



Irene Gomez-Bethke Papers.

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*Drew*

By-Laws  
Of The  
Hispanic Ministry (Advisory) Board  
As Amend ed on December 7, 1983

Article I  
Name

Hispanic Ministry (Advisory) Board

Article II  
Address

Archdiocese of St. Paul and Minneapolis  
Hispanic Ministry  
328 W. 6th Street  
Saint Paul, Minnesota 55102  
612/ 291-4480

Article III  
Purpose

The Hispanic Ministry Advisory Board is a body created by the Archbishop to advise the office on matters regarding the Hispanic Community. It is to act as a catalyst to implement programs of religious ministry in the areas of social services, pastoral services, sacramental care and education which reach out to the needs of the Hispanic Community.

Article IV  
Membership

- A. The membership to the Advisory Board shall be by appointment by the Vicar of Hispanics/Archbishop.
- B. This Advisory Board shall consist of no more than 15 members and no less than 10 members who have involvement and expertise with Hispanic Community affairs. At each annual meeting, the Board shall establish a fixed number of members that will compose the Board for the up-coming year.
- C. The Board shall submit names for appointment by the Vicar of Hispanics/Archbishop. The Archbishop/Vicar of Hispanics shall have sole authority to appoint new board members without other approval. Criteria for membership shall include recognizable skills and expertise in the areas the members represent along with an evident committment to serve as a responsible board member.

- D. New candidates shall be recommended to the Vicar of Hispanics/ Archbishop for appointment at the annual meeting to be held in January and as may be necessary in case of vacancy.
- E. Appointments shall be for a three (3) year term, with the lots drawn at the first meeting to establish the sequence of one-third (1/3) replacement by new members each year.
- F. Members of the Advisory Board shall not be re-appointed for more than three (3) consecutive terms.
- G. Members of the Advisory Board shall serve without compensation but may be reimbursed for necessary expenses incurred in the performance of their duties as authorized by the board.
- H. Any dismissals from the advisory Board will be voluntary and/or upon the board's recommendation. Three (3) absences without notice of a member, within any twelve (12) month period, from (regular) meetings shall constitute notice of resignation, subject to review of the Executive Committee. Vacancies so created shall be filled for the remaining term in the manner provided under Section C, Article IV.
- I. The Archbishop/Vicar of Hispanics shall serve as ex-officio member of the Hispanic Ministry Advisory Board.

#### Article V Meetings

- A. The Advisory Board shall meet regularly and quarterly at a time and place determined by the Chairperson. A majority of the actual Board members shall constitute a quorum for the purpose of holding meetings.
- B. Notice of the regular meetings shall be sent out by the Executive Director at least seven (7) days before said meeting.
- C. In addition to its regular meetings, the board shall meet at the call of the Chairperson or upon the request of one third (1/3) of the board members. Such request should state the time, place and purpose of the meeting, and said request shall be delivered within two (2) days in advance thereof.
- D. The annual meeting shall be held at the time and place of the January meeting.

#### Article VI Powers and Duties

- A. The Advisory Board shall elect its own Chairperson, and Vice-Chairperson, in accordance with provisions set forth in Article VIII of the By-Laws. *See.*
- B. In the performance of its duties, the Advisory Board shall

receive or request any and all such information from any source which it may deem necessary, pertinent and reasonable.

- C. The Advisory Board shall research the needs and issues of the Hispanic Community within the Archdiocese and make the necessary recommendation to the Office of Hispanic Ministry, Vicar of Hispanics/Archbishop.
- D. In addition to the aforementioned provisions of this Article, the powers and duties of this board shall include those addressed in prior and subsequent provisions.

#### Article VII Executive Director

- A. The Advisory Board shall recommend to the Archbishop/Vicar of Hispanics the appointment of the Executive Director.
- B. It shall be the responsibility of the Executive Director to inform the Vicar of Hispanics/Archbishop of the recommendations and decisions made by the Advisory Board.
- C. The Executive Director is responsible to carry out the recommendations, decisions and policies of the Advisory Board and Vicar of Hispanics/Archbishop.
- D. The Executive Director is a non-voting member of the Advisory Board.

#### Article VIII Officers

- A. The officers of the Advisory Board shall include Chairperson and Vice-chairperson.
- B. Officers shall be elected annually by a majority of the Advisory Board members present and voting at the time of such election.
- C. Officers shall serve for a one year term, starting on the date they are duly elected and shall serve until their successors have been duly elected and qualified.

#### Duties

- A. The Chairperson shall preside at all board meetings and see that all orders and resolutions of the Advisory Board are carried out.
- B. The Vice-chairperson shall preside at all of the Advisory Board meetings in the absence of the Chairperson.
- D. If the office of any Executive Board member becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or other reasons, the board, by majority

vote, shall elect a successor who shall hold office for the unexpired term of said vacancy.

#### Executive Committee

- A. The Executive Committee shall constitute of the Executive Director, Chairperson, Vice-chairperson, chairs of all standing committees that may be established by the board from time to time.
- B. The Executive Committee shall manage the affairs of the Advisory Board between board meetings. All business conducted by the Executive Committee shall be reported to the Advisory Board at the next regularly scheduled meeting.
- C. Actions of the Executive Committee shall be subject to board approval at all times.
- D. The Chairperson and or other person designated shall prepare agendas to be sent out to the Advisory Board.

#### Article IX Committees

- A. The Advisory Board shall establish such committees and sub-committees as it deems necessary to carry out its responsibilities.
- B. All standing committees shall be chaired by a member appointed by the Advisory Board.

#### Article X Amendments

- A. Each by-law shall be reviewed at regular intervals, not to exceed twelve (12) months to determine if modification is necessary.
- B. These by-laws may be amended by the Advisory Board at a special meeting called for the purpose of amending by-laws or at regular board meetings by at least two-thirds (2/3) vote of the actual board members of the board.
- C. All by-laws ratified by the Advisory Board will have a Chairperson and Executive Director signature and effective date.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
EXECUTIVE DIRECTOR

AMENDED \_\_\_\_\_

\_\_\_\_\_  
CHAIRPERSON



By-Laws  
Of The  
Hispanic Ministry Advisory Board

As Amended on December 4, 1986

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Name

Hispanic Ministry Advisory Board

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Archdiocese of St. Paul and Minneapolis  
Hispanic Ministry Office  
328 W. 6th Street  
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(612)291-4480

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- C. The Board shall submit names for appointment by the Vicar of Hispanics/Archbishop. The Archbishop/Vicar of Hispanics shall have sole authority to appoint new board members without other approval. Criteria for membership shall include recognizable skills and expertise in the areas the members represent along with an evident commitment to serve as a responsible board member. **Member shall reflect Christian values.**
- D. New candidates shall be recommended to the Vicar of Hispanics/Archbishop for appointment at the annual meeting to be held in January and as may be necessary in case of vacancy.
- E. Appointments shall be for a three (3) year term, with the lots drawn at the first meeting to establish the sequence of one third (1/3) replacement by new members each year.
- F. Members of the Advisory Board shall not be re-appointed for more than three (3) consecutive terms.
- G. Members of the Advisory Board shall serve without compensation but may be reimbursed for necessary expenses incurred in the performance of their duties as authorized by the board.
- H. Any dismissals from the advisory Board will be voluntary and/or upon the board's recommendation. Three (3) absences without notice of a member within any twelve (12) month period, from (regular) meetings shall constitute notice of resignation, subject to review the Executive Committees. **A notice includes a written request to be excused or a call prior to the meeting.** Vacancies so created shall be filled for the remaining term in the manner provided under Section C. Article IV.
- I. The Archbishop/Vicar of Hispanics shall serve as ex-officio member of the Hispanic Ministry Advisory Board.

#### Article V Meetings

- A. The Advisory Board shall meet regularly and quarterly at a time and place determined by the Chairperson. A 1/3 of the actual Board members shall constitute a quorum for the purpose of holding meetings.
- B. Notice of the regular meetings shall be sent out by the Executive Director at least (7) days before said meeting.
- C. In addition to its regular meetings, the board shall meet at the call of the Chairperson or upon the request of one third (1/3) of the board members. Such request should state the time, place and purpose of the meeting, and said request shall be delivered within two (2) days in advance thereof.

- D. The annual meeting shall be held at the time and place of the January meeting

**Article VI**  
**Powers and Duties**

- A. Advisory Board shall elect its own Chairperson, and Vice-Chairperson, in accordance with provisions set forth in Article VIII of the By-Laws.
- B. In the performance of its duties, the Advisory Board shall receive or request any and all such information from any source which it may deem necessary, pertinent and reasonable.
- C. The Advisory Board shall research the needs and issues of the Hispanic Community within the Archdiocese and make the necessary recommendations to the Office of Hispanic Ministry, Vicar of Hispanics/Archbishop.
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**Article VII**  
**Executive Director**

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- B. It shall be the responsibility of the Executive Director to inform the Vicar of Hispanics/Archbishop of the recommendations and decisions made by the Advisory Board.
- C. The Executive Director is responsible to carry out the recommendations of the advisory Board decisions and policies of the Board and Vicar of Hispanics/Archbishop.
- D. The Executive Director is a non-voting member of the Advisory Board.

**Article VIII**  
**Officers**

- A. The officers of the Advisory Board shall include chairperson and Vice-Chairperson.
- B. Officers shall be elected annually by a majority of the Advisory Board members present and voting at the time of such election.
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### Duties

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- B. The Vice-chairperson shall preside at all of the Advisory Board meetings in the absence of the Chairperson.
- D. If the office of any Executive Board member becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or other reasons, the board, by majority vote, shall elect a successor who shall hold office for the unexpired term of said vacancy.

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\_\_\_\_\_  
EXECUTIVE DIRECTOR

AMENDED \_\_\_\_\_

\_\_\_\_\_  
CHAIRPERSON

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As Amended on January 28, 1987

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AMENDED \_\_\_\_\_

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