



ROMAN CATHOLIC DIOCESE OF CROOKSTON
OFFICE OF THE NEW EVANGELIZATION

BYLAWS OF
THE CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT (CCHD) AND
CATHOLIC RELIEF SERVICES (CRS) DIOCESAN COMMITTEE

1 NAME, PURPOSE, ETC.

Section I – Name: The name of the committee shall be the Catholic Campaign for Human Development (CCHD) and the Catholic Relief Services (CRS) Diocesan Committee, hereafter known as the “CCHD & CRS Diocesan Committee.”

Section II – Purpose: The CCHD & CRS Diocesan Committee is organized exclusively to assist the efforts of the Bishop of Crookston and the Diocesan Director of CCHD and CRS in the Office of the New Evangelization as an advisory committee for the successful implementation of the initiatives and programs of the Catholic Campaign for Human Development (CCHD) and Catholic Relief Services (CRS) in the Diocese of Crookston.

The committee will focus on the following in regard to CCHD and CRS:

- Education;
- Promotion; and
- Allocation.

Section III – Emphasis: The committee will hold a strong commitment and focus to the necessary faith development and educational growth of the committee members and parish communities in the Diocese of Crookston in regard to an ongoing formation in the New Evangelization and Catholic social teaching.

Section IV – Accountability: The committee’s work is accountable to the Bishop of Crookston for the fulfillment of its responsibilities through the Diocesan Director of CCHD and CRS.

2 COMMITTEE

Section I – Structure: The committee is composed of one (1) active committee.

Section II – Committee size and compensation: The committee shall have up to twelve (12), but not fewer than five (5) members. The committee receives no compensation other than mileage

reimbursement (at the current rate) for attending meetings, site visits or speaking engagements (e.g., CCHD & CRS collection weekends).

Section III – Quorum: A majority (more than half) of the committee members, present in person or through internet participation (i.e., GoToMeeting) made available, constitutes a quorum. *Ex officio* members will contribute to the quorum. (A majority of the committee members is the minimum number of members of the committee at any of its meetings to make the proceedings of the meeting valid.)

Section IV– Annual budget: The annual budget will be prepared by the Diocesan Director of the Office of the New Evangelization in collaboration with the Diocesan Director of CCHD & CRS, the Treasurer and is to be presented to the committee. Expenses will include:

- Meals and mileage (at the current rate) for members attending meetings, site visits and speaking engagements; and
- Necessary books and resources (i.e., folders, promotional packets) for the use of members as well as funds for conferences for one (1) or more members.

Section V – Funding restriction: This committee may not donate funds to other groups, causes or individual persons. All funds must be allocated through the appropriate grant processes.

3 MEMBERSHIP

Section I – Eligibility for committee membership:

- Be a practicing Catholic in good standing and committed to the Teachings of the Catholic Church;
- Possess a commitment to growth in the Catholic faith and in the Gospel call of charity and justice;
- Committed to promoting Christ’s proclamation to love God and to love one’s neighbor;
- Possesses an awareness and sensitivity to poverty, charity and justice related issues; and is
- Committed to serving the Bishop of Crookston by helping to promote the initiatives of CCHD & CRS within the jurisdiction of the Crookston diocese.

Section II – Ex officio members: Those members who serve on the committee by reason of their office are to be the Diocesan Director of CCHD & CRS, the Diocesan Director of the Office of the New Evangelization and the Diocesan Finance Officer for the Diocese of Crookston. (These members do not sit on the committee solely as advisors but are to be present as active members and thus possess active voice and passive voice (the ability to vote and the ability to be elected)).

Section III – Membership selection procedures: New members of the committee are to be recommended to the Bishop of Crookston by the committee through the Diocesan Director of CCHD & CRS.

Section IV – Formal appointment: The Bishop of Crookston will send a formal letter of appointment to new committee members. (The first members of the new committee are to be recommended to the Bishop by the Diocesan Director of CCHD & CRS.)

Section V – Terms: Serves for a three-year term with no more than two (2) consecutive terms (six (6) successive years). Second terms require the Bishop of Crookston’s approval but not a new letter of appointment.

Section VI – Rights of members:

- All members possess voting privileges; and
- All members may miss one of the five (5) to seven (7) annual meetings.

Section VII – Resignation and termination: Resignation from the committee is to be communicated to the Diocesan Director of CCHD & CRS in writing or verbally. A member shall be terminated from the committee due to excess absences, more than two (2) unexcused absences from committee meetings in a year. A committee member may be removed for a just cause and at the discretion of the Diocesan Director of CCHD & CRS and the Bishop of Crookston. Committee membership termination is to be communicated in writing or verbally to the member by the Diocesan Director of CCHD & CRS.

Section VIII – Vacancies: When a vacancy on the committee exists mid-year, and if the committee membership drops below five (5) members, the Diocesan Director of CCHD & CRS must receive recommendations for new members from present committee members two weeks in advance of the next committee meeting. Recommendations of new members of the committee will be recommended to the Bishop of Crookston by the committee through the Diocesan Director of CCHD & CRS. New appointments will be shared with committee members through the regular monthly e-mail communication. The newly appointed members will attend the committee meeting closest to date of his/ her received appointment.

4 OFFICERS AND DUTIES

Section I – Officers and Duties: There is to be four (4) officers of the committee, consisting of a chair, vice-chair, secretary and treasurer. The duties are as follows:

- The **Diocesan Director of CCHD & CRS** is appointed by the Bishop of Crookston. The director is responsible for the general direction, supervision, planning and coordination of all aspects of the diocesan initiatives of CCHD and CRS. The diocesan director shall serve as the **chair** of the committee and thus shall convene the committee meetings, and shall preside or arrange for other members of the committee to preside at each meeting in the following order: vice-chair, secretary, treasurer. The committee chair is responsible for maintaining communication with the Bishop of Crookston.

- The **vice-chair** shall be the **Director of the Office of the New Evangelization**. He/ she will chair the committee on special subjects as decided upon by way of collaboration with the Diocesan Director of CCHD & CRS.
- The **secretary** shall be responsible for keeping records of committee actions, including overseeing the taking of minutes at all committee meetings and submitting minutes to the Diocesan Director of CCHD & CRS to have distributed to the committee members.
- The **treasurer** shall be the **Diocesan Finance Officer**. The treasurer (or his/ her selected representative) assists in the preparation of the budget, helps develop any needed fundraising plans, and makes financial information available to the Diocesan Director of CCHD & CRS and the committee members.

5 VOTING PROCEDURES

Section I – Voting procedures: This committee shall adopt the voting procedures referred to in “Robert’s Rules of Order.”

6 APPROVAL OF BYLAWS AND AMENDMENTS

Section I – Amendments and revisions: These bylaws may be amended or revised at any time by the Diocesan Director of CCHD & CRS with the approval of the Bishop of Crookston. Additionally, these bylaws may be amended or revised when necessary by two-thirds majority of the committee with the approval of the Bishop of Crookston. When a statutory modification is approved, the Diocesan Director of CCHD & CRS in consultation with appropriate advisors will draft the text for the proposed amendment and will seek approval by the Bishop of Crookston.

7 DISSOLUTION

Section I – Dissolution: The CCHD and CRS Diocesan Committee can only be dissolved by the Bishop of Crookston after having heard his diocesan advisors: the Diocesan Director of CCHD and CRS, the Diocesan Director of the Office of the New Evangelization and the Diocesan Finance Officer.