Reverend Pentis Scholarship.
- Give all money collected and a copy of the report to the SCCCW Treasurer. Funds shall be deposited in the Scholarship Account.

Duties of the chair at the convention follow.

- Get the Honors and Memorials booklets from the SCCCW President. See that they are distributed to members.
- Read or display through media names of honorees at a program during the convention.

MEDITATION ROOM

BACKGROUND

The meditation room should provide a serene and private place for reflection and prayer for members throughout the convention. It shall be located away from busy convention activity.

The existence of a Meditation Room shall be at the discretion of the SCCCW President.

The SCCCW Church Committee Chair shall chair the Meditation Room committee.

RESPONSIBILITIES

- Confirm with the convention chair prior to the convention that a rectangular head table eight feet in length and chairs set up in theater style will be needed for the meditation room.
- Set up the meditation room before convention registration opens. It may be closed as early as the beginning of the Mass.
- Position the table in the front center of the room, cover the table with a tablecloth, and put on it a Crucifix, battery operated candles, rosaries, prayer cards, paper, pencils, and a basket in which prayer requests may be put.
- Pretty floral arrangements and soft music may be added to increase the ambiance.
- Take prayer requests and a copy of the SCCCW Convention Book to the altar during the Offertory of the Mass.

MASS IN THE HOTEL OR NEARBY CHURCH

BACKGROUND

The Mass shall be held in the convention hotel or in a nearby church. The Mass location shall be suggested by the convention chair in consultation with the SCCCW President and Spiritual Advisor and approved by the Bishop.

The Spiritual Advisor shall determine the set-up of the room and arrangement of the altar based on the number of deacons and priest participating in the Mass. The convention chair shall implement the plans and request that the hotel set up the following items in the front of the room: A large table to be used as an altar, small side table for the vessels, a lectern and chairs for the presider, priests, deacons, and servers. The room shall be set up theater style with a wide center aisle.

The Spiritual Advisor shall determine the prayers to be read at the Mass.

The Church Committee Chair and committee members shall be responsible for coordinating individuals to serve at the mass and providing for needed items.

RESPONSIBILITIES

The Church Committee shall do the following.

- Schedule the following individuals to assist during the Mass: Altar servers, a lector, gift bearers, ushers, Ordinary/Extraordinary Eucharistic ministers, music and/or a choir or song leader. Consider diversity in selections.
- Get from the Spiritual Advisor the readings to be used.
- Provide books for the liturgy: The Roman Missal from where the presider reads all the

Prayers for the Mass, the Lectionary for the readings, and song books or program books for the liturgy.

- Provide altar linens and cloths: A large white cloth for the altar table where the presider will celebrate Mass; a corporal to place on top of altar cloth, small finger towels, a purificatory for the presider and others based on the number of chalices used if the sacred Blood is offered.
- Provide a pall, a paten, a chalice for distribution of the sacred Blood, a ciborium for distribution of the sacred Body and a large host. Provide other patens, chalices and ciboriums, depending on the number of Ordinary and Extraordinary Eucharistic Ministers available to distribute the sacred Body and Blood. Provide small host for those receiving communion. Ask the Spiritual Advisor to assist in getting the hosts and wine.
- Place two candles on each side of the altar table. Confirm with the hotel management that lighted candles can be used. If not, consult the Spiritual Advisor.
- Provide one small cruet for water, one small cruet for wine, and a finger basin and cloth. Place them on a small side table.
- Place a small cross at the front of the altar table.
- Provide vestments and cassocks. Confirm with the Spiritual Advisor that the celebrant will bring his own vestments.
- Provide collection baskets and a processional cross. Bells are optional.

CHECK LIST OF ITEMS
NEEDED FOR MASS AT THE HOTEL

- Altar
- Lectern
- Altar Cloth
- Bells (optional)
- Bowl, pitcher, and towel
- Two Candles
- Chairs for the Presider, Priest, Deacons, and Altar Servers
- Chalice (s) (2 to 4) and wine depending on if the Precious Blood is offered)
- Ciborium (4 to 6) depending on the number of Ordinary/Extraordinary Ministers
- Collection Baskets if there is a collection
- Credence (side) table
- Cruets containing the wine & water
- Crucifix for Altar
- Choir/song leader/music
- Ordinary/Extraordinary Eucharistic Ministers
- Host for all people receiving
- Large Host for Presider
- Lectionary
- Lector
- Pall
- Paten (s)
- Processional Cross
- Program/ words to hymns or song sheets
- Purificatory (more than one), small finger towels
- Roman Missal
- Vestments & Cassocks for servers (if servers are available)
- Wine (but only enough for cruets if you are only receiving the Precious Body)

INSTALLATION CEREMONY OF SCCCW AND DEANERY OFFICERS AT MASS

BACKGROUND

The Installation Chair shall be appointed by the Spirituality Commission Chair. The Installation Chair shall be responsible for the physical aspects of the installation of officers: notification of meeting time, line-up, orientation, procession in, seating, procedure when called by Bishop, and procession out.

The Spirituality Commission Chair shall provide the Bishop with a copy of the installation ceremony prior to Mass.

The host deanery shall provide a total of twenty-three candles for the installation ceremony, one for each officer being installed.

The SCCCW Sashes may or may not be used. Sash colors follow: SCCCW officers – white, Aiken – TBA, Beaufort – lavender, Charleston – blue, Columbia – yellow, Greenville – green, Myrtle Beach – red, and Rock Hill – teal.

RESPONSIBILITIES

- Inspect the layout of the Church or hotel venue to make sure that those who are being installed can process in smoothly before Mass and process out smoothly after Mass. Develop a plan for clearly marking that the first two rows in the church or hotel venue are reserved for those being installed.
- Notify everyone being installed of a meeting time thirty to forth-five minutes prior to the beginning of Mass and of a designated gathering location in a Church or hotel venue. Last minute instructions will be given. For clarity, provide a visual showing the line-up order.
- Distribute candles to officers being installed. If one who is to be installed is not present, a substitute must stand in for her.
- Have all individuals being installed line up in the following order:
 - SCCCW Treasurer and treasurers from each deanery,
 - SCCCW Recording Secretary and recording secretaries from each deanery,
 - vice presidents from each deanery, and
 - SCCCW President and presidents from each deanery.
- At a time indicated by the Bishop, direct individuals being installed to process in order behind the altar servers and before the Bishop and be seated according to the following guide:
 - first row, right side-SCCCW President and deanery presidents,
 - second row, right side-SCCCW Recording Secretary and deanery recording secretaries,
 - first row, left side - deanery vice-presidents, and
 - second row, left side -SCCCW Treasurer and deanery treasurers.
- Explain that each group will be called forward by the Bishop who will administer the oath of office according to the installation ceremony script provided.

SCRIPT FOR INSTALLATION OF SCCCW/DEANERY OFFICERS AT CONVENTION

THE INSTALLER SHALL READ

Presidents

Will the Presidents please step forward? (Pause) The presidents shall perform such other duties as devolve upon their offices. More than that, they are apostles and should possess a practical and supernatural spirit. They should evidence tact, patience, and adaptability; and be versed in the meaning and fields of catholic action. To you, we give as your patroness Our Lady in one of her glorious title. Remembering that it truly requires more humility to lead than to follow, we ask you to accept as your patroness, Our Lady of Humility. Her feast day is July 17. Congratulations and best wishes!

Vice Presidents

Will the vice-presidents please step forward? (Pause) The vice-president shall serve in whatever capacity she is called upon, presiding at meetings when the president cannot do so. In other words, the vice-president is no longer the silent member of the organization; she is the rod and the staff of the president. She should have a true catholic character, a vital interest in the work of the organization, in all phases. To you, as assistants to the president, we give as your patroness, Our Lady of Divine Grace, whose feast day is June 9. Congratulations!

Recording Secretaries

Will the secretaries now step forward? (Pause) The secretary should work in close co-operation with the president. She should keep accurate minutes of all board meetings and all regular and special meetings of the organization. She should be able to submit a complete and accurate report of all actions taken at meetings at any time she is called upon. This office requires system and perseverance. Please accept as your patroness, Our Lady of Fair Love, and your feast day is May 31. Congratulations!

Treasurers

Will the Treasurers please come forward? (Pause) The office of Treasurer is a very important one. The Treasurer receives all monies and disburses all funds according to the rules of the organization. She should keep accurate records, up to date. The Treasurer must be kept informed on the work of the organization and its financial needs so that she may explain it to others. To the holders of this important office, we give as your patroness, Our Lady of Perpetual Help, whose feast day is June 27. Congratulations!

AWARDS GIVEN AT THE ANNUAL CONVENTION OF THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

RUTH SCHACHTE PERPETUAL SILVER BOWL MEMBERSHIP

This award is given to an affiliate with the greatest percentage increase in membership. Membership is based on the number of dues paying members of the affiliate to SCCCW. This increase is figured by the SCCCW Treasurer. Results will be calculated to the thousandths decimal place if necessary.

This Membership Bowl is to be returned to the SCCCW President at the pre-convention meeting in a polished condition to pass on to the next recipient.

SCCCW CATHOLIC WOMAN OF THE YEAR

A SCCCW Catholic Woman of the Year is named at the SCCCW Annual Convention. The tradition began in 1952. The current Catholic Woman of the Year from each Deanery may be nominated. The SCCCW Woman of the Year recipient is presented a sterling silver Our Lady of Good Counsel Medal and chain. Guidelines and qualifications for this award are included in the *Call to Convention* packet that is mailed out in December/January to deanery and affiliate presidents. (Refer to Appendix C, *SCCCW Catholic Woman of the Year Award Guidelines* and the *Catholic Woman of the Year Award Nomination Form*.)

WOMAN RELIGIOUS OF THE YEAR

The Woman Religious of the Year award was established by the South Carolina Council of Catholic Women in 1995 and is presented annually to a Sister who has made a significant contribution in the Roman Catholic Church in South Carolina. A recipient may be recognized annually at the SCCCW Convention. Guidelines and qualifications for this award are included in the *Call to Convention* packet mailed out in December/January to deanery and affiliate Presidents. (Refer to Appendix C, *Woman Religious of the Year Nomination Form*.)

REVEREND WILLIAM F. PENTIS MULTI-CULTURAL AWARD

Father Pentis was an Oratorian Father who served as Moderator/Spiritual Advisor for the SCCCW for more than 30 years. He encouraged Affiliates to promote racial harmony and ethnic interaction through programs and activities sponsored in their local communities. (Refer to Appendix C, *The Reverend William F. Pentis Multicultural Award Guidelines* and *Reverend William F. Pentis Multicultural Award Application*.)

INDIVIDUAL AND AFFILIATE AWARDS GIVEN BY THE SCCCW PRESIDENT

The SCCCW President may choose to honor an individual (or multiple individuals) with an award for excellence or service. She may present awards of her choice to affiliates based *the Affiliate Year-End Reports* of activities that positively impacted members or the community or she may choose to not do so. She may present an award for the best tri-fold display and/or for the best Affiliate Notebook or she may choose to not do so. (Refer to the *SCCCW Procedures Manual*, Appendix E, *Affiliate Year-End Reports -Leadership, Service, Spirituality.*)

AFFILIATE SCRAPBOOK COMPETITION

All parish affiliates of the South Carolina Council of Catholic Women are encouraged to enter the Affiliate Scrapbook Competition. Only one scrapbook per affiliate will be accepted. Scrapbooks will be judged. Judges shall be appointed by the SCCCW President. (Refer to Appendix C, *SCCCW Rules for Affiliate Scrapbook Competition and SCCCW Scrapbook Critique Sheet.*)



APPENDIX A

CONVENTION ADMINISTRATION

EXAMPLE CONVENTION STANDING RULES
ROLL CALL FORM FOR DONATIONS TO THE CONVENTION PROJECT

CONTENTS OF THE CONVENTION BOOK
COMMISSION BOOK: DISCRIPTION AND COMPILLATON

MARKET PLACE SILENT AUCTION BID SHEET

EXPENSE VOUCHER FOR REIMBURSEMENT
EXPENSE VOUCHER FOR 20__ CONVENTION REIMBURSEMENT

EXAMPLE BUDGET
EXAMPLE BALLOT
EXAMPLE AND FORM FOR MAKING A MAIN MOTION
CONVENTION EVALUATION FORM

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN
EXAMPLE OF CONVENTION STANDING RULES

MONTH -DATE RANGE- YEAR

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 _____, 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 number of total 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 represent only one affiliated organization.
 - 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 a SCCCW 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. n proposed resolution 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 revised in 20_ and rule on any area not covered by the Bylaws of the SCCCW.

**SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN
CONVENTION ROLL CALL FORM**

For Donations to the Convention Project
Saturday Business Session

**ATTENTION EACH AFFILIATE PRESIDENT (or alternate)
and
SCCCW INDIVIDUAL MEMBER**

Collect the following information prior to the Business Session on Saturday.
Confer with a Registration Committee member if help is needed.

At Roll Call time during the Business Session, the Recording Secretary will call a deanery by name. All SCCCW individual members and all affiliate presidents (or alternates) from the deanery called will go to a microphone area.

AFFILIATE PRESIDENT: When an affiliate is called, the affiliate president or representative shall go a microphone and provide the information collected below in order of items listed.

From the _____ there are
Name of affiliate

1. _____ members registered,
2. _____ voting delegates attending (*there can be no more than 3*),
3. _____ members serving on the SCCCW Board of Directors,
4. _____ Clergy/Religious registered, and
5. _____ first-time attendees.

A donation is being made to the Convention Project.

SCCCW INDIVIDUAL MEMBER: When each SCCCW individual member is called, she shall go to a microphone and provide the information below. She should then give her donation and this form to the SCCCW Treasurer. If she is not called, she should speak out and provide the following information:

I, _____, am a SCCCW individual member
Name of Individual Member

from the _____ Deanery.

A donation is being made to the Convention Project.

For the Treasurer's Use

<i>Check Signer</i>	<i>Ck. Amount</i>	<i>Ck. Number</i>	<i>Ck. Date</i>
---------------------	-------------------	-------------------	-----------------

CONTENTS OF THE CONVENTION BOOK

CHECKLIST

- 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
 - 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
 - Introduction of Candidates for SCCCW Offices and presentation by candidate
 - Convention Announcements
 - 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
 - Treasurer's Reports
 - Roll Call and Convention Project Collection
 - Report from Registration and Credentials Convention Committees

- Election of Officers
- Resolutions
- Announcements
- Minutes from the previous convention unless copies are provided in attendee bags
- Information on Saturday Activities
 - Registration
 - Rosary
 - Breakfast Buffet – If one is offered
 - 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)

COMMISSION BOOK

DESCRIPTION AND COMPILATION

A Book of Year-End Commission Reports of activities from January 1 through December 31 shall be printed annually and distributed at the SCCCW Annual Convention. It shall be composed of Year-End reports from SCCCW Commission Chairs, Deanery Presidents, and Affiliate Commission/ Commission Committee Chairs.

Guidelines for preparing reports from SCCCW Commission Chairs, Deanery Presidents and Affiliate Commission/Commission Committee Chairs are in the *SCCCW Procedures Manual*. Reports shall be received electronically as a Word document, compiled according to the following outline, and printed in book form (8"x 10 ½"). The following order is suggested.

1. Cover Page
2. Table of Contents
3. Introductory Page explaining the Commission System.
4. Year-End Reports from SCCCW Commission Chairs (Leadership, Service, Spirituality).
5. A page introducing Year-End Reports from Deanery Presidents and Affiliate Commission Chairs.
6. A page with the name of the deanery, the name of each affiliate followed by the name of its parish and city, and a geographic visual of its deanery boundaries.
 - A. The Year-End Report from the Deanery President
 - B. The Year-End Reports from each Affiliate Commission Chair. Not all affiliates operate with all commissions. List only the ones that are used. Arrange information as follows:
 - C. Spirituality – Church Committee Activities; Project/Activity of Greatest Impact
 - D. Spirituality - Legislation Committee Activities; Project/Activity of Greatest Impact
 - E. Service - Family Committee Activities; Project/Activity of Greatest Impact
 - F. Service - Community Committee Activities; Project/Activity of Greatest Impact
 - G. Service – International Committee Activities; Project/Activity of Greatest Impact
 - H. Leadership - Organization Committee Activities; Project/Activity of Greatest Impact
 - I. Leadership - Membership Committee Activities; Project/Activity of Greatest Impact
 - J. Leadership - Public Relations Committee Activities; Project/Activity of Greatest Impact
7. Repeat section V. for each deanery in the SCCCW
8. A Commission Book shall be placed in each attendee bag at the SCCCW Annual Convention.

Market Place Silent Auction Bid Sheet

	Minimum bid:	\$ Minimum bid increase: \$	
Name	Address	Phone Number	Bid Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

For Treasurer's Use

Check Signer	Ck. Amount	Ck. Number	Ck. Date
--------------	------------	------------	----------

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
1.		
2.		
3.		
4.		
5.		
	Total:	

Approvals

President (Printed Name)

President (*Signature*)

Treasurer (Printed Name)

Treasurer (*Signature*)

For Treasurer's Use Only

Check #: _____ Receipt Attached: _____ Account: Operating Money Market

EXPENSE VOUCHER for 20__ CONVENTION 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
1.		
2.		
3.		
4.		
5.		
	Total:	

Approvals

 President (Printed Name)

 President (*Signature*)

 (Printed Name)

 Treasurer (*Signature*)

 Convention Co-Chair (Printed Name)

 Convention Co-Chair (*Signature*)

 Convention Co-Chair (Printed Name)

 Convention Co-Chair (*Signature*)

For Treasurer's Use Only

Check #: _____ Receipt Attached: _____ Budget Line Item: _____
--

EXAMPLE BALLOT FOR VOTE ON AN ISSUE

Shall the (state issue): _____?

Indicate Vote with an "X". Yes _____ No _____

EXAMPLE BALLOT FOR ELECTION OF OFFICERS

Ballot # ___

Circle the name of your choice

President Name _____ Name _____

Recording Name _____ Name _____

Treasurer Name _____ Name _____

NCCW Province of Atlanta Director Name _____ Name _____
(Elected Every 6th Year)

Ballot # ___

Circle the name of your choice

President Name _____ Name _____

Recording Name _____ Name _____

Treasurer Name _____ Name _____

NCCW Province of Atlanta Director Name _____ Name _____
(Elected Every 6th Year)

Ballot # ___

Circle the name of your choice

President Name _____ Name _____

Recording Name _____ Name _____

Treasurer Name _____ Name _____

NCCW Province of Atlanta Director Name _____ Name _____
(Elected Every 6th Year)

SCCCW

DIRECTIONS AND 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 state if you are a SCCCW 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

ANNUAL CONVENTION EVALUATION FORM

Beginning date through ending date Year City

Please rate the following between 1-5, with 5 being the highest.
Your feedback will be extremely meaningful in planning future conventions.

REGISTRATION – Rating _____ Comments:

FRIDAY EVENING OPENING SESSION – Rating _____ Comments:
Include the Business and Speaker

FRIDAY NIGHT SOCIAL - Rating _____ Comments:
Include Entertainment and Desserts

SATURDAY MORNING BUSINESS SESSION – Rating _____ Comments:
Include the Rosary, Business Meeting, Elections, and Resolutions

SPEAKERS

Keynote Speaker – Enter name of speaker and title of address. Rating _____ Comments:

Workshop Speaker - Enter name of speaker and title of address. Rating _____ Comments:

Workshop Speaker – Enter name of speaker and title of address. Rating _____ Comments:

BUFFET LUNCH AT HOTEL - Rating _____ Comments:

MASS – Rating _____ Comments:
Include the procession and installation.

BANQUET - Rating _____ Comments:

SUNDAY CLOSING SESSION- Rating _____ Comments:

MEDITATION ROOM – Rating _____ Comments:

FUNDRAISING (50/50 RAFFLE & RAFFLE ITEMS) – Rating _____ Comments:

OVERALL Rating of Convention _____

GENERAL COMMENTS: Use the back of this form for additional comments.

Drop off form in box on your way out or mail to the SCCCW President.



APPENDIX B

CONVENTION PACKET RELATED

CONTENTS OF FALL PACKET

CONTENTS OF CALL TO CONVENTION PACKET

REGISTRATION FORM

DECLARATION OF VOTING DELEGATES TO THE CONVENTION

HONORS AND MEMORIALS REQUEST FORM

SOLICITATION LETTER FOR SCCCW CONVENTION BOOK ADS

ORDER FORM FOR A SCCCW CONVENTION BOOK AD

MARKET PLACE AUCTION DONOR FORM

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

CONTENTS

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 Archdiocesan 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>
5. Declaration of Voting Delegates to the Convention
Send to each affiliate president (Appendix B)
6. Convention Hotel Flyer
7. 20__ SCCCW Convention Project
8. SCCCW Nominations and Election of 20__-20__ Officers
9. Marketplace Flyer from the Host Deanery Outreach Project
10. Honors and Memorial Program Request Form
Forms available online at <https://www.scccw.org/convention> or Appendix B
11. Ad Solicitation Letter and Guidelines for Ad Submission
Forms available online at <https://www.scccw.org/convention> or Appendix B
12. 20__ Catholic Woman of the Year Guidelines and Nomination Form
Forms available online at <https://www.scccw.org/catholic-woman-of-the-year> or Appendix C
13. 20__ Woman Religious of the Year Nomination Form
Forms available online at <https://www.scccw.org/com-woman-religious-of-the-year> or Appendix C
14. 20__ Reverend William F. Pentis Multicultural Award Guidelines and Application
15. 20__ Affiliate Year-End Reports Guidelines

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



SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

CONTENTS 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 Archdiocesan CCW President.

1. 20__SCCCW President's Letter
2. Invitation from Host Deanery President
3. 20__ Convention Registration Form
Form available at <http://www.scccw.org/convention>
4. 20__Hotel reservation Information
Book room through <http://www.scccw.org/convention>
5. Declaration of Voting Delegates to the Convention
Appendix B
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. Marketplace Flyer from Deanery Next in Rotation to Host the Convention
13. Honors and Memorials Program Request Form
Appendix B or www.scccw.org/convention
14. Ad Solicitation Letter and Guidelines for Ad Submission
Appendix B or www.scccw.org/convention
15. Standing Rules for the Current Convention
16. Scrapbook Competition Information and Critique Sheet
Appendix C

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

SCCCW CONVENTION REGISTRATION FORM



NO registration or banquet-only fees accepted after _____ postmark.

No refunds made/cancellations granted after _____

No on-site registrations.

Early Bird Deadline _____

ONE FORM PER PERSON

Name to Appear on Name Badge _____

Address _____ City _____

E-Mail Address _____ State _____ Zip _____

Phone- Home (____) _____ - _____ Cell (____) _____ - _____ Deanery _____

Affiliate Name _____ Parish Name _____

Emergency Contact _____ Phone (____) _____

Are you a first-time SCCCW Convention attendee? YES _____ NO _____

Please indicate your status - mark ONLY ONE box!

SCCCW Board Member: Board Office Held: _____

SCCCW Affiliate Member

SCCCW Individual Member

Priest

Deacon

Woman Religious

Guest with Full Registration

Guest with Banquet Only (must complete registration form)

Please enter dollar the amount by the selected choice. Make checks payable to SCCCW.

SCCCW Member Registration Fee-\$____ (Describe events covered on Sat./Sun.) \$ _____

Non-SCCCW Member Registration Fee- \$____ (Describe events covered on Sat./Sun.) \$ _____

Religious ___Entire Convention \$ _____

Banquet only - \$____ *[Each Affiliate is expected to pay the banquet fee* \$ _____

for its Priests, Deacons, or Women Religious.]

OPTIONAL (if offered) Saturday Breakfast Buffet Fee-additional \$____ (ticket required) \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Please circle your Saturday box lunch meal choice (if offered): _____

Please circle your banquet meal choice (if offered): _____

SEND COMPLETED REGISTRATION FORM AND CHECK TO:

Name of SCCCW Treasurer

(Street Address, City, State, Phone Number, E-mail Address)

For Treasurer's Use

Check Signer	Ck. Amount	Ck. Number	Ck. Date
--------------	------------	------------	----------

**DECLARATION OF VOTING DELEGATES
AND SUBSTITUTES TO THE SCCCW CONVENTION**

to the
SCCCW 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 at the convention.

Enter the names of the 3 voting delegates from your affiliate

1. _____ Voting Delegate - Affiliate President or an assignee
2. _____ Voting Delegate
3. _____ Voting Delegate

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 SCCCW Treasurer
address
email address

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



SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

HONORS AND MEMORIALS REQUEST FORM

The Board of Directors of SCCCW has established an Honors and Memorial Program to give affiliates and individuals the opportunity to honor or remember someone in a special way. (*Honors* for living persons and *Memorials* for deceased individuals.) Names of the persons submitted will be entered in a booklet and acknowledged during the 20__ SCCCW Convention. A \$10.00 donation is requested for each name submitted for the Honors and Memorials Program Booklet. Contact _____ (Name of SCCCW Church Committee Chair) _____ for more information.

Please complete one form for each name submitted. (Make copies.) Please make checks payable to SCCCW. Please send completed form(s) and accompanying donation(s) by ___Date) __ to:

(Name and address of the SCCCW Treasurer)

HONORS PROGRAM – Please print clearly.

I am submitting a \$10.00 donation to honor:

Name: _____

Reason for the Honor (Birthday, Anniversary, Service to Organization or other):

Requested by: _____ Phone # _____

Please send acknowledgement card to:

Name: _____

Address: _____

City/State/Zip Code: _____

MEMORIAL PROGRAM – Please print clearly.

I am submitting a \$10.00 donation to honor:

Name: _____

Requested by: _____ Phone # _____

Please send acknowledgement card to:

Name: _____

Address: _____

City/State/Zip Code: _____

For Treasurer's Use:

Check Signer	Ck. Amount	Ck. Number	Ck. Date
--------------	------------	------------	----------

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN



____TH ANNUAL CONVENTION

SOLICITATION OF ADVERTISEMENTS FOR CONVENTION BOOK

August ____, 20__

Dear Business Leaders and Friends of SCCCW:

The South Carolina Council of Catholic Women (SCCCW) will hold its __the Annual Convention on March ____, 20___. Women from all over the state will attend this gathering in an atmosphere of “spirituality, leadership, and service.”

Convention attendees are provided a booklet that details convention activities, that recognizes people and programs that have helped SCCCW carry out its mission and that serves as an ongoing history of our organization. Our goal is to make this a memorable book for members and guests, and it is through acquiring ads that this is possible.

Please consider purchasing an ad to support SCCCW in this endeavor. Each year the response to our request for such ads has been positively overwhelming. Purchasing an ad allows you to promote your business, recognize someone, and/or show your support of SCCCW within the covers of the ____th Annual SCCCW Convention Book!

Ad requirements and other pertinent information can be found on the attached guidelines. The deadline for submitting ads is February __, 20__, and all ads must be copy ready.

If you have any questions regarding ads, please contact _____, SCCCW Convention Ads Chairperson, at (_____) _____-_____. If you have any questions regarding payment, please contact the SCCCW Treasurer, _____ at (_____) _____-_____.

Thank you for your consideration of this request and your efforts on behalf of SCCCW. We greatly appreciate your support of this endeavor!

Sincerely,
Name of SCCCW President
E-mail address

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN
__ TH ANNUAL CONVENTION



ORDER FORM FOR A SCCCW CONVENTION AD

“Enter Convention Theme Here”

Please attach a copy of this form with each ad that you place. Thank you for your support.

- Each ad must be camera or copy ready and submitted in black and white- no colors. Please make sure the ad is correctly aligned. Crooked ads will be crooked in the Convention Book.
- Faxed copies cannot be accepted.

- Please check the ad size that you are ordering and enter the amount of payment to be submitted.

- Full Page 10” x 7.5” wide \$100..... \$ _____
- Half Page 5” x 7.5” wide \$50..... \$ _____
- Quarter Page 5” x 3 ¾” wide \$25.....\$ _____

- Please include your contact information below in case the Ads Committee has questions or needs additional clarification.

Contact Name: _____ Home Phone:(____) _____

Cell Number: (____) _____ Email address: _____

- Submit payment and the camera- or copy-ready ad by the deadline, February __, 20__ .
- Ads cannot be accepted after the deadline due to the printing schedule.
- Make check payable to SCCCW: Enter SCCCW Convention 20_ in the memo line.
- For all questions concerning advertising criteria, please contact the SCCCW Convention Ads Chairperson: name, address, phone number, e-mail address

SEND CAMERA/COPY READY AD BY EMAIL in a JPEG file to:
 (e-mail address of SCCCW Treasurer)

- or -

MAIL THIS FORM AND CAMERA/COPY READY AD TO:
 (Name of SCCCW Treasurer)
 (address, phone number, e-mail address)

For Treasurer’s Use

Check Signer	Ck. Amount	Ck. Number	Ck. Date
--------------	------------	------------	----------



South Carolina Council of Catholic Women
Annual Convention
Market Place
Auction Solicitation Form

Item Name: _____

Deanery: _____

Estimated Value: _____

Detailed Description of Item and How It Should Be Described:

Special Instructions Regarding Presentation, If Needed:

Contact Information for SCCCW Use:

Name: _____

Deanery: _____

Phone: _____

Email: _____

Thank You for Your Donation!

Return Form To:

Name of Market Place Deanery President

Address



APPENDIX C

AWARDS

CATHOLIC WOMAN OF THE YEAR GUIDELINES

CATHOLIC WOMAN OF THE YEAR NOMINATION FORM

WOMAN RELIGIOUS OF THE YEAR NOMINATION FORM

REFEREND WILLIAM F. PENTIS MULTI-CULTURAL AWARD

REVEREND WILLIAM F. PENTIS MULTICULTURAL AWARD APPLICATION

FORM FOR JUDGING THE REVEREND PENTIS MULTICULTURAL AWARD

SCCCW RULES FOR AFFILIATE SCRAPBOOK COMPETITION

SCCCW SCRAPBOOK CRITIQUE SHEET

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

20__ Catholic Woman of the Year Award Guidelines

1. Instructions and requirements stated within these guidelines and on the 20__ *SCCCW Catholic Woman of the Year Nomination Form* must be followed; otherwise, entries will be disqualified.
2. A nominee must be an exemplary Catholic. She must also be an active member of her parish SCCCW affiliate, with both the affiliate and parish being in good standing with the South Carolina Council of Catholic Women.
3. Each affiliate president may nominate one individual (the affiliate's Catholic Woman of the Year) to the deanery president for judging by a set deadline. The individual selected as the deanery Catholic Woman of the Year will be nominated for the SCCCW Catholic Woman of the Year. The deanery president will submit a write-up on and a photo of the nominee, a letter of support from the nominee's pastor and a *SCCCW Catholic Woman of the Year Nomination Form*. (Refer to the following page.)
4. Each nominee will be judged on the outstanding work that she has performed.
5. The SCCCW President will choose at least three individuals from outside of SCCCW to judge the entries.
6. Only one 20__ SCCCW Catholic Woman of the Year will be chosen.
7. A former nominee may be re-nominated; however, a new application must be submitted that includes a current nomination form, write-up, photo, and letter from her pastor.
8. Former winners of this honor are not eligible for re-nomination.
9. The winner shall be the guest of SCCCW at the 20__ SCCCW Convention. Her convention registration will be refunded by the SCCCW, and she will be honored at the Saturday banquet.

The SCCCW President must receive each deanery's nominee for the SCCCW Catholic Woman of the Year no later than the SCCCW pre-convention meeting, _____, 20__.

Entries may be delivered in person or mailed. If an entry is mailed, it must be postmarked by and received no later than _____, 20__. Mailed entries must be sent to:

Name of SCCCW President
Address

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN



20__ *SCCCW Catholic Woman of the Year Award* Nomination Form

Name: _____ Age: _____

Address: _____

Parish: _____

Name of Affiliated Organization: _____

Deanery: _____

Each Deanery President shall establish format requirements and a deadline for receiving nominations from affiliate presidents for the Deanery CWOY. Each Deanery Presidents shall appoint a committee to select a Deanery Catholic Woman of the Year from nominations received. The Deanery President shall nominate the Deanery CWOY for the SCCCW CWOY using this nomination form.

- To be eligible, the nomination **MUST** contain each of the following items:
 - This 20____ *SCCCW Catholic Women of the Year Nomination Form* completed with a write-up about the nominee, signed, and dated by person submitting the nomination.
 - The write up on the nominee must include the following areas.
 - 10 % Personal and family data
 - 50 % Church and affiliate activities
 - 40 % Civic and other activities
 - A black & white photo of the nominee, either 3" x 5" or 4" x 6" in size.
 - A one-page letter of recommendation from the nominee's pastor.
 - The write-up must adhere to the following format guidelines:
 - Write-up must be typed using Times New Roman, 12-pt. font, regular -not bold- print!
 - Margins must be 1.00 inch (top and bottom) and 1.25 inches (left and right).
 - Pages must be double-spaced and one sided only.
 - Write-up must be no longer than 3 pages
 - Each Deanery Presidents shall submit her nominee to the SCCCW President by the date of pre-convention meeting, _____ 20__.

(Signature of Person Submitting the Nomination Form)

(Date)

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN



Fr. William F. Pentis Multi-Cultural Award and Application



It was through the insight and motivation of Fr. William F. Pentis that the Multi-Cultural Award that bears his name was created. Father Pentis was an Oratorian Father who served as Moderator/Spiritual Advisor for the SCCCW, providing spiritual support for more than 30 years. He encouraged Affiliates to promote racial harmony and ethnic interaction through programs and activities sponsored in their local communities.

Eligibility Requirements:

- An affiliate that applies for the Multi-cultural Award must be a member of SCCCW.
- An affiliate that applies for the Multi-cultural must have involved its members in offering a program or activity that promotes racial/ethnic interactions and/or good will at a local, national or international level during the current fiscal year.
- The activity described must be service related.
- A Fr. Pentis Multi-cultural Award Application Form must be received before the pre-convention meeting of the current fiscal year.

Examples:

Examples of activities of merit include increasing the number of members involved in ethnic feast days, helping immigrants get settled, reaching out to the incarcerated and their families, hosting international students, or supporting ethnic orphanages, schools, or missions at a local, national, or international level.

Application:

- All applications must be received by the SCCCW President no later than the pre-convention meeting date (usually six weeks prior to the convention). Late applications will be rejected!
- The following must be included:
 - A completed Application Form. (Refer to the following page.)
 - The name and description of the project including who, when, what, where and how.
 - The present status of the project such as if it has ended or will be on-going.
 - Affiliate membership involvement.
 - A one-page typed summary of outcomes of the project.

Send application to:

(Enter the name and address of the SCCCW President)

Return of Statue and Plaque:

A plaque and statue are awarded to the recipient affiliate at the convention to keep for a year. The recipient must return the Reverend Pentis plaque and statue to the SCCCW President by the pre-convention meeting the following year. The plaque will be engraved prior to convention for the next recipient.

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN



Reverend William F. Pentis Multi-Cultural Award 20__ Application Form

Name of Affiliate: _____

Name of Current Parish: _____

Address: _____

City _____ State _____ Zip: _____

Pastor: _____

Deanery: _____

Name of Person Submitting Form: _____

Telephone: _____ E-Mail Address: _____

Name of Multi-Cultural Project: _____

Number of Affiliate Members Involved: _____

Brief History of Project: (Please attach a one-page typed summary of achievements this year.)

GUIDELINES AND FORM FOR JUDGING THE REV. PENTIS MULTICULTURAL AWARD

Eligibility Requirements for the Multi-cultural Award:	Check if met.
Application was submitted by pre-convention meeting.	
A Rev. Pentis Multi-cultural Award Application Form was submitted.	
Application was submitted by a member SCCCW affiliate.	
Activity described involved the affiliate, not just a single individual.	
Activity described was service related.	
Activity/program occurred during the current fiscal year.	
Activity/program has a multi-cultural/ethnic focus.	
Activity/program has a local, national, or international scope.	

The purpose of this award is to recognize an affiliate that promotes racial and ethnic interaction and/or good will through an activity or program at a local, national, or international level.

Criteria for judging: Weighting Points

Given

Activity/program promotes racial/ethnic interaction and/or good will	20		
Detailed information is provided on who, when, where and what of activity or program	10		
Effort in administering the activity due to its scope – local, national, international level	15		
Estimated number of recipients touched by the activity or program and the actual or potential impact on them.	25		
Approximate percent of affiliate members who participated.	10		
Type, quality, and quantity of gifts in kind provided – goods, services, or financial donations	20		
TOTAL POINTS	100		

COMMENTS:

Signature of Judge: _____ Date: _____

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN



RULES FOR AFFILIATE SCRAPBOOK COMPETITION 20__ ANNUAL CONVENTION

GENERAL INFORMATION

All parish affiliates of the South Carolina Council of Catholic Women are encouraged to enter the Affiliate Scrapbook Competition. Only one scrapbook per affiliate will be accepted. The scrapbook should contain publicity pertaining to the affiliate's commission activities as outlined in the "Rules for Preparation and Submission" below. Clippings and pictures of civic groups where members of affiliates are active and specifically mentioned or shown may also be included. Parish news pages may be included if used to promote the affiliate's activities. Please remember that the purpose of the publicity is to share with the public the Christ centered activities of Catholic women in the community. Press releases sent to the newspapers, radio, and television may be used as well. Please note if and when the release was aired or printed.

RULES FOR PREPARATION AND SUBMISSION

1. Scrapbooks must be brought to the SCCCW Annual Convention and placed in the judging area no later than 8:30a.m. on Saturday. Scrapbooks will not be accepted after that time, and none will be displayed before judging is completed.
2. Scrapbooks should cover activities for one year only -January 1 through December 31, 20__.
3. The first page of the scrapbook must clearly state the name of your affiliate, parish, and city where located. It should also include a listing of dates and times of the affiliate's regularly scheduled meetings held during the year.
4. Scrapbooks must be arranged in the following order and must have sections for each of the following:
 - a. Spirituality (Church, Legislation)
 - b. Service (Family, Community, and International)
 - c. Leadership (Organization, Membership and Public Relations)
5. Each section should be preceded by a cover page for that section. Each section should highlight the activities of the commissions that come under that section heading. The SPIRITUALITY SECTION should display works of the Church and Legislation Committees. The SERVICE SECTION should display the works of the Family, Community, and International Committees. The LEADERSHIP SECTION should highlight works of the Organization, Membership, and Public Relations Committees.
6. Scrapbooks will be judged using the following point scale:
 - a. Publicity: 20 points
 - b. Content: 20 points
 - c. Originality: 20 points
 - d. Attractiveness: 20 points
 - e. Neatness: 20 points
 - f. Total points obtainable: 100 points

A copy of these rules will be provided for the judges chosen to select the state winners at the Convention, along with the Critique Sheet, which will be returned with the scrapbook after the awards have been presented during the Convention.

SCCCW 2020 SCRAPBOOK CRITIQUE SHEET

EACH SCRAPBOOK SHALL BE PLACED IN THE DESIGNATED AREA BY 8:30 A.M.
SATURDAY, _____, 20__.

THIS CRITIQUE SHEET SHALL ACCOMPANY THE SCRAPBOOK.

Name of Affiliate: _____

Name of Parish/City Where Located: _____

Person Submitting Scrapbook: _____

Deanery: _____

Number of Members in Affiliate: _____

EACH SCRAPBOOK SHALL BE JUDGED ACCORDING TO THE FOLLOWING
CRITERIA AND WEIGHTING SCALE.

<u>Categories</u>	<u>Points Received</u>	<u>Judges' Notes/Comments</u>
• Attractiveness 20 points		
• Content 20 points		
• Neatness 20 points		
• Originality 20 points		
• Publicity 20 points		
TOTAL POINTS EARNED		



APPENDIX D

VENDOR CONTRACT

VENDOR INFORMATION SHEET

CONVENTION VENDOR CONTRACT

VENDOR CONFORMATION LETTER

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN ANNUAL CONVENTION



20__ CONVENTION VENDOR INFORMATION

YOU ARE INVITED TO THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN
20__ ANNUAL CONVENTION AS A VENDOR TO DISPLAY AND SELL ITEMS
PERTAINING TO YOUR BUSINESS.

The __SCCCW Convention will be held in __ name of city_____ over the weekend of _____ at the _____Hotel. The convention will be advertised in local and state media.

Two display space rental times are available.

Friday (Date, 20__) from 4:00 p.m. to 6:45 p.m.

Saturday (Date, 20__) from 8:00 a.m. to 4:30 p.m.

Guidelines.

- All displays must be set up by the designated time(s) on the date(s) selected.
- Spaces will be assigned as contracts are received. All requests will be considered, but not guaranteed. Space locations will be sent to you in a contract confirmation letter.
- Vendors must be present during the assigned times, with someone in attendance always.
- Vendors may not move tables from one location to another unless sanctioned by the convention chair.
- Vendors will be responsible for personal liability coverage and for collecting any local/state taxes if applicable.
- South Carolina Council of Catholic Women shall not be responsible for any liability or other losses which may be incurred during the convention.
- No portion of the table may extend into aisles, walkways, or other booths.
- Due to space limitations, space assignments will be made on a first come, first serve basis.
- There is space for only ____ vendor tables (30" deep x 12' long).

The cost per space and one table to attend is \$50.00. The cost for an additional table is \$10.00.

Return Contract: If you wish to participate in the convention as a vendor, please complete the following contract, sign, and date it, and return it no later than (date, 20__). No reservations will be accepted by telephone or in person.

Make checks payable to: SCCCW 20__ Convention.

Cancellation: No refunds will be made after (Date, 20__).

FOR ADDITIONAL INFORMATION CONTACT:
(Address of SCCCW President)

SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN



20__ CONVENTION VENDOR CONTRACT



I plan to attend the ___ Convention of the South Carolina Council of Catholic Women 20__ as a vendor. Enclosed is a check payable to SCCCW 20__ Convention in the amount of \$_____ as payment for _____ space(s) at a cost of \$50.00 per space with one table. I would like to reserve (enter number) _____ of additional tables at a cost of \$10.00 per additional table. I have read the policies stated on the 20__ Convention Vendor Information Sheet and I agree to abide by them.

Please Print

Signed: _____ Date: _____

Print Name: _____

Company Name: _____

Product: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Indicate if a discounted rate for hotel accommodations is needed. Yes/No _____

*Donation to SCCCW: _____ (*The above payment will be waived if negotiated by both parties.)

Please Remit to

(Name and Address of the SCCCW President)

Please return this page and keep a copy for your records.

Signature of the SCCCW President

A confirmation letter confirming your assigned space will be sent to you

For Treasurer's Use

Check Signer	Ck. Amount	Ck. Number	Ck. Date
--------------	------------	------------	----------



THE SOUTH CAROLINA
 COUNCIL OF CATHOLIC WOMEN
Contact information
www.scccw.org



Date, _____ 20__

Name of Vendor
 Address of Vendor

Dear _____,

This letter is to confirm that **(business name of vendor)** will be participating as a vendor at the South Carolina Council of Catholic Women Convention, **(Date, 20__)**, at the **(convention site name and address)**. The time is drawing near, and the Council is very excited that you plan to participate in this venture!

I am confirming the contract received from you on **(Date 20__)** that states that \$_____ (refer to the donation line on page 2 of the Contract) will be donated by **(Business Name)** to the South Carolina Council of Catholic Women.

If you have any questions or would just like to chat, feel free to contact me at any time! I look forward to seeing you soon!

Sincerely,

(Name), President
 South Carolina Council of Catholic Women

Enclosures