

# Constitution and Bylaws

## Mississippi Chaplains Association

### **Article I: Name**

The name of the organization shall be the “Mississippi Chaplains Association.”

### **Article II: Purpose**

The purpose of the Mississippi Chaplains Association shall be to offer those engaged in chaplaincy and related pastoral ministries within the state of Mississippi the following:

- a. An opportunity for fellowship and acquaintance with those participating in similar ministries.
- b. A channel for the exchange of experience.
- c. A means of participating in the professional experience of others and those in related fields.
- d. A means for dissemination of such understandings, research, principles, and methods as shall aid in the application of the resources of religious involvement to the problems of the institutionalized person and those engaged in their maintenance and care.
- e. A channel for consultative assistance to various appropriate agencies and/or persons and/or hospitals or institutions concerning the establishment and maintenance of effective working conditions and relationships for those involved in the ministry of chaplaincy.
- f. A channel for providing representatives as well as a resource for those serving the interests of chaplaincy.
- g. A program for promoting studies in chaplaincy and the advancement of education for its members.
- h. An opportunity to assist in the development of standards for an effective Chaplaincy Ministry.
- i. A referring agency to those who would desire to have Knowledge of the existing chaplaincies, and/ or Chaplain training opportunities in Mississippi.
- j. A resource agency for those groups, institutions, etc, who would desire to have chaplaincy established.

### **Article III: Membership**

#### a. Member

Membership in this Association shall be open to all ordained and / or ecclesiastically endorsed person who are or have been employed as chaplains or in related pastoral ministries (full-time or part-time) in institutions or industries within the State of Mississippi. Applicants shall be admitted to membership following the membership Committee, approval by the Association, and payment of current dues.

#### b. Associate Member

Associate Membership in this 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, recommendation by the Membership committee, approval by the Association, and payment of current dues. Associate Members have all privileges of membership except the right to vote or hold an elective office.

c. Both full and Associate Members shall be expected to conduct themselves and strive to practice ministry in a professional and ethical fashion that is compatible with their role. The Common Code of Ethics for Chaplains, Pastoral Counselors, and Pastoral Educators, and Students will be the expected code of conduct for members of the Mississippi Chaplains Association.

d. Membership in this Association shall be terminated as follows:

Non-payment of dues: A First Notice of Dues shall be sent with the notice of the Annual Meeting. A Second Notice of dues shall be sent the week following the Annual Meeting. Failure to pay dues within sixty (60) days of the date of the "Second Dues Notice" shall result in termination of membership.

### **Article IV: Officers**

Officers shall be a President, Vice-President, Secretary, and a Treasurer.

a. The Executive Council shall be comprised of the above officers, the immediate past President, plus the chairperson of each standing committee. Representatives of the professional organizations represented on the COMISS Network may also serve as non-voting members of the Executive Committee.

b. The term of office shall be for a two-year term with privilege of re-election to the same office for the following two-year term.

c. All officers shall be Members of the Association. They shall be elected by a majority vote from those present at an annual meeting.

d. Any vacancy in office shall be filled pro tem by the Executive Council, with such vacancy referred to the next annual meeting.

e. Any officer who has been elected to fill an unexpired term shall be eligible to be elected to a full term of office at the next annual meeting of the Association.

#### **Article V: Duties of Officers**

a. 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. The Vice-President shall assist the President when requested. In the case of absence or inability of the president to exercise the office, the Vice-President shall assume those duties. The Vice-President shall be the chair of the Program Committee.

c. The Secretary shall take minutes at all Executive Council and Annual Business Meetings; shall conduct the correspondence of the Association and keep an accurate file of same; shall issue required notices to members; and shall assist in the keeping of an accurate membership role.

d. The Treasurer shall collect all dues, receive all funds on behalf of the Association, and deposit such funds in a checking account in the name of the Mississippi Chaplains Association in such depository as may be designated by the executive Council. All checks shall be signed by the Treasurer and they shall disburse funds upon order of the executive Council, or the Association. The Treasurer shall also keep correct and accurate records of all financial transactions of the Association, make quarterly reports to the membership, and perform all other duties usually pertaining to the office of the Treasurer.

e. Any officer may be removed by two-thirds vote, by secret ballot, of all Members of the Association.

f. Any Officer or Member of the Executive Council, upon their removal from office, or the expiration of their term, shall surrender to the Executive Council all records and property of the Association.

#### **Article VI: Duties of the Executive Council**

a. The Executive Council shall have full power to act between regular and special 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.

b. The Executive Council shall appoint a Nominating Committee at least three months prior to the Annual Meeting. The Nominating Committee shall submit a full slate of nominees to the membership along with the announcement of the annual meeting.

c. The Executive Council shall act as a budget committee and shall submit an annual budget to the membership for approval.

d. 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.

### **Article VII: Committees**

a. The following are standing committees:

1. Membership
2. Program
3. Welfare (Advocacy and Liaison)
4. Communication (Newsletter)
5. Auditing

b. The Nominating Committee, in consultation with the President and Executive Council shall nominate the following committee chairpersons:

1. Membership
2. Welfare (Advocating and Liaison)
3. Communication (Newsletter)
4. Auditing

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

c. Special Committees: Nominations: At or before any meeting at which an election is to be held, a nominating committee shall be appointed, consisting of three members, whose duty it shall be to nominate a complete list of candidates for such offices, along with committee chairs, as are to be elected at such meeting; provided, however, that such report of said nominating committee shall in no manner abridge or affect the right of the member to make other nominations from the floor.

d. Historian: A member in good standing shall be appointed by the President to serve as Historian. The Historian shall be an ex-officio member of the Executive Council, and shall serve an indefinite term. The Historian shall

serve as the Custodian of Archives, and shall provide historical knowledge, pictures, and writings as requested by the Association.

### **Article VIII: Meetings**

- a. The Annual Meeting of the Association shall be determined by the Executive Council with the date (preferably Fall) and place for next meeting to be announced at the preceding meeting.
- b. Quorum: A quorum shall consist of those members present and voting.
- c. Special meetings may be called by the Executive Council provided at least two weeks notice is sent out to the membership of the date, place, and purpose of such meeting.
- d. Executive Council: There shall be at least one meeting of the Executive Council annually. Their decision shall be subject to the approval of the membership at the following association meeting.
- e. The first quarterly meeting of the year shall serve as the Annual Meeting.

### **Article IX: Dues and Expenses**

- a. The dues for Member and Associate Member shall be set by the Executive Council and approved by the Association.
- b. The Treasurer may routinely disburse money for receipted expenses within the limits of the budget. Unusually large expenses (exceeding twenty-five percent of the budget line) require approval of the Executive Council.
- c. The fiscal year of the Association shall begin on October 1 and conclude on September 30.

### **Article X: Amendments**

- a. Proposed amendments to the Constitution shall be submitted to the Executive Committee, and shall be circulated by them to the Association at least one month in advance of the meeting at which action will be taken.
- b. Constitutional amendments must be passed by a two-thirds vote of members present.