

**CONSTITUTION
DIOCESE OF DAVENPORT SOCIAL ACTION COMMISSION**

ARTICLE I NAME

The name of this Commission shall be “Diocese of Davenport Social Action Commission.”

ARTICLE II PURPOSE

The purpose of the Diocese of Davenport Social Action Commission shall be:

- A. To advise and serve as a resource to the Office of Social Action on issues relating to the seven elements of Catholic social teaching (USCCB).
- B. To serve as a forum for open communications throughout the Diocese on issues relating to the elements of Catholic social teaching (USCCB).
- C. To foster activities in the parishes and deaneries of the Diocese of Davenport which promote the teachings of the Catholic Church commonly referred to as social action, social justice and pro-life.

ARTICLE III MEMBERS

The Diocese of Davenport Social Action Commission shall consist of membership appointed by the Bishop of the Diocese of Davenport.

The membership shall include:

- A. Members serving ex-officio representing the diocesan Office of Social Action. This includes the Director of Social Action and volunteers or paid staff working in the Office of Social Action as recommended by the Director of Social Action.
- B. Members from each deanery.
- C. Members at large as recommended by the Director of Social Action to reflect as much as possible the cultural elements and the presbyterate, diaconate and consecrated religious persons of the Diocese.

ARTICLE IV TERM OF OFFICE

The term of office for members of the Diocese of Davenport Social Action Commission shall be as follows:

- A. The term of office for the ex-officio members is at the discretion of the Director of Social Action.
- B. The term of office for all other members is three years.

- C. Members can serve no more than two consecutive terms.
- D. In the event of a death or resignation, the vacancy shall be filled and the new member will complete the term of the replaced member and will be eligible to serve an additional consecutive term.

ARTICLE V OFFICERS

- A. The officers shall be the Chair and a Secretary.
- B. The Chair and Secretary shall be elected by the Commission as provided for in the By-Laws of this Commission.

ARTICLE VI DUTIES OF OFFICERS

- A. The Chair shall preside over meetings of the Commission, call special meetings of the Commission, place matters of concern on the agenda and officially promulgate results of the proceedings of the Commission.
- B. The Chair shall conduct the meetings of the Commission, organize and coordinate the activities and processes of the Commission, appoint members to working groups, (in consultation with the Director of Social Action), motivate the various members/groups in the Commission to fulfill their specific responsibilities and perform such other duties as are common to the office.
- C. The Secretary shall call the roll and record the proceedings of the Commission.

ARTICLE VII WORKING GROUPS

Working groups shall be established as necessary.

ARTICLE VIII MEMBERSHIP OF WORKING GROUPS

As in Article VI, Section B membership shall be from Commission members and others as needed.

ARTICLE IX MEETINGS

- A. The Diocese of Davenport Social Action Commission will ordinarily convene monthly with additional or fewer meetings at the discretion of the Director of Social Action. Meetings may be held in person or via a technological communication system.
- B. The Diocese of Davenport Social Action Commission is a consultative and not a deliberative body. Its reflection or the conclusions derived from its meetings are available to the Bishop of the Diocese of Davenport and the Director of Social Action. It is not a canonical body and has no authority to compel any action or inaction on the part of the diocesan church or its officers.

ARTICLE X PROCEDURE

- A. An agenda will be made available to all members prior to each meeting.
- B. Minutes of each meeting will be distributed in a timely manner to members after each meeting and are subject to correction and approval at the following meeting.

ARTICLE XI AMENDMENTS

Amendments are subject to the approval of the diocesan Bishop.

BY-LAWS
DIOCESE OF DAVENPORT SOCIAL ACTION COMMISSION

ARTICLE I MEMBERSHIP

- A. Initial terms will be staggered such that one-third of the Diocese of Davenport Social Action Commission will finish their respective terms each year.
- B. The process of adding new members to ensure all members are represented as defined in the Constitution will begin on a date specified by the diocesan Director of Social Action commencing on or after September 1, 2009. A member's term commences in September of the year the member joins the Commission unless otherwise specified in the Constitution or By-Laws.
- C. The Bishop, upon recommendation of the Director of Social Action, will appoint new members. The Director will solicit membership recommendations from the existing members, Deans, and other sources.

ARTICLE II OFFICERS

- A. The Chair and Secretary shall be elected to a one-year term by a majority vote of the members present and voting at a meeting and shall assume office at the next regular meeting. Officers can serve no more than two consecutive terms in that office.
- B. Should the position of Chair or Secretary become vacant before the end of the regular term, the position shall be filled by an election in the same manner as prescribed in Article II, Section A at the meeting following the vacancy.

ARTICLE III EXECUTIVE COMMITTEE

- A. The officers of the Commission shall constitute the Executive Committee along with the Director of Social Action.
- B. The Executive Committee may act in the name of the Commission when requested to do so by the Commission.
- C. Commission members may submit items for the agenda. Such items may be presented following receipt of minutes from the previous meeting.

ARTICLE IV AMENDMENTS

Amendments to the By-Laws may be approved by a simple majority of members present.