

BYLAWS NORTH CAROLINA CHAPLAINS' ASSOCIATION
Revised 5/3/2018

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. To 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. Membership within the organization is defined as:
 - 1. 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 Recruitment Chair, and payment of current dues.
 - 2. 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 Recruitment Chair, and payment of current dues. Associate Members have all privileges of Membership except the right to vote or hold an elective office.
 - 3. 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.
 - 4. Emeritus Member: Emeritus membership in the Association shall be a retired member who significantly contributed to the Association, is recommended by the Executive Committee, and approved by the membership at an annual meeting. 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.

5. Honorary Member: Individuals who are not chaplains may be granted honorary membership in the Association at the discretion of the Executive Committee and approved by the membership at the annual meeting. Honorary members do not pay dues; they have all privileges of Membership except the right to vote or hold an elective office.
6. Institutional Member: 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 Committee, approval by the association and payment of dues in full.

B. Membership dues shall be assessed as indicated:

1. Dues: The dues for Membership, Associate Membership, and Institutional Membership shall be recommended by the Executive Committee and approved by the membership. Adequate notice shall be given to the membership of any changes in dues.
2. Membership Payment Date: Membership dues will be due annually. A notice will be emailed to the member's address of record 30 days before 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 of the due date, individual membership and associate membership dues shall increase by 25%.
3. Termination of Membership: Membership in the Association may be terminated if the member/institution has not paid annual dues 60 days beyond the due date.

ARTICLE IV: OFFICERS AND EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of elected officers and appointed committee chairs/co-chairs.
 1. All officers shall be members of the Association and shall be elected by a majority vote from those present at a regular membership meeting. The officers of the Association are: President, Vice-President, Secretary, and Treasurer.
 2. The Executive Committee consists of the elected officers and the following positions appointed by the President: Communications Chair/Co-chairs, Education Chair/Co-chairs, Recruitment Chair/Co-chairs, and Advocacy Chair/Co-chairs. The Immediate Past President is an ex officio member of the Executive Committee for one year.
 3. The Executive Committee 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 Committee shall have authority to do such other things as may be necessary and expedient in carrying out the purpose of the Association. The Executive Committee shall appoint a Nominating Committee at least three months prior to the Membership Meeting when elections are involved.

B. Duties of the Executive Committee

1. **President:** The President shall preside at all meetings of the Association and the Executive Committee, guiding agenda and focus of these meetings and performing generally such other duties as usually pertain to that office, including speaking on behalf of the Association as needed. The president also is responsible for overseeing the work of any person paid by the association, performing regular evaluations and recommending to the Executive Committee any changes in compensation.
 2. **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.
 3. **Secretary:** The Secretary shall keep an accurate record of all business of the Association, conduct the correspondence of the Association in conjunction with the Administrative Coordinator, serve as Secretary of the Executive Committee and report to the Annual Membership Meeting. The secretary also shall function as Archivist or oversee/communicate with an Archivist who is not currently on the Executive Committee but who is appointed by and serves at the pleasure of the President. Archivist work includes collecting official documents and history of the association and storing these items safely, as well as serving as the liaison between the Association and the work being done by individual chaplains.
 4. **Treasurer:** The Treasurer shall keep an accurate and current record of all financial transactions of the Association, updated record of paid dues, receive all funds on behalf of the Association, and deposit such funds in a checking account in the name of The North Carolina Chaplains' Association. The Treasurer shall function as registrar at Association meetings, and perform other duties usually pertaining to the office of the Treasurer.
 5. **Immediate 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.
 6. **Communications Chair/Co-chairs:** The Communications Chair or Co-chairs shall coordinate information about the Association distributed to members and to the general public. This involves press releases, email communication with members, highlights of the work of individual members, social media presence, blog posts, and reports on the business and activities of the association.
 7. **Education Chair/Co-chairs:** The Education Chair or Co-chairs are responsible for planning, coordination, and implementation of all Association education events and programs. This involves securing speakers and locations and managing continuing education credits (in collaboration with the Administrative Coordinator).
 8. **Recruitment Chair/Co-chairs:** The Recruitment Chair or Co-chairs will coordinate all efforts to bring in new members to the association and encourage lapsed members to renew membership. This will include regular interaction with CPE centers and with Pastoral/Spiritual care departments across the state.
 9. **Advocacy Chair/Co-chairs:** The advocacy Chair or Co-chairs 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/institutions that employ chaplains. The purpose will be to advocate for the discipline of spiritual care at the policy and program development level.
- C. **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 Committee chairs shall serve three year terms with the opportunity to serve one additional term before rotating off the Committee. After rotation off of the Executive Committee for a minimum of one year, eligibility for appointment or election 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 and retain their positions until another officer is duly elected or appointed to fill the duties of the office. In the event of an unexpected vacancy, the President may appoint an Association member in good standing to assume the role until a replacement is identified. The Executive Committee chairs/co-chairs are appointed by the President.

- D. Removal from Office/End of Term: All Executive Committee members are expected to maintain good standing in their professional positions and abide by the Code of Ethics of the Association of Professional Chaplains. Any Officer who fails to follow the APC Code of Ethics or to execute appropriately the duties of their NCCA office may be removed by two-thirds vote, by secret ballot, by the Executive Committee. Following the same criteria, the President may remove an appointed member of the Executive Committee in collaboration with other Officers. Any Officer or member of the Executive Committee, upon removal from office or at the expiration of the term, shall surrender to the Executive Committee all records and property of the Association.
- E. Membership Meetings: The Association will hold regular membership meetings.
 - 1. The Association shall conduct business at a membership meeting at least once each year. If needed, additional membership meetings can be called by the President, in collaboration with the Executive Committee, with at least 30 days' notice being provided to the membership.
 - 2. 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.
 - 3. The Association shall strive to provide two gathered events per year, with continuing education, professional development, and collegial fellowship as the focus.
- F. Executive Committee Meetings
 - 1. The Executive Committee shall meet, at minimum, two times per year.
 - 2. Quorum: A simple majority of the Members of the Executive Committee shall constitute a quorum for the purpose of conducting the meeting of the Committee and transacting business, provided that a lesser number may meet and adjourn from time to time. Each elected officer and appointed chair/co-chair has a vote on the Executive Committee
- G. Committees:
 - 1. Standing Committees
 - a. The President, with the approval of the Executive Committee, shall appoint chairs or co-chairs of the following standing committees:
 - 1. Education
 - 2. Communications
 - 3. Advocacy

4. Recruitment

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

2. Special Committees

a. Nominations: Before any meeting at which an election is to be held, a nominating committee shall be appointed three 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. Generally, the past president or vice president chairs this committee

b. Other special committees may be established by the President in collaboration with the Executive Committee

ARTICLE V: FINANCE

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

B. The Treasurer may routinely disburse money for receipted expenses within the limits of the budget. Unusually large expenses (exceeding 25% of the budget line) require approval of the Executive Committee.

ARTICLE VI: AMENDMENTS

A. Proposed amendments to the bylaws shall be submitted to the Executive Committee, 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.