

NATIONAL ASSOCIATION OF CATECHETICAL MEDIA PROFESSIONALS

BY-LAWS

ARTICLE I

NAME AND PURPOSES

SECTION 1: NAME

The name of this organization shall be the NATIONAL ASSOCIATION OF CATECHETICAL MEDIA PROFESSIONALS, hereinafter referred to as the "Association."

SECTION 2: PURPOSE

The primary purposes for which this Association is formed are:

- A. To raise awareness about the importance and use of media in ministry.
- B. To advance the role of catechetical media centers as vital components in the life and work of the Church.
- C. To provide a forum for mutual support and exchange of ideas about catechetical media ministry and the operation of media centers.

ARTICLE II

MEMBERSHIP

SECTION 1: REGULAR MEMBERSHIP

- A. Regular membership in this Association shall be open to the following personnel engaged in the mission and ministry of catechetical media education:
 - 1. Directors of Diocesan Media Centers.
 - 2. Directors of Diocesan Offices or Divisions of Catechesis or Religious Education.
 - 3. Diocesan catechetical media center staff.

4. Professionals of the academic community specializing in the catechetical media field.

B. Regular members enjoy voting privileges, can serve on all committees, and are eligible to hold office in accordance with the eligibility requirements.

SECTION 2: ASSOCIATE MEMBERSHIP

Associate membership is accorded to representatives of organizations whose mission is related to the catechetical media field, including firms or corporations engaged in selling catechetical media products or services to NACMP members. Associate membership is also open to individuals who have a special interest in catechetical media.

Associate members may serve on committees other than the Nominating Committee. Associate members have a voice but no vote and may not hold office.

SECTION 3: HONORARY MEMBERSHIP

Honorary membership may be bestowed by the Executive Board upon those individuals who are not eligible for membership in the Association but who have made outstanding contributions to the growth and advancement of catechetical media. Honorary members do not have the obligations or privileges available to other membership categories. Criteria and implementation shall be determined by the Executive Board.

SECTION 4: LIFE MEMBERSHIP

Life membership may be bestowed by the Executive Board upon those individuals who are presently retired from ministry in the catechetical media field. Selection of Life members shall be determined by the Executive Board. All Past Presidents of the Association shall automatically become Life members upon their retirement in the ministry of catechetical media education.

Life members do not have the obligations or privileges available to other membership categories.

SECTION 5: PARTICIPATION

Policies governing the participation of all categories of membership shall be determined by the Executive Board.

ARTICLE III

OFFICERS

SECTION 1: OFFICERS

A. NUMBER OF OFFICERS

1. Officers of this Association shall be a President, a Vice-President, a Secretary, and a Treasurer. These officers shall constitute the Executive Board.
2. Other officers as deemed necessary may be approved by a two-thirds vote of the members of the Association.

B. ELECTION OF OFFICERS

Officers are elected at the annual meeting and installed at that meeting.

SECTION 2: DUTIES AND RESPONSIBILITIES OF THE OFFICERS

A. PRESIDENT

The President shall be the chief executive officer of the Association and shall have the principal duties as follows:

1. Preside at all meetings of members and at all meetings of the Executive Board.
2. Represent the Association and act in its name, subject only to its declared policy.
3. Be an ex-officio member of all committees of the Association except the Nominations Committee.
4. Be responsible for the effective functioning of all committees and receive their reports.
5. Has the option to appoint an at-large representative to serve on the Executive Board to perform tasks assigned by the President. The at-large member does not have voting privileges on the Executive Board, but does have voting privileges in the organization if he/she continues to be a regular member of the organization.

B. VICE PRESIDENT

In the absence of the President, the Vice-President shall perform all the duties of the President. The main duties of the Vice-President when not functioning as President are as follows:

1. Be responsible for coordinating the Public Relations of the Association, subject to its declared policy.
2. Act as Chairperson of the Nominations Committee.
3. Be a member of the Executive Board.

C. SECRETARY

The duties of the Secretary are:

1. Be responsible for the minutes of all meetings of the membership and of the Executive Board.
2. Handle all correspondence of the Association as designated by the President.
3. Be a member of the Executive Board.
4. Assist with membership records and registration as needed

D. TREASURER

The duties of the Treasurer are:

1. Keep and maintain adequate and correct accounts of the financial resources of the association.
2. Maintains membership lists with assistance from the Secretary as needed.
3. Direct the mailing (i.e.: Newsletter, registrations, etc.) to all members of the Association who do not have Internet access.
4. Deposit all monies and other valuables in the name and to the credit of the association with such depositories approved by the Executive Board.
5. Be one of two authorized signers on file with the Bank/Depository, along with another member of the Executive Board

6. Render a periodic report to the Executive Board and a full report at the annual meeting of the members of the Association.
7. Be a member of the Executive Board.

SECTION 3: TERMS OF OFFICE

- A. The President serves the Association for a term of two years and may be re-elected by the membership for one more term, followed by a hiatus of at least two years. After the term of office expires, the immediate Past President has an advisory position on the Board for one year. The Past President does not have voting privileges on the Executive Board, but does have voting privileges in the organization if he/she continues to be a regular member of the organization.
- B. The Vice-President serves a term of two years and may be re-elected by the membership for one more term, followed by a hiatus of at least one year.
- C. The Secretary and Treasurer each has two-year terms and may be re-elected by the membership for two more terms.
- D. The membership may decide at the annual meeting to terminate an officer's term if they feel an officer has not been functioning. Such action requires a 2/3 vote of a quorum.
- E. A transition period of 60 days commences at the election of new officers. During this time all appropriate records, accounts and any other pertinent information will be transferred from outgoing to incoming officers.

SECTION 4: SUBORDINATE OFFICERS AND COMMITTEE CHAIRPERSONS

- A. The President may appoint Chairpersons and Committees for a particular project.
- B. Standing Committees are: By-Laws, Nominations, Publicity, Newsletter, Membership Directory, Website, Listserv Management, NCCL Representative Council Member, and Annual Meeting Planning.
- C. The Executive Board may remove committee members and chairpersons by consensus.

ARTICLE IV

ELECTION OF OFFICERS

SECTION 1: ELIGIBILITY

- A. Only those members who have been of REGULAR member status for two years and who have attended at least two annual meetings are eligible to be nominated.
- B. Only those REGULAR members who are able to commit themselves to attendance at the annual meeting for the required term of office are eligible to be nominated.
- C. Current office holders are not eligible to be nominated for another office unless their present term will be completed prior to assuming a new position.

SECTION 2: NOMINATIONS

- A. The Nominations Committee may submit a list of nominees at the annual meeting.
- B. Additional nominations may be made from the floor prior to the election for each office.

SECTION 3: ELECTIONS

- A. Officers are elected at the annual meeting and installed at that meeting
- B. Each officer will be elected on a separate ballot.
- C. From the nominations, the officers are elected by a simple majority of the regular members in attendance at the annual meeting or via email under the constraints proposed by the Nomination Committee.

SECTION 4: VACANCIES

- A. If a vacancy occurs in the office of the President, the office is immediately filled by the Vice-President.
- B. If a vacancy occurs in any other office, the Executive Board shall initiate a process to elect a replacement to finish the term of office.

ARTICLE V

MEETINGS

SECTION 1: ANNUAL MEETING

All members are invited to attend the annual meeting. Regular members have the vote.

SECTION 2: QUORUM

A simple majority of regular membership responding by mail or email ballot or attending the annual meeting will constitute a quorum. Without a quorum, no motions can be carried.

For any ballot issues which are identified and proposed outside the context of the annual meeting, a simple majority of mail-in or on-line votes of the members who respond will constitute a quorum, and the issues will be carried.

SECTION 3: PARLIAMENTARY AUTHORITY

In all matters not covered by these bylaws, the procedures of all meetings of the Association shall be covered by the "Robert's Rules of Order Revised", and facilitated by the Parliamentarian.

SECTION 4: BOARD MEETINGS

The Executive Board shall conduct meetings deemed necessary for the Association.

ARTICLE VI

AMENDMENTS AND REVISIONS TO BYLAWS

These Bylaws may be repealed or amended or new Bylaws adopted by referendum of the regular members or at any meeting by the affirmative vote of two-thirds of the regular members present.

ARTICLE VII

PERSONAL LIABILITY

The members shall not be personally liable for the debts, liabilities, or obligations of the Association.

ARTICLE VIII

MEDIA COMPANIES

Media producers/distributors shall be encouraged to attend the annual meeting of the Association but do not have a vote. Any member may invite a representative of said company to present items to the Agenda Committee for consideration by the Association.