

**CONSTITUTION OF THE
HISPANIC COMMISSION OF THE CATHOLIC DIOCESE OF RICHMOND
APPROVED BY MONSEÑOR DILORENZO ON 5-15-09**

I. NAME Hispanic Commission of the Catholic Diocese of Richmond

II. PURPOSE

- A.** The Hispanic Commission of the Catholic Diocese of Richmond has been called into being by our Bishop in order to assist him and our diocese to welcome, to empower, to form, to affirm the faith of, and to reach out to the Hispanic Community. The Commission seeks to raise the consciousness of the diocesan Church to the richness, contributions, and needs of Hispanics, and to support our Church in becoming more Catholic in the integration of all cultures, the many faces in God's house.
- B.** The responsibilities of the Commission, in cooperation with the Office for the Hispanic Apostolate and all offices, parishes and institutions of the diocese, shall be:
1. To identify and prioritize the needs of the Hispanic Community, develop recommendations for action, when appropriate, and advise the Bishop on its deliberations.
 2. To support the efforts of the Office for the Hispanic Apostolate to convene those involved in Hispanic ministry throughout the Diocese of Richmond for mutual support, training, and formation for the ongoing work of evangelization.
 3. To promote a common vision among Hispanic communities throughout the diocese with one another and with the diocese.
 4. To implement the USCCB's National Pastoral Plan for Hispanic Ministry, and its update, "Encuentro & Mission", as well as our own *We Walk by Faith*, the document that sets the standards for parish ministry in the Catholic Diocese of Richmond.
 5. To advocate for the integration of Hispanics into church and community, as to empower them to become key participants in the decision making processes.
 6. To develop the necessary strategies to pursue the fulfillment of its mission.
 7. To perform other functions as requested by the Bishop.
- C.** The Office for the Hispanic Apostolate will coordinate provision of staff support,

resources and collaboration with other diocesan offices and agencies, to help the Commission attain its mission.

III. MEMBERSHIP

A. Composition

1. The Commission shall consist of twelve members recommended by the Commission and appointed by the Bishop.
2. Efforts shall be made to maintain a balance in the membership of gender, native country, and geographical areas of the diocese.

B. Terms of Office

1. The Commission year shall extend from July 1 to June 30, as applied to terms of membership.
2. Members are appointed for a term of three years, renewable for three more years. All new members will start their term on the July meeting.
3. No member shall serve more than two consecutive terms on the Commission.

C. Vacancies in Membership Roster

1. When there is a vacancy in the membership roster, that slot will remain vacant until the July meeting.
2. A member who misses two regular consecutive meetings will be considered for removal from the membership roster at the following meeting, providing that the person is given the opportunity to speak in his or her defense at that meeting. The final decision concerning removal of a member shall be made by the Bishop.
3. A member may be recommended for removal from the roster for cause by of two-thirds of the remaining membership at any regular meeting or at a special meeting called for that purpose, providing that the person in question is given advance written notice of the reasons for the proposed removal, and further providing that the person is given the opportunity to speak in his or her defense at the meeting. The final decision concerning removal of a member shall be made by the Bishop.

vote

D. Officers

1. The Commission shall comprise the following officers: Chair and Vice-Chair.
2. The Chair shall:
 - a. Preside at meetings of the Commission.
 - b. Be responsible for the supervision of the activities of the Commission.
 - c. Have authority to call meetings.
 - d. Perform other functions as needed to carry out the responsibilities of the Commission.
3. The Vice-Chair shall, at the request of the Chair or in the absence or disability of the Chair, preside at the meetings of the Commission and exercise the responsibilities otherwise held by the Chair.
4. The Chair and Vice-Chair will remain in office until they leave the Commission.
5. In the event that any Commission office is vacated, the Commission shall fill the vacancy from its membership by election. All members of the Commission, including current officers, shall be eligible for election to office.
6. The person who obtains the most votes for a particular office will be elected to that office.
7. The office of the Vice-Chair carries no implied succession to the office of the Chair.
8. In the event that a Chair and Vice-Chair need to be elected at the same meeting, there will be only one election. The person who obtains the most votes will be elected to the office of Chair. The person who obtains the second most votes will be elected to the office of Vice-Chair.
9. A Secretary and Sub-Secretary will be elected to take minutes at each meeting. If neither attends the meeting, then the Vice-Chair will take the minutes of the meetings of the Commission. When this is not possible, the Chair or Vice-Chair will designate somebody else to take the minutes. The designated person must provide the minutes to all members within two (2) weeks following the meeting.

E. Selection of New Commission Members

1. The Director of the Office for the Hispanic Apostolate, in consultation with the Hispanic Commission and pastors, shall identify the candidates for membership within the Hispanic Commission of the Diocese of Richmond. “el director de la OAH, en consulta con la Comisión Hispana y los párrocos,

identificará a los candidatos para de membrecía de la comisión Hispana.”

2. When needed, applications for membership shall be sent to pastors of parishes with a Mass in Spanish, not represented in the Commission, after the January meeting. The Office for the Hispanic Apostolate will follow up the mailing with a phone call.
3. The Commission shall review all applications during the April meeting.
4. The Commission shall recommend a slate of new members to the Bishop. The Bishop shall make the final decision regarding appointment of new members to the Commission.

IV. MEETINGS:

- A. Regular meetings of the Commission shall be held quarterly, usually in January, April, July and October. Meetings for special purposes may be held at the call of the Chair, provided that timely notice is given to every member.
- B. Decisions at Commission meetings shall be arrived at by consensus, except as otherwise specified in this constitution.
- C. The quorum necessary to conduct business at any meeting shall be a majority of the members of the current roster (More that 50% of the vote).

V. AMENDMENTS:

- A. This constitution may be amended at any meeting at which there is quorum.
- B. An absolute majority (More that 75% majority) of the current membership and the approval of the Bishop are required for adoption of an amendment to this constitution.