

STANDING RULES OF THE ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN

1. **APPOINTMENTS**

- a. Recommendations to an office or to a chair a committee shall be submitted to the ACCW President in writing with qualifying background material accompanying the recommendation. The President's approval or rejection upon consultation with the ACCW Spiritual Advisor shall come within two weeks.
- b. Advice and consent of the nominee's pastor and/or Spiritual Advisor should be sought before the appointment is official.
- c. A Standing Committee for Bylaws shall be appointed by the newly elected ACCW President with the approval of the ACCW Spiritual Advisor.

2. **OTHER ORGANIZATIONS**

- a. Membership in resource organizations shall be registered in the name of the ACCW organization, rather than in the name of the individual representative of ACCW.
- b. An information file on personnel of other organizations, i.e., Church Women United, etc. shall be kept. The following shall be included in the file: President's name, address, email (if available) and contact phone numbers, i.e., office, cell phone.
- c. A representative from each of the following organizations may be invited to the ACCW Fall Assembly event every year and to the ACCW Convention/Conference whenever held:
Church Women United
ELCA Evangelical Lutheran Churches of America
National Council of Jewish Women
National Council of Negro Women

3. **ON REPRESENTING ACCW**

- a. Any and all ACCW members delegated by the ACCW President with the approval of the ACCW Advisor to attend board or other meetings of non-affiliated organizations may not commit ACCW to any course of action until commitment has been approved by the ACCW Board of Directors.
- b. When an ACCW Board of Directors' member is invited to participate in a particular function, she is expected to consult with ACCW President and the Executive Committee for evaluation and clarification of the significance of the request to ACCW policy.
- c. All ACCW Board of Directors members should distinguish between expressing an opinion as an individual and as representing ACCW policy.
- d. ACCW Vicariate and ACCW Deanery Boards shall adopt similar policies.

4. **USE OF TITLE**

- a. Any special request made by an ACCW Board of Directors member which is directed to an individual organization involved with Archdiocesan activities should be presented to the ACCW President for consultation and evaluation.

- b. No member in the ACCW organization shall use the ACCW title for any communication other than that concerned with ACCW business.
Example: To further political candidates;
To further business interest;
To further a cause...etc.
- c. ACCW Vicariate and ACCW Deanery Boards shall adopt similar policies.

5. **OFFICE POLICY**

- a. **Never at any time**, under any circumstances, are any lists from the ACCW Office to be given out to an individual or an organization. These lists are strictly for ACCW use. This applies to all ACCW Board of Directors members as well as Vicariate and Deanery Board members.
- b. An administrative Office Policy was adopted Dec. 2009

6. **MAIL PROCEDURES – PRINTED MATERIALS**

- a. Since ACCW is striving to present a balanced view on negotiable positions of the Church, all materials, directives and publicity pertaining to those issues, shall be checked with ACCW Officers and Commission Chairs concerned, then approved by the ACCW President and Spiritual Advisor before any distribution.
- b. All information released on ACCW letterhead must be approved by the ACCW President and Advisor.
- c. The ACCW Vicariate Newsletters shall be submitted to the ACCW President for approval before any distribution. All other communications from ACCW Vicariate Boards and ACCW Deanery Boards shall be approved by the Vicariate President before distribution.
- d. All ACCW news releases prepared by Vicariates and the Deaneries for the New World shall be submitted to the ACCW President for distribution.
- e. All mail addressed to the ACCW Office is routinely opened by the office staff. Only mail marked “Personal” will be re-addressed and sent on without being opened.
- f. The official publication of the Archdiocesan Council of Catholic Women shall be known as “Council Close-Ups”.
- g. All materials submitted for the website must have pre-approval by the ACCW President and/or Spiritual Advisor.

7. **EXPENDITURES**

- a. Any expenditure of funds by an ACCW Board of Directors member shall have prior approval from the ACCW President and the ACCW Spiritual Advisor.
- b. Any ACCW expenditure other than budgeted items, exceeding \$200 should be brought before the Executive Committee for preapproval.
- c. For accounting purposes, any expense incurred by any ACCW Board member or Spiritual Advisor, for reimbursement from ACCW must be submitted with a receipt or other sustaining documentation.
- d. Reference to all monetary refunds should be stated on all registration forms.

8. **ACCW EXECUTIVE COMMITTEE-ACCW BOARD OF DIRECTORS**

- a. The ACCW Executive Committee is empowered to execute a “quick vote” via email, telephone or in person for urgent matters. A majority vote of the committee is necessary for action.

- b. Proposals presented to the ACCW Executive Committee for inclusion on the agenda of the ACCW Board of Directors meeting should contain general statement of purpose.
- c. All ACCW Board of Directors meetings, regardless of locations are to be called to order as decided by the Executive Committee.
- d. Only those Associate Organizations subscribing to the Objectives of the ACCW as stated in the ACCW Bylaws, which are nationally organized and whose local membership is open to all Catholic women of the Archdiocese of Chicago, shall be eligible for representation on the ACCW Board of Directors.
- e. Any Board of Directors Member not able to attend an ACCW Board of Directors meeting shall telephone or email prior to meeting date, the ACCW President at the ACCW Office and not the ACCW Commissions or Coordinators. As a courtesy, the ACCW Commissioner/Coordinator concerned can also be notified if the absent member is to give a report at the meeting.
- f. Any member absent from two meetings of the ACCW Board of Directors within the ACCW year without valid excuse confirmed to the ACCW President shall be notified of dismissal in writing by the ACCW President and ACCW Advisor.
- g. Current ACCW Vicariate Presidents, ACCW Commission and Standing Committee Chairs, including those terminating office in June, shall be responsible for the ACCW Vicariate Workshops and Educational Sessions. They shall be assisted by the incoming ACCW Vicariate and Deanery Officers and Deanery Commission Chairs.
- h. The ACCW Alumnae is an organization of former members of the ACCW Board of Directors. The Alumnae shall adopt regulations to define and govern its organization. The purpose of the Alumnae is to carry out activities in support of ACCW.

9. **ACCW COMMISSIONS – COMMITTEES**

- a. Meetings of ACCW Commissions, Standing Committees and Special Committees should be held with the ACCW President in attendance. Dates of the meetings must be cleared with the ACCW President before she places them on the ACCW Calendar.
- b. Suggestions and Recommendations to ACCW Committees shall be presented to ACCW Committee Chairs in writing and signed.
- c. A majority of ACCW Board of Directors Members present and voting is required for election of ACCW Nominating Committee members.
- d. ACCW Commission Chairs when holding meetings with ACCW Deanery Commission Chairs shall notify appropriate Vicariate/Deanery personal to send representatives to attend the meeting.
- e. An ACCW Standing Committee Chair is chair of a designated unit of a Commission. The ACCW Committees under the three Commissions are:
Spirituality Commission: Liturgy, Ecumenism, Legislation
Leadership Commission: Membership, Program Guide, Communications, Leadership Training, Publicity, Web Site, Newsletter
Service Commission: Youth, Abused Women and Deprived Children, ACCY Archdiocesan Girls' Organizations Representative, Morality in Media, Marriage/Family Life, Immigration, Safety and Environment, USO, Health Issues, Volunteer Services, Senior Citizens, Prison Ministry, Domestic/ Foreign Missions, Foreign Understand and Ethnic Outreach, Works of Peace, Representative to the Spanish Speaking
- f. ACCW Commissions-Committees the commissions shall cooperate with Archdiocesan offices and agencies only with the approval of the ACCW President and ACCW Spiritual Adviser. This cooperation may be on a continuing basis to as the need arises in a particular situation
- g. Special Committees shall be appointed as needed

10. **SUBSTITUTES**

- a. A substitute attending an ACCW Board of Directors meeting, Commission meeting or Committee shall have voice only in those matters directly concerned with the chair or office she represents.
- b. ACCW Special Committees have no substitutes.

11. **VISITORS**

- a. If an ACCW Board of Directors Member wishes to invite a visitor to an ACCW Board of Directors meeting, either to speak on an issue or simply to witness a meeting without voice or vote, she shall have approval of the Chair of that ACCW Commission or Committee where applicable, the ACCW President and ACCW Advisor. This request must be submitted in writing prior to the meeting. Visitors to ACCW Committee meetings can be present in order to give information and to answer questions. Prior approval of Chair, ACCW President and ACCW Advisor is required. Visitors must be excused before the Committee continues consideration of a motion or votes on the issue.

12. **INVITATIONS**

All invitations to the Cardinal, Auxiliary Bishops and clergy of other denominations to participate in any ACCW sponsored program should be cleared with the ACCW President and sent through the ACCW Spiritual Advisor.

13. **SOLICITATION**

Members of the Board of Directors are requested not to solicit funds for any purpose during the meeting. An announcement of an event may be made under Announcements at the meeting with approval of the President beforehand

14. **NCCW**

ACCW pledged to provide NCCW with \$1,000 per year for 10 years (started 2013) as part of the Legacy Circle to become members of NCCW's 100th Birthday Club.