

Bylaws of THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

ARTICLE I - NAME

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

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

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

ARTICLE II - OBJECTIVE

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

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

ARTICLE III - MEMBERSHIP

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

Section 2. Deanery dues will be paid by each affiliate to the Deanery Treasurer. Deanery Treasurers and SCCCW Individual Members shall pay annual dues to the SCCCW Treasurer on

or before December 1. The amount of dues shall be recommended by the Board of Directors to the membership.

Section 3. SCCCW Individual Membership will entitle an individual to information and material released by the Board of Directors. SCCCW Individual Members will have voice and gain vote in the second year of continuous paid SCCCW Individual Membership.

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

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

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

ARTICLE IV - OFFICERS

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

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

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

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

ARTICLE V - DUTIES OF OFFICERS

Section 1. Duties

- A. The SCCCW President presides at all meetings of SCCCW and meetings of the Board of Directors. She is an ex officio member of all committees. The SCCCW President appoints the Chairs of Standing Committees and Commissions, Parliamentarian, Historian, Corresponding Secretary, Special Committees and two voting members to the Atlanta Province Board. The SCCCW President shall appoint an audit committee or a person, external to SCCCW, to audit the SCCCW books at the end of each fiscal year.

- B. The Vice-Presidents will report quarterly to the Board of Directors and promote the interests of SCCCW. They will send minutes of their deanery meetings to the SCCCW President.
- C. The Recording Secretary will record all minutes of SCCCW meetings and hold all papers pertaining to her office. She is to furnish a report of the action taken at meetings of the Executive Committee and Board of Directors and send minutes of the meetings to all members of the Board of Directors.
- D. The Treasurer will collect all SCCCW dues, hold funds of SCCCW, deposit funds in a bank approved by the Executive Committee, forward required dues to NCCW, and receive all funds collected for any special purpose including the Annual Convention. The Treasurer shall maintain a record of SCCCW Individual Members and provide a written report on the financial standing of all accounts of SCCCW at all scheduled meetings.
- E. The Immediate Past President shall serve as an advisor to the acting SCCCW President and shall serve as president of past SCCCW presidents, collectively known as the Associates.

Section 2. Vacancies

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

SCCCW ARTICLE VI - BOARD OF DIRECTORS

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

- A. The Spirituality, Leadership and Service Commission Chairs shall be appointed by the SCCCW President for a term of one year with the endorsement of the Diocesan Spiritual Advisor. Commission and Committee Chairs may serve for two consecutive one-year terms in the same position and may again serve two consecutive one-year terms in that position after a period of two years. Commission and Committee Chairs shall initiate activities and make suggestions to further develop involvement with deaneries and affiliates.
- B. The Corresponding Secretary shall be appointed by the President for a term of two years. The Corresponding Secretary shall conduct the general correspondence of SCCCW, keep a list of all affiliated organizations, officers, members of the Board of Directors, Chairs of

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

ARTICLE VII – MEETINGS

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

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

Section 2. The Board of Directors will meet four (4) times a year, the time and place to be decided by the SCCCW President with the approval of the Diocesan Spiritual Advisor. The meeting shall be announced no later than two (2) weeks before the date of the meeting. Special meetings may be called by the SCCCW President or on written request of at least eight (8) members of the Board of Directors.

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

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

ARTICLE VIII – NOMINATIONS

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

- A. The duty of this committee will be to submit to the Annual Convention one or more nominees for each of the following offices: President, Recording Secretary and Treasurer. It shall also submit one or more nominees for Province Director when rotation dictates that she is from the Diocese of Charleston.
 1. No nominee for President will be from the same deanery that has supplied that officer the two (2) preceding terms. Nominees for President will be on a rotating basis, unless the deanery next in line should wish to pass, in which case the name of the deanery would remain at the top for the next two-year term. If it again wishes to pass, the name of the deanery will then return to the bottom of the rotation list.
 2. No nominee for President will be elected without having served at least two (2) years as a Deanery President.
 3. The order of presidential rotation shall be: Myrtle Beach Deanery, Columbia Deanery Greenville Deanery, Charleston Deanery, Beaufort Deanery, Rock Hill Deanery, and Aiken Deanery.
 4. No nominee for Treasurer will be from the same deanery that has supplied that office for the preceding term(s).
 5. The nominee for Province Director must have served as a SCCCW President, has knowledge of the structure and work of NCCW, and must be willing to travel.
 6. Once the names of the nominees have been decided by the Nominating Committee, the candidates have the option of enclosing their qualifications for the office to which they have been nominated in the Call to Convention packet.

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

- A. The name of candidate for elective office must be submitted to the Nominating Committee ten (10) weeks prior to the Annual Convention.
- B. A letter of approval from each nominee must be submitted and must state her qualifications and experience.

- C. A letter of approval from the pastor (or another ecclesiastical authority) of each nominee must be submitted, except in cases of re-nomination.

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

ARTICLE IX – ELECTIONS

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

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

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

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

ARTICLE X - PARLIAMENTARY AUTHORITY

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

ARTICLE XI - AMENDMENT OF BYLAWS

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

Approved 3/9/19 by SCCCW Membership

Standing Rules of THE SOUTH CAROLINA COUNCIL OF CATHOLIC WOMEN

1. Objective: These rules are intended to provide guidance and clarification in the administrative application of the Bylaws by the Board of Directors. These rules shall support the Bylaws. No standing rule can be adopted that deviates from the Bylaws.

2. Membership and Dues:
 - A. Annual dues for each affiliate of SCCCW will be \$2.00 per year for each active, dues paying member of an affiliate and shall be due to the Deanery Treasurer. These dues will be forwarded to the SCCCW Treasurer by December 1st.
 - B. Individual SCCCW membership dues shall be \$10 per year and sent directly to the SCCCW Treasurer.

3. Hosting of Annual Convention: Deaneries will host the Annual Convention with a rotation as follows: Myrtle Beach Deanery, Columbia Deanery, Charleston Deanery, Beaufort Deanery, Greenville Deanery, Rock Hill Deanery and Aiken Deanery.

4. Committee Chairs that serve under the Commission Chairs of Spirituality, Leadership and Service maybe:
 - A. Church and Legislative under Spirituality,
 - B. Organization, Public Relations and Membership under Leadership, and
 - C. Family and International and Multicultural under Service.

5. The Associates Committee will consist of the Past SCCCW Presidents and may assist the President with special projects and offer mentoring to all the current officers.

Approved March 2016