

LOS ANGELES ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN

BYLAWS

- ARTICLE I NAME
The organization shall be called the LOS ANGELES ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN. The organization is an association of women in parish and interparochial organizations of the Archdiocese of Los Angeles.
- ARTICLE II INSIGNIA
The insignia of this organization shall be the medal of Our Lady Queen of Angels.
- ARTICLE III OBJECTIVES OR PURPOSES
- Section 1 The Archdiocesan Council of Catholic Women’s purpose, under the patronage of Our Lady Queen of Angels, is to educate in spirituality and leadership, to enable, support and empower Catholic women to better serve as a link between the women in the parish and the Archbishop, the Auxiliary Bishops, the offices of the Archdiocesan Catholic Center and their programs and resources.
- Section 2 The spiritual benefits are derived from the two Commandments of the New Law: Love of God and love of neighbor.
- Section 3 The objectives of the organization shall be attained through:
- a. Cooperation with Regional Bishops, Spiritual Advisors, Pastors and Directors of Archdiocesan programs.
 - b. Carrying out specific work entrusted by the Archbishop.
 - c. Initiation and implementation of new programs as needs arise.
 - d. Communication and cooperation between the Executive Board, Districts and Parishes.
 - e. Creation of an atmosphere of Christian community through liturgical, social, cultural and civic activities.
 - f. Continual evaluation of all programs for effectiveness.
 - g. Affiliation with National Council of Catholic Women (NCCW).
- ARTICLE IV MEMBERSHIP
- Section 1 Every Catholic Woman is a member of the Archdiocesan Council of Catholic Women and there are no dues.
- Section 2 Any parish or interparochial organization enjoying Episcopal approval may become affiliated with this organization.
- Section 3 This organization shall not in any way interfere with the government of , or violate the autonomy of any affiliated society or association.
- Section 4 The dues of interparochial affiliates shall be determined by the Board of Directors and are payable on July first of each year.
- ARTICLE V MEETINGS
- Section 1 The Board of Directors shall meet monthly with the exception of July to conduct the business of the organization.
- Section 2 The fiscal year for the organization shall be July 1st to June 30th .

- Section 3 The Executive Committee shall meet at the discretion of the President or at the request of a majority of the officers.
- Section 4 If a matter is to be brought up for discussion at a meeting it shall be prepared in writing and submitted to the President prior to the meeting. Proposals for discussion may be made from the floor, but in the judgment of the Chair, the vote on any motion resulting there from may be postponed until the next meeting in order to allow mature consideration by all the Board.
- Section 5 The Los Angeles Archdiocesan Council of Catholic Women shall hold a biennial conference in the election year, the time and place to be arranged by the Board of Directors. The outgoing President shall serve as Honorary Chair of the conference.
- Section 6 If deemed necessary, other general meetings may be held.

ARTICLE VI THE ARCHDIOCESAN BOARD OF DIRECTORS

- Section 1 The Archdiocesan Board of Directors shall consist of:
 - a. Elected executive officers
 - b. Elected District officers
 - c. Chairs and co-chairs of standing committees
 - d. Past presidents of Executive Board
 - e. Archdiocesan Spiritual Advisor (appointed by the Archbishop)
- Section 2 The Archdiocesan Board of Directors shall have full administrative power, including jurisdiction over revision of Bylaws, over elections and of the annual budget.
- Section 3 An officer may resign at any time by submitting a written notice of resignation to the President or to the Executive Board.
- Section 4 Nine members, three of whom shall be officers, shall constitute a quorum.
- Section 5 Non-attendance for three consecutive meetings without sufficient reason shall be considered a resignation, and the vacancy shall be filled in accordance with Article VII, Section 6 of these Bylaws.

ARTICLE VII OFFICERS

- Section 1 The officers of the Archdiocesan Board of Directors shall be:
 - a. President
 - b. First Vice President
 - c. Second Vice President
 - d. Third Vice President
 - e. Secretary
 - f. Treasurer
- Section 2 Nominations and Elections
 - a. New officers of the Council Board shall be elected by the Board of Directors in the odd-numbered years for a two-year term.
 - b. In an election year, at the March meeting, a nominating committee of five members shall be chosen. Three shall be appointed by the President, one of which shall be immediate past president. Two members shall be elected from the body of the Board.
 - c. Committee elects chair.

- d. Members of the nominating committee are not barred from becoming nominees for office themselves.
- e. At the May meeting the nominating committee shall present a slate of one member for each office, each of whom shall be selected from membership of the Board of Directors, past or present. Said slate is to be presented to the Spiritual Advisor for approval.
- f. Each candidate must have on file, or present to the Chair of the nominating committee, a letter from her pastor as to her qualifications.
- g. The election shall be held at the June Board of Directors meeting of the election year. Nominations may be made from the floor, but any person so nominated shall have the qualification mentioned herein.
- h. Each officer shall be elected by a majority vote.
- i. The new officers shall assume office on July 1st following election.

Section 3

Terms and qualifications

- a. The officers shall be elected for a term of two years. No officer shall be eligible for election to the same office for more than two consecutive terms. The President may serve more than one term but not consecutively. The elected officers must be practicing Catholics.

Section 4

Duties and Officers

- a. The President shall preside at all meetings of the Archdiocesan Council of Catholic Women. She shall perform such other duties as her office may require. She shall appoint an Auditing Committee of three to audit the books at the close of each fiscal year. She shall appoint Committee Chairs and select a Nominating Committee as per Article VII, Section 2, item b. She shall be free to appoint a Parliamentarian. She shall represent Los Angeles ACCW at NCCW Conventions, Assemblies and Province meetings with all expenses paid unless board is notified otherwise. One additional Executive Board member, according to rank, shall have expenses paid to NCCW Conventions, assemblies and province meetings.
- b. The First Vice President shall be responsible for helping arrange programs for the Council, including the Biennial Conference and District meetings and is a resource person for speakers and topics.
- c. The Second Vice President shall coordinate the work of the District Presidents and assist in developing communication with parish organizations. She shall be the liaison for the Regional Conferences if they occur.
- d. The Third Vice President shall be responsible for contacting the Interparochial Affiliates to invite them to a designated meeting to speak; for developing communication with Interparochial organizations; for sending out dues notices each year and for planning the Christmas luncheon and the June luncheon.
- e. The Secretary shall keep the minutes of the meetings of the Board of Directors and copies of the minutes shall be sent to each Board member. She shall also keep minutes of the Executive Board meetings.
- f. The Treasurer shall receive and disburse all monies belonging to this organization. All funds shall be deposited by her in a bank designated by the Board of Directors. She shall pay all bills that have been

authorized by them and shall keep an account of all receipts and disbursements. She shall co-sign all checks with the President. She shall be treasurer of the Biennial Conference.

Section 5 Each officer shall keep a written record of her activities in a procedure book.

Section 6 Vacancies

- a. When a vacancy in an elective office occurs, the President, with the assistance of the Executive Board, shall appoint a person who is now or has been a member of the Board to fill the vacancy for the remainder of the tem. Such appointment shall meet with the approval of the Spiritual Advisor.

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of:

- a. All elected officers
- b. The immediate Past President
- c. The Archdiocesan Spiritual Advisor (appointed by the Archbishop)
- d. The Parliamentarian

Section 2 The Executive Committee shall have power to make policy decisions if required between the regular meetings of the Board of Directors.

Section 3 The Executive Committee shall have jurisdiction over all matters relating to the management of the affairs of the organization, excepting Bylaws revision and Elections.

ARTICLE IX COMMITTEES

Section 1 Standing Committees represent areas in which the Council participates with agencies of the Archdiocese. The Chair of these committees brings to the Board pertinent information which can be incorporated into the program of the Board and taken by the Districts to the parish level.

Section 2 Chairs of Standing Committees shall be appointed by the President. Special Committees shall be initiated by the President or by a vote of the Board of Directors subject to the approval of the Spiritual Advisor.

Section 3 Each Chair shall:

- a. Keep a procedure manual to be given to her successor.
- b. Submit a written report (if such is available) at time of presentation and submit a two year report of committee activities to the Archdiocesan President at the end of each term of office.

Section 4 In order to successfully develop and implement the programs of the Archdiocesan Council of Catholic Women each District President, when feasible, shall appoint chairs to correspond with chars serving on the Board of Directors.

Section 5 All Chairs expire with the term of the President.

ARTICLE X DISTRICTS

Section 1 The Archdiocese is divided into Districts, which act as liaison between the Board of Directors of the Council and the parish or inter-parochial organizations.

- Section 2 The governing body of each District shall be a Board consisting of President, Vice President(s), Secretary and Standing Committees chairs to correspond to those on the Archdiocesan Board of Directors which pertain to the area. A Spiritual Advisor who resides in the District, approved by the ACCW Spiritual Advisor, shall be present, if possible, at the District meetings.
- Section 3 Term of office begins July 1st following election.
- Section 4 Duties of the President with the help of the Vice President(s):
- a. Represent the District on the Board of Directors of the Archdiocesan Council.
 - b. Implement and establish the programs of the Council Board of Directors.
 - c. Assist and cooperate with parish women's councils and inter-parochial organizations.
 - d. Assess programs in her area and keep the Council Board of Directors informed.
 - e. Establish programs on the District level.
 - f. Plan and conduct District meetings.
 - g. Meet with her District Board prior to a District meeting.
 - h. Maintain procedure manual to be given to a successor at the end of term.
 - i. A two year report of activities of the District shall be submitted to the Archdiocesan president at the end of a two year term.
- Section 5 Each nominee shall submit a letter of recommendation from her pastor. Officers shall be chosen in the same year as officers of the Archdiocesan Council of Catholic Women. Officers may serve for two consecutive terms.
- Section 6 The immediate Past President shall serve on the District Advisory Board only as an Advisory member with no vote.
- Section 7 Vacancies – When a vacancy in an elective office occurs, the District President with the assistance of the District Board shall appoint a person to fill the vacancy for the remainder of the term. Such appointment shall meet with the approval of the District Spiritual Advisor.
- Section 8 If an elected officer misses three consecutive board/district meetings without written notice to the District President she shall be removed from office.

ARTICLE XI

AMENDMENTS

These Bylaws may be altered, amended or repealed or new Bylaws may be adopted by a two thirds vote of the Board of Directors present at any regular or special meeting, provided that at least thirty days notice has been given of this intention. All revisions shall be subject to the final approval of the Spiritual Advisor.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern all meetings of this organization when not inconsistent with these Bylaws or with the Standing Rules of the ACCW.

These Bylaws were unanimously adopted on April 2, 1987
Revised Bylaws adopted May 4, 2006
Revised Bylaws adopted February 7, 2013
Revised Bylaws adopted May 2, 2013.