

**MICHIGAN CHAPLAINS ASSOCIATION
CONSTITUTION AND BYLAWS
Revision, October 2003**

CONSTITUTION

1. MISSION:

The mission of the Michigan Chaplains Association is to encourage excellence in **Spiritual care** through **communication, education** and **collegiality** within the membership, and to **advocate** the unique role of chaplaincy in specialized settings.

2. VISION:

The vision of the association is to integrate professional spiritual care into the total care provided to persons in diverse settings.

3. SCOPE:

The Michigan Chaplains Association is an umbrella association for chaplains of diverse faiths who minister in specialized settings such as federal, state, public, private and church affiliated institutions, business and industrial settings, pastoral care centers and other similar ministries.

4. PURPOSE:

- 4.1. To define the unique role of chaplaincy within the public sector.
- 4.2. To promote high standards of practice and conduct of ministry in specialized settings.
- 4.3. To establish and support networking among members.
- 4.4. To promote and encourage involvement of chaplains in the MCA.

5. MEMBERSHIP:

5.1. PROFESSIONAL MEMBERSHIP:

Professional membership shall be open to persons who meet the following three criteria:

- 5.1.a. are officially endorsed, approved or appointed as chaplains by their proper religious body, and are members in good standing of their proper religious body.
- 5.1.b. have professional clinical training, and
- 5.1.c. are appointed, accepted or employed as chaplains.

5.2. ASSOCIATE MEMBERSHIP:

Associate membership is open to those who are appointed or employed as chaplains in a specialized setting but do not have one or more of the following.

5.2.a. endorsement or approval by their proper religious body.

5.2.b. professional clinical training.

5.3. RETIRED MEMBERSHIP:

Retired membership shall be open to any retired professional or associate member who was a member in good standing upon retirement. Retired members shall be maintained on their current status, professional or associate.

5.4 STUDENT MEMBERSHIP:

Student membership shall be open to any person currently enrolled in a recognized clinical pastoral training program for ministry in specialized settings.

5.5. HONORARY MEMBERSHIP:

Open to persons of other disciplines who agree with the purposes and goals of MCA and are recommended by a professional member.

Application shall be made to Executive Committee for review and action on such application at a regular meeting.

Includes all rights and privileges of membership except the right to vote or hold office.

5.6 MEMBERSHIP DUES:

5.6.a. Membership dues shall be assessed as determined by the Executive Committee.

5.6.b. Dues must be paid to become and remain a member of The Michigan Chaplains Association.

5.7. TERMINATION OF MEMBERSHIP:

Membership shall be terminated when the conditions of membership are no longer met.

6. OFFICERS:

The officers of the Michigan Chaplains Association shall be **PRESIDENT, PAST-PRESIDENT, PRESIDENT-ELECT, SECRETARY AND TREASURER.** These officers shall constitute the Executive Officers. Officers shall be elected and shall function as specified in the **BYLAWS** of the **Michigan Chaplains Association.**

7. AMENDMENTS:

Amendments to this constitution may be made by a 2/3rds vote of members present and voting at duly called meeting of the Michigan Chaplains Association; the membership must be notified in writing of the purposed amendments at least two weeks prior to a meeting of the membership.

8. DISSOLUTION:

In the event of dissolution, all assets, real and personal shall be distributed to such organizations as are qualified as tax exempt under Section 501 © (3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law.

ADOPTED BY THE MICHIGAN CHAPLAINS ASSOCITION ON NOVEMBER 4, 1993. Amended on October 20, 1994: Articles 5.1 and 5.2.

Signed: _____
Warren Paulson, President
Curt Roelofs, President Elect

Kurt Heidmann, Treasurer

Michigan Chaplains Association

BYLAWS

1. MEMBERSHIP DUES:

1.1. The Executive Committee of the Michigan Chaplains Association shall establish annual membership dues for each category of membership. Professional, Associate and Honorary members shall be assessed full dues; Retired and Student membership will be 50% of the full dues.

1.2. The payment of annual membership dues is a requirement for membership in Michigan Chaplains Association.

2. OFFICERS:

2.1. ELIGIBILITY & TERMS:

2.1.a. All officers shall be professional members of Michigan Chaplains Association

2.1.b. The Term of office for past-president, president and president-elect shall be for one year consecutively for a total of three years as an officer. Secretary and Treasurer shall be for two years with the privilege of re-election to the same office.

2.1.c. The term of office shall coincide with the calendar year.

2.1.d. A vacancy in any office shall be filled temporarily by a person appointed by the executive committee until said office can be filled by an election at a regular meeting of Michigan Chaplains Association.

2.1.e. Any officer who has been appointed or elected to fill a partial term shall be eligible for nomination for a full term at a regular election of Michigan Chaplains Association.

2.2. ELECTION OF OFFICERS:

2.2.a. A nominating committee shall consist of the Past president serving as chairperson plus two other members of the executive committee appointed by the President.

2.2.b. The nominating committee shall meet three months prior to the election and present the names of the nominees to the executive committee for approval.

2.2.c. The nominating committee shall present a slate of one or more candidates for each office to be filled, and present the slate of nominations with the registration material for the annual meeting.

2.2.d. Opportunity shall be provided for members to suggest names of additional candidates for nominations prior to the annual meeting.

2.2.e. The election of officers shall take place at the annual meeting of the membership by secret ballot. A simple majority is needed for election.

2.3. DUTIES OF OFFICERS:

2.3.a. The President

2.3.a.1. shall call and set the agenda for and preside at all meetings of the Michigan Chaplains Association, and the executive committee,

2.3.a.2. shall appoint members to serve on the Working Commissions annually and Special Commissions as needed,

2.3.a.3. shall appoint an Audit Committee consisting of two members of the executive committee other than the treasurer. The Audit Committee shall submit a written report to the executive committee within 90 days after the end of the fiscal year.

2.3.a.4. shall perform such other duties that are appropriate to that office.

2.3.b. The Past President

2.3.b.1. shall assist the President when called on to do so, and in the case of absence or disability of the President, shall function in the President's stead,

2.3.b.2. shall work with the treasurer and be the alternate signer of checks,

2.3.b.3. shall assist in representing Michigan Chaplains Association at affiliated organizations functions as requested by the Executive Committee,

2.3.b.4. shall perform other duties as assigned by the President.

2.3.c. The President Elect

2.3.c.1. shall work with the secretary and treasurer in their duties,

2.3.c.2. will become president when the current President leaves office,

2.3.c.3. shall perform other duties as assigned by the president.

2.3.d. The Secretary

2.3.d.1. shall record minutes of all meetings, business and activities of the Michigan Chaplains Association,

2.3.d.2. shall keep accurate records of membership of the Michigan Chaplains Association,

2.3.d.3. shall be responsible for all correspondence including minutes of meetings and agendas,

2.3.d.4. shall prepare a written report of the executive committee for the annual meeting of the membership,

2.3.d.5. shall oversee registration for meetings of the membership,

2.3.d.6. shall perform other duties as assigned by the President.

2.3.e. The Treasurer

2.3.e.1. shall have custody of all funds of the Michigan Chaplains Association,

2.3.e.2. shall establish an account in a bank of choice, and shall, upon approval of the executive committee, sign all checks and pay all bills,

2.3.e.3. shall keep complete and accurate books of account, making reports to the executive committee as requested,

2.3.e.4. shall prepare a written financial report for distribution at meetings of the executive committee and the annual meeting of the membership,

2.3.e.5. shall collect all dues and report unpaid dues to the executive committee,

2.3.e.6. shall submit the financial books and records for audit annually.

2.4. Termination of Officer Terms:

The terms of any officer may be terminated without cause by a 2/3rds secret ballot vote of the members present at a duly called meeting of the membership.

2.5. Executive Committee:

2.5.a. The executive committee shall consist of all officers of Michigan Chaplains Association plus the chairpersons of all Working Commissions of the Michigan Chaplains Association.

2.5.b. A simple majority of the current members of the executive committee shall constitute a quorum for the purpose of conducting business by the executive committee.

3.0 QUORUM:

All members present at a duly called business meeting of the membership shall constitute a quorum for conducting business.

4.0. VOTING:

All members are eligible to vote.

5.0. RULES OF ORDER:

Unless stated otherwise in the constitution or bylaws of the Michigan Chaplains Association, **ROBERTS RULES OF ORDER** shall be observed for conducting business.

6.0. WORKING COMMISSIONS:

6.1. A Working Commission to pursue each of the stated purpose of the Michigan Chaplains Association shall be appointed annually by the President with the endorsement of the executive committee.

6.2. The first named appointee shall be the commission chairperson, and shall call the meetings and set the agendas.

6.3. Working commissions shall report in writing to the membership at the annual meeting, or to the executive committee if directed by the executive meeting.

6.4. Working Commissions shall be:

6.4.a. Advocacy / Heritage – purpose 4.1.

6.4.b. Excellency – purpose 4.2.

6.4.c. Communication – purpose 4.3.

6.4.d. Collegiality / Education – purpose – 4.4.

6.5. Each Working Commission shall draft its own mandate and submit it to the executive committee for approval. Each commission mandate shall include provision for recording minutes, reporting to the appropriate body/ies, the scope of its activities, and goals and objectives to meet their purpose.

7.0 SPECIAL COMMISSIONS:

7.1. Special Commissions may be appointed by the president or executive committee to accomplish the purposes of the Michigan Chaplains Association.

7.2. Special Commissions shall be given a clear, written mandate and deadline for reporting.

7.3. The first named appointee shall be the chairperson of the Special Commission, shall call the meetings and set the agendas for the commission.

7.4. Reports shall be submitted in writing to the appropriate body.

8.0 MEETINGS:

8.1. An Annual Meeting of the membership shall be held as established by the executive committee with a thirty (30) day written notice to all members.

8.2. Other meetings shall be called as deemed necessary to accomplish the purposes of the Michigan Chaplains Association.

9.0 FISCAL YEAR:

The fiscal year shall coincide with the calendar year.

10. AMENDMENTS:

Amendments to these bylaws can be made by a 2/3rds vote of the members at a duly called meetings.

**ADOPTED BY THE MICHIGAN CHAPLAINS ASSOCIATION ON
November 4, 1993:**

Signed: _____
 Warren Paulson, President **Curt Roelofs, President Elcet.**

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 Kevin Johnson, Secretary **Kurt Heidmann, Treasurer**

