

LOS ANGELES ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN

STANDING RULES

I. MEETINGS

- A. The Executive Committee shall meet at the discretion of the President when deemed necessary to discuss matters of policy.
- B. The Board of Directors shall meet on the first Thursday of each month except July.
 - 1. Meetings shall begin at 9:30 a.m. with an opening prayer.

II. AFFILIATIONS

- A. The ACCW Board shall have membership in the following:
 - 1. N.C.C.W.
 - 2. Any organization under the magisterium of the Catholic Church in which we would like to have a voice.

III. CHAIRS

- A. Chairs of the following committees shall be on the Board of Directors.
 - 1. Catholic Charities
 - 2. Communications
 - 3. Ethnic Ministries - African American, Asian Pacific, Native American, and Spanish Speaking
 - 4. Hospitality
 - 5. Legislation
 - 6. Ministry for Persons with Disabilities
 - 7. Newsletter
 - 8. Pontifical Missions
 - 9. Public Relations
 - 10. Respect Life
 - 11. Senior Citizens
 - 12. Spirituality/Vocations
 - 13. United Way
 - 14. Women's Ecumenical
 - 15. Women's Health
 - 16. WICS (Women in Community Service)
 - 17. NCCW Commissions
 - a. Church Commission
 - b. Community Concerns Commission
 - c. Family Concerns Commission
 - d. International Commission
 - e. Organization Commission
 - f. Legislation Commission

IV. EXPENDITURES

A. Special

1. Ads in The Tidings for special editions.
2. Expenses of President and one elected officer to attend NCCW Conventions, Assemblies and Province Meetings, according to rank.

B. General

1. Contributions to affiliated organizations
2. Executive President or her representative should be guest of the District at their district meetings.

V. CHRISTMAS TRADITIONS

A. Gift to each of the following:

1. Spiritual Advisor (Spiritual Bouquet)
2. Archbishop (Spiritual Bouquet)

VI. INTER-PAROCHIAL AFFILIATES

A. Dues of \$10.00 a year, payable in July billed by Third Vice President.

B. Third Vice President to send invitation to attend designated monthly Board of Directors meeting.

VII. CONFERENCE

A. Appointment of Chair

1. President shall appoint Chair and Co-chair of the biennial conference as early as possible.
2. Chair and/or co-chair need not be members of current ACCW Board.
3. Chair and President appoint committee chairs (who need not be members of current Board).

B. Date

1. President and/or Chair coordinate date with Archbishop's office and with hotel, in order that Archbishop can be present.

C. Speakers

1. President, Chair, and First Vice President prepare a list of suggested Conference speakers and present to Spiritual Advisor for approval.
2. After speaker has been chosen, President or Chair will contact and hire the speaker.

D. Guest List

1. President prepares guest list with suggestions from Conference Chair and immediate Past President.
2. Bishops and Spiritual Advisors are invited by personal letter at time invitations are sent, but their offices are notified of date as soon as it is determined.

E. Schedule of Day (see files for details)

1. Each conference

- a. Outgoing President is Honorary Conference Chair and presides until the luncheon session, at which time the new President will preside.
- b. Elected officers shall be installed by the Archbishop during or after Mass.
- c. Pictures will be taken of Archbishop with the new officers.
- d. Immediate Past President shall serve as head table chair and shall arrange head table seating and line up for luncheon.
- e. First Vice President introduces speaker.
- f. Liturgy
 - (1) Liturgy and music are chosen by Conference and Liturgy Chair with approval of President and Spiritual Advisor.
 - (2) Have programs at places for all concelebrants, and have extra programs at podium.
 - (3) Communion stations arranged by liturgy co-chair.
 - (4) Chair and President arrange for petitions.
 - (5) President shall serve as Lector.

F. Hotel Arrangements

1. First Vice President arranges accommodations for speaker.
2. ACCW incoming and outgoing Presidents, Conference Chair, Reservation Chair and Treasurer shall occupy the complimentary suite (if made available by hotel).
3. The Conference Chair arranges for a VIP room and a Priests' vesting room.

G. Budget

1. Budget shall be prepared with previous year's conference actual expenditures as a guideline.
2. Final Conference financial report shall be prepared by Conference Chair within 2 months after conference.

H. Spiritual Advisor's Award

1. A Spiritual Advisor's Award to be known as the "Monsignor James C. Gehl Award" will be presented at each biennial conference.
2. The recipient is selected by the Executive Board of Directors and presented to the Executive Spiritual Advisor for final approval.
3. The recipient should be a practicing Catholic, a member in good standing and have made substantial contributions to the organization.

VIII. MEETING PROCEDURE

- A. The selling and/or distribution of items at any ACCW District meeting or Conference must receive the written approval of the Executive Board. Materials, such as books, records, tapes, etc., to be sold as part of the Speaker's presentation will be considered on an individual basis.

IX. DISTRICT NOMINATIONS AND ELECTIONS

- A. District Nominating Committee shall consist of five members, three members of the committee, including two past presidents, shall be appointed by the president; two members shall be elected by the District board.
- B. In the event of a District being reactivated, there being no Past Presidents serving on the nominating Committee, two other members of the District shall be appointed to take the place of the two past presidents.
- C. Nominating committee shall elect the chair.

X. NOMINATING COMMITTEE CHAIR

- A. Is responsible for directing the work of the Nominating Committee and guiding it in reaching decisions.
- B. Participates in all meetings of the Nominating Committee.
- C. Sees that the biographical information and letter from the Pastor is secured and filed for each nominee before the slate of officers is presented to the body.

These Standing Rules were unanimously adopted on January 8, 1987.

Revised standing Rules: Sept. 1993; 1997; 1999; Oct. 2006; Feb. 2013