

# **BYLAWS – Proposed changes 2025** (adopted 2004, revised 2016)

## **ARTICLE 1**

### **NAME-INSIGNE-MISSION STATEMENT-FISCAL YEAR**

**Section 1. NAME**

This Organization shall be known as the Lincoln Diocesan Council of Catholic Women (hereinafter referred to as LDCCW).

**Section 2. INSIGNE**

The Full Board of Directors shall establish the insignie of LDCCW.

**Section 3. MISSION STATEMENT**

“The Lincoln Diocesan Council of Catholic Women, under the direction of the Bishop, performs the Spiritual and Corporal Works of Mercy in the Service of God and His Church”.

**Section 4. FISCAL YEAR**

The fiscal year of LDCCW shall be July 1 through June 30.

## **ARTICLE 2**

### **OBJECTIVES**

**Section 1.** To unite Catholic women’s organizations and individual Catholic women of the Lincoln Diocese in order to provide opportunities to develop their spiritual growth and leadership potential and to motivate and assist them to act upon current issues in the Church and society.

**Section 2.** To enable women of the diocese to learn about the “feminine genius” and to act in accord with the Works of Mercy.

**Section 3.** To be a medium through which the Catholic women of the Lincoln Diocese may speak and act on matters of common interest.

**Section 4.** To be a representative Catholic women’s organization to relate to other diocesan, national and international organizations in seeking a Christian solution to present day problems.

**Section 5.** To promote projects which unite members more closely with the heart of the Church and her teaching, especially projects recommended by the Bishop.

## **ARTICLE 3**

### **MEMBERSHIP-CONTRIBUTIONS**

#### **Section 1. MEMBERSHIP**

All Catholic women in the Diocese of Lincoln are members of the Lincoln Diocesan Council of Catholic Women.

#### **Section 2. CONTRIBUTIONS**

Income of LDCCW is derived from an annual contribution. Each Parish Council of Catholic Women (hereinafter referred to as PCCW) is asked to contribute an amount per woman to be determined by the Full Board and payable by January 1.

## **ARTICLE 4**

### **LDCCW EXECUTIVE BOARD-FULL BOARD-DEANERY CCW-PARISH CCW**

#### **Section 1. LDCCW EXECUTIVE BOARD MEMBERS**

##### **A. EXECUTIVE BOARD MEMBERS**

- i. ELECTED MEMBERS
  - a. President
  - b. President-elect
  - c. First Vice-President
  - d. Second Vice-President
  - e. Third Vice-President
  - f. Recording Secretary
  - g. Financial Secretary
  - h. Treasurer
  - i. Auditor
- ii. APPOINTED MEMBERS
  - a. Commission Chairmen
  - b. Parliamentarian
- iii. LDCCW SPIRITUAL ADVISOR(S)

##### **B. AUTHORITY**

The Executive Board has the authority to transact business within the limits prescribed by the budget.

##### **C. MEETINGS**

Executive board shall meet in person and/or via Zoom a minimum of three (3) times a year (Winter, Spring, Fall) prior to each regular LDCCW Full Board meeting and at the call of the President.

##### **D. QUORUM**

Quorum shall be eight (8) members of whom four (4) shall be elected officers.

##### **E. RIGHT TO VOTE**

Only the elected officers (President only in case of a tie) and Commission Chairmen shall be eligible to vote. Parliamentarian and LDCCW Spiritual Advisors have a voice, but no vote.

**F. NON-ATTENDANCE**

Executive Board member unable to attend meeting shall notify the President one (1) week prior to the meeting.

- i. Executive Board member may appoint a substitute who shall assume her duties at the meeting. The substitute should represent with voice and without vote.
- ii. Absent Executive Board member shall prepare a written report, when appropriate, which will be presented at the meeting.
- iii. Members missing two (2) consecutive meetings without notification to the President shall be reviewed by elected Executive Board members and Spiritual Advisors.

**G. GUESTS**

Members of LDCCW Executive Board have the privilege of bringing guests to the meetings with prior notification to the President.

- i. Guests shall be in attendance without vote.
- ii. Guests shall have voice at the discretion of the chair.
- iii. Guests shall be identified by name badge.

**Section 2. LDCCW FULL BOARD**

**A. MEMBERS**

Members of LDCCW Full Board

- i. Executive Board members (Refer to Article 4, Section 1.A.)
- ii. Past LDCCW Presidents living in the Diocese
- iii. Commission Co-Chairmen and Area Chairmen
- iv. Historian
- v. Department of Records
- vi. Deanery Presidents and two (2) representatives from each deanery

**B. AUTHORITY**

The Full Board has jurisdiction over matters relating to administration of the Organization, subject to approval of the Spiritual Advisors.

**C. MEETINGS**

Full Board meets in person and/or via Zoom three (3) times a year (Winter, Spring and Fall).

**D. QUORUM**

Quorum shall be twenty (20) members of whom five (5) shall be from the Executive Board.

**E. RIGHT TO VOTE**

Each Diocesan Full Board member casts ONE (1) VOTE regardless of multiple offices and/or duties.

- i. President (only to break a tie)
- ii. President-elect

- iii. First Vice-President
- iv. Second Vice-President
- v. Third Vice-President
- vi. Recording Secretary
- vii. Financial Secretary
- viii. Treasurer
- ix. Auditor
- x. Historian
- xi. Department of Records
- xii. Commission Chairmen
- xiii. Commission Co-Chairmen and Area Chairmen
- xiv. Past LDCCW Presidents living in the Diocese
- xv. Deanery President or a representative
- xvi. Deanery Representative #1
- xvii. Deanery Representative #2

**F. NON-ATTENDANCE**

- i. Full Board member unable to attend meeting shall notify the President one (1) week prior to meeting.
- ii. Full Board member may appoint a substitute who shall assume her duties at the meeting. The substitute should represent with voice and without vote. The substitute shall not be an LDCCW Executive Board member.
- iii. Absent Full Board member shall prepare a written report, when appropriate, which will be presented at the meeting.
- iv. Members missing two (2) consecutive meetings without notification to the President shall be reviewed by elected Executive Board members and Spiritual Advisors.

**G. GUESTS**

- i. Members of LDCCW Full Board have the privilege of bringing guests to the meetings with prior notification to the President.
- ii. Guests shall be in attendance without vote.
- iii. Guests shall have voice at the discretion of the chair.
- iv. Guests shall be identified by name badge.

**Section 3. DEANERY**

The Deanery Council is a part of LDCCW, therefore; the Bylaws of the Lincoln Diocesan Council shall serve as the guideline for Deanery Councils

**A. DEANERY BOARD MEMBERS**

- i. To be established at the discretion of the deanery members
- ii. The Deanery President and two (2) representatives are voting members of the LDCCW Full Board. They are encouraged to attend LDCCW meetings to speak for their Deanery.

**B. AUTHORITY**

The Deanery Members promote and implement the aims, purpose and programs of LDCCW and perform the Spiritual and Corporal Works of Mercy on the Deanery level in cooperation with their Deanery Spiritual Advisor as

assigned by the bishop.

**C. MEETINGS**

- i. Hold Deanery meetings within two (2) or three (3) weeks following LDCCW Full Board Meetings.
- ii. Pass on information packets received at the LDCCW Full Board Meeting to the parishes in the Deanery.
- iii. Conduct any other Deanery related business

**Section 4. PARISH COUNCIL OF CATHOLIC WOMEN**

**A. MEMBERS**

- i. All Catholic women in the Parish are members of the Parish Council of Catholic Women (PCCW) and members of the LDCCW.
- ii. The PCCW President and two (2) additional members are voting members at the LDCCW Biennial Convention and are encouraged to attend and represent their Parish at the convention.

**B. AUTHORITY**

Parish PCCW promotes and implements the aims, purpose and programs of the Deanery and LDCCW and performs the Spiritual and Corporal Works of Mercy on the parish level.

**C. MEETINGS**

The PCCW have meetings as appropriate for each parish.

## **ARTICLE 5**

### **LDCCW NOMINATING COMMITTEE-NOMINATIONS-ELECTIONS-VACANCIES**

**Section 1. NOMINATING COMMITTEE**

**A. MEMBERS**

The nominating committee consisting of three (3) members will be elected from the LDCCW Full Board at the first Fall Full Board meeting of the new term. They shall serve for a period of two (2) years. Nominating Committee will select their chairman. Nominating Committee members will be ineligible to serve two (2) terms in succession. Members of the Nominating Committee may be candidates for an LDCCW office while serving on the Nominating Committee.

**B. AUTHORITY**

The nominating committee solicits candidates for the elected offices of LDCCW through the use of profile sheets. The Profile Sheet shall be developed by the Executive Board.

i. The Nominating Committee shall solicit candidates for the position of Director of the Omaha Province when the rotation falls to the LDCCW.

ii. In case of a vacancy of an elected executive board member, the nominating committee is responsible for solicitation of candidates.

**C. MEETINGS**

The Nominating Committee will meet as necessary. A report will be given by the Chairman of the Nominating Committee at the request of the President.

**D. QUORUM**

The quorum is the majority of members present.

**Section 2. NOMINATIONS**

**A. NOMINEE**

- i. A Profile Sheet will be completed by the nominee and returned to the Nominating Committee chairman

**B. ELIGIBILITY**

- i. Nominee for President-Elect shall be a member of the current and/or past LDCCW Executive Board. Nominee shall have exhibited leadership in Parish, Deanery, Diocese, and/or Community.
- ii. All nominees shall exhibit leadership qualities related to specific offices.

- C. The Nominating Committee shall contact nominees for LDCCW office following review of Profile Sheets by the Spiritual Advisor(s). A job description will be provided for the nominee.

- D. Prior to the Winter Full Board meeting of Biennial Convention year, the candidate shall confirm her acceptance of the nomination to the chairman of the Nominating Committee in writing.

**Section 3. ELECTIONS**

- A. Elections will take place at the Winter Full Board meeting prior to Biennial Convention.

- B. The Nominating Committee chairman shall distribute written candidate qualifications to the Full Board members at the beginning of the Winter Full Board meeting of the Biennial Convention year.

- i. The profile shall state:
  - a. Candidate name and address
  - b. Parish and Deanery membership
  - c. Parish, Deanery, and Diocesan experience
  - d. Community involvement
  - e. Current/past work experiences

- C. Nominations may be made from the floor provided there is prior consent from the Nominee and approval by the Spiritual Advisor(s).

- D. Parliamentarian will give explanation of election procedures.

- E. Election shall be by printed ballot.

- F. At the election meeting, the President shall appoint five (5) tellers.

Duties of the tellers:

- i. Verify qualified voters
- ii. Count voters
- iii. Distribute ballots
- iv. Collect ballots
- v. Tally votes of each candidate using Tellers' Report

- vi. The Tellers' Report is given to the President who announces the candidates having received the highest number of votes for each office. Number of votes for each candidate shall remain confidential. The tellers will destroy the ballots and Tellers' Report at completion of the election process.
- G. In case there is only one (1) candidate for each office, these Bylaws, requiring election by ballot, may be suspended by two-thirds vote of Full Board members present.
- H. Candidates shall be elected by acclamation.
- I. Newly elected officers shall be installed during the Biennial Convention.
- J. All officers, with the exception of the Treasurer, Financial Secretary, and Auditor shall assume their duties at the close of the Biennial Convention. The Treasurer, Financial Secretary, and Auditor shall assume their duties at the beginning of the fiscal year. (July 1)

#### **Section 4. VACANCIES**

##### **A. PRESIDENT**

The President-elect will assume the duties in the absence, disability, or death of the President.

##### **B. PRESIDENT-ELECT**

In case of vacancy of President-elect, the President will notify the Nominating Committee. An election shall take place at the next Full Board meeting.

##### **C. FIRST VICE-PRESIDENT**

The next qualified vice-president in their order shall automatically fill the vacancy of the first vice-president. An election shall take place at the next Full Board meeting to fill the lowest ranking vice-presidency.

##### **D. OTHER ELECTED OFFICES**

Vacancies shall be filled by election at the next Full Board meeting.

##### **E. APPOINTED OFFICES**

Vacancies shall be filled by appointment of the President.

##### **F. DEANERY PRESIDENT AND DIRECTOR**

Vacancies shall be filled by election in the Deanery.

##### **G. PARISH OFFICERS**

Vacancies shall be filled according to PCCW Bylaws.

##### **H. PROVINCE DIRECTOR**

Vacancy shall be filled on an interim basis by the Executive Board. The appointment shall be approved by election at the next LDCCW Full Board meeting.

**ARTICLE 6**  
**DUTIES OF THE ELECTED OFFICERS OF LDCCW-APPOINTED POSITIONS-**  
**FINANCIAL COMMITTEES**

**Section 1. DUTIES OF ELECTED OFFICERS**

**A. PRESIDENT**

The duties of the President include but are not limited to:

- i. Serve a two-year term of office and may not serve two (2) consecutive terms of office
- ii. Preside at all meetings as the administrative officer of the Council
- iii. Call all regular and special meetings of the Council
- iv. Notify the incoming Full Board members and current Full Board members of the Kick-off Meeting.
- v. Affirm the presence of a quorum \*\*\*\*\* (Refer to Article 7, Section 1.B.iii.e.)
- vi. Act as an ex-officio member of all committees except the nominating committee
- vii. When affiliated with NCCW, shall represent the Council as first delegate to NCCW Convention.
- viii. Present written and verbal reports to the membership of LDCCW Full Board such as:
  - a. Province Director correspondence
  - b. Reports from NCCW Convention
  - c. All other related meetings attended
- ix. Act as Director of the Budget Committee of LDCCW, or appoints a member of the Budget Committee as Director
- x. Appoint Administrative positions:
  - a. Diocesan Commission Chairmen
  - b. Parliamentarian
  - c. Historian
  - d. Department of Records
- xi. Publish and distribute *NewsNotes* to LDCCW membership\*\*\*\* (Refer to Article 10)
  - a. May appoint *NewsNotes* chairman \*\*\*\*\* (Refer to Article 7, Section 1.E.ii.)
- xii. Update Diocesan Rosters

**B. PRESIDENT-ELECT**

The duties of the President-Elect include but are not limited to:

- i. Serve a two-year term of office
- ii. Preside and perform the duties of the office of President in her absence.
- iii. Assist the President in her duties
  - a. Coordinate arrangements for Board meetings with the President
  - b. Assist in preparing the agenda and notification of meetings to membership
  - c. Act as hostess at the registration desk at all Board meetings
  - d. Verify voting credentials and hand out voting cards
  - e. Determine quorum



- iv. Serve as a delegate to the NCCW Convention, when affiliated with NCCW
- v. Should not hold any appointed positions during term as President-elect

**C. FIRST VICE-PRESIDENT**

The duties of the First Vice-President include but are not limited to:

- i. Serve a two-year term of office. May run for the same office again, after a lapse of two (2) years
- ii. Act as General Chairman of LDCCW Biennial Convention
  - a. Submit all plans and programs for the Biennial Convention to the President and Spiritual Advisor(s) for approval by the Winter Full Board meeting prior to Biennial Convention.
- iii. Serve as a member of the Audit Committee
- iv. Assume additional duties as assigned by the President

**D. SECOND VICE-PRESIDENT**

The duties of the Second Vice-President include but are not limited to:

- i. Serve a two-year term of office. May run for the same office again, after a lapse of two (2) years
- ii. Act as Registration Chairman of LDCCW Biennial Convention
- iii. Serve as a member of the Audit Committee
- v. Assume additional duties as assigned by the President

**E. THIRD VICE-PRESIDENT**

The duties of the Third Vice-President include but are not limited to:

- i. Serve a two-year term of office. May run for the same office again, after a lapse of two (2) years
- ii Assist President with all internet communication. (Ex: *NewsNotes*)
- ii. Assume additional duties as assigned by the President

**F. TREASURER**

The duties of the Treasurer include but are not limited to:

- i. Serve a two-year term of office. (July 1 – June30)  
May run for the same office again, after a lapse of two (2) years
- ii. Collect and receive contributions and all monies
- iii. Obtain a financial bond
- iv. Pay dues when affiliated with NCCW
- v. Pay all bills of the Council as supported by a voucher (Green Sheet) signed by the President or Spiritual Advisor
- vi. Print and distribute financial budget reports
- vii. Collect registration fees at LDCCW meetings
- viii. Prepare and present annual report
- ix. Serve as a Budget Committee member

*Article 6. Section 3.G continued on next page*

**G. FINANCIAL SECRETARY**

The duties of the Financial Secretary include but are not limited to:

- i. Serve a two-year term of office. (July 1 – June 30)  
May run for the same office again, after a lapse of two (2) years

- ii. Assist the Treasurer
- iii. Assist with registration duties at all LDCCW meetings
- iv. Reconcile voucher (Green Sheets) with cancelled checks and or bank statements
- v. Serve as a Budget Committee member

#### H. **RECORDING SECRETARY**

The duties of the Recording Secretary include but are not limited to:

- i. Serve a two-year term of office. May run for the same office again, after a lapse of two (2) years
- ii. Record and report minutes of Executive Board, Full Board and LDCCW Biennial Convention meetings
- iii. Furnish minutes of Executive Board and Full Board meetings to the President within ten (10) days so the information will be available for Deanery meetings

#### I. **AUDITOR**

The duties of the Auditor include but are not limited to:

- i. Serve a two-year term of office. (July 1 – June 30)  
May run for the same office again after a lapse of two (2) years
- ii. Serve as a Budget Committee Member
- iii. Serve as an Audit Committee Member
- iv. Prepare for Audit or Compilation Report
  - a. Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) will audit books by July 1 in Biennial Convention year
  - b. Copy of Compilation Report shall be given to President, Treasurer and Recording Secretary
  - c. Auditor reports CPA/CIA Compilation Report at the Fall Executive Board and Full Board meetings at the beginning of each new President's term

### Section 2. **DUTIES OF APPOINTED POSITIONS**

#### A. **COMMISSION CHAIRMEN**

- i. There shall be Commissions as will further the aims of LDCCW and promote special projects which may be undertaken when properly funded.
- ii. The Commissions shall be formed or discontinued by recommendations of the Executive Board. Commissions may not be discontinued without the ratification by the Full Board at the Biennial Convention.
- iii. The Standing Commissions shall be:
  - a. Spirituality Commission
  - b. Service Commission
  - c. Leadership Commission
- iv. Duties
  - a. May appoint a co-chairman
  - b. May appoint an area chairman
  - c. Prepare an article for *NewsNotes* and a report for all LDCCW Executive and Full Board meetings.

**B. PARLIAMENTARIAN**

- i. Appointed by the President
- ii. Be familiar with current LDCCW Resource Manual, LDCCW Bylaws and NCCW Bylaws
- iii. Be familiar with *Roberts Rules of Order, Newly Revised*
- iv. Advises and counsels the President and members when requested
- v. Advises the President of pending action as prescribed in Bylaws
- vi. Receives proposed amendments to Bylaws
- vii. Resolution Committee Member
- viii. Has voice without vote

**C. HISTORIAN**

- i. Appointed by the President
- ii. Maintains a written history and history books to include current news items relating to members and the accomplishments of LDCCW Council
- iii. Maintains a photographic history of LDCCW
- iv. Displays history books at LDCCW Biennial Convention
- v. Places records in the Chancery archives
- vi. Has vote on LDCCW Full Board

**D. DEPARTMENT OF RECORDS**

- i. Appointed by the President
- ii. Collects and evaluates reports of LDCCW Council
- iii. Maintains files and reports of all Departments, Commissions and officers
- iv. Maintains records of LDCCW
- v. After ten years, records of historical value are placed in the Chancery Archives
- vi. Has vote on LDCCW Full Board

**E. SPIRITUAL ADVISOR(S)**

- i. Appointed by the Bishop of Lincoln
- ii. Provide spiritual guidance to the members of LDCCW
- iii. Advise LDCCW in management of the organization
- iv. Represent LDCCW at NCCW Convention when affiliated.
- v. Has voice without vote

**Section 3. FINANCIAL COMMITTEES**

**A. AUDIT COMMITTEE**

- i. Audit Committee members shall be
  - a. Auditor
  - b. First Vice-President
  - c. Second Vice-President
- ii. Audit Committee
  - a. Will audit and sign books by June 1 in non-Biennial Convention year and report at the budget meeting

b. Article 6. Section 3.A.ii.C continued on next page

- c. Audited books shall be closed and signed by members of the Audit Committee

- d. Report at Fall Executive Board and Full Board meetings in non-Biennial Convention year

**B. BUDGET COMMITTEE**

- i. Members are:
  - a. Director of Committee \*\*\*\*\* (Refer to Article 7 Section 1.A.xii.)
  - b. Auditor
  - c. Treasurer
  - d. Financial Secretary
- ii. President or someone appointed by her shall serve as Director of the Budget Committee. Director of the Budget Committee, if an appointee, should come from the Budget Committee.
- iii. Budget Committee is responsible for the financial planning and control of expenditures in accordance with the policies and programs established by LDCCW and shall submit a written report at each Board meeting
- iv. Budget Committee and Executive Board shall meet and prepare the budget prior to Fall Full Board meeting of new term

## **ARTICLE 7**

### **DIOCESAN KICK-OFF MEETING**

**A. MEETING**

In election year, the presiding officer shall be the President-Elect.

\*\*\*\*\* (Refer to Article 4, Section 1.C.iii)

- i. The Kick-off meeting will be the final item on the agenda of the Spring Full Board Meeting in the election year.
- ii. The current Full Board and all incoming Full Board members shall attend the Kick-off meeting.

**B. PURPOSE**

The purpose of this meeting shall be:

- i. President-elect will announce dates and locations of meetings for the new term.
- ii. Diocesan Roster/Incoming President's Book will be distributed and reviewed
- iii. Deanery Roster/Incoming President's Book will be distributed to all incoming Executive Board members.
- iv. Files and Diocesan Resource manual(s) will be transferred to all incoming Diocesan Executive Board members, with the exception of the Treasurer.

## **ARTICLE 8**

### **DIOCESAN BIENNIAL CONVENTION**

#### **Section 1. DIOCESAN BIENNIAL CONVENTION**

##### **A. MEMBERS**

The governing body shall be two (2) delegates from each parish and members of LDCCW Full Board.

##### **B. AUTHORITY**

The members in attendance have the authority to transact business at hand.  
\*\*\*\*\* (Refer to Article 4, Section 1.E. – Right to vote).

##### **C. MEETINGS**

- i. The Diocesan Biennial Convention will be held in the election year. The President-elect will announce dates and locations of upcoming meetings at the Kick-off meeting of the new term.
- ii. LDCCW Executive and Full Board will meet prior to Diocesan Biennial Convention.
- iii. Kick-off meeting. (Refer to Article 8)

##### **D. QUORUM**

The quorum shall be a majority of voting delegates present and voting.

##### **E. RIGHT TO VOTE**

- i. LDCCW Full Board members (Refer to Article 8)
- ii. Each parish PCCW shall have the privilege of sending two (2) voting delegates to LDCCW Biennial Convention, chosen by the parish PCCW. Delegate credential cards shall be sent to the president of each parish prior to Biennial Convention. The credential card will be exchanged for a voting card at the Biennial Convention registration desk.
- iii. No one who is already a member of the Diocesan Full Board may represent a parish organization as a voting delegate.

##### **F. DIOCESAN BIENNIAL CONVENTION FORMAT**

###### **i. DAY 1**

- a. Executive Board Meeting
- b. Full Board Meeting
- c. Kick-off Meeting
- d. Banquet

###### **ii. DAY 2**

- a. Convention
- b. Convention Business Meeting
- c. Installation of Officers

## **ARTICLE 9**

### **RESOLUTIONS**

#### **Section 1. LDCCW RESOLUTION COMMITTEE**

- A. LDCCW President shall appoint a Resolution Committee at LDCCW first Fall Full Board meeting.
- B. Committee shall consist of three (3) members
  - i. Two (2) appointed by the President
  - ii. Parliamentary
- C. The committee must receive any resolution offered for consideration by January 10 prior to LDCCW Biennial Convention
- D. Resolution Committee shall review all proposed resolutions before presenting them to the Executive Board for consideration and approval at the Winter Executive Board meeting of Biennial Convention year
- E. By majority vote, the Executive Board shall have the power to reject any resolution

## **ARTICLE 10**

### **PUBLICATIONS/NEWSNOTES**

*NewsNotes* are published for distribution in March, July and November \*\*\*\*\* (Refer to Article 7 Section 1.A. xi. and E.ii.)

## **ARTICLE 11**

### **METHOD OF AMENDING BYLAWS**

**Section 1.** These Bylaws may be amended at LDCCW Biennial Convention by two-thirds of the delegates present and voting provided proposed amendments have been appended to the call to the Biennial Convention and/or published in LDCCW *NewsNotes*. The proposed amendments shall be appended to the call to one (1) or two (2) Full Board meetings previous prior to the Biennial Convention. They will be discussed and amended at these meetings. These amendments to the Bylaws shall be presented for adoption on the day of LDCCW Biennial Convention

**Section 2.** When a complete revision of Bylaws has been directed, the Bylaws revision shall be distributed to the Full Board members and PCCW Presidents thirty (30) days prior to LDCCW Fall Full Board meeting prior to Biennial Convention. The Bylaws revisions committee shall present the first half of the proposed revision for discussion and amendment (but not adoption) at the regular LDCCW Fall Full Board meeting prior to the Biennial Convention. The last half of the revision shall be presented at the Winter Full Board meeting for discussion and amendment (but not adoption). The amended Bylaws revision shall be distributed to Full Board members and PCCW Presidents thirty (30) days prior to Biennial Convention. The amended Bylaws revision will be presented for adoption at the Biennial Convention.

## **ARTICLE 12**

### **PARLIAMENTARY AUTHORITY**

*Roberts Rules of Order, Newly Revised*, shall be the authority of the parliamentary procedure for all meetings in the absence of provisions in these Bylaws.

## **ARTICLE 13**

### **NATIONAL COUNCIL OF CATHOLIC WOMEN/OMAHA PROVINCE DIRECTOR**

#### **Section 1. NATIONAL COUNCIL OF CATHOLIC WOMEN**

National Council of Catholic Women, hereinafter referred to as NCCW, is an affiliated organization of the United State Conference of Catholic Bishops. (Refer to NCCW Bylaws)

#### **Section 2. AFFILIATION**

The Lincoln Diocesan Council of Catholic Women maintains affiliation with the NCCW, under the guidance and direction of the Bishop of Lincoln.

#### **Section 3. NCCW CONVENTION**

- A. Accredited delegates from LDCCW shall be the President and President-elect.
- B. First and Second alternate delegates may be elected by the LDCCW Executive Board at the Spring Executive Board Meeting prior to NCCW Convention.
- C. LDCCW Spiritual Advisor(s) act as representative(s).
- D. LDCCW Budget Committee is responsible for budgeting monies for the NCCW Convention

#### **Section 4. OMAHA PROVINCE DIRECTOR**

The Omaha Province is composed of the Diocesan Councils of Catholic Women from the Archdiocese of Omaha, the Diocese of Grand Island and the Diocese of Lincoln. A Province Director represents the three councils on the NCCW Board. The three (3) Councils elect and send a Director to the National meetings by rotation. The rotation custom is Omaha, Lincoln and Grand Island. This Director is elected by her own Arch/Diocesan Council for a two-year term.

##### **A. ELECTION**

The Lincoln Diocesan Council of Catholic Women will elect a director every six (6) years when affiliated with NCCW. The election shall take place at the time of LDCCW general election.

##### **B. NOMINATING COMMITTEE**

The Nominating Committee shall solicit candidates for the position of Director of the Omaha Province when the rotation falls to the LDCCW>

##### **C. DUTIES OF OFFICE**

- i. Attend the January and June meetings of the NCCW Board of Directors in addition to NCCW Convention.

- ii. Serve on a NCCW Standing Committee and/or Commission Team as assigned by the NCCW Board President.
- iii. Provide information about the Archdiocesan/Diocesan Council of Catholic Women (hereinafter referred to as A/DCCW) within the Omaha Province to the NCCW Board of Directors.
- iv. Report back to the A/DCCW of the Omaha Province the action taken at each NCCW meeting of the Board of Directors and NCCW Convention.
- v. Provide written reports to the Bishops, Presidents and Spiritual Advisors of the Omaha Province.
- vi. Perform such other duties as prescribed by the Omaha Province Guidelines. (Refer to Omaha Province of NCCW Guidelines and NCCW job description.)

**D. TERM OF OFFICE**

- i. The term of office for Province Director shall be from the close of the NCCW Convention in an even numbered year at which they are announced until the
- ii. close of the following NCCW Convention of the following even numbered year.
- iii. No Province Director shall be eligible to serve more than one term in the same Province except with the approval of the NCCW Board of Directors.



