

***NORTHERN DEANERY
OF THE
PALM BEACH DIOCESAN COUNCIL OF CATHOLIC
WOMEN***



BY LAWS AND STANDING RULES

**NORTHERN DEANERY
PALM BEACH DIOCESAN COUNCIL OF CATHOLIC WOMEN
BY-LAWS**

ARTICLE 1 – NAME

This Organization shall be known as the Northern Deanery of the Palm Beach Diocesan Council of Catholic Women (PBDCCW) of the National Council of Catholic Women (NCCW).

ARTICLE II – INSIGNE

The Insigne of Northern Deanery shall be as established by PBDCCW: A representation of Our Lady of Good Counsel with the words Palm Beach Diocesan Council of Catholic Women encircling it.

ARTICLE III – OBJECTIVES

Section 1. To embrace the mission of NCCW and the objectives of PBDCCW.

Section 2. To promote unity and cooperation among the affiliations within Northern Deanery.

Section 3. To foster support for the values taught by the Catholic Church.

ARTICLE IV – AUTONOMY

Section 1. Northern Deanery is not autonomous, but subject to the **directives** of the PBDCCW.

Section 2. Northern Deanery shall not interfere in any way with organizations affiliated with it.

ARTICLE V – MEMBERSHIP

Section 1. Northern Deanery shall be a member of the NCCW.

Section 2. Northern Deanery shall be a member of the Florida Council of Catholic Women/Province of Miami.

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Section 3. Northern Deanery shall be a member of the Palm Beach Diocesan Council of Catholic Women.

Section 4. All Catholic organizations of women in the Deanery enjoying Episcopal approval and who subscribe to the objectives of the Council shall be eligible for membership in this Organization.

Section 5. Delete in its entirety.

ARTICLE VI – MEMBERSHIP DUES

Section 1. Annual dues for NCCW shall be as specified by the NCCW.

Section 2. Annual dues for PBDCCW shall be as specified by the Standing Rules of the PBDCCW.

Section 3. Annual dues for Northern Deanery shall be as specified in the Standing Rules of the Northern Deanery.

Section 4. The Northern Deanery Treasurer shall collect Northern Deanery dues made payable to Northern Deanery and plainly marked “Deanery Dues.”

Section 5. Northern Deanery dues are payable on December 1 and shall be considered delinquent on January 1.

ARTICLE VII – GOVERNMENT AND OFFICERS

Section 1. The government of Northern Deanery shall be vested in the Board of Directors.

Section 2. The Board of Directors shall between meetings of Northern Deanery have jurisdiction over all matters relating to its policies, procedures, and management with the support and collaboration of the Deanery Spiritual Advisor.

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Section 3. The Board of Directors (BOD) shall consist of:

- a. The elected officers
- b. The affiliation presidents for the duration of their term of office
- c. One member from each affiliation, elected or appointed by her affiliation to serve as Deanery Representative
- d. The Corresponding Secretary, an appointed officer
- e. The Historian, an appointed officer
- f. The Parliamentarian, an appointed officer without voice or vote
- g. The Chairmen of the Northern Deanery Standing Committees, appointed by the President
- h. The Northern Deanery Spiritual Advisor
- i. The Northern Deanery Immediate Past President, who shall serve during the term of her successor

Section 4. The elected officers of the Northern Deanery of PBDCCW shall be:

- a. President
- b. Vice President
- c. Recording Secretary
- d. Treasurer

Section 5. The Executive Committee shall consist of:

- a. Northern Deanery Spiritual Advisor
- b. The elected officers
- c. The appointed officers

Section 6. All powers and duties of the BOD shall be discharged between meetings of the BOD by the Executive Committee unless otherwise delegated in these By-Laws or controlled by restrictions approved by the BOD. All actions taken by the Executive Committee shall be reported to the BOD at its next meeting.

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ARTICLE VIII - ELECTIONS

Section 1. A Nominating Committee shall be elected by the Board of Directors at the Fall Board Meeting of the election year. It shall consist of the Deanery Spiritual Advisor and at four members from the Board of Directors. The newly elected Nominating Committee shall select the Chairman from its members immediately following the meeting.

Section 2. The Nominating Committee shall prepare a single slate of candidates for the election of officers. Pastors of all nominees shall be notified in writing. The proposed slate shall be sent to all members of the Board of Directors at least 45 days prior to the election, so that nominations may be made from the floor. Nominations from the floor must meet the requirements set forth in Article VIII, Section 4 of these By-Laws and must be submitted in writing to the Nominating Committee Chairman no later than 20 days prior to the election. The election of officers shall take place at the Spring Board meeting of the election year.

Section 3. If only one candidate is nominated for an office, the vote may be taken by acclamation. In the event nominations are made from the floor, voting shall be by ballot and the President shall appoint a Tellers Committee of two members from the BOD to count the votes.

Section 4. To be eligible for the office of President a member must be serving on the Northern Deanery BOD, or must have served on that Board for two years within the preceding four years. For the office of Vice President, Recording Secretary and Treasurer, the nominees will be serving on the Northern Deanery BOD or will have served on the Northern Deanery BOD for at least two years within the preceding four years. If there are no former Northern Deanery Board members willing and qualified to serve in the office of Treasurer and/or Recording Secretary, then members who have served in these offices on an affiliation board within the past four years will be considered eligible to serve.

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Section 5. Installation of the newly elected officers shall be at the Northern Deanery Spring General Meeting, and shall assume their duties at the close of the last session of the Palm Beach Diocesan Council of Catholic Women's Annual Convention. The president-elect, if she so desires, may select appointed officers and committee chairmen and consider tentative program suggestions prior to PBDCCW's Annual Convention.

ARTICLE IX – TERM OF OFFICE

Section 1. All officers shall be elected by the BOD for a term of two years. No officer, except for the Treasurer, shall be eligible for election to the same office until at least a two-year term has intervened or unless she is serving an unexpired term of one year or less duration. A Treasurer is not eligible to be elected to more than two full consecutive terms, or a maximum of 5 years.

Section 2. Term of office for all Standing Committee Chairmen shall be one year, and no more than two years, unless waived with the support and collaboration of the Northern Deanery Spiritual Advisor.

Section 3. Change of domicile of any officer from within the boundaries of the Northern Deanery shall automatically terminate her membership on the Executive Committee and the BOD.

ARTICLE X – VACANCIES

Section 1. Vacancies on the BOD, other than elected officers, by reason other than the expiration of their term of office, shall be filled by the Northern Deanery President with the support and collaboration of the Deanery Spiritual Advisor. The nominee shall then serve the unexpired term.

Section 2. In the absence, incapacity, or death of the President, her duties shall devolve upon the Vice-President. In the event the Vice-President is unable to serve in this capacity, the BOD shall elect, with the support and collaboration of the Northern Deanery Spiritual Advisor, a member of the Board to fill the vacancy. A majority vote shall elect.

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Section 3. Vacancies in an elected office, other than that of President, shall be filled by a majority vote of the remaining members of the BOD.

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ARTICLE XI – DUTIES OF OFFICIERS

Section 1. The President shall preside at all meetings of Northern Deanery and shall be a member ex-officio of all committees, except the Nominating Committee. She shall appoint the Corresponding Secretary, Historian, Parliamentarian, and Chairmen of all Standing Committees with the support and collaboration of the Northern Deanery Spiritual Advisor. She shall notify the appropriate pastors of the appointments. She shall appoint ad hoc (special) committees when necessary.

Section 2. The Vice-President shall, in the absence of the President, perform the duties pertaining to the office of president. She shall perform such other duties as the President may designate.

Section 3. The Recording Secretary shall be responsible for an accurate roll call and recording of minutes of all meetings of the Northern Deanery. She is custodian of these records. Minutes of all meetings shall be submitted to the President and the Northern Deanery Spiritual Advisor no later than two weeks after the meeting. She shall provide copies of all minutes to BOD members within 30 days of the meeting.

Section 4. The Corresponding Secretary shall be responsible for the general correspondence of Northern Deanery, which includes sending out the Calls to Meeting.

Section 5. The Treasurer shall be custodian of all monies of Northern Deanery which shall be deposited in the name of Northern Deanery PBDCCW. The Treasurer shall keep an accurate account of all monies received and disbursed and shall provide a written monthly financial statement to the Executive Committee. She shall render a year-to-date financial statement to members at Board and General Meetings, with a written copy being provided to the Board Members. All disbursements shall have the approval of the President. The Treasurer shall make the books and records available to the Audit Committee upon the President's

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request. She shall present all books and records to her successor, within 30 days of the expiration of her term of office.

Section 6. The Historian shall prepare a narrative account of the activities of Northern Deanery during her term of office which, when approved by the assembly, will become a permanent part of the official history of Northern Deanery. This will be kept in a special booklet. She may also keep a scrapbook. The books shall be passed to her successor at the expiration of her term of office.

Section 7. The Parliamentarian shall serve in an advisory capacity and as part of a committee appointed periodically by the President to review the By-Laws. She shall participate in workshops and seminars and assist affiliations, when requested, on matters pertaining to parliamentary procedure. In Northern Deanery Board and General Meetings, she shall be limited to giving advice to the Chair, and, when requested, to any other member.

Section 8. Officers shall provide written reports of their activities to the President and Recording Secretary at each meeting. Within 30 days of the expiration of their terms of office, they shall turn over all books, records and materials to their successors.

ARTICLE XII – MEETINGS

Section 1. General business meetings of Northern Deanery shall be held twice a year to transact such business as may be brought before it, the date and place to be set by the President. A Call to Meeting shall be sent at least 30 days in advance.

Section 2. The BOD of Northern Deanery shall meet three times each year (Fall, Spring, and a Summer Board/Planning meeting). Notice shall be sent to all Board members at least 30 days in advance, the date and place to be set by the President. Special meetings may be called by the President or a quorum of the Executive Committee.

Section 3. Members of the BOD must notify the President to be excused from a meeting. Board members who are absent from two consecutive meetings without an excuse shall be deemed to have resigned.

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Section 4. The Executive Committee shall meet at the call of the President or at a quorum of its members to take up matters that cannot wait until the next Board or General Meeting.

In an emergency, the Executive Committee may transact business by telephone or email. Every effort shall be made to ensure that all members of the Executive Committee shall have their opinions voiced amongst all members of the Executive Committee.

Section 5. At General Meetings each member of the Northern Deanery BOD shall have one vote on matters coming before the assembly. Members of each affiliation of Northern Deanery shall have voice only.

ARTICLE XIII – QUORUM

Section 1. General Business Meeting: The quorum shall be a majority of the BOD members including at least three Northern Deanery officers, plus representation of the majority of affiliations.

Section 2. Board of Directors Meeting: The quorum shall be a majority of its members including at least three Northern Deanery officers.

Section 3. Executive Committee: Four members of the Committee shall constitute a quorum.

ARTICLE XIV – COMMITTEES

Section 1. The Standing Committees of Northern Deanery shall be:

- a. Spirituality
- b. Leadership
- c. Service
- d. Legislation

Section 2. The duties of the Standing Committee Chairmen shall be to have close contact with their Diocesan Committee Chairmen, and to:

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- a. Recruit committee members with the collaboration of the President.
- b. Keep in close touch with affiliation chairmen by personal contact, telephone, letter, or email to explain the National, Diocesan, and Deanery programs.
- c. May sponsor or develop workshops or training institutes for affiliation chairman.
- d. Contribute to a newsletter within specified deadlines.
- e. Provide written reports of their activities to the President and Recording Secretary at each meeting, and within 30 days of the expiration of their terms, turn over all records and materials to their successors.

Section 3. The President shall appoint such Ad Hoc (special) Committees as are deemed necessary to address the specific needs of Northern Deanery.

Section 4. Ad Hoc Committee shall serve for no more than one year or until the work of the committee has been completed.

Section 5. The chairmen of Ad Hoc Committees shall report to the BOD while the work of the committees is being completed. They shall have voice on matters pertaining to their respective committees.

ARTICLE XV – POLITICAL ACTIVITIES

Section 1. No member of the Northern Deanery PBDCCW Board of Directors may be a candidate for or hold public offices at the national, state, county or city level.

Section 2. The Northern Deanery PBDCCW shall not, as a substantial part of its activities, carry out propaganda or otherwise attempt to influence legislation, except as authorized by the Bishop of Palm Beach and/or the Florida Conference of Catholic Bishops; nor shall it endorse, participate or intervene in any manner in any political campaign on behalf of any candidate for public office.

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ARTICLE XVI – PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern in all cases in which they are not inconsistent with these By-Laws.

ARTICLE XVII - AMENDMENTS

Section 1. These By-Laws may be amended by a 2/3 vote of the official delegates present and voting at any general business meeting of the Northern Deanery with the support and collaboration of the Northern Deanery Spiritual Advisor, and provided there shall have been appended to the call to meeting a copy of the proposed revisions or amendments. Approved amendments become effective immediately unless designated otherwise.

Section 2. The Standing Rules may be amended by a majority vote with previous notice of at least 30 days and by a 2/3 vote without previous notice.

Revision: November 8, 2014

Revised and Approved: April 28, 2018 – Northern Deanery General Meeting

NORTHERN DEANERY
PALM BEACH DIOCESAN COUNCIL OF CATHOLIC WOMEN
STANDING RULES

1. Northern Deanery of the Palm Beach Diocesan Council of Catholic Women (NDPBDCW) dues shall be **Two Dollars (\$2.00)** per affiliation member per year.
2. Expenses will be paid for the Northern Deanery Spiritual Advisor and President (or her alternate) in the following circumstances:
 - a. NCCW Convention
 - b. FCCW Conference
 - c. PBDCCW Convention
 - d. Any function at which they represent the NDPBDCCW.
3. Expenses will be paid for the President-Elect of the Northern Deanery for attendance at the PBDCCW Convention.
4. The President may, without Board of Directors authorization, spend up to One Hundred Dollars (\$100.00) on contingencies that may arise. Such expenditures shall be reported at the next meeting, either General or Board.
5. The Deanery President's pin shall be purchased by the Treasurer from Northern Deanery Funds. It shall be presented to the incoming Northern Deanery President at the beginning of her term of office by the outgoing President or her designee.
6. The NDPBDCCW fiscal year shall be from June 1 through May 31.
7. A new affiliate joining Northern Deanery shall have its Deanery dues waived for the first year only.
8. Luncheon expenses will be paid by the Northern Deanery at the General Meetings for special guests invited by the President as protocol dictates, including Central and Southern Deanery Presidents, Northern Deanery Spiritual Advisor, the Bishop and guest speakers.

9. Expenses shall be paid by the NDPBDCCW for the Scholarship winner's second parent or guest at the PBDCCW Convention meal function at which the award is presented.¹
10. The Corresponding Secretary, with the President's approval, may expend up to \$10.00 for each unexpected special remembrance.
11. Proceeds of drawings held at general meetings shall be remitted to the Northern Deanery Treasurer.
12. Hosts of Northern Deanery events shall, within 30 days of the event, submit a financial accounting to the Deanery Treasurer, with a copy to the Northern Deanery President.
13. Music expenses, not to exceed \$100.00, will be paid by Northern Deanery for liturgies in conjunction with General Meetings. Stipends for General Meeting Guest Speakers will not exceed \$100.00.
14. Northern Deanery meetings/luncheons shall not be fundraising events. Costs will be set as closely as possible to break even, and any profit will be incidental. Cost of non-catered meetings/luncheons will not exceed \$25.00. Incidental profit from non-catered luncheons will be divided with 60% to the host affiliation; 40% to Northern Deanery. Incidental profit from catered or restaurant luncheons will be divided with 40% to the host affiliation and 60% to Northern Deanery.
15. A newsletter shall be published for distribution to all attendees of General Meetings.
16. The Vice President and Treasurer and two board members appointed by the President no later than the Summer Board/Planning Meeting shall serve on the Budget Committee. The Committee shall prepare and present a proposed annual budget to the Board of Directors at its Fall Meeting.

¹ Note, the PBDCCW pays for the NDPBDCCW Scholarship winner and one parent/guest.

17. The outgoing President shall at the Spring Board Meeting appoint two Board Members to audit the Treasurer's books and records in accordance with By-Law Article XI, Section 5. The Treasurer shall make herself available for consultation as needed during the audit. The Audit Committee shall report at the Summer Board/Planning Meeting.

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