

# FDLC Bylaws

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## Article 1. NAME

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- Article 1.1.** The name of this organization shall be the Federation of Diocesan Liturgical Commissions (FDLC).
- Article 1.2.** The FDLC is an association recognized by the United States Catholic Conference and listed in the Official Catholic Directory as a tax-exempt organization incorporated in the District of Columbia in 1982. The Articles of Incorporation are the Constitution of the FDLC.
- Article 1.3.** The FDLC is a national organization composed of Diocesan Liturgical Commissions/Worship Offices (or comparable diocesan structures) duly appointed or established by their local bishops

## Article 2. VISION AND IMPLEMENTATION

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- Article 2.1.** The FDLC, initiated by the Bishops' Committee on Divine Worship (BCDW) in October 1969, assists and engages in the promotion of the liturgical apostolate in the dioceses of the United States of America.
- Article 2.2.** Diocesan Liturgical Commissions, mandated by the Constitution on the Liturgy (*Sacrosanctum Concilium*) [SC 44], worship offices (or comparable diocesan structures) shall be a means by which the FDLC remains grounded in the "grassroots" of its constitutive dioceses. Therefore, as a pastoral and professional organization, the FDLC serves as an official collaborating agent between the local churches and the Bishops' Committee on Divine Worship.
- Article 2.3.** The FDLC embraces the vision of the Constitution on the Liturgy; namely, that the Church "reveals itself most clearly" in the celebration of the liturgy... (SC 41). Hence, "zeal for the promotion and restoration of the liturgy is rightfully held to be a sign of the providential disposition of God in our time and as a movement of the Holy Spirit in his Church" (SC #5). This firm belief directs the FDLC in the ongoing work of liturgical renewal. Therefore it shall be the work of the FDLC:
- Article 2.3.1.** To assist bishops and other liturgical leaders in facilitating the public prayer of the Church.
- Article 2.3.2.** To establish and support a network of diocesan liturgy personnel.
- Article 2.3.3.** To support the establishment and continuation of diocesan liturgical commissions, worship offices, or comparable diocesan structures.
- Article 2.3.4.** To establish and foster liaisons with other national liturgical associations, organizations, centers, etc.<sup>i</sup>
- Article 2.3.5.** To commission, gather and market materials and resources which will aid diocesan and parish liturgy personnel.
- Article 2.3.6.** To encourage, promote and facilitate the legitimate adaptations of liturgical rites in light of experiences in the dioceses of the United States of America as envisioned by the *Constitution on the Liturgy* (cf. Paragraph 39 ff.), subsequent post-conciliar documentation, and the *praenotanda* of the official books.
- Article 2.3.7.** To serve as a forum through which diocesan liturgy personnel may contribute responsibly and effectively in articulating the concerns of the local church in liturgical matters.
- Article 2.3.8.** To co-sponsor an annual national meeting of diocesan liturgical commissions with the Bishops' Committee on Divine Worship.

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- Article 2.3.9.** To provide the BCDW with advice based on the resources and experience of member dioceses and regions and to engage the FDLC membership in the ongoing work of the BCDW.
- Article 2.3.10.** To maintain a relationship of collaboration and mutual support between the BCDW Secretariat and the FDLC National Office.
- Article 2.3.11.** To solicit the help of and offer assistance to the academic community and professional organizations engaged in liturgical studies and allied sciences.<sup>ii</sup>
- Article 2.3.12.** To cooperate with comparable organizations of other churches on projects of mutual interest and/or benefit.

## **Article 3. MEMBERSHIP**

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- Article 3.1.** Any diocese of the United States of America is eligible for membership in the FDLC through its legitimately established diocesan liturgical commission, diocesan worship office, or comparable diocesan structure. Conditions for membership and its concomitant rights and privileges are determined by the Board of Directors.
- Article 3.2.** Membership with its rights and privileges requires the payments of dues. The Board of Directors may establish procedures for the waiver of dues.
- Article 3.3.** The rights and privileges of membership are listed in "Membership Policies." (cf. Appendix 3A)
- Article 3.4.** The Board of Directors may establish other categories of membership.

## **Article 4. THE BOARD OF DIRECTORS**

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- Article 4.1.** The FDLC shall be governed by a Board of Directors.
- Article 4.2.** The Board of Directors of the FDLC shall consist of both voting and non-voting members:
- Article 4.2.1.** Voting members shall be two elected representatives of each of the twelve designated regions:
- Region 1. The Archdiocese and Dioceses in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.
  - Region 2. The Archdiocese and Dioceses in New York.
  - Region 3. The Archdioceses and Dioceses in New Jersey and Pennsylvania.
  - Region 4. The Archdioceses and Dioceses in Delaware, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, Washington, DC, West Virginia, Virgin Islands, and the Military Ordinariate.
  - Region 5. The Archdioceses and Dioceses in Alabama, Arkansas, Kentucky, Louisiana, Mississippi, and Tennessee.
  - Region 6. The Archdioceses and Dioceses in Michigan and Ohio.
  - Region 7. The Archdioceses and Dioceses in Illinois and Indiana.
  - Region 8. The Archdioceses and Dioceses in Minnesota, South Dakota, North Dakota, and Wisconsin.
  - Region 9. The Archdioceses and Dioceses in Iowa, Kansas, Missouri, and Nebraska.
  - Region 10. The Archdioceses and Dioceses in Arizona, Colorado, New Mexico, Oklahoma, Texas, Utah, and Wyoming.

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Region 11. The Archdioceses and Dioceses in California, Hawaii, Nevada, and Guam.

Region 12. The Archdioceses and Dioceses in Alaska, Idaho, Montana, Oregon, and Washington.

**Article 4.2.2.** Non-voting members shall consist of but not be limited to one representative of the BCDW Secretariat, *Instituto de Liturgia Hispana* (ILH), and the FDLC National Office.

**Article 4.3.** It shall be the responsibility of the FDLC Board of Directors to:

**Article 4.3.1.** establish and communicate an annual plan of action arising from the concerns of the membership, and to report to the membership actions taken on their behalf.

**Article 4.3.2.** develop, maintain, and evaluate effective processes whereby the ongoing discernment of regional and national liturgical concerns might be articulated.

**Article 4.4.** Each person elected to the Board shall have specific duties and responsibilities both as a Member of the Board and a Regional Representative.

**Article 4.4.1.** As a Member of the Board each person shall have the following duties and responsibilities:

**Article 4.4.1.1.** To represent the concerns of their respective regions to the Board.

**Article 4.4.1.2.** To participate in developing national liturgical goals along with appropriate strategies and tactics whereby the national liturgical priorities identified by the membership are addressed.

**Article 4.4.1.3.** To serve on the Executive and/or one of the other Standing Committees.

**Article 4.4.1.4.** To undertake any such duties, tasks, and/or appointments as the Chair of the Board and/or the Board itself shall so designate.

**Article 4.4.2.** As a Regional Representative each person shall have the following duties and responsibilities:

**Article 4.4.2.1.** To call annual or semiannual meetings of the region.

**Article 4.4.2.2.** To establish networks among members of the region.

**Article 4.4.2.3.** To articulate the concerns, goals, strategies, and tactics of the Board of Directors to the region

**Article 4.4.2.4.** To undertake and facilitate any other duties, projects, and/or responsibilities which shall serve to integrate more fully the functioning of the region and the FDLC.

**Article 4.4.2.5.** Throughout his/her term as a Regional Representative, a Board member shall continue to be a member of his/her Diocesan Liturgical Commission, Diocesan Liturgy Office, and/or comparable local structure within the region he/she represents. Such relationships shall be determined by the local diocesan structures and/or the region in question.

In the event that Board member's relationship to the local diocesan structures and/or the region in question ceases, the Board member shall be deemed unable to fulfill their responsibilities or complete their Board term and the vacancy shall be filled according to 5.7.

**Article 4.5.** With the approval of the Board of Directors, association/liaison with other groups and bodies may be accomplished through any Board member. These activities must be coordinated through the Executive Director.

**Article 4.6.** All decisions require a simple majority of the Board members present and voting except in the case provided for in Article 15.2.

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**Article 4.7.** The Chair, or delegate of the Chair, will report to the membership at each National Meeting.

## **Article 5. ELECTION OF BOARD MEMBERS**

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**Article 5.1.** All elections shall be conducted under the auspices of the Board of Directors through the Executive Director working in conjunction with the Regional Representatives of the regions in which elections are being conducted.

**Article 5.2.** At the time of nomination each nominee must belong to the diocesan liturgical commission, worship office, or comparable diocesan structure of a member diocese.

**Article 5.3.** Elections shall be conducted as follows:

**Article 5.3.1.** The Executive Director shall inform all Board members concerning the persons whose terms are expiring and which regions are to hold elections.

**Article 5.3.2.** The Board member not up for reelection shall canvass in written form each member diocese of the region for nominations and the names of two diocesan electors.

**Article 5.3.3.** Each member diocese may submit no more than two candidates, provided these persons have indicated their willingness to be candidates and meet the requirements of Article 5.2. No diocese shall be required to submit candidates.

**Article 5.3.4.** In this canvass, the Board member not up for election will list for the region the responsibilities of a Regional Representative/Board Member as specified in the Bylaws, Article 4.3, 4, and 5, and should inform any potential candidates of the dates of the October and January Board meetings.

**Article 5.3.5.** The electors for each diocese are the two persons designated in the response to the canvass (Article 5.3.2).

**Article 5.3.6.** After the canvass is completed, the Board member not up for election shall send the completed list of nominees and electors to the Executive Director by a determined date. In the absence of a written response to the canvass, the persons designated as contact persons in the current FDLC directory shall be the electors.

**Article 5.3.7.** The Executive Director shall prepare ballots for each election, using the information provided.

**Article 5.3.8.** Only member dioceses may vote for a Regional Representative.

**Article 5.3.9.** The official ballot and return envelope will be sent to the two electors of each member diocese.

**Article 5.3.10.** This ballot will be sent not less than 120 days before the day on which the new members are to assume office. Ballots must be received by the National Office within 30 days of this mailing.

**Article 5.3.11.** The person who receives more than one half of the votes cast shall be elected.

**Article 5.3.12.** If no one person receives more than one-half the votes cast, there shall be a run-off in that region. A ballot with the two persons with the highest number of votes (and any other person with the same number of votes as the second highest) shall be sent to each diocesan elector not less than 90 days before the day on which the new members are to assume office. The ballots must be received by the National Office within 30 days of their distribution. The candidate receiving the greatest number of votes will be declared elected. In the event of a tie, the choice will be decided by lot overseen by the Executive Director.

**Article 5.3.13.** The Executive Director shall notify the membership of the results of the elections.

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- Article 5.4.** When the offices of both representatives from one region are up for election, the Executive Director of the FDLC shall designate someone in the region to assume the duties normally carried out by the Board member not up for reelection.
- Article 5.5.** When the offices of both representatives from one region are up for election, only one term shall be filled at a time, beginning with the longer term and proceeding to the shorter term, without going through a canvass as specified in Article 5.3 a second time.
- Article 5.6.** The term of office shall be four years; one-half of the Board shall be elected every two years. The term of office for an existing Board continues until the end of the National Meeting. The Board-elect meets at the time of the National Meeting to elect officers, establish committees and prepare for the January Board meeting. The new board officially begins its term of office at the conclusion of the National Meeting.
- Article 5.7.** Vacancies on the Board of Directors, for whatever reason, shall be filled by the person who received the second highest number of votes in the last election held in the region where the vacancy exists. Should that individual either no longer be eligible or not wish to serve on the Board of Directors, then the vacancy shall be filled according to Article 5.3.
- Article 5.7.1.** If the unexpired term is one year or more, the vacancy shall be filled for the unexpired term.
- Article 5.7.2.** If the unexpired term is less than one year, the vacancy shall be filled for the unexpired term and a full four-year term according to Article 5.3.

## Article 6. OFFICERS

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- Article 6.1.** The executive officers shall be the Chair, Vice-Chair, Treasurer and two delegates-at-large. All must be members of the Board of Directors.
- Article 6.2.** The officers shall be elected by the Board of Directors for a term of two years at the first meeting of the Board's constitutional term. Well before that meeting the Board Election Form should be mailed by the National Office to all board members eligible for election to the Executive Committee.
- Article 6.3.** In the event of vacancy in the Office of Chair, the Vice-Chair shall assume the duties of the Chair.
- Article 6.4.** In the event of vacancy in the Office of Vice-Chair, Treasurer, or Delegates-at-Large, the Chair shall fill the office by appointment until the Board shall elect a successor at its next regular meeting.

## Article 7. DUTIES OF OFFICERS

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- Article 7.1.** The Chair shall have the following duties and responsibilities in collaboration with the Executive Committee:
- Article 7.1.1.** To assure that the work of the FDLC is accomplished, according to the priorities and strategies by the Board of Directors.
- Article 7.1.2.** To call, convene, and preside at regular and special meetings of the Board of Directors.
- Article 7.1.3.** To appoint the Chairs and members of the Standing Committees.
- Article 7.1.4.** To assign responsibility for the fulfillment of Position Statements and Resolutions or Immediate Concern to no more than one appropriate standing committee in consultation with the Executive Committee and prior to the end of the national meeting.

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**Article 7.1.5.** to represent the FDLC when press interviews are sought or to appoint a delegate to do so.

**Article 7.1.6.** To attend BCDW meetings as an ex-officio advisor.

**Article 7.1.7.** To oversee the work of the National Office and the work of the Executive Director by maintaining regular contact with the National Office and the staff.

**Article 7.1.8.** To appoint persons or ad hoc Committees as needed to accomplish specific tasks.

**Article 7.1.9.** To assist the Board Members in fulfilling their obligations and responsibilities.

**Article 7.1.10.** To convene the newly elected Board for the election of its officers.

**Article 7.2.** The Vice-Chair shall have the following duties and responsibilities:

**Article 7.2.1.** To assist the Chair in fulfilling the duties and responsibilities of that office.

**Article 7.2.2.** To replace the Chair in cases of absence or upon the Chair's request.

**Article 7.3.** The Treasurer shall have the following duties and responsibilities:

**Article 7.3.1.** To oversee the financial activities of the FDLC by working in collaboration with the Executive Director.

**Article 7.3.2.** To prepare the annual budget and the annual financial report in collaboration with the Executive Director, as well as the budget modifications as needed, and to present these to the Executive Committee.

**Article 7.3.3.** To plan ways in conjunction with the Executive Director to maintain the financial stability of the FDLC.

**Article 7.4.** The Delegates-at-Large shall be responsible for tasks as assigned by the Chair.

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## **Article 8. ARTICLE I. COMMITTEES**

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**Article 8.1.** The FDLC Board of Directors shall have Standing Committees consisting solely of Board members.

**Article 8.1.1.** The Executive Committee shall be composed of the executive officers (cf. Article 6.1).

**Article 8.1.2.** The Eucharist and Liturgical Year Committee shall be concerned with the Sacrament of the Eucharist and the Liturgical Year.

**Article 8.1.3.** The Sacraments Committee shall be concerned with the Sacraments other than the Eucharist.

**Article 8.1.4.** The Prayer Committee shall be concerned with community prayer other than the celebration of the Sacraments.

**Article 8.1.5.** The Ministry Committee shall be concerned with all areas of liturgical ministerial formation.

**Article 8.1.6.** The Liturgical Arts and Music Committee shall be concerned with the arts, including music, in the liturgy.

**Article 8.1.7.** The National Process Committee shall be concerned with the national process of the annual National Meeting of Diocesan Liturgical Commissions.

**Article 8.1.8.** The Personnel Committee shall be concerned with the staff of the FDLC national office.

**Article 8.2.** All other concerns shall be the subject of the Executive Committee unless otherwise assigned to one of the above Standing Committees.

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- Article 8.3.** The FDLC Board of Directors may have ad hoc Committees which may be formed by the Board of Directors, the Chair of the Board, and/or the Executive Committee. A Standing Committee may appoint subcommittees.
- Article 8.4.** Ad hoc Committees or sub-committees may be composed of whatever persons the originator deems appropriate.
- Article 8.5.** The FDLC Chair shall appoint chairs of all ad hoc and Standing Committees
- Article 8.6.** FDLC Committee Chair Responsibilities
- Article 8.6.1.** In order to assure continuity on committees, subcommittees and ad hoc committees of the FDLC, chairpersons of FDLC committees, subcommittees, and ad hoc committees are responsible for:
- Chairing meetings of committee (face-to-face, conference call, on-line discussion, forum, etc.)
  - Assuring that work of committee assigned (position statements, special tasks, etc.) is furthered during tenure
  - Creating semi-annual written committee reports (for October National Meeting packet and hearing session, plus for the January Board of Directors' meeting).
  - Making committee reports at the National Meeting as part of FDLC presentation
  - Chairing hearing sessions at the National Meetings; taking notes at hearing sessions
  - Keeping archive copies of all reports, history and correspondence of committee in a special notebook, file, etc.
  - Upon leaving chairpersonship, transferring all committee documentation in an orderly fashion to the new chair within one month after leaving office.

## **Article 9. DUTIES OF COMMITTEES**

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- Article 9.1.** It shall be the responsibility of the Executive Committee:
- Article 9.1.1.** To oversee and conduct the business of the FDLC between the meetings of the Board of Directors.
- Article 9.1.2.** To oversee and conduct the internal procedures of the FDLC.
- Article 9.1.3.** To prepare the agenda for the FDLC Board of Directors' meetings.
- Article 9.1.4.** To review the Constitution and Bylaws as necessary and to propose needed changes to the Board for action.
- Article 9.1.5.** To refine the National Process as necessary (cf. Appendix 12-A).
- Article 9.1.6.** To oversee the financial activities of the FDLC and to submit the annual budget to the Board of Directors for approval.
- Article 9.2.** The other Standing Committees address specific liturgical concerns, following "Procedures for Standing Committees," and within those parameters are responsible:
- Article 9.2.1.** To respond to issues within their area of concern by developing appropriate goals, strategies, and tactics which are submitted to the Board of Directors for approval.
- Article 9.2.2.** To pursue projects and tasks as approved by the Board in completion of the preceding paragraph.
- Article 9.2.3.** To oversee the development, work, and termination of sub-committees as needed.
- Article 9.3.** Any committee is responsible to its originator for duties as specified.

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## Article 10. RELATIONSHIP TO THE BCDW

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Founded by the Bishops' Committee on Divine Worship, the FDLC supports, advises and collaborates with the BCDW in the work of liturgical reform.

- Article 10.1.** The FDLC and BCDW co-sponsor an annual meeting of diocesan liturgical commissions (cf. Appendix 12A).
- Article 10.2.** The FDLC Chair and the Executive Director serve as advisors to the BCDW and the BCDW is represented at all meetings of the FDLC board.
- Article 10.3.** The FDLC Chair and the Executive Director work to maintain a collaborative relationship with the BCDW Chair and the USCCB Secretariat for Divine Worship.

## Article 11. THE NATIONAL OFFICE

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The FDLC and its Board of Directors shall establish a national office to assist with the implementation of their liturgical agenda and annual plan.

## Article 12. THE EXECUTIVE DIRECTOR

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- Article 12.1.** An Executive Director shall be appointed to direct the FDLC's national office and to serve as staff to the Board of Directors.
- Article 12.2.** The Executive Director shall be appointed in a manner to be determined by the Board of Directors

## Article 13. MEETINGS

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- Article 13.1.** The National Meeting of Diocesan Liturgical Commissions is sponsored annually by the Federation of Diocesan Liturgical Commissions (FDLC) and the Bishops' Committee on Divine Worship (BCDW) and hosted by a region and/or a local (arch)diocesan liturgical commission, worship office or comparable structure. Procedures governing these meetings are found in the National Meeting Handbook. (cf.: Appendix 12-A)
- Article 13.2.** Regional meetings shall be called annually or semiannually by respective regional representatives in accord with regional structures and preferences. (See Article 4.4.2.1)
- Article 13.3.** The Board of Directors shall meet semiannually, once at the national meeting and once early in the calendar year. The Chair, after a 2/3 majority vote of the board may, for serious reasons, convene one or both of these meetings of the board of directors at which each region has one vote and at which one board member from each region would be funded. Any region may send its second board member to the Board meeting.
- Article 13.4.** Meetings of the Executive Committee shall be convened at the discretion of the Chair or upon request by any three members of the Executive Committee.
- Article 13.5.** Meetings of the Standing Committees and the ad hoc Committees shall be convened by their respective Chairs.

## Article 14. PUBLICATIONS

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- Article 14.1.** The FDLC may publish or promote the publication of materials which foster liturgical development in the Church of the United States of America.
- Article 14.1.1.** Publications shall be in conformity with existing liturgical norms, Roman documents, USCCB policies, and BCDW documents.

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- Article 14.1.2.** FDLC publications shall not determine which liturgical norms may be modified in local ecclesial communities nor absolutize optional norms.
- Article 14.1.3.** The FDLC shall promote publication of materials which respond to the needs of multicultural church communities.
- Article 14.2.** The National Office, upon approval of the Board, shall direct the publication of all materials.
- Article 14.2.1.** Materials may be published, promoted and distributed directly by the National Office or through another publication firm.
- Article 14.2.2.** Pricing for publications shall include all costs of writing and production plus reasonable percentage of profit.
- Article 14.3.** Items for publication may arise from various sources: position statements, National Meeting preparation (study book), FDLC Board, Committees of the Board, regions, or outside organizations.
- Article 14.3.1.** Approved Board procedures must be followed in preparation of publishing projects. (cf. Appendix 13–A)
- Article 14.4.** The Newsletter, committee reports and surveys, and other "in house" publications (i.e., for use of membership, rather than for general distribution) are edited by the Executive Director.
- Article 14.5.** All general publications must be reviewed by the Editorial Board. (cf. Appendix 13–B)

## **Article 15. AMENDMENTS TO THE ARTICLES OF INCORPORATION. (CONSTITUTION)**

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- Article 15.1.** Proposed amendments to the Articles of Incorporation (Constitution) shall be presented in writing to the Executive Director at least sixty days before the next meeting of the Board of Directors. The Executive Director will circulate the petition to the Board at least thirty days in advance of that same meeting.
- Article 15.2.** A two-thirds majority vote of the total membership of the Board of Directors shall be required for approval of amendments to the Articles of Incorporation (Constitution).

## **Article 16. AMENDMENTS TO BYLAWS**

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Bylaws are adopted by a simple majority vote of those present and voting at a regular Board of Directors meeting.

## **Article 17. QUORUM**

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The quorum for a regular meeting of the Board of Directors shall be two thirds of the voting members (16). In the case of a meeting limited to one board member from each region the quorum shall be one half the total voting members (12).

## **Article 18. FINANCES**

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- Article 18.1.** The FDLC may receive gifts and funds.
- Article 18.2.** The Board Of Directors may assess membership dues upon the members of the FDLC.
- Article 18.3.** Dues shall be reviewed by the Treasurer as part of the preparation of the annual budget and shall be subject to Board approval upon recommendation of the Treasurer at any regular Board meeting.
- Dues for archdioceses and dioceses shall be based on the following categories:
- |             |                   |
|-------------|-------------------|
| Category A: | 0 to 25,000       |
| Category B: | 25,001 to 100,000 |

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Category C:	101,000 to 300,000
Category D:	300,001 to 500,000
Category E:	500,001 to 1,000,000
Category F:	Over 1,000,000

## Article 19. THE YEAR

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**Article 19.1.** The term of the Board of Directors is four (4) years. It begins at the conclusion of the National Meeting.

**Article 19.2.** The fiscal year shall be July 1 to June 30.

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<sup>i</sup> The variety of structures in the different organizations demands varying relationships by the FDLC to said organizations. FDLC liaisons to recognized organizations are assigned as follows:

- A. **Board to Board:** For those organizations with a comparable Board of Directors, the Chair of the FDLC will serve as the liaison or may appoint a member of the Board.
- B. **Office to Office:** In those situations where a National Office exists, the Executive Director with the approval of the FDLC Executive Committee will serve as the liaison, e.g. BCDW Secretariat.
- C. **Networking of memberships:** with those organizations or associations whose sole purpose is a specific area of liturgical ministry, the Chairs of the FDLC Board of Directors Standing Committees will serve as the liaison, e.g. Liturgical Arts with Form-Re-form, Sacraments with FORUM, etc.

<sup>ii</sup> See Footnote i.