

**BYLAWS OF**  
**THE ARCHDIOCESAN REVIEW BOARD**  
**FOR THE ARCHDIOCESE OF SAN ANTONIO IN TEXAS**

**ARTICLE ONE**  
**NAME AND OFFICES**

1.01 Name. The name of this unincorporated advisory board is “The Archdiocesan Review Board” (hereafter “The Board”).

1.02 Principle Office. The Board will have offices as necessary and convenient for the performance of its functions.

1.03 Address. The address for the Board will be:

Pastoral Center of the Archdiocese of San Antonio  
2718 West Woodlawn Avenue  
San Antonio, Texas 78228-5195

**ARTICLE TWO**  
**PURPOSES**

This policy and procedure review board was formed in compliance with Article 2 of the *Charter for the Protection of Children and Young People* on June 22, 2003. The Board is established according to the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and has as its primary purpose to assist the Archbishop of San Antonio with confidential consultation in the discharge of his duties as outlined in the *Charter for the Protection of Children and Young People* and in the Essential Norms. The Board also has an essential purpose to assist the Archbishop of San Antonio (in his capacity as diocesan bishop of the Archdiocese of San Antonio) with confidential consultation in the discharge of his duties as outlined in the apostolic letter of Pope Francis given *motu proprio* “*Vos estis lux mundi*.” The Board acts as an independent and consultative board to the Archbishop on a broad spectrum of policies and procedures for dealing with sexual abuse of minors. These amended bylaws integrate into the Board’s purpose the responsibilities of the “Crisis Intervention Committee” which was separately established by the Archdiocese of San Antonio in 1985. Consequently, and in keeping with the *Charter for the Protection of Children and Young People* and Essential Norms, the Board also acts in a consultative capacity to the Archbishop in the process of investigating and responding to all specific allegations of sexual abuse of minors by members of the clergy.

**ARTICLE THREE**  
**FUNCTIONS**

The functions of this board are to include:

- advising the Archbishop in his assessment of allegations of sexual abuse of minors or vulnerable adults by clergy, and in his response to these allegations within the scope of the *Charter for the Protection of Children and Young People* and the Essential Norms;
- advising the Archbishop in his assessment of allegation of sexual abuse of minors by members of pontifical right institutes of consecrated life or societies of apostolic life, and in his response to these allegations within the scope of “*Vos estis lux mundi.*”
- advising the Archbishop in his assessment of allegations that a cleric or member of a pontifical right institute of consecrated life or society of apostolic life forced someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts, and in his response to these allegations within the scope of “*Vos estis lux mundi.*”
- advising the Archbishop in his assessment of allegations of production, exhibition, possession or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibitions by a cleric or member of a pontifical right institute of consecrated life or society of apostolic life and in his response to these allegations within the scope of “*Vos estis lux mundi.*”;
- reviewing diocesan policies for dealing with sexual abuse of minors;
- offering advice on aspects of these cases, whether retrospectively or prospectively;

Additional responsibilities of the board include:

- review and report to the Archbishop on the overall performance of the Office of Victim Assistance and Safe Environment to evaluate its progress and effectiveness;
- to review annually, in its 2nd quarterly regular meeting, all codes of conduct, all guidelines and handbooks related to sexual abuse of minors, and all policies directing the work of the ARB or the OVASE. These policies will be provided to members at least 2 weeks prior to the meeting by the Director of the OVASE.
- review and report to the Archbishop on the overall compliance of the Archdiocese with the USCCB’s *Charter* and Essential Norms;
- observe and report to the Archbishop on the compliance with policies and procedures on the parish level.

**ARTICLE FOUR**  
**MEMBERS**

4.01 Number. The Board will consist of not less than five and not more than eleven members appointed by the Archbishop. It is desirable that the Promoter of Justice participate in the meetings of the board, together with the Archbishop or his designee (s), but these participants, while having a voice, will not have voting powers.

4.02 Requirements for Membership. Members of the Board will be persons of outstanding integrity and good judgment in full communion with the Church. The majority of the members will be lay persons who are not in the employ of the Archdiocese; but at least one member should be a priest who is an experienced and respected pastor of the Archdiocese, and at least one member should have particular expertise in the treatment of the sexual abuse of minors.

4.03 Appointment of Members. A standing committee comprised of all board members, with the Board Chair functioning as the Chair of the Committee, is constituted as a Nominating Committee. The Nominating Committee will nominate for the Appointment of the Archbishop new board members, and the Archbishop will appoint new members to the board from among those nominated by the Nominating Committee.

4.04 Officers. The chairman of the board will be designated by the Archbishop. Other officers may be selected by the Board as appropriate for the discharge of its functions and responsibilities.

4.05 Powers of the Board. The Board will have the power to determine the rules of proceedings for carrying out its functions including time and place for its meetings, officers other than the chairman, and changes in its Bylaws upon approval by a majority of the Board and the ratification of the Archbishop.

**ARTICLE FIVE**  
**FISCAL YEAR**

The fiscal year for the Board will be July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

**ARTICLE SIX**  
**MEETINGS**

6.01 Regular Meetings. The Board will meet once each quarter, at times and places set by the Board.

6.02 Special Meetings. The Board's chairman may schedule special meetings with the consent of a majority of the Board at such times and places as convenient.

6.03 Committee Meetings. The committees of the Board will meet as needed to carry out their duties.

6.04 Quorum. A majority of the entire membership of the Board will constitute a quorum. The act of a majority of the Board present at a meeting at which a quorum is present will constitute an act of the Board.

6.05 Conduct of Business. The Board may establish the procedure for the conduct of its meetings.

6.06 Presiding Officer. The chairperson will preside at all meetings and, in the absence of the chair, the Board will designate another member to preside. The chairperson will be a voting member of the Board.

#### **ARTICLE SEVEN** **CONFIDENTIALITY**

All matters referred or initiated by the Board will be held in strict confidence and no board member may speak for the Board without the Board's approval.

#### **ARTICLE EIGHT** **SUCCESSION**

All Board members will be appointed with a five year term. This term is renewable.

#### **ARTICLE NINE** **EFFECTIVE DATE AND AMMENDMENTS**

These Bylaws, as amended, will become effective upon approval by a majority of the Board and ratification by the Archbishop. These Bylaws may be further amended at any regular or special meeting upon a majority vote of the Board's membership and ratification by the Archbishop.

Amendments approved by the Board and ratified by the Archbishop on this 1<sup>st</sup> day of October, 2019.