



FOUNDATION DIAKONIA/STIFTUNG DIAKONIA

WORLD FEDERATION OF DIACONAL ASSOCIATIONS

AND DIACONAL COMMUNITIES

WELTBUND VON VERBÄNDEN UND GEMEINSCHAFTEN DER DIAKONIE

FÉDÉRATION MONDIALE D'ASSOCIATIONS

ET DES COMMUNAUTÉS DIACONALES

**BYLAWS
TO THE CONSTITUTION**

**FOUNDATION DIAKONIA
WORLD FEDERATION OF DIACONAL ASSOCIATIONS
AND DIACONAL COMMUNITIES**

These Bylaws are mainly for the guidance of the Executive Committee and provide guidelines for currently agreed working procedures.

They are printed (photocopied) in loose leaf format with dates at the bottom of the page so that whenever they are revised only a few pages need changing.

These pages dated 2 February 2007 incorporate the revisions made in February 2006.

DIAKONIA BYLAWS TO THE CONSTITUTION 2006

NOTE: The numbering within each section matches as closely as possible the numbering of the Article and its clauses to which it relates.

BYLAWS TO ARTICLE 1 - NAME, PLACE OF REGISTRATION AND DURATION

1. DIAKONIA operates primarily in the English language. German is used as the second language. The minutes are produced in English and German. Members are encouraged to translate documents into their own language.

BYLAWS TO ARTICLE 2 - BASIS AND AIMS

2. a. Furthering ecumenical relationships means encouraging members of diaconal associations and diaconal communities from the various confessions to enter into mutual dialogue, visits, exchanges and aid.
The Executive Committee appoints representatives and facilitate relationships with KAIRE, WCC, IDC, PIECR. The Executive Committee is responsible for ensuring that DIAKONIA is represented at meetings of these groups and at any other ecumenical encounters initiated or supported by DIAKONIA, and that written reports of these meetings are received at all Executive meetings.

DIAKONIA shall seek to fulfil its aims by:

- a. World assemblies, regional conferences and seminars.
- b. Personal contacts and small committee work.
- c. The exchange of personnel and training opportunities.
- d. Circulation of information and sharing of experience within the scope of a diversified diaconate. Publication of an annual newsletter. Exchange of written material and literature.
- e. Any other activity which may be helpful for promoting diakonia.

BYLAWS TO ARTICLE 3 - FINANCES

MEMBERSHIP FEES

1. The amount of the membership fees is based upon the expenses estimated by the Executive Committee for the period from one Assembly of Delegates to the next.
2. Membership fees shall be levied from the member organizations in proportion to the number of their members as of January first of the current year up to a maximum of 2.500 members, and shall be paid by April first. **Members from countries with lower GNP may elect to pay according to a sliding scale established by the Executive Committee.**

In 2000 the decision was made to raise the assessment to 3 EURO beginning with the payment for the year 2002. In 2007 the decision was made to permit those who come from countries with a GNP lower than 10,000 Euro may elect to pay on a sliding scale between 1-3 Euro per person.

New members accepted at the Executive Committee meeting will be charged for one half a year for that year, with regular fees paid thereafter. The initial fee may be paid at any time after the member is accepted and no later than April first of the succeeding year.

If membership fees are not paid, the Treasurer shall inform the Regional President. After investigation, the Regional President shall report to the meeting of the Executive Committee for discussion and appropriate action.

3. The Executive Committee shall review the membership fee before the Assembly of Delegates meets, consult with the Assembly delegates about proposed changes, and subsequently advise the member Associations of the revised membership fees. Should revision be necessary between assemblies, this consultation shall be done by letter. (Re exemptions, see Article 13, clause 5.)

EXPENSES

1. Regular Expenses:
 - a) Executive Committee members' expenses. See Article 7, clause 8.
 - b) Office (bureau) expenses of President, Secretary and Treasurer.
 - c) Costs of editing, translating, printing, and mailing DIAKONIA News in English and in German. Circulation is mainly to the member associations. Arrangements need to be made for paying for individual copies.
 - d) President's fund (to cover attendance at conferences and meetings where the President represents DIAKONIA and other items as authorized by the Executive).
 - e) Regional funds - to be used at the discretion of the Regional President (in consultation with whatever regional organization exists) for development within the region (e.g., seminars, visits, office expenses, etc.)
 - f) Expenses of co-opted and advisory personnel invited by the Executive Committee to attend the meeting. Decision by full Executive Committee needed. (See article 7)
 - g) Meetings of officers (President, Secretary, Treasurer).
 - h) Honorarium for the officers and editors (when needed, as approved by the Executive Committee).
 - i) Expenses involved in DIAKONIA's participation in ecumenical meetings, consultations and conferences as approved by the Executive Committee.
2. Occasional Expenses

If any occasional expens exceeds 250 Euro, the treasurer shall consult with the members of the Finance Committee for approval. If there is no unanimous agreement, the request shall be submitted for approval by the Executive Committee; this requires a two-thirds majority of the votes cast at its meeting or in writing between meetings.

 - a) Printing of materials.

- b) Special meetings such as those of Regional Presidents.
 - c) Participation of voting and non-voting Executive Committee members in meetings organized by other organizations.
 - d) Extraordinary meetings of officers (President, Vice-presidents, Secretary, Treasurer, and others if necessary).
 - e) Compensation (honorarium) for a voluntary language facilitator.
 - f) Expenses of co-opted and advisory personnel when approved by the Executive Committee.
 - g) Other occasional expenses as needs arise.
3. Assembly of Delegates' Expenses:
- a) Annual deposits to an 'Assembly Fund' to cover the basic administrative expenses of the hosting body.
 - b) Travel and Assembly costs for the Executive Committee, President, Secretary, Treasurer, and Editors.
 - c) If necessary, adding to the travel fund for voting delegates and future Executive Committee members.
4. Expenses for ecumenical connections:
Expenses will be paid for members of the Executive Committee assigned to ecumenical connections as provided for in the budget.
5. Mutual Aid, including DIAKAID and the Emergency Fund, will be carried out through ways determined by the Executive Committee.
- a) The Executive Committee shall establish guidelines for granting of funds through DIAKAID and the Emergency Fund. (see Appendix II).
 - b) Requests for support in emergencies shall be submitted to the Regional President. The President, the Treasurer, and the Regional President shall make a decision.
 - c) Investment Policy:
DIAKONIA's main funds are to be deposited in appropriate accounts assuring low risk, favourable interest rates, and, in so far as possible, socially responsible investments. The Treasurer is to give the Executive Committee reports on the deposits and investments. (See note Appendix I)
 - d) Endowment Fund:
 - DIAKONIA will maintain an endowment fund, the interest may be spent at the direction of the Executive Committee. Donations, gifts, bequests and legacies may be designated for the endowment fund. Undesignated bequests and legacies will ordinarily be assigned to the endowment fund. The Executive Committee will be responsible for making decisions concerning the use of the money in the endowment fund.
 - The principle is to keep the money in the Endowment Fund and only use the income from it. In the years when DIAKONIA has a deficit in its budget, the income from the Endowment Fund would be used for general expenses. In the years when DIAKONIA does not have a deficit in its budget, 10 to 25% of the income would be put back into the Endowment Fund. The remaining 75 to 90% would be used to support the diaconate and other projects as determined by the Executive Committee.
 - Communities and Associations may encourage their members to name DIAKONIA Endowment Fund as a beneficiary of their estate. The address of DIAKONIA for use in their will is:

Foundation DIAKONIA World Federation
c/o Kamer van Koophandel (Chamber of Commerce)
Waterstraat 47, NL-3511 BW UTRECHT, Netherlands

and

Foundation DIAKONIA World Federation
Per address
Fliedner-Kulturstiftung, Geschwister-Aufricht-Str. 3, D-40489 Duesseldorf, Germany.

DIAKONIA's main funds are deposited with the "Algemene Spaarbank Nederland".

BYLAWS TO ARTICLE 4 - MEMBERSHIP

1. Note: The inclusion of the definition of basis of belief used by the World Council of Churches does not imply any formal relationship to the World Council of Churches. We are using it only as a definition which is widely accepted.

2. a. The term 'Diaconal Associations' includes Associations of Deaconesses, Associations of Deacons, Associations of Diaconal Workers, Associations of Diaconal Sisters and Brothers, and Associations of Diaconal Ministers.

The term 'diaconal communities' includes Communities of Deaconesses and others and religious communities with a diaconal ministry.

- b. Associate Membership is open to all. But full Membership should be available only if an Association has a minimum of seven members at the time of application. Exceptions may be made at the discretion of the Executive Committee. This shall have no effect on current members.

- c. Each member organization shall determine the qualifications for membership within its own organization.

- d. Retired deaconesses, deacons, and others in diaconal ministry may be included if permitted by their organization, and if their DIAKONIA membership fee is paid by their organization or by themselves.

3. a. Applications for membership must be sent to the Regional President who submits the application to the Executive Committee for decision.

- b. Members must subscribe to the Constitution and to the current Bylaws of DIAKONIA.

- c. Associate Membership: From places where there are no appropriate organizations, individual deaconesses, deacons, and others in diaconal ministry, who are recognized as such by their church, may apply to the Executive Committee to become non-voting associate members of DIAKONIA. They shall be listed in the register and shall receive the newsletter and invitations to the Assembly of Delegates and the conferences. The application procedures shall be the same as for organizations. They shall pay the normal membership fee.

- d. Members who wish to terminate their membership must make this known to the Executive Committee in writing at least six months before the next Assembly of Delegates.

- e. These members must fulfil their financial obligation to DIAKONIA up to the time their membership is terminated.

- f. When a member terminates its membership, the Secretary shall inform the officers, the Regional President involved, the editors and the next meeting of the Executive Committee and the Assembly of Delegates.

4. All notices and information for the members will be sent to their addresses as stated in the register (see clause 4 of the Article), where appropriate electronic communication may be used. Each member association will submit names and addresses of two contact persons. One preferably is that of an office bearer in a diaconal association or church office or institution (with an office address as well as a home address). All these people are responsible for sending any change of address to: (a) the Secretary of DIAKONIA, (b) their Regional President, and (c) an editor of *DIAKONIA News*.

There will be a register also of associated members with addresses. Associated members should notify the Secretary of change of address. The Secretary will notify the Regional President and an editor of *DIAKONIA News*.

BYLAWS TO ARTICLE 5 - ASSEMBLY OF DELEGATES

1. a. Each member organization is entitled to one delegate per 250 members of its organization or part thereof (the maximum is five delegates per member) as determined by dues paid by December 1st of the year before the Assembly
 - b. Provision for proxy votes may be authorized by the Executive Committee.
 - c. Each voting delegate shall have one vote and may be authorized by a maximum of two members to vote on their behalf. No voting participant can exercise more than three votes.
 - d. The member organizations shall name their voting delegates three months before the next Assembly of Delegates.
 - e. The President is a voting member; in the event of a tie vote, a motion is lost.
2. a. The interval from one Assembly of Delegates to the next one shall be a minimum of four years and a maximum of six years.
 - b. The member(s) who host an Assembly shall revise the special guidelines for hosting an Assembly and return one copy to the Secretary and one to the Treasurer. The Secretary and Treasurer shall make this available to the member(s) who are to host the next Assembly.
 - c. The members who host an Assembly must apply to World DIAKONIA for financial guidelines when setting up an Assembly.
3. One of the Vice-presidents may chair the Assembly of Delegates but without the right to vote as president.
4. Members of the Executive Committee reporting to the Assembly of Delegates are asked to send their reports three months in advance of the meeting to the Secretary who will arrange for translation and for making copies.
5. e. The Assembly of Delegates also may:
 - A. advise the Executive Committee concerning amendments to this Constitution.
 - B. advise the Executive Committee concerning the number of its members. (see Article 7, clause 1).

All resolutions are to be submitted in writing through the Secretary, preferably three months before the World Assembly. The Secretary submits them to the Executive Committee, copies are to be made available to all the voting delegates.

BYLAWS TO ARTICLE 6 - REGIONS

1. a. The three regions are:
 - A. DIAKONIA of the Americas and the Caribbean - DOTAC
 - B. DIAKONIA of Asia-Pacific - DAP
 - C. DIAKONIA Region Africa-Europe - DRAE.
 - b. The members from each region shall nominate their representatives to the Executive with an alternate for each representative:
 - A. DOTAC 2 representatives
 - B. DAP 2 representatives
 - C. DRAE 7 representatives (distribution to be decided by the region)
Note: According to a letter from the Notary dated September 3, 1991, the Law of the Netherlands does not require a voting member resident in the Netherlands.
 - c. The structure and aims of each region shall be consistent with DIAKONIA as expressed in this constitution.
 - d. Each region shall organize itself in a way agreed to by the members from that region.
 - e. Out of the members for each region shall be reserved one seat for the Regional President. Any region which elects as Regional President someone who has not been nominated onto the new executive, will have to decide which of its representatives is to become an alternate and which alternate is to withdraw. (See note to Articles 6 and 7 in Appendix I)
 - f. Each region should elect its Vice-president in order to have a substitute for the Regional President should one be needed. This should be a member of the Executive or an alternate.
2. Regional Presidents shall:
 - a. Carry out responsibilities within their region according to the needs and decisions of the regional meetings/organization.
 - b. Communicate regularly with the member organizations within the region through correspondence, conferences, meetings, seminars and visits.
 - c. Be the first contact person for the region.
 - d. Prepare an annual report for the Executive Committee and a report for the Assembly of Delegates. Parts of this may be delegated to other executive members from their region by the Regional President.
 - e. Receive requests for DIAKAID and the Emergency Fund, and submit appropriate recommendations.
 - f. Receive requests for membership in DIAKONIA and submit applications to the Executive Committee.
 - g. Represent DIAKONIA when requested to do so by the President.
 - h. Work closely with the President, the Secretary, and the Treasurer, and substitute for the President when asked to do so.
 - i. Present to the Assembly of Delegates for election as representatives to the Executive Committee those persons nominated by the member associations from their region.
 - j. Distribute minutes of regional meetings to the President, Secretary and Treasurer of DIAKONIA, the Regional Presidents and the Editors of *DIAKONIA News*.

SPECIAL NOTE TO BYLAWS TO ARTICLES 6 and 7.

Currently, DOTAC elects its Regional President before the World Assembly. DAP and DRAE elect their Regional Presidents at the Assembly. It would appear that the order of events needs to be.

- 1. Regions or (in the case of Europe) constituencies nominate members and alternates for Executive. (Some will do this before, and some at the Assembly.)***
- 2. The Assembly elects the new executive (which takes office at the end of the Assembly).***
- 3. Regions elect their Regional Presidents (at least one will have done so before the Assembly).***
- 4. The Assembly elects the World President (who takes office at the end of the Assembly).***

- a. *The region or constituency from which the World President of DIAKONIA has been elected, may need to nominate one more person onto the Executive. (If that person is an alternate, they need to nominate a new alternate.)*
- b. *Should a Regional President be elected President of DIAKONIA, that region will need to elect a new Regional President. See Bylaw 4.g. to Article 7.*

To be incorporated into regional constitutions: In the case of Africa-Europe, the person elected Regional President automatically becomes the member of the Executive for the nominating constituency of which it is a member. The person previously elected becomes the alternate, and the previous alternate has to stand down.

N.B. The length of time (term and re-election) as Regional President is not defined. Each region must deal with this.

BYLAWS TO ARTICLE 7 - THE EXECUTIVE COMMITTEE AND PRESIDENT

1. Currently there shall be a minimum of six, and depending on the financial situation a maximum of fifteen persons on the Executive Committee including the President; (plus alternates, the Secretary, Treasurer, Editors and others co-opted for special tasks).
2.
 - a. Each region shall present nominations for that region's allotted representatives and alternates so as to include the participation of all member associations of that region through their representatives. The Regional President shall submit these through the Executive Committee to the Assembly of Delegates for appointment. The Assembly of Delegates shall appoint the members of the Executive by a simple majority.
 - b. The alternates may attend the Executive Committee meeting at their own expense even though the regular member is present. They may participate in discussions but are non-voting.
 - c. Persons nominated as members or as alternates to the Executive Committee may be nominated and elected *in absentia* when circumstances necessitate an absence; they need not be present at the Executive Committee meeting immediately preceding the Assembly or at the Assembly.
 - d. The President, or whoever is presiding, has a vote in a written ballot. In the event of a tie vote by the Executive Committee, any motion is lost.
3. Election of the President.
 - a. The election of the president shall be prepared and supervised by a nominating committee of at least three members of the Executive Committee. Should a member of the nominating committee agree to accepting a nomination, this member should be replaced by an alternate selected by the Executive Committee.
 - b. A. Guidelines for the election of a President of DIAKONIA
 The Nominating Committee will remind the membership of the functions of the President (as defined by Articles and Bylaws) and the following desired attributes. In addition to what is stated in the Articles and Bylaws, the President of DIAKONIA needs to have:
 - Time available for performing the functions of the office.
 - An understanding of the various forms of diaconate and diaconal ministry exercised by the member organizations.

- Demonstrated ability to work with, and sensitivity to a variety of cultures, churches, and forms of worship.
 - The ability to work in English; some knowledge of German is desirable.
 - Access to internet.
 - Prior experience of DIAKONIA.
 - Proven leadership ability in administration and diaconal ministry.
- B. The Nominating Committee asks member organizations whom they would like to nominate. Member organisations need first to ascertain if the person would be willing to accept a nomination and to perform the assigned functions.
- The Nomination Committee determines the date by which the names of the proposed candidates and documentation are to be sent to the Secretary of the Nomination Committee.
- Documentation shall include:
- curriculum vitae of nominee
 - reason/s for nominating that person, to the nominating committee
- The nominating committee shall:
- edit information concerning all candidates and reasons for nomination into a uniform format
 - invite nominees to write an essay in English of not over 250 words concerning their vision for the next four years in the life of DIAKONIA

BYLAWS TO ARTICLE 7 - THE EXECUTIVE COMMITTEE AND PRESIDENT (continuation)

- C. The nominating committee will prepare information a and b for each candidate for circulation to the member organizations and voting delegates.
- A President shall be elected in secret ballot with a two-thirds majority of all votes received.
 - After the first ballot, all but the top two candidates are dropped, unless another candidate has received more than 25% of the votes (in which case the third candidate is retained).
 - If a President is not elected after three ballots, the nominating committee shall be asked to prepare a new list of candidates which shall include at least one entirely new name using nominations from the floor for a vote at a subsequent session of the Assembly. If none of the candidates receives a two-thirds majority, the current Executive Committee shall arrange for this office to be filled.
 - Anyone elected World President may not serve in any other capacity on the Executive of DIAKONIA at the same time.
4. The President shall:
- a. Preside at meetings of the Executive Committee.
 - b. Preside at the meetings of the Assembly of Delegates.
 - c. Together with the Secretary prepare agendas and notices of meetings.
 - d. Share with the Secretary the responsibility for the correspondence.
 - e. Liaise with appropriate departments within the World Council of Churches and with other diaconal world organizations.
 - f. Insure that DIAKONIA is represented at appropriate international and national diaconal-related meetings when invited to do so and authorized by the Executive Committee.
 - g. Through DIAKONIA newsletters, meetings of the Assembly of Delegates and other meetings and publications ensure that member associations are kept informed of developments in the diaconate.
 - h. Keep Regional Presidents informed of significant developments.
 - i. Consult with the Vice-presidents, Secretary, Treasurer and Regional Presidents as appropriate when executive decisions have to be made between annual meetings.
 - j. Inform the Executive Committee of decisions and actions of the officers and Regional Presidents between annual meetings.
 - k. Co-sign with the Secretary all minutes.
5. a. Immediately after an Assembly, the Executive decides how many Vice-presidents it needs and elects them. The Vice-president(s) serve to the end of the next Assembly.
- b. The Vice-president(s) shall:
- Summon and/or preside at meetings in absence of the President.
 - Represent DIAKONIA when requested by the President.
 - Assist the President in preparing agendas for meetings of the Executive Committee and the Assembly of Delegates.
9. a. Co-opted persons shall receive appropriate Executive Committee mailings.
- b. The Executive Committee works in the English language. The Executive Committee may obtain the assistance of a voluntary language facilitator for its meetings.

BYLAWS TO ARTICLE 8 - SECRETARY/TREASURER/EDITOR(S)

1. a. A. The Secretary shall be appointed by the Executive Committee to serve from the end of one Assembly to six months after the end of the next Assembly and shall be eligible for re-appointment. Should an interim appointment be necessary, it should last to six months after the end of the next Assembly.

B. The Secretary shall:

- Notify member organizations concerning their responsibility to elect their voting delegates.
- Together with the President prepare and send agendas and notices of meetings of the Assembly of Delegates and of the Executive Committee.
- Record and distribute minutes of the meetings of the Assembly of Delegates and of the Executive Committee.
- Deal with correspondence.
- Maintain the archives.
- Be responsible for translation arrangements during meetings of the Executive Committee.
- Collaborate with an assistant, who is a member of the Executive Committee, when needed (this is especially for dealing with differences in languages).
- Be responsible to the President.
- Communicate with the Regional Presidents in relation to matters concerning the regions.
- Have, or have access to, the necessary office equipment.

b. A. The Treasurer, who is resident in the Netherlands, shall be nominated by all Associations belonging to DIAKONIA in The Netherlands in collaboration with each other and shall be confirmed by the Executive Committee. The Treasurer shall be appointed by the Executive Committee to serve from the end of one Assembly to six months after the end of the next Assembly and shall be eligible for re-appointment. Should an interim appointment be necessary, it should last to six months after the end of the next Assembly.

B. The Treasurer shall:

- Be responsible for handling all income and expenditure of DIAKONIA.
- Give financial reports as required; there shall be a written report to the Executive Committee; if possible, this shall be done one month before its annual meeting.
- Submit a written statement of accounts to the Assembly of Delegates for the years since their last meeting.
- Arrange for audits.
- Prepare proposed budgets in collaboration with the Finance Committee.
- Make investments at a reasonable rate in accordance with DIAKONIA's policy.
- Collaborate with a Finance Committee, a sub-committee of the Executive Committee, when needed.
- Be responsible to the President.

C. The Treasurer will have the assistance of a Finance Committee.

Give financial reports as required; there shall be a written report to the Executive

2. a. The English-language Editor shall be appointed by the Executive Committee for a term of four years or until the next Assembly, and is eligible for re-appointment.
- b. The German-language Editor shall be appointed by the Executive Committee for a term of four years or until the next Assembly, and is eligible for re-appointment.
- c. The Editors are entitled to reimbursement of normal expenses involved in the production of the newsletter and attendance at Executive Committee meetings and the Assembly of Delegates, plus any additional authorized expenses.
- d. The Editors shall:
- Prepare at least one newsletter per year.

- Distribute it to the members.

BYLAWS TO ARTICLE 8 - SECRETARY/TREASURER/EDITOR(S) (continuation)

- 3 a. The Secretary, Treasurer, and Editors shall receive all Executive Committee mailings.
 - b. The Executive Committee is authorized to suspend the Secretary, Treasurer, or Editor(s) provided that three-quarters of the Executive Committee members in office vote by mail, fax, etc., in favour of the suspension. This suspension will last until the next meeting of the Executive Committee, or until a new appointment is made.
- 4 Any officer(s) of DIAKONIA may receive financial compensation (as remuneration or for additional expenses) as determined by the Executive Committee.

BYLAWS TO ARTICLE 9 MEETINGS AND DECISIONS OF THE EXECUTIVE COMMITTEE

1. a. The Executive Committee shall meet annually, normally for at least five days.
 - b. In the year that a World Assembly is held, the Executive meets on at least two days immediately before the World Assembly. It holds meetings announced in advance during the Assembly. The new Executive Members meet for at least one day after the Assembly; these days must be notified at the time that the pre-Assembly meeting is announced.
2. a. Extraordinary meetings will be held whenever two thirds of the Executive Committee members deem them necessary and have sent a written request to the President with a detailed account of the topics to be raised. If the President does not comply with such a request so that the meeting can be held within three months following the request, the requesters are authorized to summon a meeting in compliance with the required formalities.
 - b. The President will summon extraordinary meetings of the Executive Committee by a letter of notification to all members of the Executive and their alternates stating when and where the meeting will be held and the subjects to be discussed.
4. The Secretary will determine the date by which written reports should be sent in.
6. As soon as possible following a meeting the Secretary will circulate a draft of the minutes to all those, who were in attendance. The draft is discussed until all agree to the content. At that point the Secretary sends out the corrected minutes to all member organisations. At its next meeting the Executive Committee ratifies the minutes.
7. a. Votes for or concerning persons will be by secret ballot unless the Executive agrees unanimously to waive this requirement.
 - b. All decisions shall be recorded in the minutes and appropriate summaries of relevant discussion will be included.

**BYLAWS TO ARTICLE 10
AUTHORITY AND REPRESENTATION OF THE EXECUTIVE COMMITTEE**

1. In addition to duties stated in the Constitution, the Executive Committee shall:
 - a. Further the aims as stated in the Constitution and Bylaws
 - b. Correct and approve the official minutes of the Assembly of Delegates
 - c. Receive the report of the President.
 - d. Receive the report of correspondence from the Secretary.
 - e. Receive the reports of the Regional Presidents.
 - f. Receive the reports of the Editor(s) of the newsletter.
 - g. Receive the reports of any committees and/or special delegates.
 - h. Examine any applications for DIAKAID and review the granting of emergency help.
 - i. Examine any applications for membership.
 - j. Prepare any amendments to the Constitution.
 - k. Adopt any necessary bylaws.
 - l. Examine and revise application forms for membership, DIAKAID, emergency help, etc., as needed.
 - m. Perform any other appropriate business.

2. NOTE - *to alienate means to buy movable property
*to encumber means to effect a mortgage
*registered goods are immobile goods (and airplanes and vessels) which should be registered and should therefore be altered in the register in case of transfer.

**BYLAWS TO ARTICLE 11
TERMINATION and/or SUSPENSION OF MEMBERSHIP ON THE EXECUTIVE COMMITTEE**

1. a. In the event that both a representative and the alternate resign prematurely, the Regional President shall be apprised and shall inform the Secretary of DIAKONIA. Within three months, a new person shall be nominated by the region or sub-region or other constituency involved and appointed by the Executive Committee.

- b. If it does not avail itself of the said right of nomination or if nominating body has given notice that it foregoes making a nomination, the Executive Committee may fill the vacancy.

- c. A member of the Executive Committee who has thus been appointed will be regarded as belonging to those members of the Executive Committee elected by the Assembly of Delegates.

- d. Members of the Executive Committee appointed to fill premature vacancies are to complete the term to which their predecessors were elected. If this is 2 years or less, it does not count as a 'term' with regard to eligibility for re-election.

- e. Should a member of the Executive Committee cease to be a member of a member diaconal association or diaconal community, that person automatically ceases to be a member of the Executive Committee and is replaced by the appropriate alternate.

BYLAWS TO ARTICLE 13 - FINANCIAL YEAR AND ANNUAL ACCOUNTS

2. All moneys due and all claims for reimbursements should be sent to the Treasurer by December first.

BYLAWS TO ARTICLE 15 - AMENDMENTS TO THE CONSTITUTION

1. a. Amendments to the Articles of this Constitution may be proposed by any member of the Executive Committee in writing to the Secretary at least three months before its annual meeting in order to allow for inclusion of proposed amendment in the agenda materials.

BYLAWS TO ARTICLE 16 - DISSOLUTION AND LIQUIDATION

2. Each member Association must fulfil its obligations to DIAKONIA as due at the time of the dissolution of the Foundation.