

Diocese of Davenport  
Youth Ministry Advisory Committee of the Diocesan Board of Education  
Constitution

- I. Name:** The name of this body shall be the Youth Ministry Advisory Committee of the Diocesan Board of Education of the Diocese of Davenport.
- II. Purpose:** The purpose of this committee shall be to promote comprehensive youth ministry in the Diocese of Davenport as defined in the Bishops' document *Renewing the Vision: A Framework for Catholic Youth Ministry*. The committee is advisory to the Diocesan Coordinator of Youth Ministry and the Diocesan Board of Education ("DBOE").
- III. Membership – Up to 3 youth & 1 adult from each Deanery**
- A. Each deanery shall be represented by up to three youth members being of sophomore, junior, or senior standing in high school.
    - a. Youth members shall be appointed in the spring of each year, no later than the third Saturday of May, to serve a one year term beginning the following August.
    - b. Youth members shall be eligible for reappointment to two consecutive terms.
    - c. In order to be eligible to serve on the Youth Ministry Advisory Committee, youth must have participated in the Iowa Christian Leadership Institute or similar leadership training or experience before beginning service in August.
  - B. Each Deanery shall be represented by one adult who need not be parish coordinator of youth ministry appointed in the spring of each year, no later than the third Saturday of May, to serve a three year term beginning the following August (except the first appointees who will serve terms as stated in b. below).
    - a. Adult members shall be eligible for reappointment to two consecutive terms.
    - b. In the first year, a lottery shall be held to determine the length of term for adult members with two having a one-year term, two having a two year term, and two a three year term. Thereafter, all terms will be for three years.
    - c. The adult representatives will report back to their deans or deanery councils as determined by the respective dean.
  - C. Membership in the Youth Ministry Advisory Committee shall be by appointment.
    - a. All deanery appointments to the Diocesan Youth Ministry Advisory Committee for the following year shall be made by the dean in consultation with the deanery and deanery council where practical.
    - b. Every parish of the Diocese of Davenport shall receive application materials from the Diocesan Pastoral Center each year.
    - c. Members of the Youth Ministry Advisory Committee will be appointed by the respective dean in consultation with the deanery or deanery council where practical to fill the remaining term of the member being replaced.
    - d. The names of those appointed shall be forwarded to the Diocesan Board of Education for their approval.
  - D. The Diocesan Coordinator of Youth Ministry shall be an ex-officio, non-voting member of the Youth Ministry Advisory Committee.
  - E. Members of the Youth Ministry Advisory Committee, other than an ex-officio member, absent from two consecutive regular meetings of the committee without being excused by the Adult Chair, shall cease to be members.
  - F. The Bishop or a majority of the Diocesan Board of Education may remove any member at his/its discretion at any time and may dissolve the Committee at his/its discretion at any time.

**IV. Organization.**

- A. Members of the Youth Ministry Advisory Committee shall vote annually at its August meeting to elect youth to the following positions:
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer/Historian
- B. Members of the Youth Ministry Advisory Committee shall vote to elect an adult to the following position:
  - Adult Chair

- C. Together with the Diocesan Coordinator of Youth Ministry, the Chair, Vice Chair, Secretary, Treasurer/Historian, and Adult Chair shall make up the executive committee.
- D. The Bishop of the Diocese of Davenport shall ensure that all decisions of the Committee and Diocesan Board of Education are in keeping with the goals, vision, and mission of the Roman Catholic Church, and the Diocese of Davenport. He shall reserve the right to veto any decisions of the Committee and Diocesan Board of Education which are not in keeping with the above mentioned goals, visions, and missions.
- E. The Youth Ministry Advisory Committee shall have the authority to create sub-committees and appoint members to them as necessary to deal with specific issues. Sub-Committee members need not be members of the Youth Ministry Advisory Committee.

## V. Duties of officers

- A. Chair
  - a. The chair shall preside at all meetings of the general membership and executive committee.
  - b. The chair shall be responsible for creating the agenda for executive committee meetings and forwarding it to the secretary for distribution to the members.
  - c. The chair will be responsible for making sure that the executive committee has created an agenda for general membership meetings and will forward the agenda to the secretary for distribution to the members.
  - d. The chair or his/her designee will be responsible for reporting to the Diocesan Board of Education as determined by the Diocesan Board of Education.
- B. Vice chair.  
In the event that the chair is absent or can not fulfill his/her duties, the vice-chair shall perform those duties.
- C. Secretary.
  - a. The secretary shall keep accurate minutes of both general membership meetings and executive committee meetings.
  - b. The secretary shall notify members of upcoming meetings (general, special and executive committee) either by email or mail at least one week before a general or executive committee meeting and 48 hours before a special meeting unless waived. The secretary shall advise each member of the time and place of the meeting, the agenda for the meeting and provide a copy of the minutes from the last meeting.
- D. Treasurer/historian.
  - a. The treasurer will work closely with the diocesan Coordinator of Youth Ministry to keep track of assets and be sure that budgets are kept.
  - b. The historian shall keep a running record (verbal and pictorial) of the various activities of the diocesan youth.
- E. Adult Chair  
The adult chair shall server as mentor to the chair.
- F. Executive Committee (Sec. IV, C)
  - a. The executive committee under the guidance of the chair shall determine all agendas for general membership meeting.
  - b. The executive committee under the guidance of the chair shall determine the schedule for all general meetings.

## VI. Meetings

- A. The committee shall meet at least quarterly, as well as at the discretion of the executive committee, a majority of the membership, or the Chair or Adult Chair.
- B. The August meeting will be the annual meeting.
- C. The quarterly meetings may be overnights hosted by the parishes of the Diocese or as agreed to by a majority of the membership.
- D. All committee members shall be required to attend all committee meetings unless excused by the Adult Chair. Removal for unexcused absence is provided for in III E. above.
- E. Decisions shall be made by consensus whenever possible. In situations in which consensus cannot be reached, the most current edition of Robert's Rules of Order shall apply. Each member would be allowed one vote with the exception of the coordinator of Youth Ministry who is an ex-officio non-voting member.
- F. A quorum shall be the majority of the membership.

## VII. Amendments

- A. Proposed amendments to this document shall be sent to the membership of the Youth Ministry Advisory Committee at least one month before any action shall be taken on them. Action may then be taken at one meeting.
- B. Amendments to this document shall require the approval of 2/3 of the members of the Youth Ministry Advisory Committee and approval by a majority of the Diocesan Board of Education to become official.