

By-Laws of the Advisory Board
of the
Diocesan Office of Catholic Charismatic Renewal

ARTICLE I

Name and Location

The name of this body shall be the “Advisory Board.” The principal location of the Advisory Board shall be at 417 N.E. Monroe Avenue Peoria, Illinois, 61603. The organization, also known as the Diocesan Office of Catholic Charismatic Renewal, may, from time to time, by action of its Advisory Board, provide a business office elsewhere.

ARTICLE II

Authority

The Advisory Board, as created and established on January 21, 1989, by the Diocesan Office of Catholic Charismatic Renewal, hereby derives its authority by direct approval of the presiding Bishop of the Diocese of Peoria, Illinois.

ARTICLE III

Goals

Section 1. The Advisory Board, as the directing body for the Diocesan Office of Catholic Charismatic Renewal, hereby sets forth guidelines:

- A. To communicate and interact with all Catholic Charismatic Prayer Groups in this Diocese.
- B. To minister to the needs: of the Prayer Groups and to help implement programs that will respond to their needs.
- C. To sponsor an Annual Conference, Day of Recollection, and Pentecost Vigil Mass.
- D. The Spring Retreat
- E. Fall Day of Renewal
- F. Pentecost Mass

Section 2. The entire concept of the Advisory Board is based on the need of hearing and acting upon the Word of God in all ministries of this Renewal. The Advisory Board members must be hearing what the Lord is saying through the local Prayer Groups and facilitating the sharing of that Word through the Coordinator. Only in that way can decisions be truly based on the Word. The Coordinator is the vital link between the Advisory Board for the Renewal and the Prayer Groups.

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ARTICLE IV

Mission Statement

- A. Our primary purpose is to serve God by evangelizing and working in the Catholic Charismatic Renewal, in the Catholic Church, in the Diocese of Peoria.
- B. We envision carrying out our ministry in the following ways:
 1. By proclaiming Jesus Christ, Our Lord and Savior, in both words and actions.
 2. By fostering a growing personal relationship with the Father, Son, and Holy Spirit.
 3. By being baptized in the Holy Spirit and by bringing others to this spiritual experience.
 4. By continuing to experience Pentecost, and by using the gifts and charism of the Holy Spirit for the up building of the Body of Christ, the Church.
 5. By opening ourselves to growth in the Holy Spirit through prayer and praise, instructed by Sacred Scripture, and teaching both in Prayer Groups and in private prayer.
 6. By personally yielding to the Holy Spirit's call to share in the ministry of Jesus Christ.
 7. By inviting all people to work toward unity and by personally living out that unity.
 8. By striving toward interaction and communication among our Prayer Groups and parish families: that the Catholic Charismatic Renewal may be seen as part of the Church, and not apart from.
 9. By being obedient to the teaching authority of the Catholic Church, especially as represented by the Bishop of the Diocese of Peoria.
 10. By aiding and assisting with any group wishing to start a new Prayer Group.

ARTICLE V

Membership/Advisory Board

Section 1: Recognized Prayer Group. Any Diocesan Catholic Charismatic Prayer Group desiring to participate, as a voting member of the Advisory Board, will be recognized and affirmed by the following criteria:

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- A. The Prayer Group has permission of the Pastor to meet.
- B. The Prayer Group has been meeting weekly over a four-month period and will continue to meet on a weekly schedule.
- C. A leader has been chosen from the Prayer Group by the Prayer Group.
- D. The Prayer Group shall register with the Diocesan Office of Catholic Charismatic Renewal the name, location, and time of weekly meetings; the name, address, and telephone number of the leader (voting member); and the name, address, and telephone number of the alternate. This information will then be acknowledged by publication in the Catholic Charismatic Renewal Monthly Newsletter.

Section 2: Eligibility. One representative from each registered Prayer Group shall be a voting member.

- A. This person should be the leader of his/her Prayer Group.
- B. If a Prayer Group leader is not available, an official designee is acceptable.

Section 3: Auxiliary. This person is chosen by his/her individual group. When the first designated voting representative cannot attend a legal function, the alternate will sit in his/her place and have voting power.

- A. The alternate may attend all meetings but will not have a vote on issues before the Board.
- B. Neither the voting member of the Prayer Group, nor the alternate, may be substituted at any Board meeting.
- C. If a permanent change of either the voting member or the alternate is made, his/her name should be registered with the Renewal Office prior to a Board meeting.

Section 4: Term of Office. The normal term of office will be indeterminate. Prayer Group leaders have the option to change their official representatives, and it is felt that this will take care of tenure.

Section 5: Enumerated Powers. In directing the affairs of the Charismatic Renewal, the Advisory Board shall specifically have, but not be limited to, the power to:

- A. Adopt and/or change By-Laws.
- B. Authorize disbursement of funds, establish and/or approve budgets, and oversee all financial operations.

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- C. Support ongoing spiritual and educational programs.
- D. Take actions necessary for the accomplishments of the goals and objectives of the Catholic Charismatic Renewal.
- E. Administer all aspects of policies, rules, and appointments.
- F. Oversee all elections.
- G. Give title to all job descriptions.
- H. Create new spiritual and educational programs, as needed.
- I. Set date for Annual Conference and designate a Chairperson thereof. The chairperson will be appointed two years in advance. Four members of the Board will form a nominating committee. They will seek out people qualified for and interested in chairing the conference and bring the names before the Board for a vote/approval.

Section 6: Attendance at Board Meetings. Visitors may not be allowed at Board meetings.

ARTICLE VI

Officers and Duties/Advisory Board

Section 1: Officers. The officers of the Advisory Board shall be members of the Board and shall be a Chairperson, a Secretary, and a Treasurer. After the election of officers, the alternates from newly elected officer's prayer groups will become representatives and new alternates may be chosen.

Section 2: Duties and Powers. The officers shall perform the duties and exercise the powers prescribed by these By-Laws, and the parliamentary authority adopted herein, and those duties and powers assigned by the Board or which normally pertain to the office. These duties and powers shall included, but not be limited to, the following:

- A. The Chairperson shall:
 - 1. Be the principal officer of the Board.
 - 2. Preside at all Board meetings, determine the dates and times and reserve meeting space one year in advance, set the Agenda and send it to members two weeks in advance.
 - 3. With Board concurrence, appoint committee chairpersons and create, revise, adjust, or abolish committees as the need arises.

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4. Be an ex-officio member of all committees.
 5. On a day-to-day basis, interact with the Coordinator and Treasurer.
 6. Subject to approval and confirmation by the Board, appoint necessary staff to fulfill the goals of the Catholic Charismatic Renewal.
 7. In voting, cast a ballot only when a tie vote develops.
 8. The chairperson shall oversee the election of officers and facilitate a smooth transfer of duties.
 9. Have discretion to approve expenditure of Renewal money up to \$500 (total per Quarter) for emergencies between meetings without Board approval but with the consent of the elected officers, i.e., Coordinator, Secretary, and Treasurer.
- B. The Secretary shall:
1. Record the proceedings of all meetings of the Advisory Board.
 2. Provide each member of the Board with a copy of the minutes of each Board meeting, within 2 weeks following the board meeting.
 3. Maintain a file of official correspondence and records. Provide each Prayer Group with a copy of the By-Laws.
 4. Maintain a record giving the names, addresses, and phone numbers of all Board members and officers.
 5. Have voting rights on the Advisory Board.
- C. The Treasurer shall:
1. Maintain all financial books of record, all financial documents, and be accountable for it.
 2. On an ongoing basis, conduct all financial record keeping as needed. Keep all journals, ledgers, and bank accounts in a current and proper manner.
 3. Provide for the Board to conduct a periodic audit of all financial records, at least annually.
 4. Maintain the necessary accounts (i.e., checking and savings) at a financial repository, as directed and approved by the Board.

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- a. Initiate all safety and security provisions to insure protection of all accounts.
 - b. One signature will be required to negotiate checks, but a second signature will be entered on the bank records, in case of emergency. The Secretary will put his/her name on the bank record.
5. Compile and make available copies of all current financial reports at each quarterly Board meeting, and provide it at any time as specifically directed by the Board.
 6. Deposit all monies and disburse all expenditures.
 7. Retain all financial books and records in the Renewal office.
 8. Have voting rights on the Advisory Board.

Section 3: Election. The offices of Chairperson, Secretary, and Treasurer shall be elective; and the election will be governed by Article IX "Voting."

A. The Chairperson and Secretary shall be elected from within the Board.

B. The Treasurer:

1. May be elected from within the Board.
2. May be elected from the membership of any recognized Prayer Group.

Section 4: Term of Office. The term of office for officers of the Advisory Board shall be for a period of two (2) years.

Section 5: Liaison. The Chairperson and Coordinator will act, with the Spiritual Advisors, as liaison to the Bishop through the Vicar General. "The Coordinator will be the contact person for the Association of Diocesan Liaison, attending meetings, workshops and conferences as able. He/she will receive a limited stipend to help defray the costs of travel to Liaison meetings and events."

ARTICLE VII

Coordinator:

Section 1: Coordinator. A person, elected by the Advisory Board, to conduct the day-to-day spiritual and educational programs of the Renewal.

- A. Will interact and cooperate with each Prayer Group and minister to the needs of that particular group.

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- B. Communicate with area coordinators and/or Prayer Group leaders so that the Charismatic Renewal can function cohesively.
- C. Implement/facilitate the decisions and plans of the Advisory Board in conjunction with the appointed committee chairpersons of the event.
- D. Assess the needs and priorities of each Prayer Group.
- E. Become aware of the gifts of those in areas of leadership so the persons can be lifted up for service.
- F. Set annual Days of Recollection for the entire Charismatic community.
- G. Schedule leadership training courses and healing and gifts workshops using materials and videos from sources as approved by our Spiritual Advisors. Delegate those with teacher and leader gifts to implement the training.
- H. Help Prayer Groups learn how to conduct Life in the Spirit Seminars, Healing Masses, Healing Seminars, Intercessory and Healing Prayers.
- I. Shall be responsible to, and answerable to, the Advisory Board.
- J. Initiate, create, assist with any program teachings, seminars, etc., as approved by the Advisory Board.
- K. Has voting rights on the Advisory Board.

ARTICLE VIII

Spiritual Advisors

Section 1: Objectives. Diocesan priests and/or deacons, approved by the Bishop, who will share in the operation of the Catholic Charismatic Renewal by being seated as voting members of the Advisory Board. Because of the unscheduled demands of their work and since they do not have an alternate, spiritual advisor's will not be counted when determining a quorum.

- A. See to the spiritual aspects of the program.
- B. Help keep the focus of leadership on the Gospel message of service, as Jesus said in Mark 9:35-37: "Sitting down, Jesus called the twelve and said, 'If anyone wants to be first, he must be the very least, and the servant of all....'"
- C. Review, with all the officers, on actions concerning the Catholic Charismatic Renewal.

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- D. Invite other priests and deacons to attend the Advisory Board meetings and act as Assistant Advisors of their own geographical area. These assistants will not have voting rights.
- E. Advise the Prayer Groups to be active in their own parishes, doing their best to maintain good relationships with their pastors, being subject to their individual pastors as their spiritual director in the parish where the group meets.
- F. Encourage Prayer Groups to serve their parish needs as intercessors in prayer and whatever the pastor requests of them.
- G. Attend quarterly Board meetings and interact with the Coordinator and Chairperson on relative issues.
- H. Minister of the spiritual needs of the Board individually, or at the Day of Renewal.
- I. Interact with the Chairperson and Coordinator as liaison to the Bishop through the Vicar General

ARTICLE IX

Voting

Section 1: Membership. One representative from each recognized Prayer Group, the Coordinator, the Spiritual Advisors, and the Officers, will constitute membership.

Section 2: Quorum. The numerical sum greater than one half of total membership excluding Spiritual Advisors will constitute a quorum. A quorum will be necessary for any legal action of the Board.

Section 3: Voting. A simple majority of the Quorum will be needed to pass any issue to a vote.

Section 4: General Reference. If a parliamentary point should arise and the Board cannot come to a decision, or a question exists, then Roberts Rules of Order, as revised, should be researched, and will prevail.

Section 5: Secret Ballot. When voting for an individual, or any issue, any member, prior to the call for the vote, may request a written ballot. Two members, chosen at random, will tally the vote.

Section 6: Voting for officers. When voting for election of officers, nominations will be made in writing. Nominations will then be read, and a secret ballot will be submitted. In case of a tie, a further secret ballot will be submitted. Each step will be preceded and accompanied by prayer. If there is a grave reason that a Board member cannot serve as an officer, he/she must indicate this in writing before nominations begin. Officers will be

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nominated and voted for in order: Chairperson, Secretary, Coordinator, Treasurer. Voting for each office will be finalized before nominations are submitted for the next office. Two members, chosen at random, will tally the vote.

Amended 06-01-04