

# Dubuque Archdiocesan Council of Catholic Women By-laws

last reviewed and amended, 2019

## Article 1

### 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

**Section 1.** All Catholic women's organizations or Councils of Women and groups of women from organizations of mixed gender, who subscribe to the objectives of Dubuque ACCW and are recognized by ecclesiastical authority within the Archdiocese of Dubuque, shall be eligible for membership.

**Section 2.** Individuals who subscribe to the objectives of the Organization shall be eligible for membership.

## 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, Dubuque ACCW commission chairs 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

## Dubuque Archdiocesan Council of Catholic Women By-laws

last reviewed and amended, 2019

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 appointed Parliamentarian.

**b.** Members of the Dubuque ACCW Executive Committee are not eligible to concurrently serve as President of their respective Deanery boards except with the approval of a majority of the Dubuque ACCW Executive Committee.

### **Section 4:** Action

**a.** Duties of the Dubuque ACCW Executive Committee shall be to transact necessary business in the intervals between the quarterly board meetings and such other business as may be referred to the Dubuque ACCW Council.

**b.** The Dubuque ACCW Executive Committee shall have the power to act in emergencies at the call of the President

**c.** All actions taken by the Dubuque ACCW Executive Committee shall be reported to the Dubuque ACCW Board of Directors as soon as possible but no later than the next scheduled quarterly meeting.

**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.** The Dubuque ACCW Executive Committee appoint an auditing committee of three members to audit the treasurer's accounts annually after the close of the fiscal year and when there is a change in treasurer.

**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 two consecutive meetings without good or sufficient reason shall be equivalent to her resignation from the board.

## **ARTICLE VII NOMINATING COMMITTEE, NOMINATIONS AND ELECTIONS**

### **Section 1:**

**a.** The Dubuque ACCW Board of Directors shall in even numbered years nominate 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 elected and installed at the even year Convention: President, President Elect, Vice-President, Secretary, and Treasurer. Officers shall be eligible for election to same office for two consecutive terms except for the President and President-Elect.

**b.** Each of the eight (8) 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,, New Hampton, and Waterloo. The following Dubuque ACCW Deanery Councils will elect in the odd numbered years: Dubuque, Dyersville, Marshalltown, and Mason 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 the Dubuque ACCW Executive Committee.

## Dubuque Archdiocesan Council of Catholic Women By-laws

last reviewed and amended, 2019

**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, and 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 Chairs and Co-Chair of the Commissions, Standing and Special Committee Chairs 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.

### 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.

# Dubuque Archdiocesan Council of Catholic Women By-laws

last reviewed and amended, 2019

**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:

a. Convention – majority of representatives of affiliated organizations.

b. Board of Directors – majority of members, three of whom shall be Officers.

c. Executive Committee – majority of members.

## ARTICLE XI DUES

**Section 1. Individual members and Parishes** affiliate with the Dubuque ACCW by payment of dues which are set by the Dubuque ACCW Board of Directors. Dues are due and payable by June. Individual members and Parishes who are delinquent in their dues shall not be entitled to vote.

**Section 2.** The Dubuque ACCW shall affiliate with the NCCW by payment of their published dues.

**Section 3.** The fiscal year shall be January 1 through December 31

**Section 4.** April shall be designated as Contribution Month during which members are encouraged to donate to ACCW and NCCW.

## 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.

# Dubuque Archdiocesan Council of Catholic Women By-laws

last reviewed and amended, 2019

**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 and ACCW Commission chairs shall automatically be voting delegates.

## ARTICLE XIV FUNDS

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

**Section 2.** No salary shall be paid to any member of the Dubuque ACCW Executive Committee the Dubuque ACCW Board of Directors.

## ARTICLE XV 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 XVI PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order Newly Revised 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 XVII INDEMNIFICATION

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 XVII 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.

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