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**FEDERATION OF DIOCESAN LITURGICAL COMMISSIONS  
BYLAWS**

As Approved by the Board of Directors on January 28, 2014  
amended on April 23, 2015 and May 9, 2016; spelling “statutes” 1-11-18; amended 5-16-18

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**ARTICLE 1: NAME**

1. The name of this organization is the Federation of Diocesan Liturgical Commissions (FDLC).
2. The FDLC was initiated by the then-Bishops’ Committee on the Liturgy (BCL, currently the Bishops’ Committee on Divine Worship (BCDW) in October, 1969, in order to assist and develop the liturgical apostolate in the dioceses of the United States of America.
3. The FDLC is an association recognized by the United States Conference of Catholic Bishops (USCCB) and is listed in the *Official Catholic Directory* as a tax-exempt organization incorporated in the District of Columbia in 1982 (and updated in 1991). The Articles of Incorporation serve as the Constitution of the FDLC.
4. The FDLC is a national organization composed of members of diocesan liturgical commissions and directors of worship offices (or comparable diocesan structures) duly appointed or established by their local bishops. Its members may also include others who support the liturgical life of parishes and other Catholic institutions.

**ARTICLE 2: THEOLOGICAL FOUNDATION AND VISION**

1. The FDLC embraces the vision of the Constitution on the Sacred Liturgy, *Sacrosanctum Concilium* (SC) 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).
2. That same *Constitution* mandated that diocesan liturgical commissions were to be established as a means to assist and advise the local bishop in the areas of liturgy, music, and art (SC 44). Likewise, diocesan offices of worship (or comparable diocesan structures) serve and advise the local bishop. Through these commissions and offices, the FDLC remains grounded in its constitutive dioceses. Therefore, as a pastoral and professional organization, the FDLC serves as an official collaborating agent between the local Churches and the (BCDW).
3. Having been established by the Roman Catholic bishops of the United States in order to be a trusted and credible voice in the work of liturgical renewal, the FDLC serves the clergy and faithful of the dioceses of the United States by providing leadership, scholarship, and resources to aid in the authentic implementation and celebration of the liturgy.

4. Profoundly aware that liturgy and justice flow together, the FDLC membership and the resources produced by the FDLC will reflect the cultural diversity of the United States as well as the reality of the global Church.
5. Therefore, it shall be the work of the FDLC:
  - a) To assist bishops and other liturgical leaders in facilitating the public prayer of the Church;
  - b) To establish and support a network of diocesan liturgy personnel;
  - c) To support the establishment and continuation of diocesan liturgical commissions, worship offices, or comparable diocesan structures;
  - d) 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;
  - e) To co-sponsor with the BCDW an annual national meeting of diocesan liturgical commissions;
  - f) To maintain a relationship of collaboration and mutual support between the BCDW Secretariat and the FDLC National Office;
  - g) To maintain an active dialogue with the BCDW regarding the liturgical life in the dioceses of the United States and the resources that we produce, in order to support the ongoing work of the BCDW;
  - h) To commission, gather and market materials and resources which will enrich the liturgical apostolate and the local Church and which will aid diocesan and parish liturgy personnel;
  - i) To encourage, promote, and facilitate in the dioceses of the United States the full implementation of the liturgical rites and their legitimate adaptations in light of pastoral experience as envisioned by the *Constitution on the Sacred Liturgy* (SC 39ff), subsequent post-conciliar documentation, and the *praenotanda* of the official liturgical books;
  - j) To solicit the help of and offer assistance to the academic community and professional organizations engaged in liturgical studies and allied sciences;
  - k) To establish and foster liaisons with other national liturgical associations, organizations, and centers;
  - l) To cooperate with comparable organizations of other ecclesial communities on projects of mutual interest or benefit.

### **ARTICLE 3. RELATIONSHIP TO THE BISHOPS' COMMITTEE ON DIVINE WORSHIP.**

1. The FDLC maintains a collaborative relationship with the BCDW of the USCCB.
2. The FDLC and BCDW co-sponsor an annual meeting of the Federation of Diocesan Liturgical Commissions.
3. The BCDW Secretariat is represented at all meetings of the FDLC Board of Directors (Board).

4. The FDLC Board Chair and Executive Director serve as consultants to the BCDW.

#### **ARTICLE 4: FDLC MEMBERSHIP**

1. Any diocese of the United States is eligible for full-privilege membership in the FDLC through its legitimately established diocesan liturgical commission, diocesan worship office, or comparable diocesan structure.
2. Other categories of membership may be established by the Board.
3. Each category of membership, with its rights and privileges, requires the payment of dues or fees.
4. Conditions for membership and its concomitant rights and privileges are determined by the Board.
5. Dues-paying dioceses are entitled to the following privileges:
  - a) Two voting delegates to the National Meeting. Dues must be paid in order to vote at the National Meeting.
  - b) A subscription to regular FDLC communications;
  - c) Access to members-only webpages, including the membership directory;
  - d) A discount on FDLC publications;
  - e) A discount on the National Meeting registration fee.
6. In exceptional circumstances, a waiver or reduction of diocesan dues may be obtained in the following manner: A letter stating the short-term need should be sent to the Executive Committee of the Board which will rule on the request. The diocese should make clear the extent of the financial constraint.

#### **ARTICLE 5: THE BOARD OF DIRECTORS**

1. The FDLC is governed by a Board of Directors in collaboration with the Executive Director.
2. The Board has the responsibility to hold the FDLC Mission in trust.
3. The Board designs its own work and processes. These relate to the powers and authority of the Board, the relationship of the Board to the entire FDLC, the composition and discipline of the Board membership, its meetings, and the manner of governance.
4. It is the duty of the Board to create policies and oversee practices which address legal integrity, fiduciary responsibility, finances, sound budgeting, the protection of assets, administrative clarity, and personnel matters.

5. The Board, in collaboration with the Executive Director, is to engage in ongoing development of the vision and mission of the FDLC and to establish appropriate goals and policies.
6. In turn, the Board delegates the Executive Director to carry out the vision, mission, values, goals, and policies of the FDLC.
7. It is the duty of the Board to search for and hire the Executive Director. Further, they are to evaluate the performance of the Executive Director, to request regular information regarding finances and budget compliance, and to hold the Executive Director accountable for the implementation of the mission of the FDLC.
8. The FDLC Board of Directors shall consist of fourteen members –one person from each of the fourteen Latin-Rite regions of the USA as defined by the USCCB.

REGION	<i>The Archdioceses and Dioceses of:</i>
Region 1	Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut
Region 2	New York
Region 3	Pennsylvania, New Jersey
Region 4	West Virginia, Virginia, Maryland, Delaware, Washington, DC, the U.S. Military Services, the U.S. Virgin Islands
Region 5	Kentucky, Tennessee, Alabama, Mississippi, Louisiana
Region 6	Michigan, Ohio
Region 7	Indiana, Illinois, Wisconsin,
Region 8	North Dakota, South Dakota, Minnesota
Region 9	Nebraska, Kansas, Iowa, Missouri
Region 10	Oklahoma, Texas, Arkansas
Region 11	California, Hawaii, Nevada, Guam
Region 12	Alaska, Idaho, Montana, Oregon, Washington
Region 13	Wyoming, Colorado, Arizona, Utah, New Mexico
Region 14	North Carolina, South Carolina, Georgia, Florida

9. The Board will also include the FDLC Executive Director and a representative from the BCDW Secretariat as non-voting ex-officio members.
10. Each Board member must participate in all meetings unless excused by the Board Chair. After two absences, the Board Chair, in consultation with the Executive Committee of the Board, reserves the right to take appropriate action.
11. The Board will monitor shifts in diocesan membership to assure effective Board participation.

## ARTICLE 6: ELECTION OF BOARD MEMBERS

1. All Board elections shall be conducted under the auspices of the Board working in conjunction with the representatives of the regions in which elections are being conducted.
2. At the time of nomination, each nominee must belong to the diocesan liturgical commission, worship office, or comparable diocesan structure of the nominee’s member diocese.

3. All nominees shall be informed of the duties of a Board member and accept the responsibility of those duties.
4. A Board member will be elected to a term of three years. A Board member may not serve for more than two consecutive three-year terms. After two consecutive three-year terms, the individual is not eligible for nomination for three years.
5. The election process is conducted from February 1 to May 31 each election year.
6. Beginning in the year 2014, members of the board will be elected from the following regions and will begin a three-year term:
 

2014	Regions 1, 4, 7, 11, 14
2015	Regions 2, 5, 8, 10, 13
2016	Regions 3, 6, 9, 12
7. The Regional Representative, in consultation with the Vice Chair of the Board, will appoint two election Overseers to conduct the election process in each region in the following manner:
  - a) Each dues-paying diocese will have no more than two votes and will name the people who will cast the ballots.
  - b) The Overseers will ask each diocese for nominations and offer a finite time for submitting those names. The Overseers will confirm with the nominee that he/she is willing to serve; is aware of the responsibilities of a member of the Board; and is available for semi-annual meetings.
  - c) The Overseers will inform all eligible voters in the region of the name(s) to be considered for election.
  - d) The election may be conducted by voice (at a regional meeting), by electronic communication, or by paper ballot.
  - e) The Overseers will record the votes and must account for all eligible voters. For example, if the vote was taken at a regional meeting, they must contact each eligible absent voter.
  - f) The Overseers will submit the election result to the Vice Chair of the Board.
  - g) The nominee who receives a simple majority of the votes [51% or more] will be elected as the regional representative. *Amended 05-09-16*
8. The Executive Committee of the Board conducts an orientation for any new board member.
9. The term of the Board member-elect begins when the new Board is convened at the fall National Meeting.
10. The Executive Committee of the Board makes committee assignments each year.
11. A Board member may resign at any time in writing. The letter is delivered to the Chairman of the Board (or to another officer other than himself/herself).

- 12. Vacancies on the Board, 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 willing to serve on the Board, then the vacancy shall be filled in the following manner by a special regional election:
  - a) If the unexpired term is one year or more, the vacancy shall be filled for the unexpired term by a special regional election.
  - b) If the unexpired term is less than one year, the vacancy shall be filled for the unexpired term plus a full three-year term.

**ARTICLE 7. OFFICERS OF THE BOARD**

- 1. Officers of the Board are in the service of the Board. As such, they are bound by Board decisions and by the limits of Board authority. They may not act in place of the Board, except as the Board specifically delegates.
- 2. The officers of the Board of Directors shall be the Chair, the Vice-Chair, and the Treasurer. These officers shall collectively be called the Executive Committee.
- 3. The officers shall be elected by the Board for a term of two years at the first meeting of the Board’s constitutional term. One month before that meeting, the nominating form should be mailed by the Chairperson to all board members eligible for election as officers. No one officer may serve for more than two consecutive terms.
- 4. In the event of vacancy in the office of Chair, the Vice-Chair shall assume the duties of the Chair.
- 5. In the event of vacancy in the office of the Vice-Chair or the Treasurer, the Chair shall fill the office by appointment until the Board elects a successor at its next regular meeting.

**ARTICLE 8. THE EXECUTIVE COMMITTEE**

- 1. THE CHAIR
  - The Chair shall have the following duties and responsibilities in collaboration with the Executive Committee:
    - a) To oversee the work of the Executive Director in accordance with the priorities of the Board and the mission of the FDLC;
    - b) To call, convene, and preside at regular meetings of the Board;
    - c) To assign responsibility for the fulfillment of resolutions passed by the entire FDLC;
    - d) To attend BCDW meetings as an ex-officio consultant;
    - e) To assist and monitor the Board members in fulfilling their responsibilities.

2. THE VICE CHAIR

The Vice Chair shall have the following duties and responsibilities in collaboration with the Executive Committee:

- a) In the event of the absence of the Chair, to fulfill the responsibilities of the Chair;
- b) To supervise the election process for new Board members;
- c) With Board Committee Facilitators, to make appointments to project teams;
- d) To receive reports from the Committee Facilitators;
- e) To be responsible for providing an accurate written record of all Board business.

3. THE TREASURER

The Treasurer shall have the following duties and responsibilities in collaboration with the Executive Committee:

- a) To oversee and maintain proper financial activities and procedures of the FDLC by working in collaboration with the Executive Director;
- b) 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 Board;
- c) To apprise the Board of reasonable and proper methods to maintain the financial stability of the FDLC.

4. THE EXECUTIVE DIRECTOR

*Amended 4-23-15*

The Executive Director shall have the following duties and responsibilities in collaboration with the Executive Committee:

- a) To raise matters of concern between regular meetings of the Board of Directors
- b) To assist in the development of the Agenda for the Board meetings
- c) To collaborate with the Treasurer in the preparation of the Federation budget and its monthly oversight
- d) To assist with timelines and procedures as necessary

**ARTICLE 9: THE DUTIES AND FUNCTION OF THE BOARD COMMITTEES**

1. Four Board Committees are established:

- A. The Governance Committee
- B. The Pastoral Liturgy Committee
- C. The Member Services Committee
- D. The Formation Committee

2. The Board Committees work in collaboration with the Executive Director.

3. The entire Board will discern appointments to the roles of the Facilitator of the Liturgy Committee, the Facilitator of the Member Services Committee, and the Facilitator of the Formation Committee. Each Facilitator must be a member of the Board. The Board Chair will make the final appointments of these Facilitators.
4. The Facilitator of each Committee shall have the following duties and responsibilities in collaboration with the Executive Committee:
  - a) To oversee the activities of the Committee and project teams;
  - b) To schedule and conduct regular meetings of the Committee;
  - c) To communicate regularly with the FDLC Board and Executive Director the results of the Committee's work;
  - d) To present a report of the Committee's work for the Board meetings and the National Meeting;
  - e) To assign tasks to project teams along with the officers of the Board.
5. All Committees will develop reports as requested by the Board. Annual reports should include a list of proposed annual goals and a progress report on the previous year's approved list of goals. Annual goals developed by the Committees should be informed by the Mission Statement of the FDLC and the current list of strategic goals.
6. The leadership of each Committee is:
  - a) To consist of the Facilitator plus two other members from the Board;
  - b) To invite other FDLC members to serve as members of the Committee;
  - c) To be responsible for setting goals to accomplish the mission of its respective area;
  - d) To present a written report of its work to the Board;
  - e) To present an oral report annually to the FDLC membership at the National Meeting.
7. Additionally, Board members who serve on the Committee will invite other FDLC members and/or commission project teams to fulfill a particular task or complete a particular goal. Led by a Board member, these project teams will utilize the expertise of the FDLC members and other consultants as needed.
8. In addition to the basic responsibilities listed above, additional responsibilities particular to each Committee are given as follows:

#### A. THE GOVERNANCE COMMITTEE

1. The Governance Committee shall include, but not be limited to, the Executive Committee of the Board. In this way, the Executive Committee may draw on the expertise of others to advise on governance issues. The Executive Director shall be an ex-officio member of the Governance Committee.



2. Meetings of the Governance Committee shall be convened at the discretion of the Board Chair or upon request by any member of the Executive Committee.
3. It shall be the responsibility of the Governance Committee:
  - a) To oversee and conduct the business of the FDLC between the meetings of the Board;
  - b) To oversee and conduct the internal procedures of the FDLC;
  - c) To promote development and to strategize marketing;
  - d) To monitor personnel matters;
  - e) To lead strategic planning;
  - f) To prepare the agenda for the FDLC Board meetings;
  - g) To review the Constitution and Bylaws as necessary and to propose needed changes to the Board for action;
  - h) To refine the National Meeting Process as necessary;
  - i) To oversee the financial activities of the FDLC and to submit the annual budget to the Board of Directors for approval.

#### B. THE PASTORAL LITURGY COMMITTEE

The work of the Pastoral Liturgy Committee will focus its efforts on the following areas of the FDLC's Mission: Eucharist, the liturgical year, prayer, ministry, liturgical arts and music, and multicultural issues. Other issues of immediate concern may be assigned to this Committee.

#### C. THE MEMBER SERVICES COMMITTEE

The work of the Member Services Committee will focus its efforts primarily on the following areas of the FDLC's Mission: membership, member communications and services, assistance for regional meetings, and National Meetings. Other issues of immediate concern may be assigned to this Committee.

#### D. THE FORMATION COMMITTEE

1. The work of the Formation Committee will focus its efforts primarily on the following areas of the FDLC's Mission: certification, educational opportunities, and publications and resources. Other issues of immediate concern may be assigned to this Committee.
2. In particular, the Formation Committee will convene a Partner Certification Review Committee (PCRC) to review applications for certification and to collaborate with the Alliance for Certification of Lay Ecclesial Ministers (The Alliance).
3. The Formation Committee will advise the Executive Director as the FDLC prepares and schedules formation opportunities.
4. The Formation Committee will review the progress of those seeking Alliance/FDLC certification in collaboration with the chair of the PCRC.

## **ARTICLE 10. THE NATIONAL OFFICE**

1. The FDLC and its Board shall maintain a national office to assist with the implementation of their mission.

## **ARTICLE 11. THE EXECUTIVE DIRECTOR**

1. The Board delegates to the Executive Director the responsibility to implement the mission of the FDLC.
2. The Executive Director shall
  - a) provide strategic leadership that includes ongoing assessment, research, innovation, and development and to foster an environment that energizes and serves the FDLC Board and membership;
  - b) publicly represent the FDLC, speaking on behalf of the FDLC and overseeing formal communications; the Executive Director articulates a proper vision drawn from the Church's teaching, current liturgical documents, and cultural trends;
  - c) provide visionary leadership that promotes excellence in the liturgical life of the Roman Catholic Church in the United States by working collaboratively with the Board of Directors, the BCDW, and other organizations with complementary missions.
3. The Executive Director shall
  - a) maintain a relationship with the BCDW and its Secretariat which will foster communication, forward relevant information, and prepare formation opportunities;
  - b) assist in co-sponsoring the national meeting;
  - c) attend BCDW meetings as an ex-officio consultant.
4. The Executive Director shall
  - a) create and maintain a sound business environment to sustain and grow the FDLC by overseeing the budget and supervising efforts to develop multiple sources of revenue;
  - b) develop a sound staffing model, supervise the national office staff, and hire staff as required, within the budget;
  - c) employ the services of vendors or consultants in conjunction with normal office operations; the purchase of goods and/or services exceeding the budget or the scope of normal operations must be approved by the Executive Committee;
  - d) manage other vendor partnerships as required;
  - e) provide guidance and support for the annual national meeting in collaboration with the local committee.
5. In harmony with the Board of Directors, the Executive Director shall
  - a) serve as an ex-officio, non-voting member of the Board;
  - b) collaborate with the various Board Committees;
  - c) provide a written report of the current status of the FDLC at regular meetings of the Board which focuses on strategic issues, challenges, and potential opportunities;

- d) manage the FDLC in compliance with the FDLC's Articles of Incorporation and regulations for non-profit organizations as outlined in federal laws and Washington, DC statutes and in a manner consistent with Catholic social teaching and sound ethical principles.
6. The Chair of the Board acts as the Executive Director's immediate supervisor. The full Board has authority over the Executive Director.

## **ARTICLE 12. NATIONAL MEETINGS**

1. The National Meeting of the Federation of Diocesan Liturgical Commissions is co-sponsored annually by the FDLC and the BCDW.
2. The meeting is normally hosted by a region and/or a local (arch)diocesan liturgical commission, worship office or comparable structure.
3. Procedures governing these meetings are found in the National Meeting Handbook and are subject to change.

## **ARTICLE 13. PUBLICATIONS**

1. The FDLC may publish (or promote the publication of) materials which foster the liturgical life of parishes and other Catholic institutions in the United States.
2. Publications shall be in conformity with existing liturgical norms, Church documents, and USCCB policies.
3. FDLC publications shall not determine which liturgical norms may be modified in local ecclesial communities nor present optional norms as absolutes.
4. The FDLC shall promote publication of materials which respond to the needs of multicultural Church communities.
5. The National Office, upon approval of the Board, shall direct the publication of resources.

## **ARTICLE 14. FINANCES**

1. The FDLC may receive gifts and funds.

2. The Board may assess membership dues upon the members of the FDLC.
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.
4. Dues of archdioceses and dioceses shall be based on the area's Catholic population, as indicated by current USCCB statistics:
  - Category A: 0 to 25,000 persons
  - Category B: 25,001 to 100,000
  - Category C: 100,001 to 300,000
  - Category D: 300,001 to 500,000
  - Category E: 500,001 to 1,000,000
  - Category F: Over 1,000,000
5. Current procedures governing financial practices may be found in the FDLC Financial Handbook and are subject to change.

#### **ARTICLE 15. QUORUM**

1. The quorum for a regular meeting of the Board shall be two thirds of the voting members (ten).
2. Failing a quorum, discussion may occur, but no votes shall be taken.

#### **ARTICLE 16. AMENDMENTS TO THE ARTICLES OF INCORPORATION (CONSTITUTION)**

1. Proposed amendments to the Articles of Incorporation (Constitution) shall be presented in writing to the Executive Director at least sixty (60) days before the next meeting of the Board. The Executive Director will circulate the petition to the Board at least thirty (30) days in advance of that same meeting.
2. The Articles of Incorporation (Constitution) are amended by a two-thirds majority vote of the total membership of the Board.

#### **ARTICLE 17. AMENDMENTS TO BYLAWS**

1. Proposed amendments to these Bylaws shall be presented in writing to the Executive Director at least sixty (60) days before the next meeting of the Board. The Executive Director will circulate the petition to the Board at least thirty (30) days in advance of that same meeting.

2. Bylaws are amended by a two-thirds majority vote of the total membership of the Board.

January 28, 2014