

**PERMANENT DIACONATE COUNCIL  
ARCHDIOCESE OF OMAHA  
CONSTITUTION AND BYLAWS**

PREAMBLE

Revised 12-95

As permanent deacons in the Archdiocese of Omaha we acknowledge our accountability to the Archbishop and to his appointed representatives to formulate and support the ongoing formation of the permanent deacons, wives and associates. We join in this Council with the desire to assist and cooperate in this endeavor.

ARTICLE I. NAME AND DURATION

The name of this organization shall be: PERMANENT DIACONATE COUNCIL of the Archdiocese of Omaha. The duration of this Council shall be perpetual.

ARTICLE II. LOCATION

The Council will have interest in permanent deacons in the rural and urban areas of the Archdiocese. However, with the numbers involved, the primary location will be in Omaha, Nebraska. The Board may also meet at any community located within the Archdiocese provided notice is given as indicated herein.

ARTICLE III. MEMBERSHIP

This Council will include all permanent deacons, wives and those in formation serving in the Archdiocese of Omaha, both urban and rural. Membership shall also be extended to spouses of deceased candidates.

ARTICLE IV. PURPOSE

The purpose for which this Council has been established is to assist the Permanent Diaconate Program Directors in providing for the continued needs of the permanent deacons, wives and those in formation.

This Council intends:

- a. To provide guidelines for the permanent deacon as he strives to pattern his life in the footsteps of Christ.
- b. To provide for the spiritual, educational and material needs of each of its members.
- c. To strengthen and preserve the Christian community of permanent deacons in the Archdiocese.

d. To promote the social well being of the permanent deacon community.

e. To provide for the members sufficient preparation to respond to the needs of the Church and the People of God in the Archdiocese.

## ARTICLE V. BOARD OF REPRESENTATIVES

### Section 1. AUTHORITY

The affairs of this Council shall be conducted by a Board of Representatives which shall act as an advisory body to the Archbishop and his appointed representatives in the affairs of the Permanent Diaconate and which shall be the administrator of the purposes, plans and business of the Council.

### Section 2. ACCOUNTABILITY

The Board of Representatives shall be accountable to the Archbishop and his appointed directors and to the individual Council members.

### Section 3. NUMBER, TENURE AND QUALIFICATION

The number of Representatives shall be nine (9), representing the various geographical areas of the Archdiocese; the President of the Council; and the two women representatives.

Omaha Northeast – bounded by 60<sup>th</sup> Street on the west and Dodge Street on the south, including Dodge Street. Blair and Ft. Calhoun will be part of this area.

Omaha Northwest – Bounded by and including 60<sup>th</sup> Street on the east and Dodge Street on the south. Fremont, Valley and Elkhorn will be part of this area.

Omaha Southeast and part of Sarpy County – Bounded by 60<sup>th</sup> Street on the west and Dodge Street on the north. Bellevue will be part of this area.

Omaha Southwest and part of Sarpy County – Bounded by 60<sup>th</sup> Street on the east and Dodge Street on the north. Papillion, Springfield and Gretna will be part of this area.

Rural Area – All other Northeast Nebraska counties.

President the Council – elected by the Board of Representatives of the Council.

The two women representatives, one urban and one rural.

NOTE: Where parish boundaries overlap the boundaries listed above, the deacon will normally belong to the area in which the parish facilities are located. An individual of this Council may elect to belong to a different area than in which he or she lives.

The archbishop's appointed Directors shall be ex-officio, non-voting members of the Board of Representatives.

The Area representatives will be elected as follows:

The Omaha Northwest and the Omaha Southwest Representatives will be nominated in September and elected in October in the "odd numbered" years for a two-year term that will begin the following January.

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The Omaha Northeast and the Omaha Southeast Representatives will be nominated in September and elected in October in the “even numbered” years for a two-year term that will begin the following January. Rev. 04-99

A rural representative will be elected each year for a two-year term. The nomination of the Area Representative will be held in September and election in October at Area meetings by a majority of the area council members present and voting at such meetings. At the same time an ALTERATE REPRESENTATIVE will be selected for each Area. The process for the urban area elections will be determined by the Special Projects Committee of the Board of Directors. The process for electing the Urban Woman’s Representative shall also be determined by the Special Projects Committee.

The rural representatives will also be elected in October. The process will be determined by the Rural Liaison Committee. The Rural Liaison Committee will consist of members of the rural community who are appointed by the Rural Director in cooperation with the Rural Area Representatives.

The Representative shall serve from January 1 of the first year until December 31 of the final year of the term or until a successor is elected and qualified. A member of the Board may be re-elected for one (1) additional two-year term, but service is limited to four consecutive years, plus any unexpired term served, after which a two-year absence and interval is required as a minimum prior to re-election. Board vacancies and/or unfilled memberships may be filled by a special Area election as soon as possible after a vacancy occurs.

#### Section 4. MEETINGS

The Board of Representatives shall officially meet once a year in the month of January, on a day and a location approved by the Executive Committee. At this annual meeting, the officers will be elected to begin their terms at the time of the election for the remainder of the year. The President of the Board may call other meetings of the Board as deemed necessary. The date or place of any meeting can be changed by the President upon at last ten days notice to the members of the Board and appropriate committee chairpersons.

The Representatives shall preside at their respective Area meetings and shall call such meetings as often as the majority of the area members decide to meet. The meetings shall be held on a date and at a place approved by a majority of the area members. An Alternate Representative will be elected for each Area to preside at any Area meetings in the absence of the Representative and to be the official Alternate to represent that Area at a Board meeting when the Representative is unable to attend. In the event the Area Representative is elected President of the Council, the Alternate Representative automatically becomes the Area Representative. At the earliest possible area meeting, a new Alternate Representative should be elected. The Area meetings shall be for prayer, spiritual reading and sharing, input to the Board of Representatives, the exchange of information and any other items as needed. Rev. 12-95

In the absence of a designated ALTERNATE FEMALE REPRESENTATIVE, the Chairperson of the Special Projects Committee may permit the female Representative to designate a substitute to represent her at any Board meeting which she is unable to attend.

#### Section 5. SPECIAL MEETINGS

Special meetings of the Board of Representatives may be called anytime by the President and shall be called by the President upon the written request of any five (5) members of the Board. The President shall cause a special meeting of the Board to be held within fourteen (14) days after receipt of any such request.

#### Section 6. NOTICE OF MEETINGS

Notice of regular and special meetings of the Board of Representatives shall be given to each Board member not less than seven (7) days prior to the meeting. The notice shall specify the place, date and hour of the meeting and, in the case of a special meeting the general nature of the business to be transacted.

#### Section 7. VOTING

The consensus process will be used to arrive at decisions as much as possible, but parliamentary rules will prevail in actual voting. Voting by proxy shall not be permitted nor shall cumulative voting be permitted. Each Member of the Board or the Alternate Representative shall be entitled to one vote at all meetings of the Board of Representatives. Only members of the Board designated in Article V, Section 3 are voting members.

#### Section 8. QUORUM

Any five (5) Representatives (or official Alternate) shall constitute a quorum and a quorum shall be necessary for the transaction of any business except that a lesser number may adjourn a meeting to another time. At all meetings at which a quorum is present, a majority vote shall be necessary for the adoption of any matter voted upon.

#### Section 9. OPEN MEETINGS

All meetings of the Executive Committee, and all meetings of the Board of Representatives, except meetings of the Designated Members listed in Article V, Section 3 in CLOSED SESSION, shall be open to the members of the Diaconate Community. Such attendance by the members shall be as interested observers only and not with the right to speak or vote. Persons other than members of the Board of Representatives may speak if on the agenda or invited by the President during the Board meeting. Rev. 12-95

### ARTICLE VI. DUTIES

#### Section 1. COMPOSITION

The elected officers of the Council shall be a President, a Vice-President (President Elect), a Secretary, a Treasurer, and such other officers as the Board of Representatives may consider necessary. All officers shall be elected by the Board of Representatives from their own members at the annual January meeting. The President and Vice

President (President Elect) may not be from the same area. Officers serve from the time of their election until the election is held the following year. Any officer may be removed from office by a majority vote of the Board of Representatives at any regular or special meeting of the Board. Cause for removal from office shall be non-fulfillment of duties and responsibilities of office or absence without excuse from two consecutive Board meetings. Vacancies in any office shall be filled by the Board of Representatives at any regular or special meeting.

#### Section 2. DUTIES OF THE PRESIDENT

The President shall be the presiding officer of the Council and shall have general supervision over the affairs of the Council, subject to the control of the Board of Representatives. He shall preside at all meetings of the Board and shall be the official liaison to the Archbishop. He shall be the Chairman of the Executive Committee and shall be an ex-officio member of all other committees and shall have such other powers and duties as may from time to time be prescribed by the Board of Representatives.

#### Section 3. DUTIES OF THE VICE PRESIDENT

The Vice President shall be the President-Elect, and shall, in the absence of or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Representatives shall from time to time prescribe. The Vice President shall be the Chair of the Special Projects Committee and of the Social Activities Committee.

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#### Section 4. DUTIES OF THE SECRETARY

The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Board and also a roster showing the name and address of each of the Representatives of the Council. The Secretary shall provide for the notification of all meetings to the members of the Board of Representatives, as directed by the President. The Secretary shall be the Chairperson of the Calling Committee.

#### Section 5. DUTIES OF THE TREASURER

The Treasurer shall receive and keep all of the funds of the Council and pay them out, with the approval of the Board of Representatives, only by check of the Council signed by the Treasurer. The Treasurer shall be responsible for the deposit and investment of any funds of the Council with the knowledge and consent of the Board of Representatives.

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#### Section 6. REMUNERATION

Neither officer of the Council nor member of the Board of Representatives shall receive compensation for services to the Council.

### ARTICLE VII. COMMITTEES

#### Section 1. STANDING AND SPECIAL COMMITTEES

Committees of the Board of Representatives shall be standing and special. Standing Committees of the Board shall include the Executive Committee, the Servant Ministry

Committee, the Spirituality and Growth Committee, the Women's Activities Committee, the Social Activities Committee, the Public Relations and Archives Committee, the Calling Committee, the Special Projects Committee, the Archdiocesan Pastoral Committee, the NADO Committee and other special and standing committees as the Board shall from time to time create. Chairpersons of the Committees are automatically invited to Board Meetings unless it is a CLOSED MEETING or a SPECIAL MEETING not requiring committee input.

## Section 2. COMMITTEE CHAIRPERSONS

The President shall be the Chair of the Executive Committee. The Vice President shall be the Chair of the Special Projects Committee and Chair of the Social Activities Committee. The Secretary shall be Chair of the Calling Committee. The Women's Representative shall be Chair of the Women's Activities Committee. The Chairpersons of the other standing committees shall be appointed annually by the Board of Representatives at the January regular meeting. The chairpersons of any other standing or special committees created by the Board of Representatives shall serve as the Board directs.

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## Section 3. EXECUTIVE COMMITTEE

There shall be an Executive Committee, which shall be comprised of the four officers of the Council. The Executive Committee shall be subject to the ultimate authority of and any express limitations imposed by the Board of Representatives. The Executive Committee shall meet as called by the President and may be asked by the President to help prepare the agenda for the Board meeting. The Executive Committee may pre-schedule and hold its regular meetings without call or notice, at such time and place as the Executive Committee may decide.

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## Section 4. OPEN MEETINGS

Meetings of the standing committees and special committees shall be open to all members of the Council who desire to attend.

## Section 5. COMMITTEE MEMBERS

Members of the special and standing committees, with the exception of Chairpersons of standing committees who are elected, shall be appointed by the President of the Board of Representatives. It is the intent that all officers of the Council be a member of at least one committee. The NADO committee person shall have served previously as a Council member unless this requirement is waived by a majority vote of the Council.

## Section 6. COMMITTEE RESPONSIBILITIES

The scope, authority, responsibilities and composition of all committees shall be determined by the Board of Representatives unless otherwise defined elsewhere in these bylaws.

a. Servant Ministry Committee is responsible for being present to the community in a supportive, caring and interested way.

b. Spirituality and Growth Committee is responsible for overseeing and planning all programs for the continuing spiritual and educational growth of all members of the Council, in cooperation with the Directors.

c. Women's Activities Committee is responsible for overseeing and planning all educational, spiritual and social activities for the women members of the Council.

d. Social Activities Committee is responsible for overseeing and planning all social activities of all members of the Council.

e. Public Relations and Archives Committee is responsible for all publicity and communications regarding Diaconate activities to members of the Council and to the general public and for preserving and maintaining the archives of the Diaconate.

f. Calling Committee is responsible for establishing, maintaining and manning a telephone network and e-mail network for quick communication to the members of any emergency needs of individual members or of the Council as a whole.

g. Archdiocesan Pastoral Council Committee is responsible for representing the Diaconate community on the APC.

h. NADO committee person is responsible for representing the Council to the National Association of Deacon Organizations, members in Region IX and to the NADO Senate.

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i. Special Projects Committee is responsible for overseeing and planning any special projects of the Council, for directing the talents of the members to special needs of the Archdiocese and determining the election process for the representatives from the urban areas and women's groups.

j. Diaconate Human Concerns Committee will be a Special Committee. This Committee will respond to the entire Diaconate community to provide financial and other types of support to the members and those in formation who request help or whose needs become known by the community. This Committee will consist of the Treasurer, the chairperson and a designated woman of the community. The Committee will be accountable to the Executive Committee as to who is being helped but will be accountable to the entire Council as to the amount of help. This Committee will be required to receive the permission of the person(s) being helped prior to informing the entire community but not before informing the Executive Committee. The Committee will have the authority to spend up to \$100.00 without prior approval. Any amount over \$100.00 will require the approval of the Council.

#### ARTICLE VIII. STANDING RULES

The Board of Representatives may, at any regular or special meeting, adopt Standing Rules, which shall be consistent with the Articles and Bylaws of the Council and which,

until amended, superseded or revoked, shall govern the Board, its officers and committees. Notice of consideration of action on standing rules shall be encouraged but shall not be required prior to any action.

#### ARTICLE IX. RULES OF ORDER

The rules contained in Roberts Rules of Order Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Articles, Bylaws or Standing Rules of the Council.

#### ARTICLE X. DUES AND ASSESSMENTS

At the December annual meeting of the Board of Representatives, the Board will determine any dues and assessments on members to provide the funds needed to conduct the business of the Council in the coming year. Such dues and assessments may be waived upon request from any member unable to meet the requirement. Widows will not be assessed any dues. Members living outside of the Archdiocese will not be assessed any dues, however, they will continue to receive information from the community, especially the newsletter.

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#### ARTICLE XI. AMENDMENTS TO THE CONSTITUTION AND BYLAWS

This Constitution and any Bylaws may be altered, amended or repealed and the changes may be adopted by a majority of the Representatives present at any regular meeting of the Board or at any special meeting of the Board, if at least ten (10) days written notice is given of intention to alter, amend or repeal or to adopt changes at such regular or special meeting.

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