

STANDING RULES  
OF  
THE ORLANDO DIOCESAN COUNCIL OF CATHOLIC WOMEN (ODCCW)

1. When a meal is served at an ODCCW Board Meeting, it shall be paid for out of the ODCCW treasury.
2. The ODCCW Convention, Florida Council of Catholic Women (FCCW) Board Meetings and Conference, and Leadership Symposium expenses for the ODCCW President and Spiritual Advisor, shall be paid for out of the ODCCW treasury. (3-20-99) (6-12-21)
3. A Diocesan President's pin, which is presented to the ODCCW incoming President by her predecessor at the beginning of her term in office, shall be purchased from NCCW and paid for out of the ODCCW treasury.
4. Expenses for ODCCW Board Members serving NCCW or FCCW in current elected positions except for the office of President/Province Director; (3-18-00) shall be reimbursed the current IRS business rate for mileage, lodging, and meals to attend the FCCW Board Meetings and Conference. (3-10-99) When an ODCCW Board Member is elected to serve as an officer for FCCW, the expenses of this individual will be paid up to \$1000 if available to the NCCW Convention at which officers are installed at the FCCW Province Dinner.
5. Any NCCW or FCCW member in current elected positions from ODCCW shall be guests of the ODCCW Convention. (7-09-00)
6. A Budget Committee shall be appointed by the ODCCW President to prepare and present a two-year budget to the ODCCW Board. The treasurer shall be a member of this committee.
7. In Keeping with the policy of the Orlando Diocese all elected board members of ODCCW will need to be fingerprinted, background checked and have completed S.E.T. through their parish and/or the diocese. (04-26-19)
8. ODCCW Commission and Committee Chairman shall be reimbursed for travel at the current IRS business rate for mileage when conducting Deanery or ODCCW workshops, and for supplies (ie. postage, printing etc.) out of the ODCCW treasury. (1-19-08)
9. When the affiliated organization of an ODCCW Board member becomes inactive, said Board Member shall join another affiliated organization or resign her ODCCW Board membership.

10. When an ODCCW Board Member fails to notify the Corresponding Secretary of her inability to attend a Board meeting where a meal is served, she shall be held responsible for the cost of the meal and shall be billed by the ODCCW treasurer.
11. The ODCCW President must have the approval of the ODCCW Board to authorize an expenditure for an unbudgeted item in excess of one-hundred dollars (\$100).
12. All minutes of the ODCCW convention Board meeting and business sessions, not approved during convention, shall be approved by the ODCCW Executive Committee.
13. The ODCCW Corresponding secretary shall be responsible for keeping an accurate and updated roster of all Deanery and board members and to transmit this roster to the NCCW office. Any change in names and addresses shall be reported immediately to the NCCW office.
14. Any ODCCW member elected for NCCW Office shall be allotted up to \$1000 toward expenses to attend the NCCW Convention (10-5-13) of the election year. (4/26/19).
15. An ODCCW Board Member, elected as an NCCW Nomination Committee Member, shall be reimbursed by the ODCCW treasury for NCCW Convention expenses incurred in carrying out her duties.
16. The outgoing ODCCW President's immediate family, husband and children, shall be guests at the ODCCW Convention Banquet. The cost shall be paid from the ODCCW treasury.
17. Since the Bylaws state that the ODCCW President and Executive Officer are voting delegates to the NCCW Convention, their expenses shall be reimbursed for transportation, lodging (one room shared), Convention registration, banquet and Province dinner. The same expenses for the ODCCW Spiritual Advisor to attend the NCCW Convention shall be paid. (10-5-13)
18. The annual dues for affiliation membership is seventy-five cents (\$.75) per capita (4-26-09) As recorded by April 1<sup>st</sup> of the prior year. (04-26-19)
19. The June Sayers Workshop for ODCCW Board Members and Affiliation Presidents will be held during the election year ODCCW Convention.
20. A workshop will be available for all Vice Presidents, Secretaries and Treasurers during the election year ODCCW Convention.
21. The June Sayers fund will be supported by the ODCCW portion of one "Share the Wealth" drawing at the ODCCW Convention.

22. The ODCCW Facebook page editor with full administrative control is appointed by the ODCCW President. She has control to post appropriate Catholic materials as needed or as requested by the ODCCW President. Additional administrative access can be granted to another ODCCW Board member at the discretion of the ODCCW President. The password shall be reset by the Facebook author, which is the ODCCW President.
23. ODCCW website is owned and paid for by ODCCW. The webmaster with full administrative control is appointed by the President. Additional Administrative access shall be given to the President so that the website may be accessible in the event of a change in webmasters. The password shall be reset by the webmaster with each change of administration.
24. Bank signatures will be changed after July 1 of the election year. Only the President and Treasurer will be authorized to sign checks. The bank statement notification will be sent to the ODCCW President email ([odccwpresident@gmail.com](mailto:odccwpresident@gmail.com)) who will notify the Treasurer that it is ready to be printed from the bank website. Only the ODCCW President will be issued a bank debit card on the ODCCW bank account.
25. The Leadership Symposium shall be held annually in July of each year in order to assist with the education and growth of all the women of the Council of Catholic Women.
26. In order to promote mentoring and membership each deanery may select 1 (one) intern to serve on a committee or commission of the ODCCW Board. The interns must be CCW members and will have voice but no vote. The intern's term will run concurrent with the deanery elections.
27. ODCCW Board meeting locations will be determined by the ODCCW Executive Board and the availability of facilities.

1/18/08 Amended at ODCCW Board Meeting  
4/26/09 Added after removal from Bylaws  
10/2/10 Added at ODCCW Board Meeting  
8/27/11 Amended at ODCCW Board Meeting  
10/15/11 Amended at ODCCW Board Meeting  
1/28/12 Amended at ODCCW Board Meeting  
4/26/13 Amended at ODCCW Board Meeting  
10/5/13 Amended at ODCCW Board Meeting  
1/14/17 Amended at ODCCW Board Meeting  
4/26/19 Amended at ODCCW Board Meeting  
1/09/21 Amended at ODCCW Board Meeting  
6/12/21 Amended at ODCCW Board Meeting  
4/21/23 Amended at ODCCW Board Meeting