DUBUQUE ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN BYLAWS


Review this copy of the ACCW Bylaws and suggest updates to Deeney Presidents to be discussed at April 20 Quarterly Meeting at Cedar Falls or email to ACCW President by April 15th for consideration: ampmeyer@gmail.com

ARTICLE I
NAME

This council shall be known as the Dubuque Archdiocesan Council of Catholic Women of the National Council of Catholic Women (NCCW) hereinafter referred to as Dubuque ACCW.

ARTICLE II
INSIGNIA/PATRONESS

The insignia of the Dubuque ACCW women shall be the blue flame and Our Lady of Good Counsel, NCCW/ACCW Patroness.

ARTICLE III
OBJECTIVES

NCCW Mission Statement Empowers, Educates, and Supports all Catholic Women in Spirituality, Leadership, and Service. Section 1: To unite women’s Catholic organizations and individual Catholic women of the Archdiocese of Dubuque, to develop their spiritual growth and leadership potential, and to motivate and assist them to act upon current issues in the Church and Society. Section 2: To be the voice through which Catholic Women of the Dubuque Archdiocese may speak and act on matters of mutual interest. Section 3: To be a representative Catholic women’s body, which relates to local, national and international organizations in the solution of present day problems. Section 4: To support USSCB (United States Conference of Catholic Bishops) and the Catholic Church and its teachings.

ARTICLE IV
MEMBERSHIP

Membership in this council shall consist of all Catholic Women of the Archdiocese of Dubuque and affiliated Catholic Organizations of women within the Archdiocese, recognized by ecclesiastical authority.

ARTICLE V
AUTONOMY

The Dubuque ACCW Council shall not in any way interfere with the autonomy of any organization affiliated with it.

ARTICLE VI
GOVERNING BODIES

Section 1: Dubuque ACCW Convention

a. There shall be a Convention of the Dubuque ACCW, which shall meet annually.

b. Voting delegates of the Dubuque ACCW Convention shall be: the members of the Dubuque ACCW Board of Directors, Presidents of the parish organizations, Presidents Elect of the parish organizations, or representatives of the preceding; and one (1) representative from each affiliated organization.

Section 2: Dubuque ACCW Board of Directors

a. The Dubuque ACCW Board of Directors shall consist of members of the Dubuque ACCW Executive Committee, Dubuque ACCW Deanery Presidents, Dubuque ACCW Deanery Presidents Elect, or their representative for a term of two years. The Dubuque ACCW Board of Directors shall assume their duties after the ACCW Convention held on even numbered years.

b. One representative from each established organization functioning in the Archdiocese and affiliated with the Archdiocesan and National Councils. This representative is to be annually elected, or appointed to the Dubuque ACCW Board by the organization she represents.

c. The Province Director of the Dubuque Province and/or any National Chairman of an NCCW Commission if a resident of the Archdiocese.

d. The Past Presidents of the Dubuque ACCW may attend quarterly meetings and act only as advisory members to the Board of Directors; with the exception, that the immediate past president can vote.

Section 3: Dubuque ACCW Executive Committee

a. The Dubuque ACCW Executive Committee shall consist of elected officers: President, President elect, Vice President, Secretary, Treasurer, the Immediate past President and Parliamentarian, and appointed commission chairs. Appointed positions: Commission Chairs and Parliamentarian.

b. Members of the Dubuque ACCW Executive Committee are not eligible to serve as an officer of the Dubuque ACCW Deanery Board except with the approval of a majority of the Dubuque ACCW Executive Committee.

c. The Dubuque ACCW Convention shall be empowered to review Operating Procedures.

d. The Dubuque ACCW Executive Committee shall approve projects for the Dubuque ACCW yearly activities, including proposed projects of the established Commissions and Special Committees.

e. To appoint an auditing committee of three members to audit the Treasurer’s accounts prior to the close of the calendar year which is December 31.

f. To approve routine bills within the limits of the Standard Operating Procedures.

g. To submit to the Dubuque ACCW Board of Directors, a budget for each calendar year.

h. The Dubuque ACCW Convention shall be empowered to review
and assess policies and resolutions enacted by the Dubuque ACCW and advise the Dubuque ACCW Board of Directors on implementation of said policies and resolutions.

i. The Dubuque ACCW Board of Directors shall have jurisdiction over all matters relating to the management of all affairs of the Dubuque ACCW Council subject to the final approval of the Archbishop of Dubuque or the Spiritual Advisor appointed by him. No appointed member shall serve more than two (2) consecutive terms in the same capacity unless approved by the Board of Directors. Non-attendance of a member of the Dubuque ACCW Board of Directors for three consecutive meetings without good or sufficient reason shall be brought to the attention of the Dubuque ACCW Executive Committee for consideration.

**ARTICLE VII**

**NOMINATING COMMITTEE, NOMINATIONS AND ELECTIONS**

**Section 1:**

a. The Dubuque ACCW Board of Directors shall in even numbered years elect from their own membership at the third quarterly meeting preceding the biennial Dubuque ACCW Convention the following officers for a term of two years who will be installed at the even year Convention: President, President Elect, Vice-President, Secretary, and Treasurer. No officers shall be eligible for election to same office for two consecutive terms except with the approval of Dubuque ACCW Executive Committee.

b. Each of the eleven (11) Dubuque ACCW Deanery Councils will elect officers every other year for a term of two years. The following Dubuque ACCW Deanery Councils will elect in the even years: Cedar Rapids, Decorah, Elkader, New Hampton, and Waterloo. The following Dubuque ACCW Deanery Councils will elect in the odd numbered years: Dubuque, Dyersville, Independence, Marshalltown, Mason City, and Webster City.

c. No Dubuque ACCW Deanery President shall be eligible to serve more than one term (two years) in the same Dubuque ACCW Deanery except with the approval of Dubuque ACCW Executive Committee.

**Section 2.** Candidates for office shall be selected by a nominating committee of three members elected by the Dubuque ACCW Board of Directors and two members from the Dubuque ACCW Executive Committee, appointed by the President, who will appoint the chair. The members of this committee shall be announced at the first quarterly meeting of the Dubuque ACCW Board of Directors after the even year Dubuque ACCW Convention. The proceedings of this committee shall be conducted with the approval of the Archbishop of Dubuque through the medium of the Archdiocesan Spiritual Advisor.

**Section 3.** The President with the approval of the Dubuque ACCW Board of Directors shall fill vacancies in office, except President.

**Section 4.** Officers shall assume their duties immediately following the Dubuque ACCW even year Convention and shall remain in office until the close of the next Dubuque ACCW even year Convention or until their duly elected successors assume office.

**ARTICLE VIII**

**DUTIES OF OFFICERS**

**Section 1.** The President shall preside at all meetings of the Dubuque ACCW Executive Committee and Dubuque ACCW Board of Directors and shall perform such duties as shall devolve upon her office. She shall represent the Dubuque ACCW at the Convention of the National Council of Catholic Women.

**Section 2.** The Vice President shall, in the absence of the President, assume the duties of that office and any other duties assigned by the President.

a. In the case of protracted illness, resignation or death of the President, the Vice President shall call a meeting of the Dubuque ACCW Board of Directors within four weeks to select a new President with the approval of the Dubuque ACCW Executive Committee to serve the unexpired term.

**Section 3.** The Secretary shall keep the minutes of the Dubuque ACCW Board of Directors and Dubuque ACCW Executive Committee meetings, the Dubuque ACCW Convention, Copies of the minutes of the Dubuque ACCW Executive Committee and the Dubuque ACCW Board of Directors meetings shall be made available to each board member within two weeks. The Secretary shall keep a correct list of affiliated organizations, officers of the Dubuque ACCW and Dubuque ACCW Spiritual Advisors, Dubuque ACCW Board of Directors, including Chairmen and Co-Chairmen of the Commissions, Standing and Special Committee Chairmen and Past Presidents. She shall perform other duties as may be delegated to her.

**Section 4.** The Treasurer shall deposit all funds in the name of the Dubuque ACCW. She shall pay all bills approved by the Dubuque ACCW Board of Directors or Dubuque ACCW Executive Committee. She shall submit a statement of all funds received and expended at every session of the Dubuque ACCW Board of Directors and at the Dubuque ACCW Convention. She shall forward all donations for the designated National Projects: such as Water For Life, Help-A-Child, etc. to Catholic Relief Services. The books of the Treasurer shall be audited annually by a committee of three appointed by the President.

**Section 5.** The President Elect shall attend all Dubuque ACCW Executive Committee and Dubuque ACCW Board of Directors meetings and assume the duties of President at the next term of office and perform other duties as may be delegated to her. She should work closely with the President.

**Section 6.** Each officer, Dubuque ACCW Commission Chairman, and Dubuque ACCW Deanery Council President, shall present a written report of her year’s work on or before September 1 for publication for the Dubuque ACCW Convention at the request of the President.

**Section 7.** Each Officer and Chairman shall upon, or within fifteen (15) days after the expiration of her term of office, give all property (e.g. black ACCW binder) pertaining to her office to her successor.

**ARTICLE IX**

**COMMISSIONS AND COMMITTEES**

**Section 1.**

a. There shall be such Commissions and Standing Committees which will promote any project recommended by the Archbishop of Dubuque or his representative and which will further the work proposed through the NCCW Commissions and Committee and when such activity serves the needs of this Archdiocese.

b. The Chairmen of each Commission and Standing Committee shall be appointed by the President with the approval of the Dubuque ACCW Executive Committee. The Standing Commissions shall be Spirituality Commission, Leadership Commission, and Service Commission.

**Section 2.** Special Committees may be created and the members
appointed by the President with the approval of the Dubuque ACCW Executive Committee.

Section 3. The Parliamentarian shall be appointed by the President. She shall advise the presiding officer on points of Parliamentary Law. She shall be present at all meetings.

Section 4. The Historian shall record highlights, in a manner of a running story, events and developments pertaining to the Dubuque ACCW Council. She shall also maintain a Dubuque ACCW Council Scrapbook of publicity, photos and articles.

Section 5. The term of office of a Commission and or Special Committee Chairman expires with the term of the office of the President who appoints her.

Section 6. The Link editor shall be appointed by the President with the approval of the Dubuque ACCW Executive Committee. The President shall make decisions about material to be included other than Commission reports. All material may be subject to the approval of the Dubuque ACCW Executive Committee and Spiritual Advisor.

ARTICLE X
MEETINGS

Section 1. The annual Convention of the Dubuque ACCW shall be held on the date and at the location selected by Dubuque ACCW Board of Directors. The Call for the Dubuque ACCW annual Convention shall be sent to each affiliated organization not less than thirty days before the date selected. This can be done through The Link publication plus email to the parish office/secretary.

Section 2. Meetings of the Dubuque ACCW Board of Directors shall be subject to the call of the President or at the request of a majority of its members. The time and place of meeting is to be announced not less than two weeks prior to the dates of such meeting.

Section 3. Meetings of the Dubuque ACCW Executive Committee and special meetings of the Dubuque ACCW Board of Directors shall be subject to the call of the President. Special meetings may be conducted electronically.

Section 4. A quorum for the transaction of business shall be:
   b. Board of Directors – ten members, three of whom shall be Officers.
   c. Executive Committee – five members.

ARTICLE XI
DUES AND CONTRIBUTIONS

Section 1. To support those activities prescribed by the Archbishop of Dubuque and to affiliate her parish society with the National and Dubuque ACCW, each woman is asked to contribute at least $5.00 annually. Contributions shall be collected annually by affiliated parish organizations and shall be paid periodically to the Dubuque ACCW Deanery Council Treasurer for remittance to the Dubuque ACCW Treasury. April is designated as Contribution Month.

   b. NCCW Individual Membership annual dues is $60, and NCCW Supporting Membership is $100 annually.

Section 2. Interparochial societies may be affiliated by the payment of $100.00 to NCCW annually, entitling them to representation on the Dubuque ACCW Deanery Council Board, the Dubuque ACCW Convention, and the Convention of the NCCW. Each fall, the NCCW will bill directly the parishes for dues payment.

Section 3. Dubuque ACCW Deanery organizations may be affiliated by payment of $100.00 annually to NCCW, entitling them to representation at the Convention of the Dubuque ACCW and the Annual Convention of the National Council. The Dubuque Archdiocese Council shall be affiliated by payment of $275 annually to NCCW, entitling them to representation at the NCCW Annual Convention.

Section 4. The calendar year of this Council shall be January 1 through December 31.

Section 5. The annual dues period shall be January 1 through December 31 of each year. Dues shall be due and payable by December 31. Failure to comply with the above deprives delinquent organizations of all national publications sent by virtue of affiliation. Organizations are not entitled to voting delegates at the next NCCW Convention unless dues are paid to NCCW each year on or before December 31.

ARTICLE XII
REGULATIONS

Section 1. No affiliate shall register organized opinion in the name of the Dubuque ACCW on bills in either the United States Congress or the Iowa Assembly before obtaining full authorization of the Dubuque ACCW Executive Committee.

Section 2. No affiliate shall register organized opinion in the name of the Dubuque ACCW in civic affairs without receiving proper authorization of the Dubuque ACCW Executive Committee.

Section 3. No individual shall register organized opinion in the name of the Dubuque ACCW in civic affairs without receiving proper authorization of the Dubuque ACCW Executive Committee.

Section 4. No member shall be eligible for an elective office in the Dubuque ACCW if such a member is not a practicing Catholic, and not a resident of the Dubuque Archdiocese.

Section 5. No member shall bring articles or endorsements of any kind to any Dubuque ACCW Executive Committee.

ARTICLE XIII
REPRESENTATION

Section 1. Each affiliated organization in good standing for the current year shall be entitled to representation at the Dubuque ACCW annual Convention by two delegates, one of whom shall be the President or official representative of such organization.

Section 2. No delegate shall represent more than one organization. Each delegate at the Dubuque ACCW annual Convention shall have one vote.

Section 3. Members of the Dubuque ACCW Executive Committee shall automatically be voting delegates.

ARTICLE XIV
DELEGATES TO THE NATIONAL CONVENTION

Section 1. The Dubuque ACCW shall be represented at the NCCW Convention by two official delegates, the ACCW President and the ACCW President Elect, whose expenses shall be defrayed.

Section 2. When the Dubuque ACCW Spiritual Advisor and/or Archbishop elects to attend the NCCW Convention, the Dubuque ACCW shall offer to defray their expenses.
Section 3. Above expenses shall include transportation, lodging, and registration.

Section 4. Members of the Dubuque ACCW Executive Committee, Dubuque ACCW Deaneary Presidents, Dubuque ACCW Deaneary Presidents Elect, or their representatives, and ACCW Commission chairs who elect to attend the Annual Convention of the NCCW, may have all or part of their expenses paid, at the discretion of the Dubuque ACCW Board of Directors, to be determined annually.

ARTICLE XV
FUNDS AND PROPERTY

Section 1. The funds of this Dubuque ACCW shall be under control of the Dubuque ACCW Board of Directors.

Section 2: The expenses of the Dubuque ACCW President shall be paid with the approval of the Dubuque ACCW Board of Directors and per the Standard Operating Procedures (SOP).

Section 3. Dubuque ACCW Executive Committee members and Commission Chairmen may submit eligible expenses on prepared sheets to the Dubuque ACCW Treasurer before each Dubuque ACCW Executive Committee meeting. The Dubuque ACCW Executive Committee must approve any proposed expenditures by the Commission Chairmen. No salary shall be paid to any member of the Dubuque ACCW Executive Committee the Dubuque ACCW Board of Directors.

Section 4. Expenses for materials, travel and postage, related to their work shall be paid to Officers and Commission Chairs. These bills shall be presented for approval at the following Dubuque ACCW Board of Directors meeting. The Treasurer will pay the bills as approved by the Dubuque ACCW Board of Directors and per the Standard Operating Procedures (SOP).

ARTICLE XVI
AMENDMENTS

Section 1. Proposed Amendment or Amendments shall be submitted to the Dubuque ACCW Board of Directors for consideration before presentation to the Dubuque ACCW Convention. Such Amendment or Amendments shall be submitted before the Third Quarterly Meeting of the Dubuque ACCW Board of Directors prior to the Dubuque ACCW Convention.

Section 2. These bylaws may be amended at the Dubuque ACCW Convention by two thirds vote of the Dubuque ACCW delegates present and voting, provided notice of the proposed amendment or amendments is attached to the call for the Dubuque ACCW Convention.

ARTICLE XVII
PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert’s Rules of Order shall govern the Dubuque ACCW in all cases to which they are applicable and in which they are not inconsistent with these bylaws and in any special Rules of Order, which the Dubuque ACCW may adopt.

ARTICLE XVIII –

Section 1. Dubuque ACCW shall indemnify, to the full extent permitted by the laws of the State of Iowa, any Dubuque ACCW President, or members of the Dubuque ACCW Board of Directors against expenses actually and necessarily incurred by her in connection with the defense of any action suit, or proceeding in which she is made a party by reason of being or adjudged in such action, suit, or proceeding to be liable for negligence of misconduct in the performance of duty. Such indemnification shall not be deemed exclusive of any other rights to which such Dubuque ACCW President and members of the Dubuque ACCW Board of Directors may be entitled, under any agreement, vote of the Dubuque ACCW Board of Directors or members, or otherwise.

ARTICLE XIX
DISSOLUTION

Section 1. In the event of dissolution, all assets, monies and properties shall be assigned to an equity recommended by the Dubuque ACCW Board of Directors with the approval of the Archbishop of Dubuque at the time of the dissolution and in accordance with the Internal Revenue Service Code, Section 501 (3) (c) None of its funds shall inure to the benefit of any individual.