

FORT DETRICK HOLY FAMILY CATHOLIC COMMUNITY COUNCIL

# CONSTITUTION

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for the  
FORT DETRICK HOLY FAMILY CATHOLIC  
COMMUNITY COUNCIL  
Fort Detrick, Maryland 21702

May 24, 2015

The Fort Detrick Holy Family Catholic Community Council assumes the responsibility of representing the Catholic Community at Fort Detrick and the Fort Detrick Post Chapel for which this Constitution was adopted and approved.

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## CONSTITUTION

For the

### FORT DETRICK HOLY FAMILY CATHOLIC COMMUNITY COUNCIL

Fort Detrick, MD 21702

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#### PREAMBLE

The Church's purpose in the world is to bear witness in a special way to God's love among His people. We of the Roman Catholic Faith have gathered together to form the Fort Detrick Holy Family Catholic Community Council so that we may serve our Lord, Jesus Christ, and the Church's purpose in the Fort Detrick Community. The Authority invested on this Council comes from the Fort Detrick Installation Chaplain and the Archdiocese for the Military Services.

#### ARTICLE I

##### NAME, PATRONAGE, SYMBOL (LOGO) AND MISSION STATEMENT

**Section 1:** This organization shall be known as the Fort Detrick Holy Family Catholic Community Council; hereafter referred to as the Council.

**Section 2:** The Council and the Catholic Community put their devotion under the patronage of the Holy Family in the figures of our Lord, Jesus Christ; The Blessed Virgin Mary and Saint Joseph devoted husband and father.

- a. The Feast of the Holy Family is adopted as the official celebration of the Patron feast for the Catholic Community and the Council.
- b. The first celebration of this feast will be effective on December 29, 2013. In case that the feast of the Holy Family falls outside a Sunday then the social gathering will be celebrated by the Catholic Community on the nearest Friday, Saturday or Sunday to the feast day per prior approval of the Council.

**Section 3:** The symbol or logo this Council adopts as the official logo to represent the Catholic Community is the picture of the Holy Family as shown in Figure 1 below. This Logo will be used along with the logo of the Fort Detrick Installation (Figure 2) and Chaplaincy Corps Crest (Figure 3) in all The Council's official documents.



Figure 1



Figure 2



Figure 3

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**Section 4:** The purpose or mission of the Council shall be:

- a. To act in an advisory capacity to the Fort Detrick Post Chaplain and the Priest to sustain the life, mission, and growth of the Church in the Catholic Community.
- b. To act as an authentic representative voice of the Catholic Community
- c. To provide an open and honest forum of communication and dialogue regarding Catholic Community's affairs.
- d. To assist the Post Chaplain and Priest in the administration of the Catholic Community through recommendations and active cooperation
- e. To encourage by all available means a vigorous and effective lay apostolate
- f. To develop and carry out programs to satisfy the social, economic, and spiritual needs of the Catholic Community and the Mystical Body of Christ.
- g. To encourage and foster an understanding of the common religious bonds we share with other communities through participation in ecumenical projects and activities.

## **ARTICLE II**

### **MEMBERSHIP**

**Section 1:** Regular membership in the Council, which includes voting and office holding rights, shall be open to any adult or confirmed individual of the Fort Detrick Holy Family Catholic Community.

**Section 2:** Ex-Officio membership in the Council shall be automatically afforded to the Fort Detrick Installation Commander and Chief of Staff, The Fort Detrick Installation Chaplain and members of the Chapel Staff, and the Catholic Community Priests. Ex-officio membership in the Council may be afforded to other individuals by a simple majority vote of the Council at a general or special meeting. Ex-officio members shall not hold office in the Council, but shall have full voting rights and privileges.

**Section 3:** The Council shall engage in a continuous process of pastoral planning, which takes into consideration the needs of its own Catholic Community and the needs of the archdiocese, the broader community and the world.

## **ARTICLE III**

### **MEETING AND QUORUMS**

**Section 1:** General meetings of the Council shall be held monthly at the time and place determined by a majority vote of the Council. Prior notices of general meetings of the Council are to be announced in the Fort Detrick Holy Family Catholic Community Bulletin (hereafter referred to as the Bulletin).

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**Section 2:** Special meetings of the Council shall be held when the President specifies, provided that the President obtains a simple majority of the Council's officers and at least one notice of the special meeting is posted in the Bulletin prior to the special meeting.

**Section 3:** Council board meetings, for planning purposes among the Council Officers and any invited committee chairperson or project leaders, may be held at the discretion of the President provided that the majority of the Council's Officers are in attendance.

**Section 4:** A quorum for all general and special meetings of the Council shall consist of at least two Council Officers and at least three additional regular or ex-officio Council members in attendance.

**Section 5:** E-mail shall be used as an official means and vehicle of communication and shall be utilized in a voting situation when circumstances call for a simple resolution that can not wait for a general or special Council meeting. The issues shall be simple in nature that will require a YES/NO type of voting with no discussion or minimal discussion. The use of e-mail as an alternative voting vehicle for simple issues will follow the majority vote of at least equal to the quorum for a regular meeting vote. Under no circumstances e-mail voting will be used in lieu of a general or special meeting for voting. E-mail is the exception rather than the rule. The following will be conditions applicable to the use of e-mail by this Council:

- a. The Council shall develop, maintain and update as necessary a roster and verify e-mail addresses of voting members.
- b. A voting member that surrenders his/her e-mail address for voting purposes shall provide a signature block with their full name and a telephone number.
- c. A majority of the Council Officers shall determine the worth of an e-mail voting petition, the time allotted for a possible discussion and the time required completing the voting via e-mail.
- d. When voting by e-mail the voters shall "reply to all" included in the voting list.
- e. Approved petitions that are voted on shall be "replied to all" or not be considered for the final results.
- f. The results of this e-mail voting will be posted in the Bulletin following the voting.
- g. The results of this e-mail voting shall be posted in the minutes of the Council Agenda in the following general Council meeting.
- h. All discussions and voting results shall be made public.

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**ARTICLE IV**

**COUNCIL OFFICERS**

**Section 1:** The Council's elected officers (hereafter referred to as Council Officers) shall be:

- a. President
  
- b. Vice President
  
- c. Secretary

The Council also consists of a CPBAC representative who is appointed by the President.

**Section 2:** The elected term for each Council Officers shall be one year. Council Officers may be re-elected.

**Section 3:** Duties of the Council Officers shall be:

- a. President - The President shall plan for, conduct, and preside over, all general, special and board meetings of the Council, formally designate, charter, and terminate officially approved committees and projects; appoints a CPBAC representative, all committees chairpersons and project leaders; fill or appoint acting replacement when vacancies occur in an elected office, subject to the automatic succession set forth within this Constitution; and appoint replacements to any officially approved existing committee or project leadership positions that become vacant. The President shall coordinate with the Fort Detrick Post Chaplain concerning plans, projects, functions, or activities which are directly concerned with the Fort Detrick Chapel program or involve use of the Fort Detrick Installation or Chapel facilities, equipment, manpower or support. The President, in conjunction with the Fort Detrick Post Chaplain, shall be responsible for the Council's operating in compliance with applicable military regulations and directives. The President shall be an ex-officio member of all committees and projects.
  
- b. Vice President – The Vice President presides over and conducts all general, special, and board meetings of the Council that the President is unable to attend. The Vice President shall automatically fill the office of President if it becomes vacant. The Vice President shall aid the President in the conduct of his/her responsibilities and duties. The Vice President shall be an ex-officio member of all committees and projects.
  
- c. Secretary – The Secretary shall keep minutes of all general, special, and board meetings of the Council and shall be responsible for Council correspondence, Council information and information releases, and all Bulletin notices relating to the Council. The Secretary shall assume the additional responsibilities or the Vice President at all general, special, and board meetings of the Council that the Vice President is unable to attend. The Secretary shall be an ex-officio member of all committees and projects.
  
- d. CPBAC – The CPBAC is responsible for tracking all financial matters relating to the Fort Detrick Holy Family Catholic Community. These duties include: representing the President and the Catholic community in financial matters and to establish the Command Installation Budget with the Chaplain Staff and the representatives of the Protestant Congregation. The CPBAC will be responsible for providing the Catholic Community annual budget and submitting the budget to the Chaplain. The CPBAC representative informs the Council of all transactions and balances pertaining to the Catholic Community. The CPBAC will track funds allocated and dispersed for

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each line item established by Catholic Community. The CPBAC will develop and maintain a monthly financial status report. The financial status report will be briefed at the monthly Catholic Community Council meeting.

## ARTICLE V

### COMMITTEES AND PROJECTS

- Section 1:** In general, committees shall be for permanent, long-term, or large scope activities or functions while projects shall be for transient, short-term, special, or small scope activities or functions while projects shall be for transient, short term, special, or small scope activities or functions.
- Section 2:** Committees and projects shall be formally designated, chartered, and terminated by the President provided that a simple majority approval of those regular and ex-officio members present at the general or special Council meeting is obtained. After a committee or project is officially approved and formally designated and chartered, the President shall appoint a committee chairperson or project leader as appropriate.
- Section 3:** Upon the termination of a committee or project, the committee chairperson or project leader shall provide a report to the Council at a general or special meeting of the Council. A summary of this report shall be entered into the minutes of the meeting by the Secretary.

## ARTICLE VI

### COUNCIL OFFICER NOMINATIONS, ELECTIONS, AND INSTALLATION

- Section 1:** A nominating committee of from two to five regular or ex-officio Council members shall be established and chartered by the President in June. This committee shall ask the current serving Council Officers of their desire to continue to serve the Catholic Community in their current elected position. If all of the Council Officers agree to continue to serve the Catholic Community an announcement stating that the current seated Council Officers intend to continue to serve shall be made in the 2nd week of June and announced at the following Saturday and Sunday Mass. If after the announcements no other person from the Catholic Community volunteers for a Council Officer position the nominating committee will inform the Chaplain and the Catholic community Priest whom in turn will ratify the committee's results. If any Council Officer states that it is their intent to vacate their position, the nominating committee shall solicit the Catholic Community members for Council Officers and present its slate of nominees for each Council Officer at the Catholic Community Council's August general meeting. An individual's name shall not be recommended for inclusion on the election ballot unless he/she has been personally contacted by a member of the nominating committee and he/she has indicated a willingness to serve that particular office.
- Section 2:** The election of Council Officers shall be conducted during both the normal Saturday evening and Sunday morning Fort Detrick Holy Family Catholic Community Masses over one and only one designated weekend in September as determined by a simple majority of the Council at its August general meeting. Prior notice of the election shall be made at services and in the Bulletin and every effort should be made to include the names of candidates for each office. On election days the chair of the election committee shall query the community for write-in candidates before the start of the elections. Write-in candidates shall be accepted provided that it is determined that the write-in candidate is a regular member of the Catholic Community and is willing to serve.

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**Section 3:** The election of Council Officers shall be cast with paper ballots. No second voting will be permitted. Paper ballots shall be provided before Mass on Saturday and Sunday protected and collected immediately after Mass. All collected paper ballots shall be counted by members of the election committee and a tally sheet shall be generated. The tally sheet together with the paper ballots shall be personally delivered to the member of the Fort Detrick Chaplain's Activities Office Staff. The paper tally shall be maintained at the Fort Detrick Chapel for 30 days. On the 31<sup>st</sup> day, the voting results shall be destroyed.

**Section 4:** The newly elected Council Officers shall be installed on the 1<sup>st</sup> Sunday in October during a ceremony conducted during Mass at the Fort Detrick Post Chapel, and they shall each assume their responsibilities immediately thereafter.

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## ARTICLE VII

### MONIES

- Section 1:** The Council shall not solicit or collect personal funds for any reason.
- Section 2:** Funds may be solicited by the Council through standing procedures in existence on the Fort Detrick Installation. Any such funds actually obtained shall be applied only to approved Council functions or activities. Justification for such funds, including estimates, shall be the responsibility of the Council.
- Section 3:** The handling and accounting procedure for any funds received shall be in accordance with current military directives.

## ARTICLE VIII

### COMMUNICATIONS, TECHNOLOGY AND INTERNET PRESENCE

- Section 1:** The Council shall utilize technology to the full extent possible required to accomplish the Council's mission. E-mail is a viable option as an official communication means per Article III Section 5 of this Constitution.
- Section 2:** The Council may use computers for communication to complete official business and social activities of the Fort Detrick Catholic Community. The Council shall comply with military guidelines and directives to accomplish the mission. Government furnished equipment including software is subject to Council approval IAW guidelines of AR 25-1, AR 25-2 and DA PAM 25-1-1 and the Fort Detrick Public Affairs Office (PAO) and the Directorate Of Information Management (DOIM) guidelines.
- Section 3:** The Council shall establish internet presence by means of the Fort Detrick Holy Family Catholic Community Website (hereafter referred to as the website). The website shall be directly linked via the Fort Detrick Post Chapel site which is part of the Fort Detrick Installation Website. The website shall be maintained by a webmaster appointed by the President. The webmaster shall assign access, roles, duties and responsibilities to members with need to make updates to different parts of the website. The following considerations for Operations Security (OPSEC) and public presence are required of the content of the website:
- a. No Personal identifiable information (PII) shall be posted in the website unless it is the most forward or public facing members of the Council to include Officers, Priests, and the Fort Detrick Chapel information.
  - b. No personal phone numbers will be posted in the website. All communications shall be through the webmaster or the most forward or public facing members of the Council.
  - c. Photos of adults participating in the Catholic Community activities related to the Fort Detrick Chapel are authorized to be posted on the website without prior approval.
  - d. Photos of children shall not be posted without a signed consent form by a parent or legal guardian.
  - e. All photos will conform to the requirements IAW AR 25-1, AR 25-2 and AR 25-1-1.



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- f. Links to the Fort Detrick Chapel website will be pre-approved and monitored by the Fort Detrick PAO, DOIM and OPSEC.

## ARTICLE IX

### ADOPTION AND AMENDMENTS

**Section 1:** The Constitution shall not be adopted until it has been approved by the Post Chaplain and such approval has been received in writing. When this Constitution is ready for adoption, a notice of a general or special council meeting to adopt the constitution shall be announced at the services and placed in the bulletin on two successive weekends prior to voting. The Constitution shall be adopted by a two-thirds majority vote of the Council at a general or special meeting. When the Constitution is adopted, it shall be in effect. The Constitution and all written approvals shall be appended to the minutes of the Council meeting at which it is formally adopted.

**Section 2:** This Constitution may be amended by two-thirds majority vote of the Council at a general or special meeting, provided that the amendment was presented at the previous general or special meeting of the Council and notice of the amendment was made at services and published in at least one bulletin prior to a final vote on the amendment. An Amendment shall only take effect if it is approved in writing by the Fort Detrick Post Chaplain. Upon receipt of such written approvals, the amendment and all written approvals shall be appended to the minutes of the next general or special meeting of the Council at which time the amendment shall take effect.

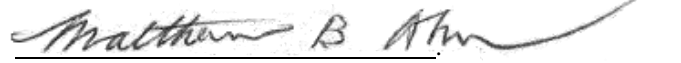
Date of Approval by the Catholic Community Council: May 24, 2015

Date of Approval by the Post Chaplain: 9 June 2015

Date of the Catholic Community Ratification: May 31, 2015

Date of Most Recent Amendment: May 24, 2015

Date of Next Full Review: 1<sup>st</sup> General Council meeting of newly elected Officers



Fort Detrick Post Chaplain  
Chaplain (LTC), USA