

CONFERENCE BYLAWS SOCIETY OF ST. VINCENT DE PAUL DIOCESE OF PHOENIX

Article 1 - OFFICIAL NAME

The name of the Conference shall be the Conferences, subsequently referred to as Conference, of the Society of St. Vincent de Paul (SVDP) within the geographical boundaries or otherwise affiliated with the SVdP Diocesan Council of Phoenix and the SVdP National Council of the United States. *

Article 2 - LOCATION AND TAX STATUS OF THE CONFERENCE

The principal office of the Conference shall be the same as the Diocesan Council of Phoenix. The statutory office of the Diocesan Council of Phoenix, (comprised of the Counties of Maricopa, Coconino, Mohave and Yavapai), Society of St. Vincent de Paul, Inc. shall be in the Diocese of Phoenix, City of Phoenix and County of Maricopa, State of Arizona and in such other locations as designated by the Diocesan Council. The name of the agent for service of process shall be determined by the Diocesan Council Board.

The executive office of the Corporation shall be in the City of Phoenix in the State of Arizona. Other offices may be established at such other places in the Diocese of Phoenix as the Diocesan Council may from time to time determine. All Conferences, District Councils and the Diocesan Council in the Diocese of Phoenix shall be incorporated as one corporation and shall share one Federal 501 (c) 3 tax ID number.

Article 3 - STATEMENT OF PURPOSE

“Inspired by Gospel values, the Society of St. Vincent de Paul, a Catholic lay organization, leads women and men to join together to grow spiritually by offering person-to-person service to the needy and suffering in the tradition of its founder, Frédéric Ozanam, and patron, Vincent de Paul. As a reflection of the whole family of God, members, who are known as Vincentians, are drawn from every ethnic and cultural background, age group, and economic level. Vincentians are united in an international society of charity by their spirit of poverty, humility and sharing, which is nourished by prayer and reflection, mutually supportive gatherings and adherence to a basic Rule. Organized locally, Vincentians witness God’s love by embracing all works of charity and justice. The Society collaborates with other people of good will in relieving need and addressing its causes, making no distinction in those served, because in them Vincentians see the face of Christ.”

Mission Statement – National Council

* Because of the structure of the SVdP Diocesan Council of Phoenix as mandated by our Articles of Incorporation and the Diocesan and District Council bylaws, all conferences are intimately united and must share a common set of bylaws. Therefore, all Conferences within the geographical area of or otherwise affiliated with the St. Vincent De Paul Diocesan Council of Phoenix shall be governed by these bylaws. The individual names in Appendix A. Any name changes, additions or disillusionment of Conferences shall be considered pro forma changes and thus will not require any modifications or amendments to these bylaws.

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The Conference is the basic and essential grouping of the Society. The Primary Objective of the Conference shall be to provide its members opportunities for spiritual growth, fellowship and to serve people in need. Conferences adhere to The Rule of the St. Vincent de Paul Society, which in part states: “No work of charity is foreign to the Society.” The Society embraces the Principle of Subsidiarity as its basic standard of operation thus allowing decisions to be made as close as possible to the area of activity. (See Rule Part I 3.9) In keeping with this spirit, the persons to be helped and the works to be performed are determined by the Conference itself. The Conference may be established within a wide variety of social groups and settings, such as a parish, college or school, firm or company. Conferences are organized primarily to perform person-to-person service to those in need, but also may be organized for the performance of a specific special work.

The mark of the Society’s unity is the Aggregation (1) of the Conferences and the Institution of the Councils, pronounced by the Council General (International) and with the approval of the National Council. The Conference should comply with all Aggregation requirements set forth by the Council General (International) and the National Council.

Non-discrimination Policy

The Conference provides services to individuals, without regard to race, creed, color, gender, sexual orientation, criminal justice status, disability, marital status, veteran status, national origin, age or physical handicap.

The visible unifying link within the Society is the Aggregation of the Conferences and the institution of the Councils declared by the Council General. (The Rule, Part 1; 3.8).

Article 4 – TAX EXEMPTION

Each Conference is an affiliate of the Diocesan Council, which is organized under the Nonprofit Public Benefit Corporation Law for the State of Arizona for charitable purposes, and as such may not apply nor have an incorporation separate of the Diocesan Council. The Diocesan Council to the extent possible will assure that the tax-exempt status of the Diocesan Council is maintained by complying with all applicable federal and state requirements, including federal Internal Revenue Service policies.

Article 5 - PARAMOUNT AUTHORITY OF THE SOCIETY

Should any bylaw, rule or regulation adopted by the Conference conflict with The Rule and regulations of the Society of St. Vincent de Paul as now promulgated or hereafter adopted by the International Council General or the National Council of the United States, the Diocesan Council of Phoenix or the assigned District Council then and in that event such bylaws, rules or regulations should be void and of no effect. In addition, if the Conference appears to be part of the Society, but does not adhere to The Rule in terms of presidential terms, regular attendance at

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Council meetings, or otherwise does not maintain compliance with its approved aggregation papers, it shall not use the Society's name.

Parliamentary Authority

Agreed-upon forms of consensus building shall govern each Conference in all cases in which they are applicable and in which they are not inconsistent with the Diocesan and District bylaws and any special rules of order the Diocesan Council may adopt. Unless otherwise specified by the Diocesan Council or the Diocesan Council Board, the latest approved version of Robert's Rules of Order will serve as the rules of order. Under normal circumstances, a Conference may use a simplified version of parliamentary procedures based on Robert's Rules of Order such as *Simplified Rules of Order* or *Parliamentary Procedures at a Glance*.

Rule of the Society

A copy of the Rule and Manual of the Society, Diocesan Council and District Council bylaws shall be kept with these Bylaws by each Conference.

Article 6 – AMENDING THE BYLAWS

These bylaws may be amended, altered or repealed only by a two-thirds majority of all the active members of the full Diocesan Council of Phoenix and in conjunction with the approval of the National Council.

A copy of the Conference bylaws must be forwarded to the National Council and any subsequent changes, revisions, amendments, alterations or repeals of said bylaws must be forwarded by the Diocesan Council of Phoenix to the National Council.

Article 7 - CLASSES OF MEMBERSHIP, RIGHTS AND PRIVILEGES

The Society is a Catholic lay organization open to all who wish to live their faith by loving and serving their neighbor.

Conference membership is made up of:

Full-enhanced (Active) Members are those who participate regularly in the prayer life, meetings, and charitable activities through personal contact with the poor of the Vincentian Conference into which they have been received. All full-enhanced (active) members must complete the basic Ozanam Formation Experience (OFE) classes as defined by the Phoenix Diocesan Formation policy.

A full-enhanced (active) member accepts The Rule of the Society, belongs to the Catholic Church, and is received as a Vincentian brother or sister into the Society's Conference with which he or she is affiliated by formal action. Only full-enhanced (active) members hold office

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in the organization. Full members who were grandfathered in must complete the basic Ozanam Formation Experience (OFE) classes within one year of their election/appointment. Failure to complete the classes within the defined time frame will result in the automatic forfeiture of the member's office.

Associate Members are those affiliated with the Society by formal action of the Conference or Council with which the member will be joined. Associate Members include those who sincerely and publicly accept the Society's Rule but may or may not belong to the Catholic Church, may or may not attend Conference meetings on a regular basis, nor engage in the works of the Society on a regular basis. Associate Members are kept informed of the developments and activities of their immediate groupings, as well as the general progress of the Society, particularly in the local area or diocese. They are invited to attend the general meetings and special observances of the Society and to participate in its charitable activities.

Non-Catholic associate members, who have completed the basic Ozanam Formation Experience (OFE) requirements are allowed to make motions, participate fully in Conference discussions and vote in all Conference matters, but may not under any circumstances hold office.

Contributing Members are those who regularly or in a substantial way provide in-kind or financial support but who do not engage directly in the Society's work. These members also are invited to the Society's general and festival meetings as well as Conference and District activities and celebrations. It is the duty of the Conference to invite contributing members to all appropriate meetings and celebrations and to periodically keep them informed about the activities and progress of the Conference.

Non-discrimination Policy

The Conference shall actively seek to recruit and retain volunteers without regard to race, color, age, nationality, creed (with the exception of active/full members), color, sex or disability. In keeping with the Rule of the Society, Conferences make no distinction regarding gender, wealth, occupation, social status or ethnic origin. (Rule Part I 3.2)

Compensation

No part of the property belonging to this entity, nor its net earnings or income shall ever inure to the benefit of any member or individual, or any person having a personal or private interest in the activities of the entity. There shall be no fee or honorarium for Conference service beyond reimbursement of expenses.

Anyone who receives a salary or remuneration from the Society or any of its branches may serve in the Conference with membership rights and privileges, but may not be elected or appointed to any Council/Board or Office, nor serve as a proxy within the Society.

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Safe Environment Requirements

All full-enhanced and associate members of the Conference must comply with the current Diocesan requirements related to the Safe Environment Training program to include but not limited to: completion of a foundational course, volunteer application, face-to-face interview and periodic renewals. Additionally, all Conference members will comply with the current Safe Environment policies.

Article 8 - SOLIDARITY CONTRIBUTIONS

Individual Members: In keeping with the time-honored tradition of the Society, a secret collection is generally taken up as part of every meeting. This contribution is to give proof of the spirit of sharing of the members.

Conferences: Conferences are expected to make solidarity contributions to their respective higher Councils. Each higher Council determines the expected contribution or exemptions from attached Conferences and Councils in order to meet its necessary expenses and assist needy Conferences and Council groupings attached to it. The Conference and Councils can also derive financial support from other means such as parish collections, special events, etc.

Conferences associated with the Phoenix Diocesan Council will contribute 10% of their income to their respective District Council. Payments shall be made on a quarterly basis and shall be submitted with the Conference's Quarterly Report disclosing income, expenditures, and Conference activity. (See Article 9 of the District bylaws)

District Councils associated with the Phoenix Diocesan Council will contribute 10% of their income to the Diocesan Council. Payments shall be made on a quarterly basis and shall be submitted with the District's Quarterly Report disclosing income, expenditures, and Conference activity. (See Article 9 of the District bylaws)

Article 9- MEMBERSHIPS OF CONFERENCES

Individuals from parishes generally make up the Conference and are represented by the Conference President at the District and Diocesan Council level. The Conference President has the obligation of consulting with the Conference in order to vote the will of its membership at all District and Diocesan Council meetings.

Conferences may be established within a wide variety of social groups and settings, such as a parish, college or school, firm or company. A Conference may be organized for the performance of a specific work such as prison ministry or ministry to the homeless.

Conferences group together to form the various District Councils and Diocesan Council. The duly elected President of the District Council, the Council's appointed officers and the currently

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serving Presidents of the active Conferences compose the District Council. The government and power of the District Council shall be vested in the District Council members. District Councils represent at least three and ideally no more than twelve Conferences. The Diocesan Council Board shall determine the number of Conferences that make up each of the District Councils within their jurisdiction.

Article 10 - ADMISSION PROCEDURES AND ELECTION PROCESS

Admission Procedures

The names of persons proposed for active and associate membership should be submitted to the President of the Conference. The President will then make information about the recommended person known to the Conference. If approved, the candidate will be admitted and given a Vincentian welcome. Training, formation and updating opportunities are to be provided to new as well as existing members. All new members shall be given a copy of the Conference bylaws and guidelines and whenever possible a Conference handbook.

Election Process for Conference President

The Conference is directed by a President elected through a process that culminates in a secret ballot for a three-year (one year for youth conferences) term (beginning on October 1st), which may be renewed once. For serious reasons, and in accordance with The Rule, an election can be annulled. A retiring President who has just served two consecutive terms is not eligible for re-election as President until a further period of three years has elapsed. After a Conference President has been selected the name of that person shall be submitted to the District Council President, thereupon that person shall be enrolled as a member of the District Council and installed at the next District Council Meeting.

Extraordinary Circumstances

Should the President resign, become permanently incapacitated, be removed from office or die during the term of office, then the Vice President of the Conference shall act as President until the election of a new President. Upon the vacancy of the office of President prior to the completion of the term of office, the Vice-president shall within ten days from receipt of the notice of the vacancy of the office of President initiate the election process. The election is then held within 3 months. The newly elected President's term of office begins on the date of election to that position and ends on September 30th of that fiscal year. Irrespective of the months involved, the portion of this one-year in office is not counted as part of a Presidential term limit. The President, who serves for an interim period, may run for two three-year terms each of which will begin on October 1st of the appropriate year.

Article 11 - MEETING FREQUENCY AND PROCEDURES

The Conference meets regularly and consistently, usually weekly, but at least twice a month.

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Face to face meetings are held in a spirit of friendship, simplicity and Christian joy. They provide for spiritual growth, consideration in common of the experiences of each member and the issues encountered in the pursuit of better service. Meeting procedures include: A punctual call to order; roll call; opening prayer, the Lord's Prayer, the Hail Mary and a prayer for those whose suffering they wish to share); Spiritual Advisor's reading or meditation, address and discussion; approval of minutes of previous meeting; home visitation reports; President's report; Secretary's report; Treasurer's report; Committee reports (including Formation Committee report); membership reports, resolutions; Special Works reports; old business; new business; time and place of next meeting, secret collection; closing prayer; adjournment. The conference's annual activities shall include Festival meetings and Conference liturgies.

**Article 12 - QUORUM REQUIREMENTS, VOTING PROCEDURES,
PROXIES AND OPEN MEETINGS**

A simple majority of active members shall constitute a quorum and each full-enhanced (active) member shall be entitled to one vote, which must be cast in person. The Conference may not include proxy and/or absentee member votes as part of any action requiring a formal vote including election of a President. A simple majority of those eligible to vote is required to approve or disapprove a main motion or resolution. All meetings of the Conference shall always be open to all members of the Society. This does not preclude the Conference from going into executive (closed) session during a meeting. An executive session is a closed portion of the meeting where all non-conference members and guests are precluded from attending. The purpose(s) of an executive session shall be clearly articulated and the session shall be limited to the defined purpose stated and a reasonable time frame.

**Article 13 - PROCEDURE FOR THE DISSOLUTION OR SUSPENSION OF THE
AGGREGATION OF A CONFERENCE AND DISPOSITION OF ASSETS AND
CIRCUMSTANCES UNDER WHICH MEMBERS MAY RESIGN OR BE SUSPENDED**

For reasons prompted by the seriousness of a particular situation, after notifying the Permanent Section of the International Council accordingly, the President General may temporarily or permanently suspend or exclude a Conference. In case of a permanent exclusion, this shall always entail the cancellation of the Aggregation. The President General shall approve or reject any appeals that are presented.

The National President is given the power through extraordinary delegation to temporarily suspend a Conference. The National President in cases of extreme seriousness and urgency may suspend a Conference exclusively as a precautionary measure.

In such circumstances, the President General shall be notified of such decision and the justified reasons for the same within a maximum of 15 working days. The Conference in question may appeal to the National Council President's conciliation process in effect at that time. The President General shall approve or reject any appeals that are presented.

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A Conference member or a Conference Officer may resign under the following conditions:

- 1) Voluntary resignation on the part of the member;
- 2) Cessation of effective membership; e.g., through protracted non-attendance at Conference meetings without excused absence.

Assets

All titled physical assets, generally but not exclusively, personal property, real property, buildings and vehicles acquired by Conferences must be held in the name of the Diocesan Council.

All Conference non-monetary assets, including real property, must be held in the name of the Diocesan Council of Phoenix. Any asset, including but not limited to buildings or land, which is titled in the name of the Diocesan Council shall be held and used by Vincentians solely for Vincentian purposes.

All untitled physical assets and/or property including but not limited to equipment, supplies, furniture, appliances and fixtures shall be held under the name of the Conference. All such items shall be clearly labeled as property of SVdP and an up to date inventory must be maintained and kept with the official Conference records.

All monetary assets are held only in the name of the Conference.

The Conference shall not hold title to any assets solely for the purpose of holding assets, but it shall use those assets for the purposes of its Vincentian mission statement.

Transfers of monetary or physical assets between the Conference and another Vincentian entity shall be made on terms that are mutually agreeable to all parties involved.

Any asset transferred to a non-Vincentian entity, should not be transferred without proper reimbursement, whether in cash, in-kind, or in services and accompanied by a memorandum approved by the Diocesan Council setting forth a mutually agreeable exchange. Such assets may not continue to carry the name of the Society of St. Vincent de Paul for any purpose.

In the event that a Conference should be permanently excluded and its work abandoned, all title to any real or personal property including equipment, furniture, fixtures, appliances and/or supplies then owned by the Conference shall revert to the Diocesan Council. All untitled physical and monetary assets after debts have been satisfied shall revert to the assigned District Council. The District President is responsible for taking the necessary action to implement decisions relevant to the Conference, arranging the transfer of the records to the appropriate Council or its designee in accordance with the Rule and bylaws of the Society and federal and/or state law.

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Article 14 - RESOLUTIONS AND GOVERNANCE RESPONSIBILITIES

Resolutions

The Conference initiates action by adoption of main motions or resolutions.

Governance Responsibilities

The government and power of the Conference shall be vested in its President and the Conference members. Their Governance responsibilities include but are not limited to: electing the Conference President; approving the annual budget; approving Presidential appointments; compiling a timely annual report; compiling and submitting an annual audit; from time to time responding to requests or directives from higher Councils including but not limited to the District and/or Diocesan Council; and reviewing and evaluating the leadership, mission, operations, works and planning of the Conference.

Article 15 - SELECTING AND APPOINTING OFFICERS

The Conference must have a minimum of four or more full members and a full slate of officers to include a President, Vice President, Secretary and Treasurer. In order to safeguard the good reputation of the Conference and therefore, that of the Society itself, appointed officers may not be related to the President of the Conference. All officers must be full-enhanced (active) members of the Conference in which they serve.

President – Elected by a simply majority of the voting members present at a Conference meeting in a secret ballot vote provided that a quorum has been achieved.

Under special circumstances for compelling reasons, the Conference may obtain permission from their District President to elect co-presidents. The Conference understands that this practice is an exception and is not customary within the Society and is not authorized by the Rule and/or Manual of St. Vincent de Paul. When co-presidents are elected, they serve as one entity with one voice and with one vote. They must be elected together, serve the same term and neither of the two may be replaced during that term. If for any reason one of the co-presidents is unable to complete their term in office, the remaining co-president must serve the rest of that term of office alone.

Vice President(s), Secretary(ies) and Treasurer– Appointed by the President and approved by the Conference. All appointments terminate automatically when a new President takes office.

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Spiritual Advisor

Role and responsibilities of Spiritual Advisor: The Spiritual Advisor must be Catholic and be appointed by the President in compliance with National Council Guidelines set forth in the Handbook for Spiritual Advisors dated March 1999, and any amendments thereto. The Spiritual Advisor serves at the pleasure of the President, attends the meetings, participates in the discussions and provides the necessary guidance to the Council and its members on spiritual matters. An ordained (e.g. Bishop, Priest or Deacon) Spiritual Advisor does not vote, however, a full-enhanced (active) member serving as lay spiritual advisor (e.g. a Religious sister or brother or other lay person) may vote.

Article 16 - DUTIES OF OFFICERS

President

Role and responsibilities of President: The President attends to the progress of the Conference. The President supports the Conference members in their Vincentian action, helping and assisting them, as circumstances require.

The President ensures that links and communication are effectively maintained between the Conference and the District and Diocesan Councils. The President attends and represents the Conference at District Council and Diocesan Council General Membership Meetings. The President develops working relationships with neighboring Conferences, the Parish, and with agencies and governmental welfare organizations within the Conference's responsibilities.

The President shall, in general, supervise all affairs of the Conference. The President shall preside at all meetings of the Conference, and shall be an ex-officio member of all committees.

The President shall have responsibility for governance of the Conference and shall see that all orders and resolutions of the Conference are carried into effect. The President will ensure that all information necessary for the Diocesan Council and its agent to make required reports to government agencies including the IRS is submitted in an accurate and timely manner.

The President will advise the Conference of the requisite financial support that is to be provided to higher Council(s) and the Region annually. If the President is unable to attend and preside at any meeting of the Conference this privilege and duty will automatically be delegated to the 1st Vice President or it may be delegated in writing to any other Conference Officer. In extreme cases, the appropriate District President has the authority to preside over a Conference meeting.

Vice President(s)

Role and responsibilities of Vice President(s): There must be at least one Vice President. In the event multiple Vice Presidents are appointed, one must be designated as the First Vice President. The First Vice President shall perform the duties of the President in the event of the President's

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temporary absence, and shall have such other duties as the President or Conference may assign. All Vice President(s) collaborate with the President in all matters affecting the Conference. The Vice President(s) shall attend the Conference meetings.

Secretary(ies)

Role and responsibilities of Secretary(ies): There may be more than one Secretary. The Secretary shall attend meetings of the Conference, and ensure that all votes are recorded and minutes kept of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Conference and shall perform such other duties as may be prescribed by the President.

The Secretary is responsible for ensuring that records are kept of Aggregation, formal documents, meeting attendance as well as quarterly and annual report records and audits are maintained.

Treasurer

Role and responsibilities of Treasurer: The Treasurer shall be responsible for the Conference funds and securities and maintenance of full and accurate accounts of receipts and disbursements in books (official records) belonging to the Conference and the deposit of all monies and other valuable effects in the name and to the credit of the Conference in such depositories as may be designated and approved by the Conference. The Treasurer is also responsible for assuring that timely conference audits are conducted and submitted to the Conference and District Presidents.

The Treasurer shall attend meetings of the Conference. The Treasurer informs members of the Conference's financial position by submitting a written statement at every meeting, and, if appropriate, prepares a budget for the Conference, which shall be approved annually.

The Treasurer shall assure the disbursement of funds of the Conference as may be ordered by the Conference taking proper payment requests for such disbursements, and shall assure an account of all transactions, supported by the appropriate documentation and that the financial condition of the Conference is rendered to the President and Conference at the regular meetings, or whenever they may require it.

If required by the Conference, the Treasurer shall give the Conference a bond in such sum and with such surety or sureties as shall be satisfactory to the Conference for the faithful performance of the duties of the office and for the restoration to the Conference, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in the Treasurer's possession or under the Treasurer's control belonging to the Conference.

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Article 17 - TERMS OF OFFICE AND TERM LIMITS FOR OFFICERS

President

The term of office of the President is three years, once renewable (ending on September 30th of appropriate year). Once a President has served for two three-year terms, that person will not be eligible for re-election as President until a three-year term has elapsed under a different President.

Officers

All Officers selected by the President serve at the pleasure of the President. Such appointments terminate automatically when a new President takes office.

Reappointment

An incoming President may reappoint an Officer or Officers and others who served under the previous President.

**Article 18 - FISCAL MATTERS INCLUDING ANNUAL REPORT,
AUDITS, INSURANCE, INDEMNIFICATION, ETC.**

Faithful to the spirit of non-accumulation of wealth and in accord with Part I of The Rule, 3.14, all Conferences and Councils will use good stewardship in maintaining the Society's assets. The Society uses money and property to help relieve the suffering of those in need and these funds must be handled with the utmost care, prudence, and generosity.

The Conference must maintain a bank account in the Conference's name separate from that of the parish and said bank account shall remain under the sole control of the Society. The Conference shall be the Society of St. Vincent de Paul followed by the appropriate conference name.

Each Conference will undertake annually an audit and report the results to the attached District Council and shall submit in a timely manner quarterly and an annual report to their District Council. The following information in appropriate detail is required: assets and liabilities as of the end of the fiscal year; the principal changes in assets and liabilities; the Conference's revenue or receipts; the Conference's expenses or disbursements, the Conference's statistics, stories and service information necessary to fully describe its activities during the previous year. The Treasurer is charged as the responsible Officer to ensure that the Quarterly and Annual Report is submitted.

Conference reporting systems must be in compliance with National Council accountability standards and federal and state law.

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The funds of the Society shall be used for the works of the Society, including Vincentian twinning and collaboration in payments for clients. However, no matter how worthy the cause, the funds shall not be diverted in the form of donations or contributions to other organizations or charities except occasionally for other branches of the Vincentian Family. The Treasurer is charged as the responsible Officer to ensure adherence after consultation with the Conference.

Conferences and Councils zealously manage and maintain the Society's assets. The authority to manage the Society's assets remains exclusively with Councils that may delegate this authority in accordance with The Rule of the Society.

Except as provided for to meet the needs of the Conference, fundraising activities other than Fifth Sunday Collection, Special Food Drives that solicit funds and activities of the Conference within its Parish, which do not interfere with the fundraising activities of the Diocesan Council, the Conference shall not be engaged in any fundraising, estate planning or other activities involving the raising of money or funds, and the use of the name of the Society of St. Vincent de Paul in those activities without the expressed, written consent of the Diocesan Council Board or its designee.

Faithful to the spirit of non-accumulation of wealth the Diocesan Council Board Council will determine the percentage of funds of each Conference within their area that will be made available to the District and Diocesan Councils. Conferences associated with the Phoenix Diocesan Council shall tithe 10% of their income to their respective District Council. District Councils associated with the Phoenix Diocesan Council shall tithe 10% of their income to the Phoenix Diocesan Council. The District Council will work with the Conference to direct allocation of such funds, which may not be hoarded as a capital sum, to the service of the poor in their own area or abroad in the poorest areas of the world.

The Conference should look to the Diocesan Council for indemnification, insurance and conflict of interest policies.

Article 19 - OTHER MATTERS

All Conferences are subject to the guidance of National Council, Diocesan Council and District Council in all areas not specifically covered herein.

All Conferences shall have a set of operational guidelines approved by the Conference members and reviewed by the appropriate District Council President. The Conference guidelines shall be printed and distributed to all members so that everyone understands what the protocols and operational policies of the Conference are. The Conference operational guidelines shall be reviewed annually by the Conference in order to add, change, or delete guidelines as necessary.

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The term “participates regularly” shall be defined by the Conference and shall be based in the understanding that this term implies participation in the majority of meetings and works of the conference. A membership roster that includes individual membership status shall be maintained, regularly updated and available to all members. The Conference president shall notify any member whose membership status changes with an explanation as to the reason(s) for that change.

Each year, all members of the Conference who have fiduciary responsibilities (President, Treasurer, and all others with signing ability on Conference accounts) must read, sign and comply with and accept the Diocesan Council’s Conflict of Interest Policy and reveal to the Conference any and existing or potential conflicts of interest.

Article 20 - INTERNAL REVENUE CODE 501 (C) (3) COMPLIANCE

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.


Gloria Dean Guillory
Phoenix Diocesan Council Board Secretary

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**DIOCESAN COUNCIL OF PHOENIX
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APPENDIX A**

DISTRICT ONE

CONFERENCE	LOCATION
Immaculate Conception	Cottonwood
St. Francis Cabrini	Camp Verde
Saint Francis of Assisi of the Winslow	
Catholic Community	Winslow
Saint John Vianney	Sedona
Saint Joseph	Williams
Saint Jude	Tuba City
San Francisco de Asis	Flagstaff

DISTRICT TWO

CONFERENCE	LOCATION
Our Lady of the Desert	Dolan Springs
Our Lady of the Lake	Lake Havasu
Sacred Heart	Parker
Saint Margaret Mary	Bullhead City
Saint Mary	Kingman

DISTRICT THREE

CONFERENCE	LOCATION
Our Lady of Lourdes	Sun City West
Saint Anthony of Padua	Wickenburg
Saint Charles Borromeo	Peoria
Saint Clare of Assisi	Surprise
Saint Clement of Rome	Sun City
Saint Elizabeth Seton	Sun City
Saint Joachim and Saint Anne	Sun City

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DIOCESE OF PHOENIX**

**DIOCESAN COUNCIL OF PHOENIX CONFERENCE BYLAWS
APPENDIX A**

DISTRICT FOUR

CONFERENCE	LOCATION
Our Lady of the Valley	Phoenix
Saint Helen	Phoenix
Saint James	Phoenix
Saint Jerome	Phoenix
Saint Joan of Arc	Phoenix
Saint Joseph	Phoenix
Saint Paul	Phoenix
Saint Raphael	Glendale
Saint Thomas More	Glendale

DISTRICT FIVE

CONFERENCE	LOCATION
Blessed Sacrament	Scottsdale
Our Lady of Perpetual Help	Scottsdale
Saint Daniel the Prophet	Scottsdale
Saint Maria Goretti	Scottsdale
Saint Mark	Phoenix
Saint Theresa	Phoenix

DISTRICT SIX

CONFERENCE	LOCATION
Most Holy Trinity	Phoenix
Our Lady of Perpetual Help	Glendale
Saint Agnes	Phoenix
Saint Francis Xavier	Phoenix
Saint Gregory	Phoenix
Saint Louis the King	Glendale
Saint Mary's Basilica	Phoenix
Saints Simon and Jude	Phoenix
Saint Thomas the Apostle	Phoenix

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DISTRICT SEVEN

CONFERENCE	LOCATION
Holy Family	Phoenix
Sacred Heart	Phoenix
Saint Anthony	Phoenix
Saint Catherine of Siena	Phoenix
Saint Edward the Confessor	Phoenix
Saint John Paul Special Ministries	Phoenix
Saint Martin de Porres	Phoenix
Saint Matthew	Phoenix
Saint Vincent de Paul	Phoenix

DISTRICT EIGHT

CONFERENCE	LOCATION
Blessed Sacrament	Tolleson
Saint Augustine	Phoenix
Saint John Vianney	Avondale/Glendale
Saint Michael	Gila Bend
Saint Thomas Aquinas	Litchfield Park
Saint William	Cashion

DISTRICT NINE

CONFERENCE	LOCATION
All Saints	Mesa
Holy Cross	Mesa
Our Lady of Guadalupe	Queen Creek
Queen of Peace	Mesa
Saint Bridget	Mesa
Saint Mary Magdalene	Higley
Saint Timothy	Mesa

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DISTRICT TEN

CONFERENCE	LOCATION
Sacred Heart	Prescott
Saint Catherine Laboure	Chino Valley
Saint Germaine	Prescott Valley
Saint Joseph	Mayer

DISTRICT ELEVEN

CONFERENCE	LOCATION
Church of the Ascension	Fountain Hills
Our Lady of Joy	Carefree
Saint Bernadette	Scottsdale
Saint Bernard of Clairvaux	Scottsdale
Saint Gabriel the Archangel	Cave Creek
Saint Philip the Apostle	Payson
St. Rose Phillipine Duchesne/ Good Shepherd/St. Phillip Benizi	Anthem

DISTRICT TWELVE

CONFERENCE	LOCATION
All Saints Newman Center at ASU	Tempe
Church of the Resurrection	Tempe
Corpus Christi	Phoenix
Our Lady of Mount Carmel	Tempe
Saint Benedict	Chandler
Saint Mary	Chandler
Saint Steven	Sun Lakes