

**Association of Permanent Deacons  
of Northeast Nebraska**

**Constitution and Bylaws**

**As Revised July 1, 2011**

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**PREAMBLE**

As Permanent Deacons of the Archdiocese of Omaha, we acknowledge our accountability to the Archbishop and to his appointed representatives. We accept as our mission the three-fold tasks of formulating and supporting the post ordination formation of the permanent deacons, the identification and development of Ministries where the “Hand of the Archbishop” does not reach, and development and operation of a Diaconate Personnel Board. We join in this Association with the desire to assist and cooperate in these endeavors.

**ARTICLE I. NAME AND DURATION**

The name of this organization shall be the ASSOCIATION OF PERMANENT DEACONS OF NORTHEAST NEBRASKA. The duration of this Association shall be perpetual.

**ARTICLE II. LOCATION**

The Association will have interest in permanent deacons of the Archdiocese of Omaha. The Board of Representatives may meet in any community located within the Archdiocese provided notice is given as indicated herein.

**ARTICLE III. MEMBERSHIP**

This Association will include all permanent deacons, spouses and those serving in the Archdiocese of Omaha. Membership shall also be extended to the spouses of deceased candidates.

**ARTICLE IV. PURPOSE**

The purpose for which this Association has been established is to assist the Archbishop or his designate in providing for the continued needs of the permanent deacons and spouses.

This Association intends:

- a. To provide guidelines for the on-going spiritual and educational aspects of Continuing Formation for the permanent deacon as he strives to pattern his life in the footsteps of Christ.
- b. To strengthen and preserve the Christian community and social well being of permanent deacons in the Archdiocese.
- c. To identify and respond to the needs of the Church and the People of God in the Archdiocese, especially where the ministry of the Archbishop has not yet reached.

**ARTICLE V. BOARD OF REPRESENTATIVES****SECTION 1. AUTHORITY**

The affairs of this Association shall be conducted by a Board of Representatives, also known as the Deacon Council, which shall act as an advisory body to the Archbishop and his designated representative. The Deacon Council shall conduct the affairs of the Association of Permanent Deacons of Northeast Nebraska and shall be the administrator of the purposes, plans, and business of the Association. The Archbishop or his designate in his absence serves as the Association's president. The Deacon Council will be presided over by the President of the Deacon Council.

**SECTION 2. ACCOUNTABILITY**

The Deacon Council shall be accountable to the Archbishop, his designated representative, and to the individual Association members.

**SECTION 3. NUMBER, TENURE, AND QUALIFICATION**

The number of Representatives shall be nine (9) representing the various geographical areas of the Archdiocese and the President of the Deacon Council.

Omaha Northeast – bounded by 90<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 90<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 90<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 90<sup>th</sup> Street on the east and Dodge Street on the north. Papillion, Springfield, and Gretna will be part of this area.

Rural Northeast – bounded by Highway 81 on the west and the southern county lines of Wayne and Thurston counties.

Rural Northwest – bounded by Highway 81 on the east and the southern county lines of Pierce through Antelope County to the southern county boundary of Holt County.

Rural Southeast – bounded by Highway 81 on the west and the southern county boundaries of Wayne and Thurston counties.

Rural Southwest – bounded by Highway 81 on the east and the southern county lines of Pierce through Antelope County to the southern county boundary of Holt County.

President of the Deacon Council – elected by the Deacon Council of the Association.

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 Association may elect to belong to a different area than the area in which he lives.

The Area Representatives will be elected as follows:

The Omaha Northwest, Omaha Southwest, Rural Northwest, and Rural Southwest Representatives will be nominated and elected in the “odd numbered” years for a two year term that will begin the following January.

The Omaha Northeast, Omaha Southeast, Rural Northeast, Rural Southeast Representatives will be nominated and elected in the “even numbered” years for a two year term that will begin the following January.

The nomination of the Area Representatives will be held in September and election in October at area meetings by a majority of the area’s association members present and voting at such meetings. At the same time, an Alternate Representative will be selected for each Area.

The Representatives shall serve from January 1 of the first year until December 31<sup>st</sup> 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 Deacon Council shall officially meet a minimum of once a year in the month of December, on a day and a location approved by the Executive Committee. At this annual meeting, the officers will be elected who will begin their terms on January 1 of the next year. The President of the Deacon Council may call other meetings of the Deacon Council as deemed necessary. The date or place of any meeting can be changed by the President upon at least ten days notice to the members of the Deacon Council 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 Deacon Council meeting when the Representative is unable to attend. In the event the Area Representative is elected President Elect of the Deacon Council or becomes otherwise unable to complete their term, 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 Deacon Council, the exchange of information, continuing education, and any other items as needed.

#### SECTION 5. SPECIAL MEETINGS

Special meetings of the Deacon Council 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 Deacon Council. The President shall cause a special meeting of the Deacon Council 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 Deacon Council 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 Deacon Council or the Alternate Representative shall be entitled to one vote at all meetings of the Deacon Council. Only members of the Deacon Council 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 Deacon Council, except meetings of the Designated Members listed in Article V, Section 3, in CLOSED SESSION, shall be open to the members of the Association. 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 Deacon Council may speak if on the agenda or invited by the President during the Deacon Council meeting.

### ARTICLE VI. DUTIES

#### SECTION 1. COMPOSITION

The elected officers of the Deacon Council shall be a President, a President Elect, a Secretary, a Treasurer, and such other officers as the Deacon Council may consider necessary. All officers shall be elected by the Deacon Council from their own members as the last agenda item of the December meeting. When an office cannot be filled from the Deacon Council, the President can, with the consent of the Deacon Council, nominate a deacon not on the Deacon Council to fill that office. Officers shall serve from January 1 until December 31 of the next year. Any officer may be removed from office by a majority vote of the Deacon Council at any regular or special meeting of the Deacon Council. Cause for removal from office shall be non-fulfillment of duties and responsibilities of the office or absence without excuse from two consecutive Deacon Council meetings. Vacancies in any office shall be filled by the Deacon Council at any regular or special meeting.

#### SECTION 2. DUTIES OF THE PRESIDENT

The President shall be the presiding officer of the Deacon Council and shall have general supervision over the affairs of the Deacon Council, subject to the control of the Deacon Council. He shall preside at all meetings of the Deacon Council and shall be the official liaison to other Archdiocesan offices. 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 Deacon Council.

#### SECTION 3. DUTIES OF THE PRESIDENT ELECT

The President Elect 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 Deacon Council

shall from time to time prescribe. The President Elect shall be the Chair of the Special Projects Committee and of the Social Activities Committee.

#### SECTION 4. DUTIES OF THE SECRETARY

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

#### SECTION 5. DUTIES OF THE TREASURER

The Treasurer shall be the officer of the council primarily responsible for overseeing the management and reporting of the finances of the Deacon Council. The Treasurer's duties will include:

- Bank account maintenance – Selecting a bank, signing checks, negotiating contracts and investing excess funds prudently in compliance with proper fiscal management and with consent of the Council.
- Financial transaction oversight – Being knowledgeable about who has access to the funds of the Council, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- Budgets – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget.
- Financial Policies – Overseeing the development and observation of the financial policies of the Council and maintaining positive working relations with the Fiscal offices of the Archdiocese of Omaha.
- Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the Council.

#### SECTION 6. REMUNERATION

Members of the Deacon Council shall not receive compensation for services to the Deacon Council.

**ARTICLE VII. COMMITTEES****SECTION 1. STANDING AND SPECIAL COMMITTEES**

Committees of the Deacon Council shall be standing and special. Standing Committees of the Deacon Council shall include the:

- Executive Committee
- On-going Formation Committee
- Human Needs Committee
- Social Activities Committee
- Communication Committee
- Special Projects Committee
- Archdiocesan Pastoral Committee

And other special and standing committees as the Deacon Council shall from time to time create. Chairpersons of the Committees are automatically invited to Deacon Council 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 President Elect shall be the Chair of the Special Projects Committee and the Chair of the Social Activities Committee. The Chairperson of the other standing committees shall be appointed annually by the Deacon Council at the January regular meeting. The chairpersons of any other standing or special committees created by the Deacon Council shall serve as the Deacon Council directs.

**SECTION 3. EXECUTIVE COMMITTEE**

There shall be an Executive Committee, which shall be comprised of the four officers of the Deacon Council. The Executive Committee shall be subject to the ultimate authority of and any express limitations imposed by the Deacon Council. The Executive Committee shall meet as called by the President and may be asked by the President to help prepare the agenda for the Deacon Council 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.

**SECTION 4. OPEN MEETINGS**

Meetings of the standing committees and special committees shall be open to all members of the Deacon 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 Deacon Council. It is the intent that all officers of the Deacon Council be a member of at least one committee.

#### SECTION 6. COMMITTEE RESPONSIBILITIES

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

- a) On-going Formation Committee is responsible for the oversight and coordination of all resources of the Archdiocese available for the continuing spiritual and educational growth of all members of the Association in support of the Archbishop or his designated representative.
- b) Social Activities Committee is responsible for overseeing and planning all social activities of all members of the Association.
- c) Archdiocesan Pastoral Council Committee is responsible for representing the Diaconate community on the APC.
- d) 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.
- e) Human Needs committee will respond to the needs of the entire Association to provide emergency financial and other types of support to those who request help or whose needs become known by the community. This Committee will consist, as a minimum, of the chairperson. The Committee will be accountable to the Executive Committee. The Chairman of this committee will have authority to spend up to \$200.00 without prior approval of the Executive Committee. However, the need will be identified and communicated to the Treasurer for the disbursement of all funds. Amounts in excess of \$200.00 will require prior approval of the Executive Committee.
- f) Communication Committee is responsible for all regular communications of the Association. These include, but are not limited to:

- a. Establishing and maintaining an email network for quick communication to the Association members of any emergency needs of individual members or of the Association as a whole.
- b. Responsible for all publicity and communications regarding Diaconate activities to members of the Association and to the general public .
- c. Maintaining and preserving the archives of the Diaconate.
- d. Maintaining oversight of Deacon Data, Prayer Line, and Web page.

The Communication Committee will inform the Deacon Council of the status and plans for communications in the mentioned areas.

#### ARTICLE VIII. STANDING RULES

The Deacon Council may, at any regular or special meeting, adopt Standing Rules, which shall be consistent with the Constitution and Bylaws of the Council and which, until amended, superseded or revoked, shall govern the Deacon Council, 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 Robert's Rules of Order Revised shall govern the Deacon Council in all cases to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws, or Standing Rules of the Deacon Council.

#### ARTICLE X. DUES AND ASSESSMENTS

At the first monthly meeting of the first fiscal quarter of the Deacon Council, the Deacon Council will determine any dues and assessments on members to provide the funds needed to conduct the business of the Deacon 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 Deacon Data newsletter.

#### 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 two-thirds majority of the Representatives present at any regular meeting of

the Deacon Council or at any special meeting of the Deacon Council if at least ten (10) days written notice is given of the intention to alter, amend or repeal or to adopt changes at such regular or special meeting.