

STANDING RULES OF THE FLORIDA COUNCIL OF CATHOLIC WOMEN
PROVINCE OF MIAMI

1. The expenses incurred by the President/Province Director in attending the Annual NCCW Convention shall be paid by this organization. In case of her inability to attend, the expenses of the Vice-President shall be paid. Any funding from the Arch/Diocese of the President/Province Director may be applied to these expenses
2. The relative expenses of the President/Province Director-Elect in attending the Annual NCCW Convention shall be paid by this organization. Any funding from the Arch/Diocese of the President/Province Director-Elect may be applied to these expenses.
3. The President/Province Director shall be entitled to reimbursement for mileage as set by IRS or air travel expenses incurred attending meetings in Florida of the FCCW Board of Directors or appropriate related meetings. A/DCCW's inviting the President/Province Director to their Convention must pay all her expenses including travel.
4. With the approval of the President/Province Director of FCCW, any member of an Arch/Diocesan Council may be permitted to attend meetings of the Board of Directors of the FCCW, Province of Miami, as an observer without voice or vote.
5. All meetings of the Board of Directors, with the exception of the Fall meeting in Conference year, shall be held in the Orlando, Florida area. The winter meeting shall be an overnight meeting.
6. The Biennial Conference of the FCCW shall be held within the Arch/Diocese of the President/Province Director-Elect. Schedule henceforth to be as follows:
 - Palm Beach
 - Venice
 - St. Petersburg
 - Orlando
 - Miami
 - St. Augustine
 - Pensacola – Tallahassee

Date of each Conference shall be scheduled in the Fall except in case of an extraordinary situation.

7. The fiscal year of the FCCW shall be from January 1 to December 31.
8. The FCCW Historian shall keep a History book for the 2 year term of the Province Director. She shall attend the Fall Meeting to present her book to the FCCW.
9. Annual dues for membership in the FCCW shall be \$250.00 per Arch/Diocese.

10. The FCCW Vice-President shall be responsible for setting up meeting rooms for all meetings, i.e. setting up the statue of the Blessed Mother, the flag, printing and distributing the name plates of the Board, and all printed material the President/Province Director might need to have distributed.
11. The outgoing FCCW President/Province Director gift shall be purchased by the Vice-President and shall cost approximately \$100.00 from FCCW funds.
12. All bills must be submitted within 30 days of the event for reimbursement. In the change over year bills must be submitted within two weeks of the NCCW Convention so the books will be ready for audit.
13. A non budgeted item in the amount up to and including \$350.00 may be paid by the treasurer with the approval of the voting elected officers and need not be brought before the membership for vote or ratification.
14. The Province shall be responsible for purchasing the Province Director pin for the incoming Province Director by the outgoing PD or her appointed person.
15. The Province Director will appoint three (3) people at the winter board meeting following the Conference to audit the Conference books.
- 16.** Each A/DCCW President shall send a copy of the National Council of Catholic women's annual president's report to the Province Director
17. A total of at least \$3,000.00 be **left** in the FCCW Conference fund and the balance will be transferred to the General Operation fund after the FCCW Conference fund audit is complete.

As amended 2/03/93

As amended 2/20/95

As amended 6/24/96

As amended 10/29/98

As amended 3/08/01

As amended 10/11/04

As amended 06/23/06

As amended 10/23/08

As amended 2/18/2011

As amended 10/23/2015