

BYLAWS NORTH CAROLINA CHAPLAINS' ASSOCIATION

4/25/14

ARTICLE I: NAME

The name of the organization shall be the "North Carolina Chaplains' Association."

ARTICLE II: PURPOSE

The purpose of the North Carolina Chaplains' Association shall be to offer those serving in clinical pastoral ministry the following opportunities:

- a. To participate in continuing education opportunities in order to maintain certification requirements and to enhance one's skill sets for ministry.
- b. Provide an opportunity to fellowship with colleagues and maintain collegial relationships for personal and professional development.
- c. To be an advocate for chaplaincy services in diverse clinical settings

ARTICLE III: MEMBERSHIP

- a. Member: Membership in the Association shall be open to all chaplains ordained, endorsed, commissioned, or recognized by a faith group and who are employed full or part-time in institutions, military, or industries within the State of North Carolina and the surrounding area. Applicants shall be admitted to membership following the receipt of a formal application, review and approval by the Administrative Coordinator, ratification by the Marketing Chair, and payment of current dues.
- b. Associate Member: Associate Membership in the Association shall be open to professional persons or students who do not meet the requirements for membership, but who indicate interest in the purposes of this Association. Applicants shall be admitted to Associate Membership following the receipt of a formal application review and approval by the Administrative Coordinator, ratification by the Marketing Chair, and payment of current dues. Associate Members have all privileges of Membership except the right to vote or hold an elective office.
- c. Retired Member: Retired membership in the Association shall be open to any retired member or associate who was a member in good standing upon retirement. Retired members shall complete the application for membership renewal annually to maintain connection to the Association. Retired members shall be maintained on the current status (member or associate), and be exempted from payment of annual dues.
- d. Emeritus Member: Emeritus membership in the Association shall be a retired member who significantly contributed to the Association, recommended by the

executive committee, and approved by the membership at annual meetings. Emeritus members shall complete the application for membership renewal annually to maintain connection to the Association. Emeritus members shall be maintained on the current mailing list, maintain status (member or associate), be exempted from payment of annual dues, and attend meetings registration free.

e. Honorary Member: Honorary membership in the Association shall be given to individuals at the discretion of the executive committee and approved by the membership at the annual meeting.

f. Institutional Membership: Institutional membership shall be open to institutions employing or supportive of clinical chaplaincy or related fields. Institutional members are not required to be located within the state of North Carolina. Institutions shall be accepted after receipt of a formal application, recommendation by the Executive Council, approval by the association and payment of dues in full.

Membership dues

a. Dues: The dues for Membership shall be \$40.00 while Associate Membership shall be \$20.00. Institutional Membership fees shall be determined by the marketing committee in conjunction with the treasurer.

b. **Membership payment Date: Membership dues will be due on the anniversary of your initial joining date. A noticed will be emailed to your address of record 30 days before your payment is due. If a member changes their email address, it is their responsibility to update their personal contact information on the website. If payment has not been received within Thirty (30) days after your anniversary date, your individual membership dues shall increase to \$50.00 for member and \$25.00 for associate member.**

c. Termination of Membership: Membership in the Association shall be terminated if the member/institution has not paid annual dues 60 days beyond the due date.

ARTICLE IV: OFFICERS AND EXECUTIVE COUNCIL

A. All officers shall be members of the Association and shall be elected by a majority vote from those present at a regular meeting. The officers of the Association are: President, Vice-President, Secretary, and Treasurer. The executive Council consists of the elected officers and the following President appointed positions: Immediate Past President, Publicity Chair, Education Chair, Marketing Chair, and Advocacy Chair.

The Executive Council shall have full power to act between regular meetings of the Association for the best interest of the organization and in accordance with any policies laid down at Association meetings. The Executive Council shall have authority to do such other things as may be necessary and expedient in carrying out the purpose of the Association. The Executive Council shall appoint a Nominating Committee at least three months prior to the Annual Meeting when elections are involved.

B. Duties of the Executive Council

- a. President: The President shall preside at all meetings of the Association and the Executive Council, and perform generally such other duties as usually pertain to that office.
- b. Vice-President: The Vice-President shall assist the President when called on to do so, and in the case of absence or disability of the President, shall serve in her/his stead.
- c. Secretary: The Secretary shall keep an accurate record of all business of the Association, conduct the correspondence of the Association, issue and maintain continuing education unit documentation, serve as Secretary of the Executive Council and report to the Annual Membership Meeting. The secretary shall function as Archivist which includes being the liaison between the Association and the work being done by the individual chaplains.
- d. Treasurer: The Treasurer shall keep an accurate and current record of all financial transactions of the Association, updated record of paid dues, send out due notices, receive all funds on behalf of the Association, deposit such funds in a checking account in the name of The North Carolina Chaplains' Association. The Treasurer shall function as registrar at the Annual and Fall meetings, and perform other duties usually pertaining to the office of the Treasurer.
- e. Past President: The Past President shall assist with the transition to the new President, serve as the Chair of the Nominating Committee, and work on special projects as assigned.
- f. Publicity Chair: The Publicity Chair shall compose and publish the Association's newsletter and communicate information to the membership.
- g. Education Chair: The Education Chair shall coordinate all efforts for membership education.
- h. **Marketing Chair: The marketing chair will market the association to all areas where chaplaincy services are employed in an effort to solicit new members or encourage lapsed members to renew their membership.**
- i. **Advocacy Chair: The advocacy chair shall be of support to institutions seeking to provide Chaplain Services to patients/clients and to advocate for the continuance of Chaplain presence in institutions throughout the state. In addition, this consultant shall work to promote the association with agencies that employ**

chaplains. The purpose will be to advocate for the discipline of spiritual care at the policy and program development level.

TERMS OF OFFICE: The term of office for the President and Vice President is part of a succession plan. The Vice President, after serving two years, shall become the President for two years and then become immediate past president for a one year term in an ex-officio capacity. All other officers and council chairs shall serve three year terms with the opportunity to serve one additional term before rotating off the council. After rotation off of the Executive Council for a minimum of one year, eligibility for appointment is re-established. The terms of office shall be staggered in order to promote continuity within Association leadership. The Officers are elected during the Annual meeting held in the spring and retain their positions until another officer is dually elected or appointed to fill the duties of the office. In the event of an unexpected vacancy, the President may appoint a council member to assume the role until a replacement is identified. The Executive Council chairs are appointed by the President.

Removal from Office/End of Term: Any Officer may be removed by two-thirds vote, by secret ballot, by the executive council. Any Officer or member of the Executive Council, upon removal from office or at the expiration of the term, shall surrender to the Executive Council all records and property of the Association.

C. Membership Meetings:

- a. The spring conference shall be held at a time to be decided by the Executive Council. The next year conference location shall be determined at the Annual Meeting and will be one year from that date.
- b. Quorum: Ten members shall constitute a program quorum at any meeting where business activity is being conducted. If a quorum is not present on the day appointed, the meeting will be adjourned for one month and a second call shall be sent out, at which time those members present shall constitute a quorum for all business transactions.

D. Executive Council Meetings

- a. Quorum: Two-thirds of the Members of the Executive Council shall constitute a quorum for the purpose of conducting the meeting of the Council and transacting business, provided that a lesser number may meet and adjourn from time to time.
- b. The Executive Council shall meet, at minimum, two times per year.

E. Committees:

a. Standing Committees:

The president with the approval of the Executive Council shall appoint the following committees:

1. Education
2. Publicity
3. Advocacy
4. Marketing

The membership of each committee shall be established by the President and the Committee chairperson, with the advice and consent of the Executive Council.

b. Special Committees

1. Nominations: Before any meeting at which an election is to be held, a nominating committee shall be appointed 3 months prior to the election of officers. This committee shall consist of three members, whose responsibility shall be to nominate a complete list of candidates for the vacant officer positions. The opportunity of the membership to nominate a candidate from the floor shall be provided.

ARTICLE V: FINANCE

All checks shall be signed by the Treasurer. In the event that the Treasurer is unavailable, the checks will be signed by the president.

The Treasurer may routinely disburse money for receipted expenses within the limits of the budget. Unusually large expenses (exceeding twenty-five percent (25%) of the budget line) require approval of the Executive Council.

ARTICLE VI: AMENDMENTS

- a. Proposed amendments to the bylaws, shall be submitted to the Executive Council, and shall be circulated by them to the membership at least one month in advance of the meeting at which action will be taken.
- b. Bylaw amendments must be passed by a two-thirds vote of those present.