

# CONSTITUTION INSTITUTO NACIONAL HISPANO DE LITURGIA

Original in 1981  
-Revised and Approved in 2003

## I. INTRODUCTION:

Guided by the Spirit of the Second Vatican Council and specifically by the Constitution on the Sacred Liturgy, the *Instituto Nacional Hispano de Liturgia, Inc.* makes its own the following vision: "Even in the liturgy, the Church has no wish to impose a rigid uniformity in matters which do not involve the faith or the good of the whole community.

1. Rather, she respects and fosters the spiritual adornments and gifts of the various races and peoples. Anything in the way of life that is not indissolubly bound up with superstition and error, she studies with sympathy and, if possible, preserves intact. Sometimes, in fact, she admits such things into the liturgy itself, as long as they harmonize with its true and authentic spirit" (#37).

The Instituto Nacional Hispano de Liturgia also takes to Heart the Spirit of the Third General Conference of the

Latin American Bishops (Puebla 1979) which sees "the need to adapt Liturgy to the diverse cultures and to the situation of our people - *joven, pobre y sencillo*" (# 899). This same conference expressed in its conclusions about Liturgy the need "to celebrate faith in Liturgy with cultural expressions according to a healthy creativity. To promote adequate adaptations, particularly to ethnic groups and the people, but taking into consideration that Liturgy be not instrumental for ends alien to its nature, the norms of the Holy See be safeguarded, and arbitrary practices be avoided in Liturgical celebrations" (#940).

The *Instituto Nacional Hispano de Liturgia* affirms the sentiments of the USCCB 's Administration Board's statement on "Cultural Pluralism in the U.S.," which was released by the U.S. Bishops' Committee for Social Development and World Peace and which states that " liturgical life, so fruitful a vehicle for understanding, should reflect the Catholic traditions of the whole human family, helping to promote the community of all" (# 42).

In its beginning, the *Instituto Nacional Hispano de Liturgia* also took to heart the spirit of the Instruction: The Roman Liturgy and Inculturation of 1994 and of many remarks by Pope John Paul II, like in his Discourse to the Bishops of Zaire quoted in the document, "The inculturation of the Christian life and of liturgical celebrations, must be the fruit of a progressive maturity in the faith of the people" (p. 5).

The Instituto Nacional Hispano de Liturgia accepts the challenge expressed by the Catholic Bishops of the United States in their most recent document, *Encuentro and Mission: Pastoral Framework to Further Develop Hispanic Ministry* (2002): "So that the Liturgy may be the summit and source of Christian life, the celebration of the sacraments, particularly the Eucharist, must foster a feeling of being 'at home'. All are invited to share ways of prayer that reflect their different cultural values and traditions and welcome their talents (#34).

The *Instituto Nacional Hispano de Liturgia* is formed as a nationwide organization concerned with the inculturation of the Roman Catholic Liturgy within the various Hispanic cultures of the United States.

## **II. GOALS AND PURPOSES:**

- A. The *Instituto Nacional Hispano de Liturgia* shall be a body of persons interested in liturgy with Hispanics. Its aim is to study, reflect and promote authentic celebrations of our Catholic faith from the perspective of our Hispanic religious traditions and in the light of the teachings of the Church such as, documents of Vatican II, Medellin, Puebla, *Encuentros Nacionales Hispanos de Pastoral* and the *National Pastoral Plan for Hispanic Ministry*, and other official pronouncements.

B. As a pastoral and professional organization, the *Instituto Nacional Hispano de Liturgia* shall be committed to assist the Church in the United States of America, its hierarchy, the Bishops' Committee on the Liturgy of the United States Conference of Catholic Bishops, the local churches and the individual bishops in their responsibilities of providing positive leadership in liturgical celebration, education and development among Hispanics. The *Instituto* is also available to assist other organizations in their spiritual and liturgical needs.

C. It shall be the task of the *Instituto Nacional Hispano de Liturgia* to participate in the following areas:

**1. Research:**

To engage in on-going scholarly and professional study of Hispanic liturgical matters, especially those with pastoral import.

**2. Analysis of Liturgical Needs among Hispanics:**

Identify and reflect on Hispanic needs in liturgical celebrations, taking into consideration symbols, language, music and other cultural manifestations of Hispanic ethos; to bring insights arising from these studies and from pastoral experience to the attention of the Bishops' Committee on the Liturgy, the Federation of

Diocesan Liturgical Commissions and other appropriate ecclesiastical and liturgical bodies.

### **3. Communications:**

To seek to establish viable means of communication linking the faith experiences of the various Hispanic peoples with liturgical expressions.

### **4. Publications:**

To seek to publish liturgical texts which meet the pastoral needs of the Hispanic communities of the United States in conformity with the regulations of the United States Conference of Catholic Bishops and the Roman Catholic Church; to publish articles, music, books, investigative research which study and promote Hispanic religious and liturgical practices.

### **5. Liturgical Development**

To propose specific liturgical adaptations, including texts and ritual action, to competent ecclesiastical authorities.

### **6. Information:**

To promote a Hispanic liturgical presence and interest in liturgical organizations, commissions, offices, etc., at national, diocesan and local levels.

## **7. Translations:**

To seek to have adequate translation of documents and directives of the Bishops' Committee on the Liturgy as well as articles, books and essays on liturgy, taking into account the pastoral situation and cultural richness of the diverse Hispanic cultures of the United States.

## **8. Cooperation:**

To serve the Bishops' Committee on the Liturgy in an advisory and supportive capacity, especially on Hispanic matters to be proposed to the United States Conference of Catholic Bishops and to assist in implementing the pertinent directives of this body. To solicit the help of and offer assistance to the academic community and professional organizations engaged in or dealing with liturgical studies and allied sciences, to seek out and cooperate with other churches and communities on projects of mutual interest, and/or benefits, to make available the *Instituto Nacional Hispano de Liturgia* own pastoral insights as derived from the experiences of the body and the people whom the members seek.

### III. MEMBERSHIP:

- A. Full Members are those who, having served at least one year as Associate Members, are judged by the Membership Committee as possessing professional or pastoral or academic expertise in the preparation, celebration and evaluation of Catholic Liturgy among Hispanics have attended the annual meeting and have participated in the *Instituto* activities. Only full members are eligible to vote at all meetings.
- B. Associate Members are those who demonstrate genuine interest in the work of the *Instituto Nacional Hispano de Liturgia* and have a desire to participate in the work of the *Instituto* and become Full Members.
1. Upon recommendation of the Membership Committee and the vote of the full body, an Associate Member who applies and is judged to have the requisite characteristics may be promoted to full membership after one year if he/she fulfills the requirements of full membership as stipulated in Article III, A.

2. Associate Members attend the meetings and take part in the deliberation but may not vote.
  3. An Associate Member may, upon payment of annual dues, elect to remain an Associate Member. Continued associate membership is open to persons who, while interested in the goals, purposes and activities of the *Instituto* and willing to contribute their expertise, are not in full communion with the Roman Catholic faith.
- C. Institutional Members are those pastoral, educational, diocesan, or otherwise religious Institutions that have an interest in Catholic Liturgy among Hispanics and wish to promote the work of the *Instituto Nacional Hispano de Liturgia*.

1. Institutions that are members may send one delegate to the meetings of the *Instituto*. It is expected that the delegate will hold the post at least one term of two years and will participate in the work of the *Instituto* as a full member.

2. In cases of conflict between the *Instituto* and a delegate of an institutional member for any of the reasons indicated in the By-Laws III.C below, said institutions will be asked to replace the delegate.



D. A Membership Committee, chaired by the Vice-President and containing two other full members appointed by the President, receives and judges all applications for membership.

1. All applications for individual membership must be supported by a letter from one full member.

2. Applications judged as satisfactory are proposed by the membership committee to the body of those who possess full membership at the yearly meeting.

3. Approval of the body by simple majority constitutes either full, associate, or institutional membership.

E. Honorary membership may also be conferred by the recommendation and action of the Executive Board of the *Instituto*. Honorary members are ineligible to vote.

F. Friends of the *Instituto* are those persons or institutions who, while not members, per se, upon payment of the required fee, receive the publication *Amen*, correspondence and notices of activities and upcoming events of the *Instituto*.

G. A Full or Associate Member, or delegate of an institutional member may be dismissed for the reasons cited in the By-Laws, III C.

H. Dismissal Procedures:

1. The President of the *Instituto* may recommend the dismissal of a member for acting in accord with one of the grounds for dismissal as cited in the By-Laws, III, C.
2. Procedures for dismissal are outlined in the By-Laws.

#### **IV. DUES:**

A. The annual dues of the *Instituto Nacional Hispano de Liturgia* shall be for the calendar year and shall be paid by full, associate and institutional members by the thirty-first of March of that year. Honorary members do not pay dues.

B. The specific amount for the different memberships dues is approved by the Executive Board.

## **V. EXECUTIVE BOARD:**

- A. The Executive Board shall consist of President, Vice-President, Secretary, Treasurer and five (5) other Full Members, who represent different areas of the country.
  
- B. The President is elected for a term of three years at a regular meeting of the full membership present at that meeting. The President may not serve more than two successive terms.
  
- C. The Vice-President is elected for a term of three years at a regular meeting of the full membership present at that meeting. The election of the Vice-President should not coincide with that of the President so that their terms be staggered. The Vice-President may not serve more than two successive terms.
  
- D. The Secretary, the Treasurer and the other members of the board are appointed by the President.
  
- E. In the event of the incapacity or resignation of the President to fulfill his/her duties because of ill health or some similarly grave difficulty, the Vice-President succeeds to the Presidency for the duration of the unexpired term.

F. In the event of the incapacity or resignation of the Vice-President, one of the Members of the Executive Board is appointed by the President as new Vice-President for the duration of the unexpired term.

**G. Duties of the Executive Board:**

1. To oversee and conduct the business of the *Instituto Nacional Hispano de Liturgia*.
2. To approve all major expenditures; to approve all fund raising and investment projects.
3. To review the Constitution and By-Laws as necessary and to propose needed changes to the full membership.
4. To hire and terminate all paid employees of the *Instituto Nacional Hispano de Liturgia*.

**VI. EXECUTIVE COMMITTEE**

A. The officers of the *Instituto* (President, Vice-President, Secretary, Treasurer) form the Executive Committee.

## **B. Duties of the Executive Committee:**

1. To prepare the agenda for the yearly meeting and to see to the implementation of decisions taken by the full membership.
2. To act in the name of the Executive Board when authorized to do so.

## **VI. ADVISORY BOARD**

- A. The Advisory Board shall consist of Episcopal representatives from among the Hispanic Bishops of the United States and up to four other persons named by the President for two-year terms with a onetime renewal possible. These persons could be past officers of the *Instituto* or members who have sufficient training and experience in liturgical matters to be good advisors.
- B. Their role is to act as resource persons for the business of the *Instituto*. Their presence at an Executive Board meeting is not included in the quorum.
- C. The members of the Advisory Board are invited to all the meetings of the *Instituto* by its President who keeps them informed of all activities and projects of the organization.

## VII. EXECUTIVE DIRECTOR

A. The Executive Director works at the direction of the President and in collaboration with the Executive Committee and the Executive Board in whole-heartedly promoting and implementing the work of the *Instituto* from the National Office.

B. The Executive Director is hired by the Executive Board.

C. Duties of the Executive Director:

1. To implement policies and directives of the *Instituto* Boards through its President.
2. To carry out the administrative duties pertinent to the operation of the *Instituto* and the work of its standing committees.
3. To report to the *Instituto* Boards about the operational status and development of the organization.
4. To oversee the financial administration of the national office in cooperation with the Treasurer.
5. To seek necessary grants for the work of the *Instituto* in cooperation with its President and Treasurer.

6. To represent the *Instituto* as delegated by the President.
7. To coordinate with the site manager the preparation and administration of the annual meetings, the national conferences and the symposia.

## **VIII. ELECTIONS:**

- A. Electoral Procedures shall be specified in detail in the By-Laws.

## **IX. MEETINGS:**

- A. The *Instituto Nacional Hispano de Liturgia* shall hold one yearly meeting of the full membership.
- B. The Executive Board shall hold at least two meetings annually. At the discretion of the President, additional meetings shall be called.

## **X. FINANCES:**

- A. The Executive Board may assess membership dues upon the members of the *Instituto Nacional Hispano de Liturgia*.

- B. The *Instituto Nacional Hispano de Liturgia* may receive gifts and funds.

## **XI. QUORUM:**

- A. A quorum for the Executive Board is five.
- B. A quorum for Membership meetings is simple majority from among members present at that meeting.

## **XII. AMENDMENTS:**

- A. Amendments to the Constitution shall be approved by a two-thirds majority of the full membership present at a regular meeting.
- B. By-Laws are amended by a quorum of the Executive Board.



# BY-LAWS

## INSTITUTO NACIONAL HIS- PANO DE LITURGIA

**I. NAME:** *Instituto Nacional Hispano de Liturgia, Inc.*

**II. GOALS AND PURPOSES:** No further specifications beyond those given in the Constitutions.

### **III. MEMBERSHIP:**

- A. Duties: Members are expected to attend the annual meeting and to participate in the activities and works of the *Instituto*.
- B. The annual dues are set by the Executive Board and reviewed as deemed necessary.

*I.* Friends and Honorary Members will be charged the member's rate when attending National Conferences offered by the *Instituto*.

## C. Dismissal

### 1. Grounds for dismissal:

- a. Exhibiting behavior or making statements which reflect negatively on the *Instituto*, for example, making public statements in the name of the *Instituto* and/or acting as an official representative of the *Instituto* without an explicit authorization of the Executive Board.
- b. Engaging in Liturgical practices or teaching contrary to the doctrinal and liturgical standards of the Roman Catholic Church as a member or while a representative of the *Instituto*.
- c. Moral delinquency.
- d. Actions seriously detrimental to the good order of the *Instituto*, including serious violations of the Institute Constitution and/or By-Laws.
- e. After a member is the subject of three (3) or more substantive complaints, the executive Board may, for good causes shown, notify the member of dismissal.

### 2. Sanction/Reprimand:

- a. An appropriate sanction of verbal and written reprimand may be imposed by the Executive Board of the

*Instituto* for violation of one of the grounds for sanctions as listed in section III.C. 1 above.

B. Dismissal Procedures:

1. Members of the Executive Board may initiate a complaint to the President against a member for the infraction of the *Instituto* standards. Such action must be initiated as soon as possible but no later than one month from the date the board member has knowledge of the alleged infraction.
2. The President shall review the complaint, consult the other executive officers, gather the necessary evidence, hearing all persons concerned and others who may be able to contribute to an equitable judgment.
3. After the President has made the recommendation to dismiss, he/she will communicate this recommendation to the Executive Board. The decision of the Board to confirm or reject the President's recommendation will be communicated to the member within thirty (30) days from receipt of the President's recommendation.
4. Upon receipt of a dismissal notification, a member may request the opportunity to present him/herself at a meeting of the Executive Board to be heard: the

final decision will rest with the Executive Board.

5. The decision of the Executive Board is final after the review.
6. A copy of the letter of dismissal will be kept in the institute's files for a period of six (6) years and then destroyed.
7. The dismissed member may re-apply for membership six (6) years after the date of dismissal.

#### **IV. ELECTION:**

A. All elections shall be conducted during the annual meeting under the auspices of the Secretary of the *Instituto Nacional Hispano de Liturgia* working in conjunction with any two full members appointed by the President.

B. Separate nominations for President and Vice-President are made. They will be accepted from the Executive Board and the body of members present at the annual meeting. Candidates must be nominated and seconded by full members.

C. A secret written vote will be cast by full members present at the annual meeting. A simple majority

will determine the election.

D. Elections for President and Vice-President shall be handled separately.

## **V. EXECUTIVE BOARD:**

### A. Duties of all Members of the Executive Board

1. To attend all the Board meetings, which normally are twice a year. If a member is absent for three consecutive meetings unexcused, he/she will be automatically considered as having resigned from the Executive Board.
2. To attend and collaborate with all the programs of the *Instituto*, particularly during the National Conference every two years.

### B. Duties of the President

1. To ensure that the work of the *Instituto Nacional Hispano de Liturgia* is accomplished by facilitating the priorities and the response to national Hispanic liturgical concerns as determined by the full membership at the annual meeting.
2. To call, convene and preside at annual and special meetings.

3. To appoint the members of the Board and of the Executive Committee, except for the Vice-President, for the duration of his /her term.
4. To appoint the Chairperson and the members of Standing Committees and of ad hoc Committees as needed.
5. To attend BCL meetings as well as any other related national liturgical organizations.
6. To perform any other duties as necessary to implement the goals of the *Instituto Nacional Hispano de Liturgia*.

#### C. Duties of the Vice- President

1. To assist the President as possible and necessary in fulfilling the duties and responsibilities of that office.
2. To replace the President, at the President's request, in case of absence or other need; to succeed to the Presidency for the duration of its unexpired term in the event of the incapacity of the President, to fulfill his/her duties because of ill health or some other similarly grave reasons.

#### D. Duties of the Secretary.

1. To act as Secretary at all meetings of the members and the Executive Board and to keep the minutes of all such meetings.
2. To direct the Executive Director to communicate matters of the *Instituto* to its members and to perform all the duties customarily pertinent to the office of a Secretary, subject to the advice of the Executive Board.
3. To perform such other duties as shall from time to time be assigned by the Executive Board.

#### E. Duties of the Treasurer

1. To perform the usual duties of a Treasurer.
2. To prepare the annual budget and the annual financial report in collaboration with the Executive Board, as well as budget modifications as are needed, and to present them in written report to the Executive Board.
3. To present an annual financial report to the membership at the annual meeting.
4. To seek ways to increase the revenues of the *Instituto Nacional Hispano de Liturgia*, to maintain its financial stability and to promote its endorsement and financial security.

## F. Duties of the Members of the Executive Board

L To be a bridge between *Instituto* members in the geographical area represented and the Executive Board and between the *Instituto* and other liturgical organizations and institutions in that same region,

2, To identify, recruit and propose new members for the *Instituto*,

.3. To update the membership list of the geographical area.

4. To prepare a report for the Board meetings and for the annual members meeting on the activities carried out by *Instituto* members in the geographical area.

5. To write an article or report for publication in *Amen* once a year. and encourage other members of the geographical area to do the same,

6. To chair or co-chair one of the Standing Committees of the *Instituto*.

7. To assume leadership roles, including initiating liturgical activities in the geographical area represented in the name of the *Instituto*,



## I. COMMITTEES:

### A. Standing Committees:

1. Executive Committee
2. Membership Committee
3. Election Committee

### B. Special Committees as appointed by the President as tasks need to be done.

These include:

1. Art and Environment Committee
2. Liturgical Music Committee
3. Popular Religiosity Committee
4. Sacraments and Sacramentals Committee
5. Language, Texts and Publication Committee