



“To the greater Glory of God.”

**BYLAWS OF THE
GALVESTON-HOUSTON
ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN (GH-ACCW)
05-17-2019**

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**BYLAWS OF THE
GALVESTON-HOUSTON
ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN (GH-ACCW)**

ARTICLE I **NAME AND LOCATION OF CORPORATION**
The name of this corporation is Galveston-Houston G-H ACCW of Catholic Women (hereinafter referred to as “G-H ACCW”). The Board of Directors of G-H ACCW (hereinafter referred to as the “Board”) shall determine the location of the principal meeting location of ACCW in the Archdiocese.

ARTICLE II **MOTTO**
The motto of this Federation shall be: *“To the greater Glory of God.”*

ARTICLE III **PURPOSE**
Section 1. Purpose. The purpose-of G-H ACCW shall be the following:
(a) To unite the Catholic Women in purpose, direction and action in religious, educational, social and economic fields.

(b) To stimulate Catholic Women to greater efficiency and usefulness in meeting the needs of the times with gospel values and to render them assistance.

(c) To serve as a medium through which the Catholic Women may speak and act as a unit on all matters of public interest.

(d) To establish relations with other civic and social groups in an endeavor to create interest in and to aid in the solution of present-day religious moral, educational, social and economic problems.

Section 2. Affiliation: G-H ACCW is affiliated with the National Council of Catholic Women (NCCW) and the United States Conference of Catholic Bishops (USCCB).

ARTICLE IV **AUTONOMY**
This Federation shall not in any way interfere with the autonomy of any ecclesiastical recognized organization affiliated with it.

ARTICLE V **SPIRITUAL ADVISOR**
Section 1. The G-H ACCW Spiritual Advisor shall be appointed by the Most Reverend Bishop.

Section 2. The Deanery Spiritual Advisor shall be appointed by the Bishop upon recommendation from the Archdiocesan Spiritual Advisor.

Section 3. The G-H ACCW Spiritual Advisor’s expenses, consisting of registration, room, transportation and meals to the NCCW Convention, Province Meeting and the G-H ACCW Convention shall be defrayed by the G-H ACCW.

ARTICLE VI **MEMBERSHIP**
Section 1. Individual Membership. Individuals membership is open to individual women of the Catholic faith who subscribe to the purpose of G-H ACCW and who are domiciled with the Archdiocese, military personnel stationed abroad, or US Citizens living outside of the United States. Annual membership dues must be current for an individual member to be considered “in good standing” as used in these Bylaws.

Section 2. All Catholic Women's organization recognized by ecclesiastical authority shall be eligible for membership. The Board shall establish the standards of affiliation and the affiliation dues to be paid by each of the affiliate organizations.

Section 3. Voting Rights. Individual members and affiliated organizations must be current in their payment of dues to G-H ACCW in order to exercise their right to vote.

Section 4. Dues. Members shall be admitted and shall be eligible to vote upon payment of all dues as required by these Bylaws or the Board.

ARTICLE VII

MEETINGS OF THE MEMBERSHIP

Section 1. Annual Convention. The annual convention of the members shall be held for the purpose of providing education, operational and social activities, and for transacting various business affairs of G-H ACCW.

Section 2. Special Meetings. Special meetings of the members may be called by the President, the Board or not less than one-tenth (1/10) of the members having voting rights. No business may be introduced for vote at a special meeting that was not included in the notice for the meeting.

Section 3. Notice. Written notice stating the place, day, hour and purpose of the annual convention and any special meeting shall be delivered personally, by mail or email to each member entitled to vote, not less than sixty (60) days before the date of such meeting.

Section 4. Quorum. A quorum at any meeting of the members shall be twenty five percent (25%) of eligible voting members, comprised of individual members with voting rights and delegates of affiliate organizations with voting rights present in person. If quorum is not present business meeting may be adjourned by a majority of the members present.

ARTICLE VIII

BOARD OF DIRECTORS "BOARD"

Section 1. Management. The management and control of the business and affairs of G-H ACCW (except for Bylaws) shall be vested in the Board. All powers of G-H ACCW may be exercised by or under the authority of the Board. Bylaws shall be amended by the membership in a convention with guidance of the Board.

Section 2. Composition. The Board shall consist of the Officers, Deanery Presidents, and Commission Chairs. The Board will define other Organizational Representatives that are aligned with the G-H ACCW mission and have paid dues. The Ex-officio members are the Spiritual Advisor and the Immediate Past President, who do not have a vote.

Section 3. Province Director. The Province Director of Galveston-Houston shall be a member of the Board, if she is a resident of the Archdiocese and not already a member of the Board.

Section 4. Term. No Member of the Board shall serve for more than four (4) consecutive years, except if she shall be elected President of G-H ACCW. No member shall hold more than one office at any one time.

Section 5. Organizational Representatives.

(a) The role of an organizational representatives is to serve as a liaison between G-H ACCW and the organization they represent, providing points of view and information on topics to the membership of G-H ACCW.

President and serve a two (2) year term in that position. A vacancy in the position of President-Elect for any reason shall be filled by the members voting electronically at the discretion of the Executive Committee.

Section 3. Vice President. The Vice President shall assist the President and the President-Elect and, in the absence, or disability of the President and President-Elect, shall assume the duties of the office of President. She shall be responsible for all social projects the President may assign.

Section 4. Recording Secretary. The Recording secretary shall keep minutes of all meetings of the G-H ACCW, the Executive Committee, and the Board. She shall keep in her possession all papers pertaining to her office. She shall keep correct lists of affiliated organizations, officers of the G-H ACCW, members of the Board, Chairmen of Commissions, and Special Committees. (She shall send copies of the Bylaws of the G-H ACCW to all newly elected and appointed Officers and Chairs of the G-H ACCW and Deanery Councils.)

Section 5. Corresponding Secretary. The Corresponding Secretary shall conduct the correspondence of the G-H ACCW, the Executive Committee, and the Board of Directors. She shall send copies of the Bylaws of the G-H ACCW to all newly elected and appointed officers and chairmen of the G-H ACCW and Deanery Councils.

Section 6. Treasurer. The Treasurer shall hold all monies belonging to the G-H ACCW. Shall receive all dues. She shall pay all bills that have been approved by the Board of Directors or Executive Committee. She shall furnish a financial report at all meetings. She shall receive all funds collected for special purposes.

Section 7. Parliamentarian. The Parliamentarian shall be appointed by the President and approved by the Board of Directors. The Parliamentarian shall attend all meetings and give the rule of the adopted authority on all points referred to her by -the President.

Section 8. Historian. The Historian shall be appointed by the President and approved by the Board. The Historian shall keep a scrapbook containing press clippings, photos and other material pertaining to outstanding events.

Section 9. Auditor . The Auditor shall be responsible for a complete audit of the G-H ACCW Treasurer's records immediately on the receipt of the March bank statement. She shall submit a report to the membership at the G-H ACCW Convention.

Section 10. Compensation. Officers may not receive any compensation for her services as an Officer. Upon approval of the Board reimbursement of expenses shall be allowed to an Officer in accordance with the Board reimbursement policy.

ARTICLE XI

EXECUTIVE COMMITTEE

Section 1. The President, President-Elect, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Historian, and Auditor shall constitute the Executive Committee with power to act in emergencies only. The Most Reverend Bishop and Archdiocesan Spiritual Advisor shall be members *ex officio* of all committees.

Section 2. Actions taken by the Executive Committee shall be regularly reported to the Board.

Section 3. Vacancies. Vacancies on the Executive Committee shall be filled by appointments by the G-H ACCW President with the approval of the G-H ACCW Spiritual Advisor and the Board.

ARTICLE XII

MEETINGS OF THE BOARD

Section 1. Annual Meeting.

(a) The annual meeting of the Board may be held at convention. The Board shall hold an annual meeting to transact any business within its powers. The date, time and place of the annual meeting of the Board may be set by the President.

(b) The Recording Secretary shall ensure that notice of the date, time and place of the annual meeting at Convention be sent to each Board Member no less than sixty (60) day prior to the meeting via communication method agreed upon by the Board.

(c) Failure to hold an annual meeting shall not invalidate G-H ACCW existence or affect any otherwise valid acts.

Section 2. Regular Meetings.

(a) The Board shall have five meetings in addition to the convention, one immediately before the convention. The post-convention meeting of the Board shall be called by the G-H ACCW President within thirty days after the close of the convention. Special meetings may be called by the President or on written request of eight members of the Board.

(b) All regular meetings of the Board shall be called by the Recording Secretary at the direction of the President. If the President is absent or unable to call a meeting, any two Board Members can call for a meeting.

(c) Written notice of the Board meeting shall be delivered to the Board upon an agreed form of communication no more than thirty (30) days before the meeting date.

Section 3. Special Meetings. Special meetings of the Board may be called by the President or any two (2) Board Members. A notice shall be given to each of the Board of the time, place and date of the special meeting via appropriate communication method.

Section 4. Notice. Notice may be given by electronic transmission consented to by the Board to whom notice is given. Consent may be revoked by written notice to the Board

(a) Electronic transmission shall be deemed given (1) via email, (2) via facsimile to a number provide to the Board, (3) posting on a website, social network or similar format.

Section 5. Quorum Voting. Quorum for transaction of business at every meeting of the Board shall consist of a majority of the Board. A majority vote of the Board present at the meeting in which quorum is established shall be sufficient to pass any measure of the Board, unless otherwise directed by these Bylaws.

Section 6. Virtual Meetings. The regular meeting of members does not need to be held at a geographic location if the meeting is held by means of the Internet or other electronic communications technology in a fashion pursuant to which the members have the opportunity to read or hear the proceedings substantially concurrently with their occurrence, vote on matters submitted to the members, pose questions, and make comments.

ARTICLE XIII

ELECTIONS

Section 1. Ballots. The election of officers shall be held by ballot at the convention. The person with the most votes shall be elected except where there is but one candidate for each office, then elections shall be by Viva Voce.

Section 2. Nominating Committee

(a) The President shall appoint an Election Committee prior to the convention or form the Chair, no one of whom shall be a member of the Board. This committee shall consist of a judge, assistant judge, and at least four tellers.

(b) Nominating Committee will issue a call for nominations, which includes position descriptions, qualifications and prerequisites.

(c) Nominating Committee shall meet no more than 2 weeks after Nomination submission deadline to review and vet the nominations submitted.

(d) Upon completion of its work, the Nominating Committee will make known its decisions to the nominees and the Board of Directors. The Nominating Committee will notify the membership of the list of candidates at least thirty (30) days prior to the date on which voting will begin.

(e) Three months prior to the convention, at the request of the President, each Deanery President shall appoint a member of the Deanery to serve on the Nominating Committee. Each Deanery shall submit to its members of the Nominating Committee the names of those who have given consent to be candidates for each elected office. If a Deanery President fails to respond, that Deanery shall forfeit the right to be represented on the Nominating Committee. Such forfeiture shall not affect the eligibility of any candidate seeking office who lives in the Deanery. No member shall serve on the Nominating Committee who served the preceding year. At their first meeting the Nominating Committee shall elect a Chair.

Section 3. Registration of voting delegates shall be closed one hour before the election begins at which time the Credentials Chairman shall deliver to the Election Judge the cards of the accredited delegates.

Section 4. The Election Committee shall have charge of all details of the election including the preparation of the ballots and canvas of the votes.

Section 5. The voting hours shall be announced in the Convention Call. Voting shall be in person and upon presentation of credentials.

Section 6. The Judge of the Election Committee shall make all decisions. She shall report the results of the election before the close of the convention. The report shall include the number of eligible voters, the total number of votes cast, the number of votes voided, and the number of votes each candidate received. The Judge shall present the report to the President. The tellers shall have charge of the ballot box. No member of the Election Committee shall disclose any election results.

Section 7. No member of the Election Committee shall discuss with any voter the merits of a candidate or seek in any way to influence a voter in her choice of the same. Such action shall disqualify the election officer from future service.

ARTICLE XIV

COMMITTEES

Section 1. Committees. The Board may appoint such committees as it deems appropriate. A committee may include one or more Board Members and any G-H ACCW members in good standing. The Board can delegate any powers necessary for the committee to conduct business.

Section 2. Committee Procedures: The Board shall have the power to prescribe the manner in which the committee will proceed. Unless the Board otherwise provided, the action of each committee shall be governed within these Bylaws or written notification of the Board.

ARTICLE XV

COMMISSIONS

Section 1. Number and Names. There shall be three (3) Commissions: Spirituality, Leadership, and Service. The President shall appoint the Commission Chairs. Commission Chairs shall be voting members of the Board.

Section 2. Programs. each Commission shall focus its attention on one of the national programs adopted and approved by the National Board of Directors. Programs may change from time to time, but no more than one national program will be supported by a Commission at any one time.

ARTICLE XVI

FUNDS AND PROPERTY

The Board shall be trustees to take title and hold all property of the Federation.

ARTICLE XVII

PROJECTS

Section 1. The Catholic Clerical Student Fund (CCSF) has been approved by the Most Reverend Bishop as a project of the G-H ACCW Council of Catholic Women.

Section 2. Other projects may be undertaken upon approval of the Board.

ARTICLE XVIII

REPRESENTATION

Section 1. Each affiliated parish organization, interparochial organization and individually affiliated organization paying G-H ACCW dues shall be entitled to three (3) delegates to the convention.

Section 2. No delegate shall be allowed to represent more than one organization. Each delegate at the convention shall have one vote.

Section 3. The President and Secretary of the affiliated organizations and parishes whose dues have been paid shall certify the names of the delegates and alternates of their organizations to the Chairman of the Credentials Committee at least one week before the-convention and before said delegate may be seated.

Section 4. The voting membership at the convention shall consist of the regularly elected delegates, officers, commission chairs, individual members paying dues and all other members of the Board.

Section 5. Others. To carry out the purpose of G-H ACCW, there may be established, after proper consideration and approval by the Board, liaison or cooperation with other organizations.

ARTICLE XIX

ANNUAL DUES

Section 1. National The G-H ACCW individual members, all deanery councils and local organizations shall pay dues as assessed by the National Council of Catholic Women.

Section 2. G-H ACCW: All organizations affiliated with the G-H ACCW shall pay Annual dues

Section 3. All dues shall be due and payable to the G-H ACCW Treasurer on the first day of October each year. Dues shall be considered delinquent if postmarked after January 31. Payment after this date will result in forfeiture of voting privileges at the next Convention.

ARTICLE XX

POLITICAL ACTIVITY

No member holding office in any political organization shall be at the same time serving on the Board of Directors of the G-H ACCW.

ARTICLE XXI

DELEGATES TO NATIONAL MEETINGS

Section 1. The President and the President-Elect shall be the delegates from the G-H ACCW to the National Council of Catholic Women (NCCW). The Vice President and the Recording Secretary shall serve as alternates to the National Convention. If one or both of these alternates does not attend, another elected officer in order of precedence shall be the alternate.

Section 2. The President's expenses, consisting of registration, room, transportation, and meals to the NCCW Convention, Province Meeting and G-H ACCW Convention shall be defrayed by the G-H ACCW.

Section 3. The President-Elect, sharing a room with the President, shall have her expenses paid to the NCCW Convention, Province Meeting and G-H ACCW Convention. If the First Vice President declines the option to share a room with the President, then her registration, transportation and meals shall be paid by the Galveston-Houston ACCW.

ARTICLE XXII

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this Federation in all cases in which they are not inconsistent with the Bylaws, are inconsistent with National Bylaws and motions made contrary to these Bylaws are out of order.

ARTICLE XXIII

AMENDMENTS

Section 1. These Bylaws may be amended or revised by the Membership at a convention every two years, provided that

- (a) The proposals are submitted to the Board by the deadline set
- (b) The Board approves the amendment or revision
- (c) A minimum of sixty (60) days' notice of the proposed amendments is provided in writing by the Board to the affiliates
- (d) the amendments or revisions received a $\frac{2}{3}$ vote of the convention delegates (present and voting)

Section 2. In case of emergency a timely amendment that is approved by the Board may be proposed to the convention twenty-four (24) hours prior to taking the vote; such an amendment requires $\frac{4}{5}$ vote of those voting delegates at the convention.

G-H ACCW BYLAWS REVISION LOG

Date	Place	Notes
05-17-2019	G-H ACCW Convention	Approved by vote at Convention. Bylaws were completely rewritten to align with National and clarification. No previously published Bylaws were located. Article IX Sec 3 was reworded to clarify staggering of the Board Officers.