

FLORIDA COUNCIL OF CATHOLIC WOMEN
PROVINCE OF MIAMI

BY LAWS

ARTICLE I - NAME

The name of this organization shall be the FLORIDA COUNCIL OF CATHOLIC WOMEN, PROVINCE OF MIAMI, NATIONAL COUNCIL OF CATHOLIC WOMEN hereinafter known as FCCW and NCCW.

ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

- Section 1. To unite the Catholic Women of the State of Florida in purpose, direction and action in religious, educational, legislative, social and economic fields under the direction and with the advice of the Archbishop and Bishops of Florida.
- Section 2. To support the programs, commissions and committees of the NCCW and to maintain communication within the Province of Miami regarding emphasis on timely issues.
- Section 3. To act through its Arch/Diocesan Councils to support, empower and educate all Catholic women in spirituality, leadership and service.
- Section 4. To carry out the mission of the FCCW while cooperating with other organizations of good will.

ARTICLE III – MEMBERSHIP

- Section 1. The membership of this organization shall consist of the Archdiocesan and Diocesan Councils of Catholic Women in the State of Florida and their Spiritual Advisors.
- Section 2. The annual dues for membership in the FCCW shall be established by the Board of Directors, as stated in the Standing Rules. Those dioceses who are late shall have their voting rights suspended until dues are paid.
- Section 3. This organization shall in no way interfere with the government or violate the autonomy of any organization affiliated with it.

ARTICLE IV - OFFICERS

Section 1. The officers of this Council shall be President/Province Director, Vice-President, President/Province Director-Elect, Secretary and Treasurer. At her discretion, the President/Province Director may appoint a Corresponding Secretary.

Section 2. The President/Province Director, the Vice-President and the President/Province Director-Elect shall be or have served as Presidents of the Arch/Diocesan Councils of the State of Florida, Province of Miami. The President/Province Director-Elect shall serve in rotation of the Dioceses as follows: St. Petersburg; Orlando; The Miami Archdiocese; St. Augustine; Pensacola-Tallahassee; Palm Beach; Venice.

The President/Province Director and the Vice-President shall be from the same Arch/Diocese and shall be elected according to the bylaws of their respective Arch/Diocese. Their names shall be announced at the summer meeting of the FCCW, Province of Miami before installation.

The President/Province Director-Elect shall be elected according to the bylaws of her respective Arch/Diocese and named at the summer meeting of the FCCW, Province of Miami before installation.

The Secretary and Treasurer shall be elected according to the bylaws of their respective Arch/Diocese and named at the summer meeting of the FCCW, Province of Miami before installation. They shall have served or be serving on their respective Arch/Diocesan Boards.

The Secretary shall come from the Arch/Diocese of the previous past President/Province Director.

The Treasurer shall come from the same Arch/Diocese as the next President/Province Director-Elect.

In the event of the creation of a new diocese, it will be incorporated into the current rotation following the last diocese created and added to the FCCW rotation.

Section 3. All officers shall be elected in odd years for a term of two years. No officer shall succeed herself.

Section 4. The President/Province Director of the FCCW, Province of Miami, shall be an ex-officio member of all committees, and shall be a member of the NCCW Board of Directors. A vacancy, occurring in the office of President/Province Director shall be filled by the Vice-President.

Section 5. A person holding an elected office, who misses two consecutive meetings without due cause, shall be ineligible to continue in that office. The office shall be filled by the Board

of Directors of her respective Arch/Diocese. If any board member appointed by the President/Province Director misses two consecutive meetings without due cause, that office shall be declared vacant. The vacancy shall be filled by the President/Province Director.

When vacancies occur in any office and cannot be filled by the Board of Directors of the respective Arch/Diocese, the President/Province Director of the FCCW may fill the vacancy from one of the other Arch/Diocese within the FCCW.

ARTICLE V – DUTIES OF OFFICERS

- Section 1. The President/Province Director shall preside at all meetings. She may appoint a Historian and a Public Relations/Newsletter Chairman. She shall appoint a Corresponding Secretary, Parliamentarian, Hugs for the Homeless Chairman, Legislative Chairman, and an Our Lady of Good Counsel Award Chairman. With Board approval, she may appoint up to three (3) ad hoc committees that she deems necessary to serve during her term of office. She shall be liaison between NCCW and the FCCW, Province of Miami.
- Section 2. The Vice-President shall, in the absence of the President/Province Director, perform the duties of that office.
- Section 3. The President/Province Director-Elect shall, in the absence of the President/Province Director and the Vice-President, perform the duties of that office. She shall be Coordinator of the FCCW Conference.
- Section 4. The Secretary shall be responsible for maintaining an accurate roll call; recording and keeping the minutes of all meetings, and furnishing same to all Board members within thirty (30) days after the meeting.
- Section 5. The Treasurer shall be custodian of all monies of the FCCW. She shall keep an account of all monies received and disbursed, and give a written report at each meeting of the FCCW Board to all members present. An annual report shall be provided with copies for all members. The books shall be audited by a committee of three (3), appointed by the Province Director, after the NCCW Convention in odd years. The books shall be turned over to the new treasurer prior to the Fall Board Meeting.

ARTICLE VI – MEETINGS

- Section 1. The Board of Directors of the FCCW, Province of Miami, shall meet three times a year. The summer meeting shall be known as the Annual Meeting. The call to meetings shall

be sent by the Secretary or President/Province Director thirty (30) days prior to the meeting. If deemed necessary, a special meeting may be called by the President/Province Director.

Section 2. During the Fall, in even numbered years, there shall be a Conference for the entire membership of the FCCW. Said Conference is to be held in the Arch/Diocese of the Province Director-Elect. The purpose of the Conference shall be to further spirituality and education of all FCCW members.

Section 3. A Quorum at any meeting of the Board of Directors will consist of Twelve (12) members which must include three (3) elected officers and four (4) Diocesan Presidents.

ARTICLE VII – BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the FCCW and shall consist of:

- A. The Elected officers of the FCCW, Province of Miami.
- B. The President or a representative of the Arch/Diocesan Councils.
- C. The Spiritual Advisors of the A/DCCW.
- D. All appointees and chairmen including Parliamentarian who is NON VOTING.
- E. Past Presidents/Province Directors of the Province of Miami.
- F. Any currently serving Province of Miami members of the NCCW Board of Directors.
- G. Any currently serving officers of the NCCW Associates, Inc. from the Province of Miami.
- H. Any currently serving Province of Miami member of the NCCW Nominating Committee.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall be the President/Province Director, Vice-President, President/Province Director-Elect, Secretary, Treasurer and Province Spiritual Advisor.

Section 2. The Executive Board shall be responsible for any urgent business that comes up between FCCW meetings.

Section 3. The meeting of the Executive Board may be at the call of the President/Province Director. Meeting may be in person or by phone or any currently accepted electronic media {i.e. e-mail, conference call, face time, etc.}.

Section 4. Quorum of Executive Board shall be four (4) members.

ARTICLE IX – LEGISLATIVE

In Legislative matters, the FCCW will receive information and counsel of the Executive Director of the Florida Catholic Conference. The FCCW Legislative Chairman shall be the liaison between FCCW and the Florida Catholic Conference.

ARTICLE X – SPIRITUAL ADVISOR

The Spiritual Advisor of the Arch/Diocese from which the President/Province Director comes, shall be the Province Spiritual Advisor.

ARTICLE XI – COMMITTEES

- Section 1. There shall be a Budget Committee which shall prepare the budget for the coming term and present same at the Fall meeting of the Board of Directors. The Budget committee shall be composed of the Immediate Past Treasurer as Chairman, the Incoming Treasurer, the Immediate Past President/Province Director, the Incoming President/Province Director and one A/DCCW President appointed by the incoming FCCW President/Province Director. The A/DCCW President shall not come from any Council represented by a current elected FCCW officer.
- Section 2. There shall be a Bylaw Committee appointed bi-annually, which shall be composed of the President/Province Director-Elect as Chairman, one Past FCCW President/Province Director, one A/DCCW President, one other member, appointed by the FCCW President/Province Director and the Parliamentarian as consultant.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIII – AMENDMENTS

These bylaws may be amended at any regular or annual meeting of this organization by a two-thirds vote, provided the amendment has been submitted in writing at a previous meeting, or incorporated in the "Call to Meeting".

Original Bylaws – 1968

Amended – 1972

Revised – 1974

Amended – 1980, 1986, 1990, 1995, 1998, 2001, 2004, 2006, 2008

Revised – 2015, 2019