



**NATIONAL DIACONATE INSTITUTE FOR CONTINUING EDUCATION
BY-LAWS**

**ADOPTED 1977
REVISED 1993; 2000; 2001; 2008; 2012; and 7/20/2022**

ARTICLE 1 – MEETINGS

Section 1 – The purpose(s) of the National Diaconate Institute for Continuing Education, Inc., (NDICE) shall be accomplished through an Annual Conference which shall provide workshops, lectures, liturgies, publications, and other programs that promote the purpose(s) of the Institute.

Section 2 – Robert’s Rules of Order shall govern the proceedings of those sessions of the Annual Conference conducted for business or fraternal purposes where voting may be required.

ARTICLE II – EXECUTIVE BOARD

Section 1 – The Executive Board shall be the governing body of the Institute.

Section 2 – The Executive Board shall consist of the elected officers, the Executive Secretary, the Immediate Past President, the Wives’ Representative and, as applicable, the Chairs of Standing and Ad hoc Committees.

Section 3 – the Wives’ Representative shall be elected by a majority of the Associate Members present and voting at the Annual Conference and shall serve for a term of three years. The Wives’ representative shall have a vote on Executive Board decisions.

Section 4 - The Executive Director of the Secretariat of the U.S. Conference of Catholic Bishops’ Committee on Clergy, Consecrated Life and Vocations (or any successor organization) or his designee shall be an *ex officio* member of the executive Board, but shall not have the right to vote on Executive Board matters.

ARTICLE III – OFFICERS

Section 1 – The elected officers of the Institute shall be: President, President-Elect, Secretary, and Treasurer. In addition, the Executive Board shall appoint an Executive Secretary.

Section 2 – The elected officers shall be Members of the Institute nominated and elected as provided in **ARTICLE V** of these By-Laws.

ARTICLE IV – DUTIES OF THE OFFICERS

Section 1 – THE PRESIDENT shall preside at all meetings of the Executive Board, as well as the Annual Conference of the Institute. He shall, in general, supervise the business and affairs of the Institute and perform all duties incident to the office of President. He shall, in consultation with the Executive Board, appoint the Chairs of the various Standing and Ad hoc Committees; or to special committees or positions as, in his discretion, the general welfare of the Institute demands. The Chairs of each Committee will then appoint the members of such Committee, as appropriate. The President shall determine, with the members of the Executive Board, the agenda for the Annual Conference; and represent the Institute at meetings to which NDICE is invited. He is empowered to call special meetings as may be required to further the purpose(s) of the Institute.

Section 2 – THE PRESIDENT ELECT shall perform the duties of the President in the event of the President's absence, disability, or death, and at the request of the President, perform others duties as needed.

Section 3 – THE SECRETARY shall prepare and publish, in approved format and with timely dispatch, the minutes of the Annual Conference, the annual business meeting, all of the Executive Board Meetings, and any special meetings of NDICE; and all other duties incident to the office.

Section 4 – THE TREASURER, with the assistance of the Executive Board, shall be responsible for the collection and disbursement of all funds of NDICE; make deposits in the name of, and the credit of NDICE; keep the accounts of NDICE in accordance with general accepted accounting procedures; make a full report of the receipts and disbursements for the preceding fiscal year at the Annual Conference. The Treasurer shall be an *ex officio* member of the Scholarship Committee, but shall not have the right to vote on Scholarship Committee matters. Upon approval of a scholarship, he shall disburse that appropriate funds.

Section 5 – THE IMMEDIATE PAST PRESIDENT shall be a member of the Executive Board following his term as President. The Past President coordinates the work of the Committees and special projects and assists where needed.

Section 6 – THE EXECUTIVE SECRETARY shall assist the President and the Executive Board with the day-to-day operations of NDICE and assist the Committee Chairs in accomplishing the work of each committee. Compensation for the Executive Secretary shall be determined by the Executive Board.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 1 – The election of President Elect, Secretary, and Treasurer shall take place at the Annual Conference.

- The term of office of President and President Elect shall be for two years. The President Elect shall be elected in the odd-numbered years.
- The term of office of Secretary and Treasurer shall be for two years. The Secretary shall be elected in the even-numbers and the Treasurer shall be elected in the odd-numbered years.
- The term of office shall end at the close of the Annual Conference at which new officers are elected. Newly elected officers shall assume their office at the close of the Annual Conference at which there were elected.
- If the office of President Elect, Secretary, or Treasurer is vacant at the time of the Annual Conference and it is not appropriate numbered year for election to that office, an election for that vacant office shall be conducted with the term of office being one year.

Section 2 – All Members have the right to nominate candidates through the Nominations Committee prior to the meeting at which the election takes place. Members present at the Annual Conference can also nominate candidates from the floor. In every case, the nomination is subject to the consent of the nominee.

- Any candidate who wishes to present himself for an elective office in NDICE must provide letters from his bishop and supervisor, normally his pastor, stating that he is a deacon in good standing in his diocese and that the bishop and supervisor take no objection to the deacon seeking elective office in NDICE. Any candidate who is married must also provide a letter from his wife stating that she consents to his seeking elective office in NDICE.

Section 3 – For the offices of President Elect, Secretary and Treasurer, nominations shall be made by the Nominations Committee.

Section 4 – The electoral body of the Institute shall be all Members who are present at the Annual Conference at which the voting takes place.

Section 5 – Election to office shall require a simple majority of Members present and voting. A simple majority means one more vote than 50% of the votes cast from among the Members of NDICE present and voting. When more than two (2) candidates seek one elective position and no candidate receives the necessary simple majority, the two (2) candidates who receive the highest number of votes of those Members present and voting shall then enter a run-off election with the winner being the one (1) receiving the highest number of votes cast from among the Members of NDICE present and voting.

Section 6 – The voting shall be by secret ballot.. Tellers for the election shall be members of the Nominating Committee.

ARTICLE VI – VACANCIES

Section 1 – In the event of the death, resignation, or disability of the President, the President Elect shall assume the office of President.

Section 2 – In the event of the death, resignation, or disability of the President Elect, the Secretary, or the Treasurer, the President, with the advice and consent of the Executive Board, shall designate one of the other officers to perform the duties of the deceased, resigned, or disabled officer until a successor can be elected or the disabled office can resume his duties.

Section 3 – Any vacancy created by the implementation of this section shall be filled by the elective process contained in these by laws at the next Annual Conference.

ARTICLE VII – COMMITTEES

Section 1 – At the annual meeting of the Executive Board, held at the Annual Conference, the Board shall designate the appropriate Standing and Ad hoc Committees for the coming year, and the specific duties of each Committee. The Committees shall serve under the direction of the Executive Board. Standing Committees may include, but are not limited to: Liturgy, Finance, Program, Communications, Membership, Archive, Scholarship, Social, Nominates, and Conference Liaison.

Section 2 – The President and Committee Chairs shall exercise sensitivity in selecting people to serve on Committees. Care shall be taken to include Members and Associate Members and other who represent the diversity of the national diaconate community and the members of NDICE.

Section 3 – It shall be the duty of each Committee Chair to prepare reports of the work of the Committee and present these to the Executive Board and, if necessary, to the membership.

Section 4 – No Committee shall have other than advisory powers unless, by suitable action of the Present and the Executive Board, it has been granted specific power to act.

Section 5 – Chairs and members of all Committees shall serve at the pleasure of the President.

ARTICLE VIII – FINANCES

Section 1 – The Executive Board shall be authorized to form a non-profit corporation for the purpose of receiving funds to achieve the purpose(s) of the National diaconate Institute for Continuing Education, Inc.

Section 2 – The Institute shall ensure that sufficient monetary resources are provided to support the purpose(s) and operation of NDICE. This can be done by implementing annual dues, registration fees, or other customary means of providing revenue.

ARTICLE IX – AMENDMENTS

Section 1 – These “By-Laws” may be amended by the process and procedure set forth in the “CONSTITUTION”: ARTICLE IV: Sections 1 and 2.

ARTICLE X – RATIFICATION

Section 1 – An affirmative vote by two-thirds of the deacons present and voting at the Annual Meeting shall be sufficient for the establishment of this Constitution and By-Laws.

ARTICLE XI – COORDINATION WITH BISHOPS’ COMMITTEE

The President of the NDICE will apprise the Director of the Secretariat of the U.S. Conference of Catholic Bishops’ Committee on Clergy, Consecrated Life and Vocations (or any successor organization), or his designee, of the Annual Conference program and extend an invitation to participate.