

Vincentian Support Services

PATRICIA METRICK

(602) 850-6717

Pmetrick@svdp-phx-az.org

PAUL KELLEY

(602) 261-6897

Pkelly@svdp-phx-az.org

SANDY EDWARDS

(602) 261-6803

Sedwards@svdp-phx-az.org

Fax (602) 850-6708



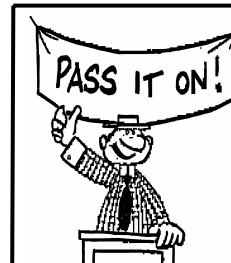
UP TO DATE Communicate

July 25, 2008

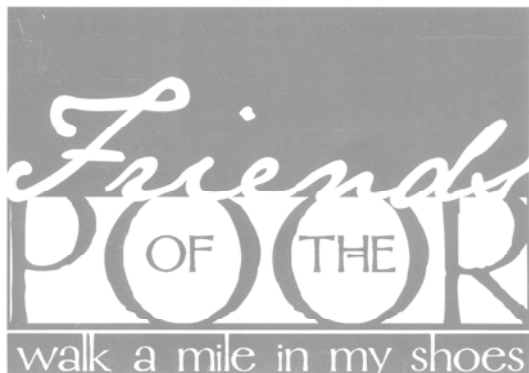


From: Vincentian Support Services

To: Conference Presidents
 Conference Back-Ups
 District Presidents



Share this
With Your
Conference
Members



WALK FOR HUNGER HERE SEPT. 20TH BEFORE GENERAL MEMBERSHIP MEETING

FIRST ANNUAL FRIENDS OF THE POOR WALK

Saturday, September 20, 2008

Dan O'Meara Center on Watkins Road

7:00 to 8:00 am

In celebration of the Society's 175 year anniversary, SVdP is asking Vincentians and other parishioners who are committed to serving the poor and hungry, to join in this event to remember those who, often homeless and hungry, live in the heat of the Valley while we enjoy air-conditioned comfort. Come and walk 440 yards (or more) in the cool of the morning and find parishioners to pledge 1¢, 2¢, 5¢ or more for each yard walked. (All funds stay with the parish's conference to help the many poor in its community live and grow as God intended.)

Participants can register by phone or sign up at your parish/conference who will need:

- to find one or more sponsors from parishioners, businesses or companies,
- to be or find a Captain at Watkins on the day of the walk,
- to be or find your conference's Walk coordinator in your parish,
- to participate as a walker,
- to volunteer at a water station or be a walk course sign locator,
- to do whatever you would like to do to make this grand event a success!.

Our vision is to embrace the world in a network of charity.



Return form by August 8th to Vincentian Support,
P.O. Box 13600, Phoenix AZ 85002

CONFERENCE: _____

CONFERENCE'S WALK COORDINATOR _____

CONFERENCE'S SPONSOR SOLICITOR _____

CAPTAINS (AT WATKINS ON THE WALK MORNING) _____

WALKERS _____

VOLUNTEERS _____



What do we have to do **now** to be successful?

- talk with your Pastor to secure his support
- submit a news item (or two) to your parish bulletin's editor
- get your Conference on board
 - fill the major spots on the form, above
 - set up tables after Mass to collect pledges, and get pre-registration of volunteers & walkers
- get your District on board
 - get a District coordinator appointed (volunteers are best!)
 - have the District be responsible for soliciting door prizes from three or four local businesses
 - have the Coordinator help with the efforts of the various conferences in the District

There will be a meeting of all Captains on Tuesday, August 12
in the Vincentian Support Conference room at 1:00 pm.

FREE T-SHIRTS to the first 250 participants who register!



YES, IT'S THAT TIME AGAIN – VOTE ON THE ANNUAL BUDGET *(doesn't that also mean steak'n'eggs?)*

The General Membership Meeting (GMM) on Sept. 20th will be when the annual budget of the Council must be approved or sent back for re-crafting while we operate without a budget (*how would we do that?*). We need a quorum and that means **YOU**.

As you can see, there'll be lots going on at this, normally our busiest GMM of the year. It may also be the largest GMM ever, since the **WALK FOR HUNGER** (*see front page*) is expected to bring several hundred other participants here to the O'Meara Center on Watkins.

READ AND CAST YOUR VOTE

Also included in this mailing is the final version of the **Sexual Offender Policy** for all volunteers in conferences. A similar policy for paid staff and volunteers at Council facilities (dining rooms, thrift stores, shelters, O'Meara campus, etc.) was passed by the Board earlier this year. The enclosed Policy should be reviewed by each member. As a result of requests made at the GMM in Flagstaff, we also include a short explanation of relevant law and the history of the issue. Each conference should conduct a vote on this issue in time for the conference to cast its vote at the September 20th General Membership Meeting.

SAVE IN YOUR CONFERENCE RECORDS FILE

Included in this mailing are complete copies of the **Conference Governance** and the **Diocesan Council By-Laws** as formally passed by the General Membership Meeting on June 14. These should be retained for reference in your conference library.

REVISED COATS AVAILABLE; CORRECTS DATE PROBLEM

Version 2008.1 of **COATS**, the software program which helps the Conference Secretary produce the (Bi-)Weekly Meeting Report and the Treasurer produce the Quarterly Report, is now available. Call Patricia Metrick at (602) 850-6717 or drop into VSS.

This version also fixes the problem most users discovered when they first tried to put in "2008" as they recorded income and outgo for the new year.

Please be aware that VSS staff are neither software nor hardware experts. We maintain an inventory of COATS materials, and sometimes may surprise you with what we know about computers, but COATS problems must be addressed to COATS' creator, Al Massimi at (602) 840-4162.

UPCOMING TRAINING & FORMATION SESSIONS

Aug 2nd Saturday, **OFE #1 & #2** – St. Joseph (Williams AZ), 9:00 am to Noon, lunch provided, then 12:30 to 3:30 pm, in the Church hall.

Aug 3rd Sunday, **OFE #3 & #4** – St. Joseph (Williams AZ), 9:30 am to 12:30 pm, lunch provided, then 1:00 to 4:00 pm, in the Church hall.

NEWEST:

Sept 10th Wednesday, **NEW PRESIDENT'S WORKSHOP** – two sessions, pick one: 10:30 am or 6:00 pm. Vincentian Support Services, 420 West Watkins Road, Phoenix. *(Please remember to RSVP.)*

Sept 13th Saturday, **OFE #1 & #2** – St. Thomas Aquinas, Litchfield Road (just So. of Thomas), Goodyear/Litchfield Park -- 8:00 am Mass, morning session 8:30 am to Noon, lunch provided, then 12:30 to 3:30 pm.

Sept 27th Saturday, **OFE #3 & #4** – St. Thomas Aquinas, Litchfield Road (just So. of Thomas), Goodyear/Litchfield Park -- 8:00 am Mass, morning session 8:30 am to Noon, lunch provided, then 12:30 to 3:30 pm.

PLEASE CALL IN YOUR RESERVATION FOR ANY OF THESE SESSIONS TO: (602) 261-6803.



If we don't answer, leave (1) your name, (2) your conference name, and (3) your home phone number on the voice mail. We do not call you back to confirm, but only to tell you if the session is cancelled. Without a reservation, if the session is cancelled, we cannot call you and you may make an unnecessary trip. Thank you.

ELDERCARE MEETING CHANGE

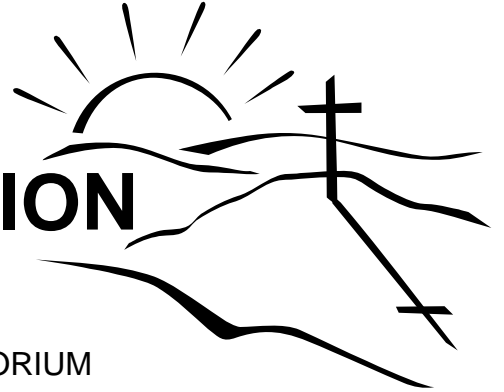
The Eldercare Committee meeting will be held in the Vincentian Support Center, not Matt Scott Vincentian Hall as previously announced. This is on Wednesday, Sept 17th starting at 2:00 pm.

APS half-day summit on helping those with utility problems

Conference leaders and others who want to make a real impact on the lives of people with utility problems are invited by APS to attend a summit starting with a continental breakfast on August 19th in the Great Hall of the Phoenix Museum of History, 105 No. 5th Street. See attached letter.

Please RSVP by August 5th to 602-250-2333.

| We would appreciate your help |
| in reminding your members |
| of this important event. |



MORNING OF REFLECTION

October 11, 2008

tentatively set for THE GOLDMAN AUDITORIUM
at **ST. JOSEPH'S HOSPITAL**
350 W. Thomas Rd., Phoenix

8:00 am Mass (Chapel)
8:40 am Registration, coffee & donuts (auditorium)
12:00 pm Conclusion
You are free to stay after the morning talks
to eat in St. Joseph's beautiful cafeteria



with Retreatmaster
SISTER BRIDGET CHAPMAN, MM

*a multi-degreed and world-traveling Maryknoll Sister
specializing in spiritual direction and guided retreats*

This is an opportunity for individuals to remove themselves from the hustle and bustle of their daily routine and be in the presence of God. Through spiritual talks and periods of meditation, one has an opportunity to view themselves and their relationship to the Creator.

Mark your calendar now.

Do not miss this wonderful event!

NO KIDDING, FOLKS, THE DIOCESAN COUNCIL REALLY NEEDS YOUR HELP

For the past few years, the Diocesan Council has been raising funds for the Medical/Dental Clinic, Ozanam Manor, Special Ministries and Food Reclamation through fund-raising breakfasts that were held twice each year. These efforts have brought millions of dollars in donations and pledges into the Society. Successful as they may seem, they require a tremendous investment of time and other resources. Remember, the Society needs millions of dollars each year to function and provide the services we offer. Nothing is free. This year, the Diocesan Council is going to try something a little different.

Beginning with fiscal 2009, we will host one premier fund-raising event each year. The first one will be in November of 2008 and then annually thereafter. The first one, as in the past, will be a breakfast event



but it may be different next year. This premier fund-raising event is intended to support all SVdP services to the poor – not just one or two. The theme for the first premier event is ***Restoring Hope Through Faith and Love.***

Since this is a once-a-year event and because the funds raised will help all activities of the Council, it is important that we make the best of the opportunity we have. Our hope this year is to raise somewhere between \$600,000 and \$1,000,000. Based on past experience, this is very possible. However, in order to accomplish this, certain things must happen.

Our goal is to sign up 167 Table Captains who will invite an average of nine people to attend the breakfast and sit at their table. A full table seats ten people. Putting together the statistics on previous breakfasts, we believe that we can achieve the sought-after dollars to support our activities. But in order to achieve this, we need two things: **(1) attendees who are willing and able to make a contribution** to the Society and **(2) your help in finding them.**

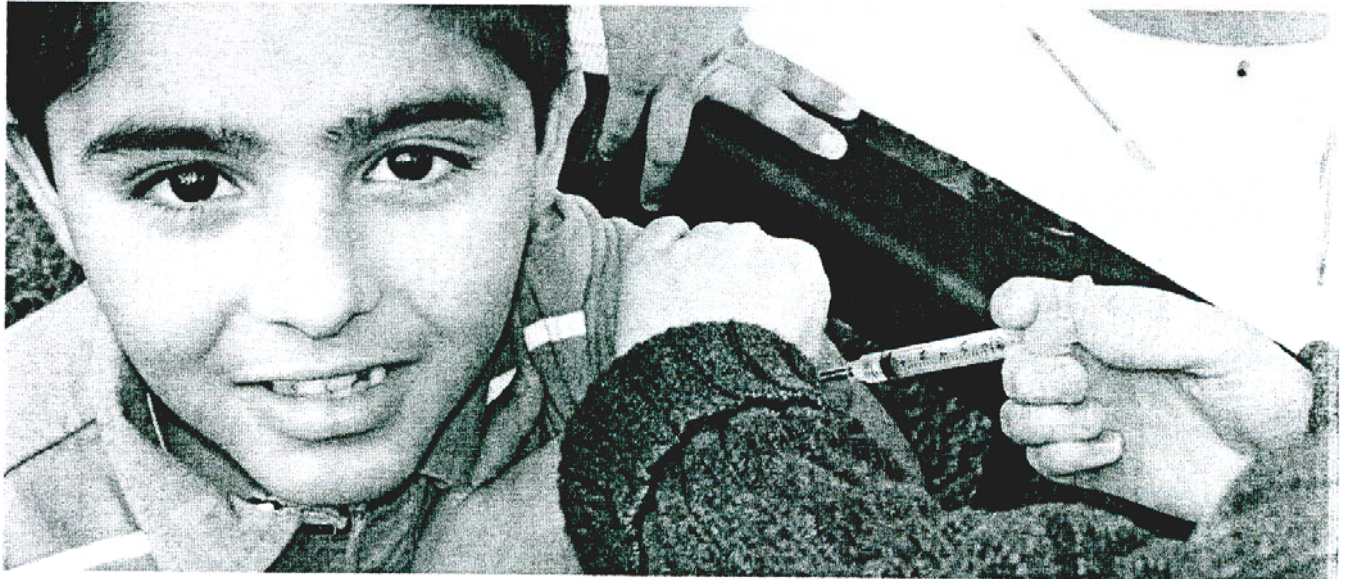
The Diocesan Council of Phoenix supports 87 Conferences and provides them with a variety of resources and services. **We need the conferences to come forward and help us to find these Table Captains and the attendees.** We know this is possible because there has been a growing number of conferences doing just that for each of the recent breakfasts.

If each Conference will identify one Table Captain who can invite enough people to fill a half or full table, then we can reach our goal of 167 Table Captains. Obviously, we are not depending totally on the Conferences in this effort. Remember that we need people who are *willing and able* to make a donation to the Society to help support our activities. *We are not asking the Conference to make a donation; we are asking the Conference to identify a few potential donors.*

We are not asking you to give up your hard-found big donors but asking Conference members to find between three and nine people in your parish who are willing and able to support the Society. Experience shows that people who have given in this breakfast continue to support their local Conference as well.

This breakfast is one important way that each Conference can make a difference in supporting Council services. **For more information on this, contact Leslie Zschokke at (602) 261-6837 or email her at LZSCHOKKE@SVDP-PHX-AZ.ORG.**

All immunizations needed to go back to school are now FREE!!



Kids entering 6th grade
must now have Tdap and Meningococcal vaccines

Get your child ready!

When

Saturday, August 2nd, 2008
9:00 am to 2:30 pm

Bring

All immunization records
(including records from other states or countries)

Children 17 years and younger
must present with a parent or
guardian

More info

602-506-6767 bilingual or
www.WeArePublicHealth.org



Vaccines for all children

- DTaP (Diphtheria, Tetanus and acellular Pertussis)
- Polio
- MMR (Measles, Mumps and Rubella)
- Varicella
- Hepatitis A
- Hepatitis B
- Hib (Haemophilus influenza type b)

Vaccines for adolescents

- Tdap (Tetanus, Diphtheria and acellular Pertussis)
- Meningococcal
- HPV (Human Papillomavirus)

Locations

CHANDLER
Chandler High School
350 N. Arizona Ave
(Arizona Ave and Chandler Blvd)

GLENDALE
Independence High School
6602 N 75th Avenue
(75th Ave and Glendale)

MESA
Mesa Immunization Clinic
423 N Country Club Drive
(Country Club and University)

PEORIA
Sunrise Mountain High School
21200 N 83rd Avenue
(83rd Ave and Deer Valley)

PHOENIX
Roosevelt Immunization Clinic
1645 E Roosevelt
(16th St and Roosevelt)

PHOENIX
Central High School
4525 North Central
(Central and Campbell)

BACKGROUND ON THE PROPOSED SEXUAL OFFENDER POLICY

Since 2006, Bishop Olmstead has worked to implement within our Diocese the *Called to Protect* abuse prevention program. This program, by its very name, proclaims the vision and call given to each of us by our Lord Jesus Christ. The Bishop asserts the desire of the Catholic Church and, in particular, of our Diocese to prevent and stop any and all forms of physical and sexual abuse to minors and other vulnerable individuals. This is the call we as Vincentians receive.

During the discussion of the proposed Sex Offender Policy at our General Membership meeting in Flagstaff, several members articulated concerns that the policy being proposed was too harsh and unforgiving. While it is certainly our Christian calling to forgive others, our call to protect the innocent and vulnerable is far more important. We can forgive and reach out to past offenders in Christian love without making decisions that put others in jeopardy.

Many of us have seen first hand the suffering and abuse that results from the untrained attempting to assess, on a case-by-case basis, those who may or may not be a threat to others. Few individuals within the Society understand the dynamics of sexual abuse well enough to make any determination of risk levels. Additionally, our decisions in such matters are often clouded by our relationships with the persons in question. Time and experience have shown that only specially trained individuals and groups are able to make informed determinations concerning the lethality and risk factors related to sex offenders.

Several Vincentians have requested additional information regarding sex offenders and sex offender registration laws/requirements in Arizona. The information provided below is a synopsis of offenses and definitions of what constitutes the different levels of sex offender classifications.

According to Arizona Statute 13-3821, *persons who have been convicted of certain sexually based crimes ... are required to register as sex offenders. Those crimes include but not limited to sexual contact with a child, molestation of a child, continuous sexual abuse of a child, child pornography, sexual exploitation of a minor, sexual assault, child prostitution, second or third violations of public indecency or indecent exposure to a person under the age of fifteen.*

Upon release, a sex offender will notify the local law enforcement agency in the area where they will be residing who will assign an investigating officer to complete a risk assessment. The investigating officer will conduct a background investigation to include an in-person interview with the offender, as well as using the “*Arizona Sex Offender Assessment Screening Profile*” form and all other available resources to determine the risk level that best reflects the offender’s risk to the community based upon the following criteria:

Level I: *Low Risk to the community*

1. Initial level of offenders require to register, (and)
2. Offense is non-violent, (and)
3. Offense occurred in family setting.

Level II: *Intermediate Risk to the community*

1. Crime occurred outside “family” setting, (and/or)
2. Commission of multiple offenses at different times, (and/or)
3. Violent offense inside or outside of family.

Level III: *High Risk to the community*

1. Offender has a history of predatory sex crimes, (and/or)
2. History of multiple violent offenses (and/or),
3. Offender expresses desire to re-offend,
3. Offender is diagnosed as a sexual predator.

Once the investigation has been completed, a determination of the sex offender's risk level will be made. The offender will then be notified of their classification level and the notification process through written and/or in-person contact.

It should be noted that in this state, a juvenile who has been adjudicated delinquent for a sexual offense requiring registration is required to register until the age of 25 or as decided by a special probation hearing provided the offender is at least 22 years of age.

Arizona currently has approximately 14,500 registered sex offenders, many of whom reside within our Diocesan boundaries. Sex offenders come from all walks of life and from all socio-economic groups. The question we must ultimately ask ourselves is how much risk are we willing to take on behalf of those we serve. As Vincentians, we are called to reach out to these individuals who have committed these offenses with love and respect, and yet at the same time we are also called to protect those who cannot protect themselves. Our Bishop, our faith, our Society and our Lord are calling us to take to heart our call to protect those we serve.

The following is just a small section of the applicable law, but it will give you an idea of the nature of the offences for which registration is required and which are covered by the prohibition of anyone so convicted from serving anywhere in the Society.

13-3821. Persons required to register: Procedure: identification card; definitions

- A. A person who has been convicted of a violation ... of any of the following offenses ... shall register with the sheriff of that county:
1. Unlawful imprisonment if the victim is under eighteen years of
 3. Sexual abuse if the victim is under eighteen years of age.
 4. Sexual conduct with a minor
 5. Sexual assault
 6. Sexual assault of a spouse
 7. Molestation of a child
 8. Continuous sexual abuse of a child
 9. Taking a child for the purpose of prostitution
 10. Child prostitution
 12. Sexual exploitation of a minor
 13. Luring a minor for sexual exploitation
 14. Sex trafficking of a minor
 15. A second or subsequent violation of indecent exposure to a person under fifteen years of age
 16. A second or subsequent violation of public sexual indecency to a minor under the age of fifteen years
- D. The court may require a (minor) who has been adjudicated delinquent for an act that would constitute an offense specified (above) to register pursuant to this section. Any duty to register under this subsection shall terminate when the person reaches twenty-five years of age.
- F. Any duty to register under subsection D or E of this section for a juvenile adjudication terminates when the person reaches-twenty-five years of age.
- G. The court may order the termination of any duty to register under this section on successful completion of probation if the person was under eighteen years of age when the offense for which the person was convicted was committed.
- H. The court may order the suspension or termination of any duty to register under this section after a hearing

PROPOSED POLICY

To be voted on at the GMM Sept. 20, 2008

DIOCESAN COUNCIL FOR THE SOCIETY OF ST. VINCENT DE PAUL, DIOCESE OF PHOENIX

Title: Resolution Regarding the Participation of Sex Offenders
in the Society

Whereas: The Diocesan Council has established its responsibility to ensure the safety of those we serve, our guests, our volunteers, and our employees (current and potential); and

Whereas: No policy has been established by the Diocesan Council of the Society of St. Vincent de Paul, Diocese of Phoenix (referred to in this document as “the Society”) regarding the participation in and affiliation with the Society by convicted or accused sex offenders;

Therefore Be It Resolved:

That the Diocesan Council establishes a policy of no tolerance related to the participation of convicted sex offenders within the Society at any level. This policy includes the following points:

1. A background check is made by the Diocese of Phoenix as part of its *Called to Protect* policy. The Society will then be informed by the Diocese of Phoenix if a member has in some way failed the background check.
2. If and when it is made known and confirmed that a convicted sex offender is a participant in the activities of the Society at any level, the convicted sex offender shall be separated from membership in the Society.
3. If and when it is made known and confirmed that a convicted sex offender is applying for participation in the activities of the Society at any level, the convicted sex offender will be declined admission.

4. If and when it is made known and confirmed that a participant in the activities of the Society at any level is charged with but not yet convicted of a sex offense, that person shall be placed on administrative leave from membership until such time as the charges are dropped/cleared from that person's record.
5. If and when it is made known and confirmed that an applicant is charged with but not yet convicted of a sex offense, that person shall be declined participation in membership until such time as the charges are dropped/cleared from that person's record.

This resolution becomes effective immediately upon its ratification by the Diocesan Council and shall apply to all existing and potential participants in and affiliates with the Society.

G. Dean Guillory
Secretary to the Diocesan Council

Date: _____

Diocesan Council of Phoenix

Conference Governance

This reference document is a composite of information gathered from the Rule, the Phoenix Formation Policy (as amended on December 15, 2007), the Phoenix Terms of Service Policy, the Phoenix District Bylaws, and the model bylaws for Conferences as approved by the National Council of the United States in 2005. Adopted June 14, 2008 in General Membership Meeting at Flagstaff, Arizona.

CLASSES OF MEMBERSHIP, RIGHTS AND PRIVILEGES

(The following is based on the Rule Part III, Statutes 3, 14 and the Phoenix Formation Policy)

The Society is a Catholic lay organization open to all who wish to live their faith by loving and serving their neighbor.

Conference membership is made up of:

Full Members are those who participate regularly in the prayer life, meetings, and charitable activities through personal contact with the poor of the Vincentian Conference into which they have been received.

A full member:

- a) is Catholic,
- b) participates regularly in Conference meetings,
- c) participates regularly in the life and works of the Conference, and
- d) has completed the basic training as defined by the Formation and Training Committee.

It is the **full members** who own and control this volunteer organization that we call the Society of St. Vincent de Paul. Only **full members** are allowed to vote on any matters coming before the Conference. Non-Catholics who qualify under b, c, and d above are allowed to vote on Conference matters but are not allowed to be officers. Only **full members** can be officers of the Society at any level.

Associate Members are those affiliated with the Society by formal action of the Conference with which the member will be joined. Associate Members include those who sincerely and publicly accept the Society's Rule but may or may not belong to the Catholic Church, may or may not attend Conference meetings on a regular basis, nor engage in the works of the Society on a regular basis. Associate Members are kept informed of the developments and activities of their immediate groupings, as well as the general progress of the Society, particularly in the local area or diocese. They are invited to attend the General Meetings and special observances of the Society and to participate in its charitable activities. On December 15, 2007, the following was approved by the General Membership of the Diocesan Council of Phoenix: Non-Catholics who qualify under b, c, and d above (under Full Members) are allowed to vote on Conference matters but are not allowed to be officers.

Contributing Members are those who regularly or in a substantial way provide in-kind or financial support but who do not engage directly in the Society's work. These members also are invited to the Society's General and festival Meetings.

Compensation

No part of the property belonging to this Conference, nor its net earnings or income shall ever inure to the benefit of any member or individual, or any person having a personal or private interest in the activities of the entity. There shall be no fee or honorarium for Conference service beyond reimbursement of expenses.

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Anyone who receives a salary or remuneration from the Society or any of its branches may serve in the Conference with membership rights and privileges, but may not be elected or appointed to any Office, nor serve as a proxy, within the Society.

ELECTION OF CONFERENCE PRESIDENT

(The following is based on the Rule Part III, Statute 12 and the Phoenix Terms of Service Policy)

The Conference is directed by a President elected through a process that culminates in a secret ballot for a three-year (one year for youth conferences) term (beginning on October 1st), which may be renewed once. For serious reasons, and in accordance with The Rule, an election can be annulled. A retiring President who has just served two consecutive terms is not eligible for re-election as President until a further period of three years has elapsed. After a Conference President has been selected, the name of that person shall be submitted to the District Council President; thereupon that person shall be enrolled as a member of the District Council and installed at the next District Council Meeting.

SELECTING AND APPOINTING OFFICERS

(The following is based on the Rule Part III, Statutes 12, 15 and the Phoenix Terms of Service Policy)

President – elected

Vice President(s), Secretary(ies) and Treasurer(s)– Appointed by the President and approved by the Conference. All appointments terminate automatically when a new President takes office.

Spiritual Advisor

Role and responsibilities of Spiritual Advisor: The Spiritual Advisor must be Catholic and be appointed by the President in compliance with National Council Guidelines set forth in the most current Handbook for Spiritual Advisors, and any amendments thereto. The Spiritual Advisor serves at the pleasure of the President, attends the meetings, participates in the discussions and provides the necessary guidance to the Council and its members on spiritual matters. An ordained (e.g. Bishop, Priest or Deacon) Spiritual Advisor does not vote; however, a lay spiritual advisor (e.g. a Religious sister or brother or other lay person) may vote. All appointments terminate automatically when a new President takes office.

DUTIES OF OFFICERS

President

Role and responsibilities of President: The President attends to the progress of the Conference. The President supports the Conference members in their Vincentian action, helping and assisting them, as circumstances require.

The President ensures that links and communication are effectively maintained between the Conference and the Council to which it is attached. The President attends and represents the Conference at District and Diocesan Council meetings. The President develops working relationships with neighboring Conferences, the Parish, and with agencies and governmental welfare organizations within the Conference's responsibilities.

The President shall, in general, supervise all affairs of the Conference. The President shall preside at all meetings of the Conference, and shall be an ex-officio member of all committees.

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The President shall have responsibility for governance of the Conference and shall see that all orders and resolutions of the Conference are carried into effect.

The President will advise the Conference of the requisite financial support that is to be provided to higher Council(s) and the Region annually. If the President were unable to attend and preside at any meeting of the Conference this privilege and duty may be delegated to the Vice President or any Officer.

Vice President(s)

Role and responsibilities of Vice-President(s): There must be at least one Vice-President. In the event multiple Vice-Presidents are appointed, one must be designated as the First Vice-President. The First Vice-President shall perform the duties of the President in the event of the President's temporary absence, and shall have such other duties as the President or Conference may assign. All Vice-President(s) collaborate with the President in all matters affecting the Conference. The Vice-President(s) shall attend the Conference meetings.

Secretary(ies)

Role and responsibilities of Secretary(ies): There may be more than one Secretary. The Secretary shall attend meetings of the Conference, and ensure that all votes are recorded and minutes kept of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Conference and shall perform such other duties as may be prescribed by the President.

The Secretary is responsible for ensuring that records are kept of Aggregation, formal documents, meeting attendance and that quarterly and annual report records are maintained as defined in the *Manual*.

Treasurer

Role and responsibilities of Treasurer: The Treasurer shall be responsible for the Conference funds and securities and maintenance of full and accurate accounts of receipts and disbursements in books (official records) belonging to the Conference and the deposit of all monies and other valuable effects in the name and to the credit of the Conference in such depositories as may be designated and approved by the Conference.

The Treasurer shall attend meetings of the Conference. The Treasurer informs members of the Conference's financial position by submitting a written statement at every meeting, and prepares a budget for the Conference (if appropriate), which shall be approved annually.

The Treasurer shall assure the disbursement of funds of the Conference as may be ordered by the Conference, and shall assure an account of all transactions, supported by the appropriate documentation and that the financial condition of the Conference is rendered to the President and Conference at the regular meetings, and whenever else they may require it.

TERMS OF OFFICE AND TERM LIMITS FOR OFFICERS

(The following is based on the Rule Part III, Statute 12 and the Phoenix Terms of Service Policy)

President

The term of office of the President is three years, once renewable (ending on September 30th of appropriate year). Once a President has served for two three-year terms, that person will not be

Diocesan Council of Phoenix Conference Governance

eligible for re-election as President until a three-year term has elapsed under a different President.

If a President resigns or is no longer able to serve, the term of his/her successor will end on the next September 30th. This person will be considered an interim or acting President and an election will be held for a standard term of office. This short term of the acting President will have no impact on his/her eligibility to serve two 3-year terms.

Officers

All Officers selected by the President serve at the pleasure of the President. Such appointments terminate automatically when a new President takes office.

Reappointment

An incoming President may reappoint an Officer or Officers and others who served under the previous President.

AUDITS, REPORTING, USE OF FUNDS and CONFLICT OF INTEREST

(The following is based on the Rule Part III, Statutes 26, 27 and the Phoenix Standards of Affiliation)

Audits and Reporting: Each Conference will undertake annually, an internal audit and report the results to the District Council. Each Conference will submit in a timely manner Quarterly and Annual reports to the District Council. The Treasurer is charged as the responsible Officer to ensure compliance.

Compiling and Submitting Quarterly and Annual Reports: Compilation of the Quarterly and Annual Reports is the responsibility of three persons within the Conference. The Secretary is responsible for compiling statistical information as well as miscellaneous information related to activities and membership. The Treasurer is responsible for compiling the financial information. The President reviews and signs the reports declaring that all information is provided and validly represents the status of the Conference. After making a copy for Conferences records, the Secretary sends the reports to the District Council.

Use of Funds: The funds of the Society shall be used for the works of the Society, including collaboration in payments for clients, Vincentian twinning and Vincentian activities. No matter how worthy the cause, the funds shall not be diverted, in the form of donations or contributions, to other organizations or charities, except occasionally for other branches of the Vincentian Family. The Treasurer is charged as the responsible Officer to ensure adherence after consultation with the Conference.

Conferences are expected to make solidarity contributions. Each higher Council determines the expected contribution or exemptions from attached Conferences in order to meet its necessary expenses and assist needy Conferences and Councils.

[As of the date of this document, the current defined contributions for Conferences in the Diocese of Phoenix are: 10% of income to the District Council, \$20.00 per year to the Western Region (paid by the District Council), and \$150.00 per year to the National Council (paid by the Diocesan Council).]

Conflict of Interest: Annually, all members of the Conference who have fiduciary responsibilities (President, Treasurer, and all others with signing ability on Conference accounts) must read, comply with and accept the Diocesan Council's Conflict of Interest Policy as well as reveal to Conference members any existing or potential conflict of interest as it occurs.



**BY-LAWS OF THE DIOCESAN COUNCIL
FOR THE SOCIETY OF ST. VINCENT DE PAUL
DIOCESE OF PHOENIX**

BY-LAWS OF THE DIOCESAN COUNCIL

GENERAL SECTION

ARTICLE I

The name of the Corporation is: Diocesan Council for the Society of St. Vincent de Paul, Diocese of Phoenix (subsequently referred to as the “Diocesan Council”). This Corporation is affiliated with the National Council of the United States, Society of St. Vincent de Paul, Inc., subsequently referred to as the “National Council”.

ARTICLE II

LOCATION OF PRINCIPAL OFFICE AND CORPORATE SEAL

Offices

The statutory office of the Diocesan Council of Phoenix, (comprised of the Counties of Maricopa, Coconino, Mohave and Yavapai), Society of St. Vincent de Paul, Inc. shall be in the Diocese of Phoenix, City of Phoenix and County of Maricopa, State of Arizona and in such other locations as designated by the Diocesan Council. The name of the agent for service of process shall be determined by the Council Board.

The executive office of the Corporation shall be in the City of Phoenix in the State of Arizona. Other offices may be established at such other places in the Diocese of Phoenix as the Diocesan Council may from time to time determine.

The business of the Corporation shall be transacted at the executive office of the Corporation unless otherwise directed by the Diocesan Council.

Seal

The Diocesan Council may use and/or alter the adopted Corporate Seal. Said seal may be used by causing it, or a facsimile thereof, to be impressed or affixed to any paper, writing, or other document.

ARTICLE III STATEMENT OF PURPOSE

“Inspired by Gospel values, the Society of St. Vincent de Paul, a Catholic lay organization, leads women and men to join together to grow spiritually by offering person-to-person service to the needy and suffering in the tradition of its founder, Frederic Ozanam, and patron, Vincent de Paul. As a reflection of the whole family of God, members, who are known as Vincentians, are drawn from every ethnic and cultural background, age group and economic level. Vincentians are united in an international society of charity by their spirit of poverty, humility and sharing, which is nourished by prayer and reflection, mutually supportive gatherings and adherence to a basic Rule. Organized locally, Vincentians witness God’s love by embracing all works of charity and justice. The Society collaborates with other people of good will in relieving need and addressing its causes, making no distinction in those served, because in them Vincentians see the face of Christ.” (Mission Statement of the Society of St. Vincent de Paul of the United States).

The Mission of the Society of St. Vincent de Paul of the Diocese of Phoenix is to offer person-to-person service to the needy and suffering regardless of race, origin, religion, or gender. Inspired by Gospel values, the Society encourages the spiritual growth of its members, volunteers, the people they serve, and benefactors; encourages fellowship while serving those in need; and provides an opportunity for others to serve those in need.

The Diocesan Council of Phoenix is responsible for animating and coordinating the work of the Society of St. Vincent de Paul units within its jurisdiction including neighboring, isolated and fraternal union Conferences.

Council Functions and Responsibilities

Councils serve the Conferences. All Councils are first and foremost at the service of the Conferences with a view to furthering charitable activities. Because every Council gathers information about human needs and services from a variety of sources – the community at large, as well as the Conferences – it keeps Conferences in touch with changing social problems and new programs for helping people.

By November 15 of each year, the Council Board shall obtain and compile a Consolidated Annual Report of all the District Councils and Conferences with any comments to the next higher Council for the preparation of the Annual Report of the Council of the United States.

The Diocesan Council encourages initiative and strives to bring about the establishment of Conferences, Councils, new works, special works and the revival of dormant and defunct Conferences.

The Council Board reviews and evaluates applications for aggregation and institution that are submitted by its affiliated SVdP groups. If approved at District and Council Board levels, the application is forwarded to the National Council for transmittal to the Council General.

Councils organize, to the fullest possible extent, training and formation sessions for members and potential members on spiritual themes, the Vincentian vocation, and problems of social action and justice.

To coordinate Vincentian work, Councils keep in regular contact with their Conferences and Councils and inform them of the activities of the Society.

The Councils represent their constituent units in contacts with religious and public authorities.

Each Council determines the expected contribution from attached Conferences and Councils in order to meet its necessary expenses and assist needy Conference and Council groupings attached to it.

Special works of the Society conducted by the Councils shall rely on the Conferences for support, personnel, and funds.

Instituted by the Council General with the approval of the National Council, the Diocesan Council of Phoenix unites directly all District Councils of Phoenix instituted within the Diocese by providing help for said District Councils including neighboring, isolated and fraternal union Conferences. This is accomplished by assuring liaison and communication links between said District Councils, the Region, and the National Council, by assisting with adherence and faithfulness to The Rule; and by ensuring that the Special Works of the Council are agreed

to and receive ongoing support which may include volunteers, personnel, or funds from the District Councils or other sources.

Non-Discrimination Policy

The Council provides services to individuals without regard to race, creed, color, gender, sexual orientation, criminal justice status, disability, marital status, veteran status, national origin, age or physical handicap. Employment policy shall be governed by federal, state and local laws and by the Society's human resources policies.

The visible unifying link within the Society is the Aggregation of the Conferences and the Institution of the Councils declared by the Council General Rule (Rule – Part 1: 3.8).

ARTICLE IV TAX EXEMPTION

This Corporation is organized under the Nonprofit Public Benefit Corporation Law for the State of Arizona for charitable purposes. The Diocesan Council will assure that its tax-exempt status is maintained by complying with all applicable federal and state requirements, including IRS policies.

As a 501(c) (3) organization, if the Diocesan Council chooses to lobby, it shall not exceed the allowable 501(c) (3) limits.

ARTICLE V PARAMOUNT AUTHORITY OF THE SOCIETY

Should any bylaw, rule or regulation adopted by the Diocesan Council be in conflict with The Rule and/or regulations of the Society of St. Vincent de Paul as now promulgated or hereafter adopted by the International Council General or the National Council, then in that event such bylaw, rule and/or regulation should be void and of no effect. The International Council General's guidelines or the National Council of the United States directives on compliance to The Rule will be adhered to. In addition, if the Diocesan Council appears to be part of the Society, but does not adhere to The Rule in terms of Presidential terms, regular attendance at higher Council meetings, or otherwise does not maintain

compliance with its approved institution papers, it shall not use the Society's name.

Parliamentary Authority

Agreed-upon forms of consensus building shall govern the Diocesan Council and Council Board in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council Board may adopt. Unless otherwise specified by the Diocesan Council or the Council Board, the latest approved version of Robert's Rules of Order will serve as the rules of order.

Rule of the Society

A copy of The Rule and Articles of Incorporation documents shall be kept with these Bylaws for the Diocesan Council.

ARTICLE VI AMENDING THE BYLAWS

Bylaws may be amended, altered or repealed at any regular or special meeting with the concurrence of two-thirds majority of the Conference Presidents, provided that 60 days written notice of the meeting at which proposed amendments, alterations or repeals of any article be sent to all members.

A copy of the Bylaws shall be sent to the National Council and any subsequent changes, revisions, amendments, alterations or repeal of Bylaws shall also be sent to the National Council.

ARTICLE VII SUSPENDING THE ORGANIZATION

For reasons prompted by the seriousness of a particular situation, after notifying the Permanent Section of the International Council accordingly, the President General may temporarily or permanently suspend or exclude a Council or a Conference. In case of a permanent exclusion, this shall always entail the cancellation of the Institution. The President General shall approve or reject any appeals that are presented.

The National President is given the power through extraordinary delegation to temporarily suspend a Council. The National President in cases of extreme seriousness and urgency may suspend a Council or Conference exclusively as a precautionary measure.

In such circumstances, the President General shall be notified of such decision and the justified reasons for the same within a maximum of 15 working days. The Council in question may appeal to the National Council President's conciliation process in effect at that time. The President General shall approve or reject any appeals that are presented.

In the event that a Council or Conference should be permanently excluded and its work abandoned, all title to any real or personal property then owned by the Council or conference remaining after debts have been satisfied shall revert to the next higher Council. The President of the appropriate higher Council is responsible for taking the necessary action to implement decisions relevant to the Council or Conference, and arranging the transfer of the records to the higher Council or its designee and in accordance with state law.

ARTICLE VIII DISPOSITION OF ASSETS

Assets

Any asset, including but not limited to trust accounts, buildings or land, which is titled in the name of the Diocesan Council shall be held and used by Vincentians for Vincentian purposes.

The Diocesan Council shall not hold title to any assets solely for the purpose of holding assets, but it shall use those assets for the purposes of its Vincentian mission statement.

Transfers of funds or assets between the Diocesan Council and another Vincentian entity shall be made on terms that are mutually agreeable to all parties involved.

If any asset is transferred to a non-Vincentian entity, it should not be transferred without proper reimbursement, whether in cash, in-kind, or in

services and accompanied by a memorandum approved by the Diocesan Council setting forth a mutually agreeable exchange.

Use of Name of Society of St. Vincent de Paul

Any property so transferred from the Diocesan Council to any other non-Vincentian entity shall not continue to carry the name of the Society for any purpose.

ARTICLE IX MEMBERSHIP, NON-DISCRIMINATION POLICY AND COMPENSATION

Membership of the Diocesan Council

The Society of St. Vincent de Paul is a Catholic lay organization open to all who wish to live their faith by loving and serving their neighbor.

In compliance with The Rule of the Society, only Full Members hold office in the Diocesan Council.

Non-Discrimination Policy

The Council actively seeks to recruit and retain members without regard to race, creed (with the exception of Full Members as defined within The Rule), color, gender, sexual orientation, disability, marital status, veteran status, national origin, age or physical handicap.

Compensation

No part of the property belonging to this entity, nor its net earnings or income shall ever inure to the benefit of any member or individual, or any person having a personal or private interest in the activities of the Council. There shall be no fee or honorarium for Diocesan Council service beyond reimbursement of expenses.

No one who receives a salary or other remuneration from the Society or any of its branches shall serve on the Diocesan Council or Council Board as a voting member or a proxy.

ARTICLE X SOLIDARITY CONTRIBUTIONS OF MEMBER COUNCILS

The basic financial support to maintain the National Council and the Region is provided by the Councils within their respective jurisdictions. The amount to be contributed is set by the National Council and the Region. In addition, the National Council or the Region may elect to establish other sources of income to support their budget.

From time to time the Diocesan Council, Region or the National Council may establish a policy to cover reimbursement of expenses incurred by duly elected or appointed Vincentians for attendance at Diocesan, Regional or National Council meetings and for dealing with Diocesan, Regional or National Council affairs. This policy may require the Diocesan Council, District Councils, Conferences or Isolated Conferences to assume financial responsibility for their delegates or representatives to serve at these levels.

ARTICLE XI MEMBERSHIP OF DIOCESAN COUNCIL, COUNCIL BOARD AND TERMS OF OFFICE

Diocesan Council (General Membership)

The Diocesan Council (General Membership) is comprised of the President of the Diocesan Council and the duly elected Presidents of each of the Conferences.

District Councils group together to form the Diocesan Council Board that is made up of the Presidents of said District Councils as well as members appointed by the Diocesan Council President.

The Officers of the Diocesan Council also serve as the Officers of the Council Board.

The Council Board is composed of:

The duly elected President of the Diocesan Council
The Presidents or their formal representatives of qualified District Councils

Members appointed by the President in a number not to exceed that of

the Presidents of qualified District Councils and to include the immediate past Diocesan Council President, Spiritual Advisor - Ex Officio, Executive Director - Ex Officio

Qualified District Councils

Qualified District Councils shall be currently instituted by the National Office of the Society of St. Vincent de Paul or are in the process of being instituted; and have been officially represented in at least 80% of the meetings of the Diocesan Council Board during the previous year.

Appointed Council Board Members

All Presidential appointments to the Council Board require Council Board approval.

All Council Board member appointments are for that President's term of office.

ARTICLE XII

ADMISSION PROCEDURES AND ELECTION PROCESS

Admission Procedures

After any member of the Council Board has been elected by a District Council, the name of said Council member shall be submitted to the Council Board President. The person shall be enrolled as a member of the Council Board at the next Council Board meeting.

Election Process for President of the Diocesan Council

The Diocesan Council is directed by a President who is elected through a process that culminates in a secret ballot for a three-year term (beginning on October 1. The President may serve two consecutive three-year terms (terms begin October 1). A retiring President must wait three years before serving as President again.

The President convenes a Nominating Committee whose duty it will be to initiate and conclude the election process for the position of President.

The Nominating Committee shall prepare a slate of candidates and present them to the Council Board. A period of three months should be allowed for appropriate Council Board members to consult with their

District Council and to afford an opportunity to allow the candidates to be known to the members. Ballots will then be distributed to the Conference Presidents and the election held. Each conference is eligible to vote in this election. Conference Presidents or their formal representatives shall vote the will of their Conference. A process for breaking a tie shall be established before the election vote occurs.

After the President has been elected, that person shall be installed at the September meeting of the General Membership. The name of that person shall be submitted to the National Council President and the Regional Chair. Thereupon that person shall be enrolled as a member of the National Council and the Region and installed at their next meetings.

Extraordinary Circumstances

Should the President resign, become permanently incapacitated, be suspended from office, or die during the term of office, the first Vice President of the Board of Directors shall serve as President until the election of a new President.

Upon the vacancy of the office of President prior to the completion of a three year term, the first Vice President shall within ten days from receipt of the notice of the vacancy of the office of President, convene a Nominating Committee whose duty it will be to initiate the election process. A slate of candidates shall be prepared and presented to the Council Board. A period of three months should be allowed for the appropriate Council Board members to consult with Conferences within their own District Council. Ballots will then be distributed to the Conference Presidents and the election held. The newly elected President's term of office begins on the date of election to that position and installation occurs on October 1 of that year. Regardless of the time involved, the portion of year one in office is counted as the first year with the remaining two years of a three-year term of office beginning October 1 of that year. Only Conference Presidents or their formal representatives are eligible to vote the preference of their Conference in this election.

If the President, because of illness or any other reason is unable to attend and preside at any meeting of the Diocesan Council or conduct Council

business, this privilege and duty may be delegated to the first or second Vice President.

For serious reasons, the next higher Council in accordance with the Rule can annul an election.

ARTICLE XIII MEETING FREQUENCY AND NOTICE REQUIREMENTS

Meetings of the Diocesan Council

The Diocesan Council (General Membership) will meet quarterly in December, March, June and September. The annual business meeting, which shall be a face-to-face meeting, will be held in September and at such place as may be decided upon by the Diocesan Council.

Meetings of the Council Board

Regular or special meetings of the Council Board, which may be conducted face-to-face or by electronic means, may be called at any time and place, as follows:

1. Monthly, as noted in the approved annual calendar of meetings;
2. By the President, upon at least a minimum of 48 hours notice;
3. By a simple majority of Council Board Members, upon at least a minimum of 48 hours notice.

Notices may be given by mail, fax, e-mail or telephone.

Waiver of Notice

Meetings held without notice as provided in these Bylaws shall be valid if each Council Board member entitled to notice (i) attends the meeting without protesting lack of notice either before or when such meeting convenes; or (ii) signs a written waiver of notice or a written consent to (a) the action being taken, (b) convening of the meeting, or (c) approval of the minutes of the meeting, either before or after the meeting; and (iii) such written consents or approvals are filed with the minutes of the meeting.

ARTICLE XIV QUORUM REQUIREMENTS, PROXIES AND OPEN MEETINGS

Quorum

Except for amending the Bylaws (Article VI) or termination of an Executive Director's employment (Article XXXI), a simple majority of members of the Diocesan Council or the Council Board shall constitute a quorum.

Proxies

Each Diocesan Council member shall be entitled to one vote which must be cast in person provided, however, should any Diocesan Council member be unable to attend any meeting, that Diocesan Council member shall have the power and authority to designate in writing an alternate or proxy from the same District Council as the Diocesan Council member. No single Vincentian shall cast more than three votes including proxies.

Each Council Board member shall be entitled to one vote which must be cast in person, provided, however should any elected Council Board member be unable to attend any meeting, that Council Board member shall have the power and authority to designate in writing an alternate or proxy from the same council as the Council Board member. Appointed Council Board members cannot designate a proxy.

Open Meetings

All meetings of the Diocesan Council and the Council Board shall be open to members. This does not preclude the Council Board from going into Executive (closed) Session during a meeting.

ARTICLE XV COUNCIL BOARD MEETING

Meetings are held in a spirit of friendship, simplicity and Christian joy. They provide for spiritual growth, consideration in common of the experiences of each member, and the issues encountered in the pursuit of better service.

Meeting procedures include but are not limited to: A punctual call to order, roll call, opening prayer, spiritual reading, address and discussion; approval of minutes of the previous meeting; President's report;

Secretary's report; Treasurer's report; Executive Director's report; Council Board reports; Committee reports; resolutions; Conferences and Special Works reports; special events planning, old business; new business; time and place of next meeting; secret collection, closing prayer and adjournment.

ARTICLE XVI VOTING PROCEDURES AND GOVERNANCE RESPONSIBILITIES

Voting Procedures

Each Diocesan Council member has one vote in a Diocesan Council meeting. Each Council Board member has one vote in a Council Board meeting. Once a quorum is present at a meeting, a simple majority of those eligible to vote is required to approve a motion or resolution.

Motions/Resolutions

The Council Board initiates action by adoption of motions or resolutions. Resolutions can relate to approval of specific items or indicate continuing approval, e.g. spending limits. The Council Board may adopt a standing operating procedure governing submission of motions or resolutions. Outside of a meeting, a unanimous decision of a simple majority of all Council Board members may adopt a motion or resolution by written or electronic consent provided that all Council Board members have been notified of the proposed action.

Governance Responsibilities

The government and power of the Council Board shall be vested in its President, District Council Presidents, and appointees who constitute the Council Board. Their governance responsibilities include but are not limited to:

1. Approving the Organizational Structure, including Officers and any Auxiliary Boards;
2. Approving the Annual Budget prepared by the Treasurer, approving any amendments to the Annual Budget for submission to the Diocesan Council members for approval;

3. Approving policies or standing operating procedures that may be established to exceed budgeted expenditures or non-budgeted financial commitments up to specified dollar limits;
4. Recommending dissolution or the sale of any or all the Corporation's assets;
5. Reviewing the Annual Audit and Audit Review and ensuring that an Annual Report of the Corporation is compiled and filed in a timely manner;
6. Recommending to the National Council (in accordance with the approved National procedures) amendments to the Rule of the Society and the National Council's governance policies;
7. Approving Presidential appointments;
8. Approving policies as required by The Rule, Articles of Incorporation, Bylaws or Federal or State Laws, and addressing other issues as requested by the President;
9. Reviewing and evaluating the leadership, mission and planning of the Diocesan Council;
10. Reviewing and evaluating the leadership and performance of the Executive Director.
11. Approving District Council Boundaries or boundary revisions for submission to the Diocesan Council;
12. Approving spending limits for the Council President and Executive Director.

ARTICLE XVII CIRCUMSTANCES UNDER WHICH COUNCIL MEMBERS OR CONFERENCE MEMBERS MAY RESIGN OR BE SUSPENDED

For reasons prompted by the seriousness of a particular situation, after notifying the International Permanent Section of the International Council, the President General may temporarily or permanently suspend or exclude a member of a Council or Conference. In case of a permanent exclusion this shall always entail the cancellation of membership.

The National President is given the power through extraordinary delegation to temporarily suspend a member of the Council or conference. The National President, in cases of extreme seriousness and urgency, may suspend a member as a precautionary measure.

In such circumstances the President General shall be notified of such decision and justified reasons for the same, within a maximum of 15 working days; the Council or Conference member in question may appeal to the National Council's conciliation process in effect at that time. The President General shall approve or reject the appeals that are presented.

Council Board membership may terminate under the following conditions:

1. Voluntary resignation on the part of the member,
2. Cessation of effective membership; *e.g.*, through protracted non-attendance at Council Board meetings.

BOARD SECTION

ARTICLE XVIII

SELECTION PROCESS, NUMBER OF MEMBERS AND GOVERNANCE (FUNCTIONS) RESPONSIBILITIES

Refer to Articles XI and XVI

ARTICLE XIX

TERMS OF OFFICE AND TERM LIMITS

Refer to Articles XXIV and XXX

ARTICLE XX

FILLING VACANCIES

Refer to Article XII

ARTICLE XXI

MEETING FREQUENCY AND NOTICE REQUIREMENTS

Refer to Article XIII

ARTICLE XXII

QUORUM, PROXIES, VOTING PROCEDURES, OPEN MEETINGS, RESOLUTIONS AND WAIVER OF NOTICE

Refer to Articles XIV and XVI

ARTICLE XXIII

POWERS OF THE EXECUTIVE COMMITTEE

The Council Board shall have an Executive Committee of a minimum of members sufficient to perform the duties.

The Executive Committee shall consist of the President, Vice President(s), Secretary, Treasurer, immediate past President, a limited number of alternating Directors, other non-voting members as designated by the President, the Executive Director (non-voting), and the Spiritual Advisor (non-voting).

The Executive Committee may not act in place and stead of the Council Board between Board meetings on any matters. The President calls meetings of the Executive Committee. The Executive Committee may elect to hold meetings face-to-face or by other means agreed to in advance of the meeting.

The Executive Committee is established for the following purposes:

1. Determine that the proposed Action Item does not violate federal, state or local laws, is in accordance with the International and National Rule of the Society of St. Vincent de Paul, the Bylaws of the Society and does not replace an existing Board Policy,
2. Determine that the information, pro and con, is sufficiently complete to allow Board Members to make an informed decision,
3. Transmit the proposed Action Item, the explanatory information and an Agenda to all Council Board members during the week prior to the Board Meeting date it is to be acted upon.

ARTICLE XXIV

DESCRIPTIONS AND POWERS OF STANDING AND AD HOC COMMITTEES OR SPECIAL PRESIDENTIAL APPOINTMENTS

If the Council Board deems it necessary and appropriate, one or more Standing Committees or Ad Hoc Committees may be formed and/or disbanded as the need arises. The Council Board, through the President establishes the charges for such committees. The Council Board will appoint committees necessary to accomplish the Council Board's work.

Chairs

Standing Committee

Standing Committee Chairs are appointed by the President with Council Board approval.

Sub-Committee

Standing Committee Chairs appoint all Sub-Committee Chairs.

Ad Hoc Committee

An Ad Hoc Committee may be formed for a specific charge and term approved by the Council Board and appointed by the President.

Committee Membership

Standing Committees

Chair

The President shall appoint the Chair of any such committee. Members are appointed by the Chair following agreement by the President and/or Board.

Sub-Committee

Chair

The Committee Chair shall appoint the Chair of any such committee. Members are appointed by the Chair following agreement by the President and/or Board.

Ad Hoc Committees

Chair

The President shall appoint the Chair of any such committee. Members are appointed by the Chair following agreement by the President and/or Board.

Term Limits

All committee appointments terminate automatically when a new Diocesan Council President takes office. Chairpersons and members may however be reappointed.

Quorum

A quorum for Committee meetings shall be the members in attendance provided prior notice was given.

Voting

All members of the Committee have one vote. Staff members are allowed one vote per committee. (If multiple staff members attend a committee, only one will have a vote). All decisions require a simple majority for approval. Standing Committee and Ad Hoc Committee Chairs report to the President or Council Board on decisions, recommendations, etc. agreed to by the Committee.

Meeting Procedures

The Committee or Sub-Committee shall define frequency of meetings and meeting procedures. Meetings can be conducted in person, by conference call or electronically.

Establish and Dissolve Committees or Sub-Committees

Committees, Ad Hoc or Sub-Committees can be established or dissolved by the Council Board President in consultation with the Council Board.

Circumstances under which Committee membership ceases

The President can remove a Committee Chairperson. The Committee Chairperson may remove a Sub-Committee Chair or a committee member.

ARTICLE XXV

MEETING PROCEDURES

Refer to Articles V and XXIV

ARTICLE XXVI

COMPENSATION

Refer to Article IX

ARTICLE XXVII
CIRCUMSTANCES UNDER WHICH COMMITTEE
MEMBERS MAY RESIGN OR BE SUSPENDED

Refer to Article XXIV
OFFICERS SECTION

ARTICLE XXVIII
DUTIES OF OFFICERS AND SPIRITUAL ADVISORS

Officers

President

Role and responsibilities of President

The President attends to the progress of the Diocesan Council and the Council Board. The President supports the Council members in their Vincentian action, helping and assisting them as circumstances require.

The President assures that links and communications are effectively maintained between the Conferences and the Councils for which it has responsibility or to which it is attached. The President attends National Council meetings and represents the Diocesan Council Board.

The President shall, in general, oversee all affairs of the Diocesan Council and Council Board. The President shall preside at all meetings of the Diocesan Council, Council Board and the Executive Committee and shall be an ex-officio member of all other committees.

The President shall have the responsibility for governance of the Council and shall see that all orders of the Diocesan Council or Council Board are carried into effect. The President, or duly authorized agent(s) shall execute all deeds, mortgages, bonds, contracts and/or other documents requiring a seal, under the seal of the Corporation and shall have the general powers and duties of the supervision and management usually vested in the office of President of a Corporation.

The President will advise the Diocesan Council and Council Board of the requisite financial support that is to be provided to higher Council(s) and the Region annually.

Vice President(s)

Role and responsibilities of Vice President(s)

There must be at least one Vice President. In the event multiple Vice Presidents are appointed, one must be designated as the first Vice President. The first Vice President shall perform the duties of the President in the event of the President's temporary absence, and shall have such other duties as the President or Council Board may assign. All Vice Presidents collaborate with the President in all matters affecting the Council Board. The Vice President(s) shall attend the Diocesan Council, Council Board and Executive Committee meetings.

Secretary(s)

Role and responsibilities of Secretary(s)

The Secretary shall attend meetings of the Diocesan Council, Council Board and Executive Committee and assure that all votes are recorded and minutes kept of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Diocesan Council, Council Board and Executive Committee and shall perform such other duties as may be prescribed by the President, Diocesan Council, Council Board or Executive Committee.

The Secretary shall see that the seal of the Corporation is kept in safe custody and that same is affixed to any instrument requiring it, and when so affixed, it shall be attested to by his/her signature or by the signature of the Treasurer. The Secretary is responsible for assuring that records are kept of Aggregations and Institution, formal documents, meeting attendance and that the annual reports are retained.

Treasurer/Chief Financial Officer(s)

Role and responsibilities of Treasurer

The Treasurer shall assure the responsibility for the corporate funds and securities and maintenance of full and accurate accounts of receipts and disbursements in books (official records) belonging to the Corporation and the deposit of all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Council Board.

The Treasurer shall be a member of the Finance Committee and attend meetings of the Diocesan Council, Council Board and Executive Committee. The Treasurer informs members of the Council's financial position by submitting a written statement at every Council Board meeting and oversees the preparation of a budget for the Diocesan Council, which shall be approved annually.

The Treasurer shall be responsible for assuring the disbursement of funds of the Corporation as may be ordered by the Diocesan Council and Council Board taking proper vouchers for such disbursements, and shall assure an account of all transactions, supported by the appropriate documentation and that the financial condition of the Corporation is rendered to the President and Council Board at the regular meetings, or whenever they may require it. The Treasurer shall provide a balance sheet and income statement to Diocesan Council members monthly.

The Council Board shall maintain in the Corporation's name a bond in such sum and with such surety or sureties as shall be satisfactory to the Council Board for the faithful performance of the duties of the Diocesan Council and for the restoration to the Corporation, in case of death, resignation, retirement or removal from office of any person, all books, papers, vouchers, money and other property of whatever kind belonging to the Corporation.

The President may appoint one or more assistant Treasurers to serve during the term of office. The assistant Treasurers, in the order of their seniority, shall in the absence or disability of the Treasurer perform the duties, exercise the powers, and be charged with the responsibilities of the Treasurer and shall perform such other duties as may be assigned to them by the President, Council Board or Executive Committee.

Spiritual Advisor

Role and responsibilities of Spiritual Advisor

The Spiritual Advisor must be Catholic and be appointed by the President in compliance with National Council Guidelines set forth in the Handbook for Spiritual Advisors dated March 1999 and any amendments thereto. The Spiritual Advisor serves at the pleasure of the President, attends the meetings, participates in the discussions, and

provides the necessary guidance to the Council and its members on spiritual matters. A Spiritual Advisor does not vote.

ARTICLE XXIX SELECTING AND APPOINTING OFFICERS AND A SPIRITUAL ADVISOR

Vice President(s), Secretary(s), Treasurer(s) and the Spiritual Advisor are appointed by the President and approved by the Council Board.

ARTICLE XXX TERMS OF OFFICE AND TERM LIMITS

President

The term of office of the President (excluding extraordinary circumstances) is three years, once renewable (ending on September 30 of appropriate year). Once a President has served for two three-year terms, that person will not be eligible for re-election as President until three years have elapsed.

Officers and Spiritual Advisor

All officers and the Spiritual Advisor named by the President serve at the pleasure of the President. Such appointments terminate automatically when a new President takes office.

ARTICLE XXXI PROVISION FOR AN EXECUTIVE DIRECTOR

The Diocesan Council may have an Executive Director, hired by the Council Board and supervised by the Council Board through the President, and accountable to and evaluated by the Council Board. The Executive Director under the immediate direction of the President shall have general and active management responsibilities for the Council, implementing the policies and governance directives of the Diocesan Council and the Council Board and shall administer the day to day affairs of the Diocesan Council including having responsibility for the supervision and management of the staff.

The Council Board shall review the Executive Director at least annually. The Executive Director shall serve as an ex officio member of the

Council Board without vote and shall not be counted in determining the quorum.

Resignation or Removal

An Executive Director may resign at any time by giving written notice to the President of the Council Board. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance by the President of the Council Board.

The President may remove the Executive Director from the employment of the Council Board with the concurrence of 60% of the full Council Board. The Personnel Policies of the Council Board and such other policy governance directives as may be adopted or implemented by the Council Board may outline other terms and conditions of employment and termination.

ARTICLE XXXII CIRCUMSTANCES UNDER WHICH OFFICERS MAY BE SUSPENDED

“Circumstances Under Which Board Members May Resign or be Suspended” (See Article XVII) also applies to Officers of the Council Board.

FISCAL MATTERS SECTION

ARTICLE XXXIII ANNUAL REPORT, AUDITS AND ORGANIZATIONAL ACCOUNTABILITY

Faithful to the spirit of non-accumulation of wealth and in accord with Part I of The Rule (3.14), all Conferences and Councils will use good stewardship in maintaining the Society’s assets. The Society uses money and property as appropriate to its mission statement.

The President of the Diocesan Council, after consultation with the Council Board, shall employ a qualified, independent accounting firm to perform an annual audit or audit review of the financial books and

records of the Council Board. The independent accounting firm shall report the results of the audit to the Audit Review Committee.

The Council Board shall send an audited financial report to the Council Board members within 180 days after the end of the Corporation’s fiscal year. That report shall contain at least the following information in appropriate detail: assets and liabilities as of the end of the fiscal year; the principal changes in assets and liabilities; the Corporation’s revenue or receipts; the Corporation’s expenses or disbursements. The Treasurer is charged as the responsible officer to assure that the audited financial report is submitted.

All federal, state and local regulations must be adhered to including but not limited to public inspection, disclosure and substantiation requirements.

Additionally, Council reporting systems must be in compliance with higher Council accountability standards.

A copy of the Annual Report shall be presented to the Bishop of the Diocese of Phoenix and the National Council.

ARTICLE XXXIV DIVERSION OF FUNDS

The funds of the Society shall be used for the works of the Society, including Vincentian meetings, formation, training, twinning and collaboration in payments for clients. However, no matter how worthy the cause, the funds shall not be diverted in the form of donations or contributions to other organizations or charities except occasionally for other branches of the Vincentian family. The Treasurer is charged as the responsible Officer to assure adherence after consultation with the Council Board.

The Council Board will also comply with The Rule, Part III, Statute 24 regarding property and distribution of funds.

ARTICLE XXXV INDEMNIFICATION, INSURANCE AND CONFLICT OF INTEREST

Indemnification

The private property of the Council Board Officers shall not be subject to the payment of the corporate debts of the Council.

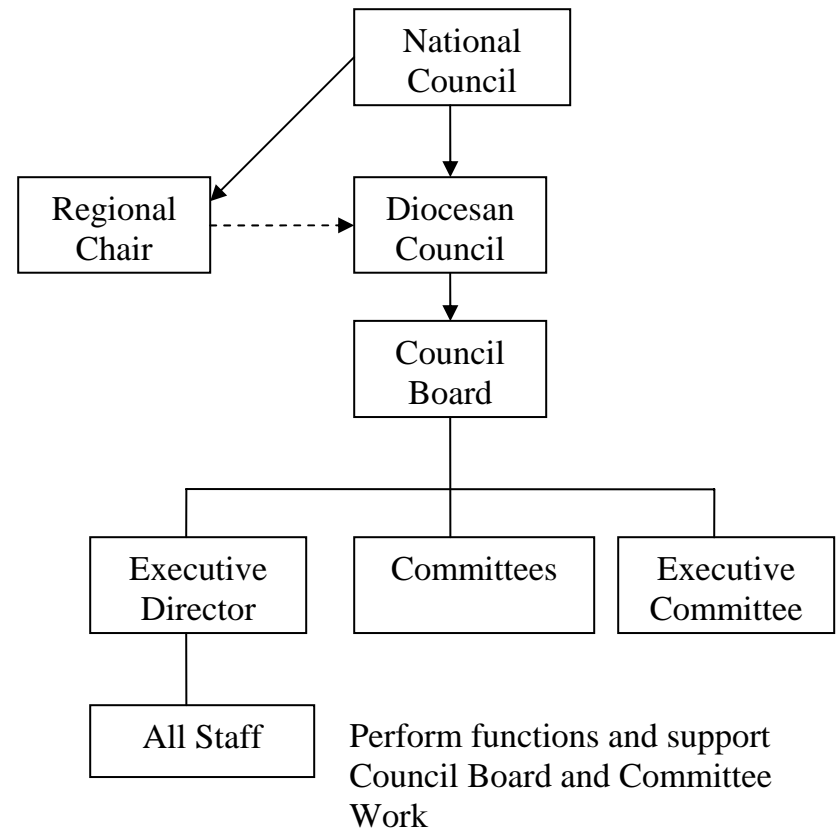
The Corporation shall provide for payment by the Diocesan Corporation to its Council Board and Officers any and all expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they or any of them are made parties or a party by reason of having been Directors or Officers of the Corporation, except in relation to matters as to which such Director or Officer or former Director or Officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of his or her duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

Insurance

The Council Board develops policies that clearly define types and amounts of coverage it will provide and assures that within those guidelines insurance is purchased, if appropriate, to cover, among other things, property, auto, general liability, Directors and Officers and workers compensation.

Conflict of Interest

The Council Board should always have in effect a Conflict of Interest Policy, the purpose of which is to protect the organization’s interest when it is considering entering into a transaction or arrangement that might benefit the private interest of a Council member, Board member, Officer or member of a committee with Council Board delegated powers who has a direct or indirect financial interest.



ORGANIZATION CHART