

BYLAWS OF THE ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN

ARTICLE I – NAME

This organization shall be known as the Archdiocesan Council of Catholic Women (Archdiocese of Chicago) hereinafter referred to as ACCW. It is affiliated with the National Council of Catholic Women, hereinafter referred to as NCCW.

ARTICLE II – SPONSORSHIP

- Section 1. The Most Reverend Ordinary of the Archdiocese of Chicago is the sponsor of this ACCW. It shall be under his sole jurisdiction.
- Section 2. The Most Reverend Ordinary will appoint an ACCW Spiritual Advisor through whom he shall ordinarily exercise his jurisdiction.
- Section 3. The ACCW Spiritual Advisor shall appoint Vicariate Spiritual Advisor.

ARTICLE III – INSIGNE

The letters of the insigne of the Archdiocesan Council of Catholic Women (Archdiocese of Chicago) shall be C-R-E-W to represent Charity, Religion, Education and Welfare.

ARTICLE IV – OBJECTIVES

The objectives of ACCW shall be:

- A. To promote the growth and development of the spiritual life of the women of the archdiocese under the patronage of Our Lady of Good Counsel.
- B. To provide service to the organizations affiliated with ACCW in order to effectively implement the ACCW programs.
- C. To unite Catholic lay organizations of women, to develop their leadership potential, and to motivate and assist them to act upon current issues in the Church and society.
- D. To serve as a medium through which the women of the archdiocese may speak and act on matters of common interest.
- E. To establish communication with other groups in an endeavor to create interest in and to aid in the solution of present-day moral, social and economic problems.

ARTICLE V - MEMBERSHIP

- Section 1. Membership shall include Catholic lay organizations of women in the archdiocese: in parishes, in Associate organizations, and in mixed membership organization, who subscribe to the objectives of ACCW (Article IV above) shall be eligible for membership in ACCW.
- Section 2. Catholic women who subscribe to the objectives of ACCW shall be eligible for individual membership provided that their parish does not have an affiliated ACCW woman's group.

ARTICLE VI - STRUCTURE

Section 1. ACCW EXECUTIVE COMMITTEE

The ACCW Executive Committee shall be composed of the officers of the ACCW, President, Vice-President Coordinator of Vicariate Presidents, Vice-President Coordinator of Commission Chairs, Vice-President Coordinator of Event Planning, Treasurer, Secretary and the ACCW Spiritual Advisor.

Section 2. ACCW BOARD OF DIRECTORS

- A. The ACCW Board of Directors shall be composed of the ACCW Executive Committee, ACCW Past Presidents, ACCW Vicariate Presidents, ACCW Commission and a Representative from each qualified ACCW Associate Organization (See Standing Rules, Executive Committee and Board of Directors), President of a Representative from the ACCW Alumnae organization and Representatives of the ACCW assigned to the Most Reverend Ordinary's Archdiocesan Commissions.
- B. All members of the Board of Directors of the National Council of Catholic Women residing in the Chicago Archdiocese during their terms of office shall be ex-officio members of the ACCW Board of Directors with voice but no vote.
- C. The current National Presidents of Associate National Organizations who reside in the Chicago Archdiocese and whose organizations have local representation in the ACCW Board of Directors as listed on the current ACCW Board of Directors roster shall be honorary members of the ACCW Board of Directors without voice or vote.
- D. ACCW Vicariate Presidents shall serve as ex-officio members of the ACCW Board of Directors for one year following their term of office with voice and vote.
- E. The liaisons from the Catholic Committee on Girl Scouts, Campfire Boys and Girls and Junior Daughters of the Knights of St. Peter Claver shall be an ex-officio member of the ACCW Board of Directors with voice and vote.
- F. The President of the ACCW Alumnae shall be a member of the ACCW Board of Directors with voice and vote.

Section 3. ACCW VICARIATES

- A. The ACCW shall be divided into ACCW Vicariates as established for the archdiocese by the Most Reverend Ordinary.
- B. Each ACCW Vicariate shall have an Executive Committee composed of the Vicariate President, Vice-President, Secretary/Treasurer, and the appointed ACCW Vicariate Spiritual Advisor. Each Vicariate shall have bylaws, which shall be in accord with the ACCW bylaws.
- C. All Vicariates are required to donate a portion of their proceeds to ACCW. Each Vicariate shall only retain operating expenses in the treasury.

Section 4. ACCW DEANERIES

- A. The ACCW Vicariates shall be divided into ACCW Deaneries as determined by alignment with the Archdiocesan Guidelines, after prior consultation with the ACCW Vicariate President and with the approval of the ACCW Spiritual Advisor.
- B. Each ACCW Deanery shall be governed by their respective ACCW Vicariate bylaws and the ACCW bylaws.

Section 5. **ACCW COMMISSIONS/COMMITTEE**

The Commissions under ACCW shall be: Spirituality (encompass Church, Legislation), Service (encompass Family, Community, and International) and Leadership (Organization)

Section 6. **ACCW STANDING COMMITTEES**

Standing Committees of the ACCW Commissions shall be established or discontinued by order of the ACCW Board of Directors and with prior approval of the ACCW President, the ACCW Commission Chairs and the ACCW Spiritual Advisor. (See - Standing Rules, Committees-Commissions.)

Section 7. **ACCW SPECIAL COMMITTEES**

Special Committees shall be appointed by the ACCW President with the approval of the ACCW Spiritual Advisor as the need arises. Upon acceptance by ACCW President of the Special Committee's final report, the Special Committee shall cease to exist

ARTICLE VII - TERMS OF OFFICE

Section 1. **ACCW OFFICERS**

- A. The ACCW Officers shall be: President, Vice-President Coordinator of Vicariate Presidents, Vice-President Coordinator of Commission Chairs, Vice-President Coordinator of Event Planning, Treasurer and Secretary.
- B. All ACCW officers shall be elected for a term of two years in the even-numbered years and shall not be eligible to hold the same office for more than one term. The incoming officers shall assume their duties at the close of the June ACCW Board of Directors Meeting.

Section 2. **ACCW COMMISSION COMMITTEE CHAIRS**

The ACCW Commission Chairs shall be appointed by the newly elected ACCW President with the approval of the ACCW Advisor for a term of two years. ACCW Commission Chairs shall assume their duties, when the outgoing Board has completed June programs for its term of office.

Section 3. **ACCW STANDING COMMITTEE CHAIRS**

(See: Standing Rules, Commissions – Committees.)
The ACCW Standing Committee Chairs shall be appointed as soon as possible by the newly elected ACCW President in consultation with the respective Commission Chairs and with the approval of the ACCW Advisor for a term of two years.

Section 4. **ELIGIBILITY FOR SERVICE OF ACCW BOARD OF DIRECTORS MEMBERS**

- A. Any woman who is a member of an ACCW affiliated organization or an individual member is eligible to serve on the ACCW Board of Directors.
- B. All ACCW Past Presidents shall remain on the ACCW Board of Directors with voice and vote subject to ACCW Bylaws, Article X, and Section 3B.

ARTICLE VIII - ELECTIONS

Section 1. **ACCW ELECTIONS**

- A. The officers of the ACCW shall be elected at the Spring Board of Directors Meeting in even numbered years.

- B. A Nominating Committee of five members shall be elected from the ACCW Board of Directors at the meeting in the even-numbered years. Two members shall be appointed by the ACCW President, one of whom shall have served on a preceding Nominating Committee. Three members shall be elected by the Board: two additional shall be elected to serve as alternates in case of absence of regular members of the committee. No member shall serve on the on the Nominating Committee more than two terms consecutively. The Nominating Committee report may include at least two (2) nominees, but not more than three (3) for each office. Serving on the Nominating Committee does not exclude nomination for office. The Nominating Committee report shall be submitted to the ACCW President and Spiritual Advisor for approval.
- C. Only members of the ACCW Board of Directors are eligible for the offices of the ACCW President and Vice-Presidents, other offices may be board members or have qualifications that make them eligible for the office.
- D. Any member of the ACCW may make nominations from the floor, with the prior consent of the nominee, and the ACCW Spiritual Advisor. No ACCW member can hold an ACCW Executive Board office and Vicariate President office at the same time.
- E. All ACCW elections shall be done by ballot. A majority vote of those present and voting shall be required to elect.
- F. In the event the office of ACCW President becomes vacant, the Vice President /Coordinator of Vicariate Presidents, with the approval of the Board of Directors and the ACCW Spiritual Advisor, shall assume the office of President until a special election takes place. All other vacancies on the ACCW Board of Directors shall be filled through appointment by the ACCW Board of Directors for the remainder of the term and until the next election with the approval of the ACCW Spiritual Advisor.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. ACCW OFFICERS - EXECUTIVE COMMITTEE

- A. The ACCW Executive Committee shall function in an advisory capacity, with the ACCW President presiding, and they shall be responsible for preparing an agenda for the ACCW Board of Directors meeting. However, they shall also be empowered to act for the ACCW Board of Directors in an emergency situation. The ACCW President together with the ACCW Advisor shall determine what constitutes an emergency situation.
- B. The ACCW President shall preside at all meetings of the ACCW Board of Directors. She shall be a member ex-officio of the ACCW Commissions and all ACCW Committees with the exception of the Nominating Committee. She shall appoint ACCW Chairs and ACCW Standing Committee Chairs with the approval of the ACCW Advisor. In consultation with the ACCW Advisor she shall recommend ACCW Representatives to serve on Archdiocesan Boards or Committees. She shall appoint Representatives to other offices or agencies. She shall preside at other meetings and shall perform other duties as evolve upon her office at the discretion of the ACCW Advisor.
- C. The Order of the ACCW Vice-Presidents shall be: The Vice-President Coordinator of Vicariate Presidents, the Vice-President Coordinator of Commission Chairs, and the Vice-President Coordinator of Event Planning. The Vice-Presidents shall assist the ACCW President, coordinate the activities of the area covered by their titles and shall perform such other duties as may be delegated to them by the ACCW President and the ACCW Spiritual Advisor. In the absence, disability or death of the ACCW President, the ACCW Vice-President Coordinator of Vicariate Presidents shall temporarily assume the duties of the ACCW President in accord with ARTICLE VIII, Section 1F.

- D. The ACCW Treasurer shall be the custodian of all funds of ACCW. She shall be responsible for deposits and disbursements of funds in her custody when authorized and approved by the ACCW President. She shall keep a faithful and accurate account of all receipts, disbursements and a monthly balance. She is required to make a full report to the ACCW Executive Committee and at the ACCW Board of Directors meeting.
- E. The ACCW Secretary shall keep a record of all proceedings and acts of the ACCW Board of Directors and the ACCW Executive Committee. She shall perform such other duties as may be delegated to her by the ACCW President and ACCW Advisor.
- F. The Vice-President Coordinator of Event Planning shall coordinate all fund raising committees, work on long term and short term development, donations, and consult on the budget. She shall perform such other duties as may be delegated to her by the ACCW President and ACCW Spiritual Advisor.

ARTICLE X - MEETINGS

Section 1. At a time and place convenient to the Most Reverend Ordinary, the ACCW shall renew its annual commitment to him.

Section 2. The ACCW Executive Committee shall meet prior to the ACCW Board of Directors meeting on a day designated by a majority vote of its members present and voting.

Section 3. **ACCW BOARD OF DIRECTORS**

- A. The ACCW Board of Directors shall meet every other month with the exception of July and August, at different times and locations designated by a majority vote of its members present and voting.
- B. Any member absent from meetings of the ACCW Board of Directors within the ACCW year without valid excuse confirmed to the ACCW President can be removed from the ACCW Board of Directors. (See - Standing Rules, Executive and Board of Directors).
- C. CVoting at any meeting shall be confined to the ACCW Board of Directors members present.
- D. A quorum for transacting the business of the ACCW Board of Directors shall consist of a majority of its members present and voting.

Section 4. ACCW Commission Chairs shall inform ACCW Vicariate Commission Chairs of any new as well as existing activities at least once a year.

Section 5. Conferences and special meetings may be called by the ACCW President and the ACCW Spiritual Advisor at any time and place designated.

Section 6. **DELEGATES**

The official delegates of the National Council of Catholic Women shall be the ACCW President or one other appointed by the ACCW President and ACCW Spiritual Advisor.

Section 7. **ACCW WORKSHOPS**

ACCW workshops of the Vicariate, Commissions and Leadership shall be conducted for educational and informational purposes with the approval of the Vice President Coordinator of Vicariates, Vice President Coordinator of Commissions, the ACCW President and the ACCW Spiritual Advisor.

ARTICLE XI - REPORTS

- Section 1. The ACCW Vicariate Presidents shall submit a written annual report to the ACCW Vice-President Coordinator of Vicariate Presidents, who shall submit the report to the ACCW President before the final ACCW Board of Directors Meeting.
- Section 2. The ACCW Parish Presidents shall submit an annual written report to their respective ACCW Vicariate President with a copy for the ACCW President.
- Section 3. Special committee reports shall be submitted to the ACCW President and ACCW Spiritual Advisor as specified.
- Section 4. Delegates to the ACCW Board of Directors from the ACCW Associate Organizations shall submit an annual written report to the ACCW Vicariate President by the final ACCW Board of Directors meeting, with a copy for the ACCW Vice-President Coordinator of Vicariate Presidents. The delegates may also present an oral report at the Vicariate Spring Report meeting.

ARTICLE XII - PUBLICATIONS

The ACCW shall publish such materials as may be required, with the approval of the ACCW President and the ACCW Spiritual Advisor.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

- Section 1. If a parliamentarian is needed by ACCW during a meeting, the President should be free to appoint one. The ACCW Board of Directors must approve any fee that will be required.
- Section 2. The parliamentarian is a consultant who advises the President and other officers, committees and members on matters of parliamentary procedure.
- Section 3. *Robert's Rules of Order Newly Revised Current Edition* shall govern the proceedings of this organization not covered by these bylaws.

ARTICLE XIV - AMENDMENTS

These Bylaws shall be amended at any regular meeting of the ACCW Board of Directors providing the following criteria are met:

- A. Proposed amendment shall be submitted in writing to the ACCW Bylaws Committee.
- B. Proposed amendments shall be presented in writing and read at the Board of Directors meeting, with the approval of the ACCW President and ACCW Spiritual Advisor, one month prior to the ACCW Board of Directors meeting at which it will be submitted for vote.
- C. These Bylaws shall be amended by a two-thirds affirmative vote of the membership present at the regular meeting of the ACCW Board of Directors.