

## **SALT LAKE CITY DIOCESAN COUNCIL OF CATHOLIC WOMEN STANDING RULES**

### **A. BOARD OF DIRECTORS**

Section 1. Board Meetings. DCCW Board Meetings will be held five (5) times per year: June, September, November, February, and April. Meeting locations shall rotate among the active deaneries. However, the February meeting will be reserved for the Salt Lake Deanery in an effort to make the Bishop's attendance convenient. The fifth (5<sup>th</sup>) Board Meeting (April meeting) will be held at the convention hotel the Friday night before the convention begins.

Section 2. Deanery Meetings. It is suggested Deaneries meet within thirty (30) days after the DCCW Board Meeting.

Section 3. Contracts. The DCCW President must co-sign any written contracts entered into in the name of the DCCW.

Section 4. Publicity. All DCCW publicity shall be under the supervision of the DCCW President, who shall conduct official interviews about the work and policies of the DCCW.

Section 5. AWARE. The AWARE is the official newsletter of the DCCW. It will be published three (3) times per year: spring, fall, and winter. Distribution will include the DCCW Board of Directors, Affiliate Presidents, Province Director, and any other individuals who add their name to the AWARE mailing list. Whenever possible, distribution will be by e-mail. Postal service will remain available for anyone not having e-mail access. New subscribers will automatically be added with DCCW roster changes.

Section 6. Bylaws/Standing Rules Committee. Chairperson of the Bylaws and Standing Rules Committee will be the current Leadership Commission Chair. Committee will consist of the chair plus four (4) experienced DCCW Board Members, appointed by the President. The previous Leadership Commission Chair should be included on the Committee. Committee will review and update the Bylaws, Standing Rules and Convention Guidelines every two (2) years.

Section 7. Changes to Standing Rules. Changes to Standing Rules can be made at any DCCW Board Meeting by majority vote. The DCCW Secretary shall bring to the attention of the Standing Rules Committee Chair those approved motions from the minutes which by their intent may be considered a standing rule.

Section 8. Guidelines. Approved guidelines of any DCCW committee, including the Convention and Sponsorship committees, will be considered part of the DCCW Standing Rules and distributed as needed.

Section 9. Record Retention.

a. Minutes/Treasurer Reports/Annual Reports shall be kept indefinitely by the Secretary.

b. Cancelled checks and bank statements shall be kept seven (7) years by the Treasurer. The Treasurer will keep financial reports indefinitely.

c. Convention programs/annual report packets/convention evaluation summary/Our

Lady of Good Counsel award history will be kept indefinitely by the First Vice President/President Elect.

d. Newsletters will be kept indefinitely by the AWARE Editor.

e. Final convention report packets will be kept indefinitely by the President.

f. Retention of miscellaneous correspondence will be at the discretion of the outgoing President.

Section 10. Board Meetings. All members of the DCCW Board of Directors are expected to fulfill their obligation to attend Board meetings. When unable to meet this obligation, protocol dictates an RSVP to the DCCW Secretary with reason for the absence. Any reports due, are to be prepared and submitted to the website editor three (3) days prior to the meeting. Anyone not sending an RSVP will be considered unexcused.

## **B. PROVINCE DIRECTOR**

Section 1. Term of Office. The Diocese of Salt Lake City follows in the chronological rotation for the San Francisco Province Director. The term shall be for two (2) years to coincide with the NCCW Annual Convention. The Diocese must accept or decline by the NCCW Convention prior to the Convention in which Salt Lake DCCW'S province directorship term begins. Should the Province Director be unable to fulfill her term, she will be replaced according to the by-laws of her Province.

Section 2. Candidates. Eligible candidates for Province Director must be a "past" DCCW President and not a previous Province Director by the time the Province Director's term starts.

Section 3. Nominations/Election. The schedule for the nominations/election process is as follows:

a. The DCCW First Vice President/President Elect will send a letter to all eligible candidates in August prior to the September Board meeting which occurs one (1) year before our new Province Director's term begins. The First Vice President will set a deadline for acceptance of candidacy so she can present the slate of proposed nominees at the September Board meeting along with a last official call for eligible candidates.

b. The First Vice President/President Elect will present the slate of nominees and vote at the November DCCW board meeting. The candidate's name will be sent to the Bishop for approval.

c. Present the name of the Province Director Elect at the February Province meeting prior to the NCCW Convention. The Province Director assumes office at the NCCW Convention.

Section 4. Funds. The Salt Lake DCCW will support the Province Director through the Province Director's Fund and is responsible for all travel, meeting, and administrative expenses over and above the Province dues received. Any unused funds left at the end of her term will be returned to the Salt Lake City DCCW.

## C. FINANCES

Section 1. Fiscal Year. The DCCW Fiscal Year will be July 1 to June 30.

Section 2. Budget. The appointed Finance Committee will meet with the DCCW President each year, prior to the September Board meeting and the DCCW President's annual meeting with the Bishop, to determine the upcoming year's budget. The current Treasurer is the chair of the Finance Committee and will present the proposed budget for approval at the September DCCW Board Meeting.

Section 3. Bank Accounts and Signatures

- a. The Treasurer and President shall both be listed on all checking and savings accounts, with only one signature required to sign checks or make withdrawals.
- b. The DCCW and its deaneries, and all Catholic women's organizations not linked to a parish (i.e., Catholic Women's League) are required to also list the Diocesan Vicar General as a signer on all checking and savings accounts.
- c. All checking and savings accounts should be maintained at a bank that is recommended by the Diocese of Salt Lake City. The account name will be the name of the individual organization (i.e., Diocesan Council of Catholic Women).
- d. The official address listed on all checking and savings accounts will be: Diocese of Salt Lake City, Finance Office, 27 C Street, Salt Lake City, UT 84103. Treasurers are encouraged to utilize online banking for reconciliation; or a duplicate statement can be requested from the bank, to be sent to the applicable treasurer.
- e. Each month, the Treasurer will submit to the Diocesan Finance Office a list of receipts and disbursements for each account, along with the Treasurer's name and telephone number.

Section 4. Presidential discretionary expenses. The DCCW President may authorize up to \$100 in expenditures at any one time without board approval. In an emergency situation between DCCW Board Meetings, Finance Committee approval is needed for amounts over \$100. In either situation, full disclosure must be given during the Treasurer's report at the next scheduled DCCW Board Meeting.

Section 5. Non-Budgeted Expenditures. Any non-budgeted expenditure must be submitted to the Finance Committee for review. After review, the Finance Committee will give its recommendation to the Board of Directors prior to a vote of the membership.

Section 6. Province Dues. Province dues as determined by the San Francisco Province membership and are payable prior to annual province meetings. Statements may or may not be received depending on the current Province Director.

Section 7. Women's Legislative Council. Dues will be budgeted in non-election year. The DCCW will support two women: the Legislative Commission Chair or her designated co-chair plus one delegate appointed by the DCCW President.

Section 8. NCCW Dues. Affiliate dues renewal notices will be sent directly to all NCCW

affiliate presidents. The president or treasurer of that affiliate will mail the dues payment directly to NCCW.

Section 9. DCCW Treasury Funds. The DCCW Treasurer will maintain the following bank accounts in the name of the DCCW with full financial status given at each board meeting and an annual report published in the Convention Booklet.

- a. General Checking Account: Holds enough funds for upcoming expenses.
- b. General Savings Account: Interest bearing account held for general budget expenses.
- c. Province Director's Fund: Fund is increased a minimum of \$500 each year with profits earned from convention. This fund is set up to support the work of a province director from our diocese. Actual amount deposited will be determined at the time of budget approval based on convention profits, past deposit history, and urgency of account build up.
- d. Speakers Fund: Fund is increased a minimum of \$500 each year with profits earned from convention. This fund is used to pay the keynote speaker's fee and travel expenses, as well as any commission speaker's fee and travel expenses approved by the DCCW Board. Actual amount deposited will be determined at the time of budget approval based on convention profits, past deposit history, and urgency of account build up.
- e. Leadership Fund - Fund is increased a minimum of \$300 each year with profits earned from convention. This fund is used for the education and development of DCCW membership. Actual amount deposited will be determined at the time of budget approval based on convention profits, past deposit history, and urgency of account build up.
- f. Sponsorship Fund- This fund is used to assist women with convention expenses based on the approved Sponsorship Guidelines. Deposits to the fund are through donations. Deposits from convention profits will be at the discretion of the DCCW board at the time of budget approval.
- g. Host Deanery Convention Fund- This fund was established to help deaneries that would incur financial strain by hosting the annual convention. It is not anticipated that all deaneries would need to draw from this fund as it is primarily the hosting deanery's responsibility to cover convention expenses. A host deanery needing assistance will receive up to \$500 upon request from the DCCW Convention Chairperson for expenses directly related to hosting the convention. Receipts documenting the amount subsidized must be given to the DCCW Treasurer. The funds will be replenished annually at the time of budget preparation based on convention profits and urgency of account build up.

Section 10. Audit. A financial audit will be performed following the end of a Treasurer's term. Day and time will be determined by the Audit Committee; however, it shall be prior to preparation of the annual budget and closure of any bank accounts. The outgoing Treasurer will attend for questions only. The new Treasurer may attend as an observer. At the September Board meeting, a written report will be presented by the designated committee

chair with copies given to the DCCW Secretary and Treasurer.

#### **D. GIFTS**

Section 1. Appreciation Gifts. It is traditional to give the Bishop and the DCCW Spiritual Advisor an annual gift, generally at convention. It is the responsibility of the DCCW President to arrange for these. Amount to be approved with the annual budget.

Section 2. Donation/Memorials/Miscellaneous Gifts. These gifts will be handled on an individual basis after submission to the Finance Committee and with approval of the Board of Directors. In between Board Meetings Presidential Discretionary Expense Standing Rule (Item C, Section 4) will apply.

Revised and approved – April 22, 2016

Committee: Kathy Fazio (Chair), Margaret Cragin-Masarone, Bobbie Hunt, Cheryl Johnson, Marcie Downs.