National Association of

Catholic Family Life Ministers

CONSTITUTION & BY-LAWS

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National Association of
Catholic Family Life Ministers

CONSTITUTION

PREAMBLE

I. We, the members of the National Association of Catholic Family Life Ministers, ever eager to fulfill our role in the Church through family life ministry, hereby proclaim our desire to promote the use of all means of serving God's people that comes under the concept of family life ministry. Mindful that Church ministry is to be pastoral in character and made to serve the people of God, we accept our responsibility as Christians dedicated to family ministry to assist any members of Christ's Body singularly or collectively, laity or clergy, who will welcome the deliberations, research, and shared mission and vision of this organization. With these thoughts in mind, and invoking the help of God, we adopt the following Constitution.

ARTICLE I -- NAME

I. The name of the Association shall be NATIONAL ASSOCIATION OF CATHOLIC FAMILY LIFE MINISTERS. (Hereafter referenced as "Association")

ARTICLE II -- PURPOSES

I. The purposes of this Association shall be:

- **To offer support and enrichment to the membership.**
- **To promote the development of family life ministry on all levels of Church.**
- **To respond to the practical needs of family life ministers.**
- **To collaborate with the hierarchy of the Catholic Church in family life ministry.**
- **To serve as an advocate for family in church and society.**
- **To consult with and to maintain liaison with individuals, organizations, and those institutions involved in the promotion of mutual interests.**

II. Any other purposes, notwithstanding, the Association will at all times be organized and operated for exempt purposes within the meaning of Section 50l (c) (3) of the Internal Revenue Code of l954 or a corresponding section of any future federal tax code.

ARTICLE III – MEMBERSHIP

I. An individual or organization that supports the mission of the Association may obtain membership by paying annual dues. (See By-Laws Articles I & II).

II. The Board of Directors of the Association will periodically review and determine membership categories, member benefits and dues. Any change in the structure, benefits or dues will be communicated to all members prior to or during the renewal process.

III. Members of the Association shall be entitled to all benefits and rights of membership as hereinafter delineated in this Constitution and its By-Laws. (See By-laws, Article I).

ARTICLE IV -- DUTIES AND SERVICES

I. Each member supports the Association by active participation in the general meeting and region structure, and in projects and committees of the Association.

II. The Association supports, nurtures, and enables its membership.

III. The Association will hold an annual conference for the enrichment of its membership.

IV. The Association will promote and encourage workshops, training programs, and the development of enrichment and educational resources for its membership and other family life ministers.

ARTICLE V -- DUES

I. The Association may assess dues on its membership according to its By-Laws. (See By-Laws Article II).

ARTICLE VI -- BOARD OF DIRECTORS

I. The Board of Directors of the Association also referred to as the officers of the Association, will consist of:

a) President and President-elect of the Association, elected by the membership.

b) Region Representatives from each of the regions of the United States, elected by the regional membership.

c) One Diocesan and one Parish Section Representative, elected by the sectional membership. (See By-Laws Article IV).

d) A Section Representative from the Hispanic/Latino Section, a Section Representative for the African American Section, and a Section Representative from any other Section of a cultural group that is henceforth established by approval and consensus the Board of Directors. The Board of Directors shall have the authority to establish additional cultural group sections without the need for amendments to the Constitution or By-Laws. These Cultural Group Sections shall be governed by all provisions regarding Sections in the Constitution, By-Laws and Board of Directors Handbook.

II. An Executive Committee of the Board of Directors will consist of the President, President-Elect, Secretary, and Treasurer.

III. The Board of Directors of the Association is charged by this membership to seek out the necessary means to advance the purposes set forth in this Constitution.

ARTICLE VII – GENERAL DUTY OF THE BOARD OF DIRECTORS

I. The Board of Directors shall govern the Association; they shall never act contrary to decisions voted upon by the members of the Association at the Annual Business meeting (See By-laws Article IV, Section I).

ARTICLE VIII – AMENDMENTS

I. Proposed amendments to this Constitution will be submitted in writing to the Secretary of the Association who will present them to the Board of Directors at their next meeting.

II. The Board of Directors will submit all proposed amendments with recommendations to the membership sixty days prior to the annual business meeting of the general membership.

III. Amendments will be incorporated upon a two-thirds majority of the voting membership present at the annual business meeting.

ARTICLE IX -- BY-LAWS

I. The Board of Directors is charged to create and maintain By-Laws to carry out its functions.

National Association of
Catholic Family Life Ministers

BY-LAWS

ARTICLE I -- RIGHTS AND PRIVILEGES & VOTING OF MEMBERSHIP

I. RIGHTS AND PRIVILEGES

A. The rights and privileges of members, unless otherwise limited elsewhere in the Constitution or By-Laws shall include:

1. **The right to hold elected office.**
2. **The right to attend and to make motions at business meetings.**
3. **The right to participate at Region meetings.**
4. **The right to serve as Board member.**
5. **The right to serve as a member of a commission or ad hoc committee.**
6. **The right to receive designated publications of the Association.**
7. **The right to reduced rate at the annual conference.**
8. **Other rights and privileges established by the Board of Directors.**

II. VOTING

A. Association Business Meeting at annual conference

There will be one vote per membership.

B. Board of Directors Meetings

There will be one vote per Board member (individual or couple) in attendance.

C. Region Meetings

The membership within each region will decide the process for conducting business and the process for electing a Region Representative.

D. Section Meetings

There will be one vote per Member Diocese or per Member Parish in their respective Sections.

ARTICLE II – DUES

I. The Board of Directors of the Association will periodically review and determine membership categories, member benefits, and dues. Any change in the structure, benefits or dues will be communicated to all members prior to or during the renewal process.

II. The fiscal year of the Association shall begin on the first day of July in each year and shall end on the thirtieth day of June in the following year.

III. All membership dues are payable to the National Office each year by the thirty-first day of July.

IV. Members of the Association shall receive notification of delinquent dues from the National Office of the Association. If dues are not paid subsequent to notification and by the annual conference, a member shall forfeit membership as defined in the articles of the Constitution.

V. In special cases of need an appeal for financial assistance may be made to the Treasurer and be approved by the Executive Committee.

ARTICLE III – ELECTION OF OFFICERS

I. ELIGIBILITY

A. All members as defined in the Constitution, Article III, Sections 1, 2, 3, 4 shall be eligible to hold office in the Association

II. ELECTION OF OFFICERS

A. The President-Elect

1. The President-Elect shall be elected at the annual conference in odd numbered years. The term of office shall be two years in duration. The President-Elect shall be installed as President at the general meeting of the Association in each odd-numbered year and holds a full two-year term of office.

a) In the event that the President-Elect assumes the Presidency before the designated time, the office of President-Elect shall remain vacant until the next Annual meeting of the Association.

b) If the office of President and President-Elect should both become vacant, the Board of Directors shall appoint an interim Chairperson until an election can take place at the next Annual meeting of the Association.

c) If the office of President-Elect should become vacant, the Board of Directors shall appoint a new President-Elect. The process of selection and qualifications of President-Elect shall be as follows:

(1) Qualifications:

a. The candidate for Acting President-Elect shall be familiar with the structure and purpose of the organization. Past presidents and members with experience serving on the Board of Directors would be preferred candidates.

b. The candidate for Acting President-Elect shall be a member of the Association for at least two years.

c. The candidate for Acting President-Elect shall have the support services necessary to carry out the duties of the President-Elect.

d. The Acting President-Elect may be elected as a married couple if both are recognized as working together in formalized family ministry.

(2) Special Election Process:

a. The President shall call for self-nominations from among members of the Board of Directors. Any Board Member that complies with the qualifications in (1) above that is willing and qualified to serve shall submit his/her name for consideration as candidate for the position of Acting President-Elect. For purpose of this special election process, the nominees shall be known as "candidates."

b. Each candidate shall enter into a short period of discernment to be determined by the President. During this period of discernment, the candidates shall not only discern their willingness and ability to serve as President-Elect, but also shall consult with family and supervisor, (e.g. bishop, ministry head) to secure support and permission to serve as President-Elect.

c. After this brief process of discernment, the eligible candidates shall confirm to the President their willingness to be considered as a candidate.

d. The candidates shall be included in a ballot to be distributed to all members of the Board of Directors.

e. All willing and qualified candidates shall have a brief opportunity address the Board Members about their candidacy, vision, motivation and qualifications.

f. A vote shall be taken among all Board Members to elect the new Acting President-Elect, unless only one candidate comes forward as being willing and able to serve as President-Elect, in which case that candidate shall be announced and ratified (without opposition) as the new Acting President-Elect.

g. A simple majority of those voting is required to win the election.

h. The Acting President-Elect shall perform all duties of the President-Elect as provided in the Constitution and By-Laws.

i. The President, on behalf of the Board of Directors shall communicate to the general membership the election of the Acting President-Elect in writing (e.g. via e-mail or letter).

j. The name of the Acting President-Elect shall be included in the election ballot at the next annual conference -for election or ratification by acclamation- for the position of President.

k. Other candidates for President may be nominated for election as provided in Article III(A)(2) of the By-laws. Past presidents and members with experience serving on the Board of Directors would be preferred candidates.

l. If other candidates for the position of President are nominated for election, a normal election process shall be conducted as provided for in Article III, Section II(A)herein. If there is no opposition, the Acting President-Elect shall become the President by the ratification/acclamation of the general membership.

2. Nominations for President-Elect shall proceed as follows

a) At least six months prior to the election the President shall appoint an ad hoc committee to nominate two candidates. The names of the candidates shall be sent to members of the Association by the Secretary at least four months prior to the election with an invitation to consider nomination of additional candidates.

b) Any member of the Association may nominate any eligible member of the Association.

c) Nominations shall be submitted in writing to the Secretary of the Association no less than three months prior to the election.

d) Upon reception of the nomination, the Secretary shall notify the person nominated. In turn, the nominee shall notify the Secretary in writing of the acceptance or rejection of the nomination within thirty (30) days of notification.

e) Thirty days prior to the date of election the Secretary, or designee, shall notify members of the Association of the names of the candidates for the office of President-Elect and shall provide biographical data regarding those candidates

f) An incumbent President of the Association may not be nominated for the office of President-Elect.

g) Each paid membership shall vote for President-Elect by casting a ballot at the Association business meeting held in conjunction with the annual conference. (See By-Laws Article III, Section 3.) In the event that a paid membership is unable to attend the Conference, the paid membership may cast an absentee ballot obtained from the Secretary and received by the Secretary ten (10) days prior to the first day of the Conference. Upon casting an absentee ballot the voting member may indicate the proxy voter for subsequent ballots.

h) A simple majority of those voting is required to win the election.

i) In the event that no candidate receives a simple majority on the first ballot, the candidate with the lowest number of votes is dropped from the ballot and the voting process continues until one candidate receives a simple majority. The number of voting members present at the election shall determine a simple majority.

B. The Treasurer and Secretary

1. The Treasurer and Secretary of the Association shall be appointed from the Board of Directors by the President and ratified by a simple majority of the Board of Directors. This appointment shall take place immediately after the new President takes office.

2. In the event the offices of Treasurer or Secretary becomes vacant the President shall appoint a replacement from the Board of Directors with ratification by a simple majority of the Board of Directors.

C. Region Representatives and Alternates

1. Region Representatives and their Alternates shall be elected according to the process determined by the Diocesan and Parish members of each of the ecclesial regions. The term of office shall be three years.

2. Regions shall elect Representatives and Alternates in the years as follows: Regions I, IV, VII, X, XIII, shall elect their Region Representative and Alternate in l990 and every three years thereafter. Regions II, V, VIII, XI, shall elect their Region Representative and Alternate in l99l and every three years thereafter. Regions III, VI, IX, XII, shall elect their Region Representative and Alternate in l992 and every three years thereafter. The term of office begins at the annual conference.

3. Should the office of Region Representative become vacant during the elected term, the Alternate shall assume that office.

4. If the President-Elect is a Region Representative, the Alternate from that region shall become the Region Representative.

5. In the event that the Alternate becomes the Region Representative or for some reason leaves the office, a new Alternate should be elected by the region as soon as possible.

6. Region Representatives shall be limited to serving two consecutive terms.

7. Should the office of Region Representative become vacant during the elected term and there is no Alternate Representative in that Region, the members of the Region shall convene to elect a new Region Representative and if possible also an alternate, as provided in Article II(C)(1) and (2) herein. However, if the Region has been inactive or there is no viable way to convene the Region for election, the President shall nominate a qualified Interim Region Representative, who must be ratified by consensus of the members of Board of Directors. If the Interim Region Representative is not ratified by the Board, the President shall select another Interim Region Representative until the person is ratified by the Board of Directors. Once ratified, the Interim Region Representative will become the Region Representative. The newly appointed Region Representative will complete the remaining term of the previous Region Representative, at which time elections will be conducted as provided for in Article III(C)(1) and (2) herein.

The Region Representative may run for election at that time. However, if elected, the term the Region Representative served as Interim Region Representative will not count toward the first full three year term of office.

D. Section Representatives and Alternates

1. The Diocesan Section Representative and Diocesan Section Alternate shall be elected at the Diocesan Section Meeting of the annual conference by the Member Dioceses for a term of three years beginning with the close of the annual conference.

2. The Diocesan Section Representative Alternate shall be elected in the same way as the Representative and will take the place of the Representative if that becomes necessary.

3. The Parish Section Representative and Parish Section Alternate shall be elected at the Parish Section Meeting of the annual conference by the Member Parishes for a term of three years beginning with the close of the annual conference.

4. The Parish Section Representative Alternate shall be elected in the same way as the Representative and will take the place of the Representative if that becomes necessary and shall assume the office and finish out the term of the Representative if that becomes necessary.

5. In the event that the Alternate becomes the Diocesan or Parish Section Representative, or for some reason leaves the office, a new Alternate should be elected at the next Section Meeting.

6. Section Representatives shall be limited to serving two consecutive terms.

7. The Section Representative for the Hispanic/Latino, the African American, and the Section Representative for any other cultural group Section that may be in the future established by the Board of Directors pursuant to Article IV(I)(e) of the Constitution (hereinafter referred to as "Cultural Group"), shall be elected by the Section Members at the Section Meeting of the annual conference for that Section, and shall serve for a term of three years beginning with the close of the annual conference.

8. The Alternate of a Cultural Group Section shall be elected in the same way as the Representative and will take place the place of the Representative if that the position of the Representative becomes vacant.

9. Should the office of Section Representative become vacant during the elected term and there is no Alternate Representative in that Section, the members of the Section shall convene to elect a new Section Representative and if possible also an Alternate, as provided in Article II(C)(1) and (2) herein. However, if the Section has been inactive or there is no viable way to convene the Section for election, the President shall nominate a qualified Interim Section Representative, who must be ratified by consensus of the members of Board of Directors. If the Interim Section Representative is not ratified by the Board, the President shall select another Interim Section Representative until the person is ratified by the Board of Directors. Once ratified, the Interim Section Representative will become the Section Representative. The newly appointed Section Representative will complete the remaining term of the previous Section Representative, at which time elections will be conducted as provided for in

Article III(II)(D) herein. The Section Representative may run for election at that time.

III. General Election Procedures

1. Six months prior to the annual conference at which an election will take place, the President shall establish an election committee whose responsibility will be to facilitate the election process, including, but not limited to, conducting the election procedure at the annual conference.

2. Prior to any annual conference of the Association at which there will be a vote by the membership, the President shall appoint a committee to establish the credentials of the members and to facilitate voting procedures.

3. Each paid membership shall vote by casting a ballot at the Association business meeting held in conjunction with the annual conference. (See By-Laws Article III, Section 2A.) In the event that a paid membership is unable to attend the Conference, the paid membership may cast an absentee ballot obtained from the Secretary and received by the Secretary ten (10) days prior to the first day of the Conference. Upon casting an absentee ballot the voting member may indicate the proxy voter for subsequent ballots

4. A simple majority of those voting is required to win the election.

5. In the event that no candidate receives a simple majority on the first ballot, the candidate with the lowest number of votes is dropped from the ballot and the voting process continues until one candidate receives a simple majority. The number of voting members present at the election shall determine a simple majority.

ARTICLE IV -- DUTIES OF BOARD OF DIRECTORS

I. Board of Directors

A. Duties:

1. The Board of Directors shall perform the duties required by the Constitution.

2. A quorum shall consist of a majority of the Board of Directors.

3. The Board of Directors shall meet at least twice yearly.

II. President

A. Duties: The President shall preside at all the meetings of the Board of Directors, as well as at general meetings of the Association. The President shall supervise the business and affairs of the Association, and perform all duties incident to the office of President. The President shall be responsible for convening meetings, preparing agendas, designating ad hoc committees, overseeing the preparation of the annual budget and coordinating the Sections and Ministry Specializations.

III. President-Elect

A. Duties: The President-Elect, at the request of the President, or in the event of the latter's absence, shall perform the duties of the President. If the office of President becomes vacant, the President-Elect will assume the office of President. The President-Elect shall oversee the annual conference.

B. Qualifications:

1. The President-Elect shall have participated in Region meetings for a two-year period. The President-Elect shall have been a member of the Association for at least two years.

2. The President-Elect shall have the support services necessary to carry out the duties of the President-Elect.

3. The President-Elect may be elected as a married couple if both are recognized as working together in formalized family ministry.

IV. Secretary

A. Duties: The Secretary shall, in general, perform all the duties incident to the office of Secretary, record the minutes of the general meeting of the Association and the meetings of the Board of Directors, and such other duties as may from time to time be assigned by the President, the Board of Directors, or the By-Laws. The Secretary shall facilitate election procedures and initiate consideration for Awards and Recognitions.

V. Treasurer

A. Duties: The Treasurer shall, in general, perform all the duties incident to the office of Treasurer, and such other duties as may from time to time be assigned by the President or the Board of Directors. The Treasurer shall oversee preparation of an annual written Treasurer's Report to be mailed to the members prior to the annual conference for acceptance, and notify members of annual dues prior to the beginning of the fiscal year and of membership after July 31st. The Treasurer will serve as Chairperson of a credentials committee to oversee and confirm eligibility and procedures for voting at the annual conference.

VI. Executive Committee

A. Duties: The Executive Committee shall assist the President in preparing the agenda for meetings and other matters requested by the President.

VII. Region Representatives

A. Duties the Region Representative and the Diocesan and Parish Section Representative shall perform all duties connected to the office of Representative as defined below. If the office of Representative becomes vacant, the Alternate Regional Representative will assume office of Representative and hold membership for a period of three years. Upon completion of the vacated term, the Alternate can be elected to serve an additional two terms as Region Representative. The Region Representatives and the Diocesan and Parish Section Representatives shall be limited to serving two consecutive terms.

1. The Region Representative shall serve on the Board of Directors of the Association.

2. The Region Representative shall be responsible for representing the views of his or her Region to the Board of Directors and the views of the Board to the Region.

3. The Region Representative, upon hearing the collective wisdom of the Board and in consideration of Region concerns, acts in the best interest of family ministry in the country.

4. The Region Representative may serve on committees of the Board of Directors.

5. The Region Representative may be a liaison with commissions of the Board of Directors and other organizations.

6. The Region Representative shall be responsible for facilitating Region meetings on a semi-annual basis; one meeting in the Spring; one meeting in conjunction with the annual conference, and also at times at the request of the membership of the Region and/or the Board of Directors of the Association.

7. The Region Representative will be available to the membership of the Region as a means of support and communication and shall be responsible for the gathering of appropriate family ministry representatives from the Region for the following purposes: to insure the flow of communication from the Regions to the Board of Directors and from the Board to the Regions; to provide mutual support and enrichment of members of the Region; and to deal with issues of concern to the Region itself, e.g. Region workshops, continuing education opportunities, training experiences.

8. The Region Representative, in conjunction with Diocesan and Parish members of the Region, will encourage the attendance and participation of Organization and Individual/Family members at the Region meetings.

9. The Region Representative has the responsibility to keep member and nonmember dioceses informed of the Association's activities.

10. The Region Representative shall seek appropriate contact with the bishops of that Region and the representatives of other national associations.

11. The Region Representative is responsible for notifying the President and Section Representatives of the Association of new family life directors and bishops in the Region as well as significant changes in family life offices

12. Additional Duties as outlined in the Board of Director's Handbook

B. Qualifications:

1. The Region Representative shall have participated in Region meetings for a two-year period.

2. The Region Representative shall be a member of Association for at least one year.

3. The Region Representative shall have the support services necessary to carry out the communications necessary in the Region.

4. The Region Representative may be elected as a married couple if both are recognized as working together in formalized family ministry.

VIII. Alternate Region Representatives

A. Duties:

1. The Alternate Representative shall work in collaboration with the Region Representative.

2. The Alternate Representative shall fulfill the duties of the Region Representative if said Representative is unable to fulfill them.

3. Additional Duties as outlined in the Board of Director's Handbook

B. Qualifications:

1. The Alternate Representative shall have participated in Region meetings for at least one year.

2. The Alternate Representative shall be a member of the Association for at least one year.

3. The Alternate Representative shall have the support services necessary to carry out the communication needed for the Region. The Alternate Representative may be elected as a married couple if both are recognized as working together in formalized family ministry.

IX. Section Representatives and Alternates

A. Duties:

1. The Diocesan and Parish Section Representatives shall bring the unique concerns of their respective Sections to the Board of Directors and shall work within their Sections to address those concerns.

2. The Section Representative shall serve on the Board of Directors of the Association.

3. The Section Representative shall be responsible for representing the views of his or her Section to the Board of Directors and the views of the Board to the Section.

4. The Section Representative, upon hearing the collective wisdom of the Board and in consideration of Section concerns, acts in the best interest of family ministry in the country.

5. The Section Representative may serve on ad hoc committees of the Board.

6. The Section Representative may be a liaison to commissions of the Board and other organizations.

7. The Section Representative shall be responsible for facilitating Section meetings at the annual conference.

B. Qualifications:

1. The Section Representative shall have participated in Region meetings for a two-year period.

2. The Section Representative shall be a member of the Association for at least one year.

3. The Section Representative may be elected as a married couple if both are recognized as working together in formalized family ministry.

ARTICLE V – INDEMNIFICATION

I. The following section shall apply to a director, officer, employee, or agent (hereinafter "director") who is acting within the scope of his/her duties as defined in Article IV of these Bylaws.

II. The corporation shall indemnify a director, who is wholly successful, on the merits or otherwise, in the defense of any proceeding to which the director, officer employee or agent was a party because of his or her position with the corporation, against reasonable expenses incurred by such party in connection with the proceeding.

III. The corporation may indemnify an individual who was made a party to a proceeding because the individual is or was a director, officer, employee or agent of the corporation, against all liability incurred in the proceeding, if:

A. The conduct of the individual was in good faith;

B. The individual reasonably believed that the individual's conduct was in the best interests of the corporation, or at least not opposed to its best interests; and

C. In the case of a criminal proceeding, the individual had no reasonable cause to believe the individual's conduct was unlawful.

IV. This indemnification shall not apply to the liability of a director to the corporation where the director was adjudged liable on the basis of personal benefit was improperly received by the director. In the case of an action or suit brought against the director, officer or agent is adjudged to be liable; this indemnification shall apply only to the extent that the court finds that the defendant is fairly and reasonably entitled to indemnification.

ARTICLE VI -- Commissions & Committees

I. Types

A. Ad Hoc Committees. These committees shall be established as temporary. They shall cease to exist when they have completed their assigned tasks.

B. Standing Commissions. Commissions are specialized groups called to action in collaboration. The Board may designate these commissions when the nature of their task is continuous (e.g. conference and newsletter). There shall be a staggered term of membership, not to exceed three years, to allow for consistency, history and stabilization of the commission.

II. Commissions and committees may be established by:

A. The President with Executive Committee approval.

B. The Board of Directors in response to needs and situations.

1. Upon discernment of gifts, the President, with approval of the Executive Committee and/or the Board of Directors, shall appoint the Chairs of commissions.

2. Upon discernment of gifts, Commission members shall be appointed by the President in consultation with the Chair of that commission and, when feasible, with input from the Board of Directors.

3. The Board of Directors shall convey in writing to the Chair of the commission or committee:

a) Purpose of the committee or charge of the commission

b) Task(s) to be accomplished or duty to be charged

c) Approximate time by which the task is to be completed

III. Commission/Committee Finances

A. The Board shall authorize funds for use by commissions or committees.

B. The Chair of the commission or committee shall submit to the national office an overall proposed budget for the completion of the Commission's duties or the Committee's task(s). The budget will be reviewed by the Operations Commission and ultimately approved by the Board of Directors.

C. The Chair of the commission or committee shall submit progress reports to the Board of Directors through the President or a designated liaison of the Board of Directors prior to each Board of Directors meeting.

D. The Board of Directors shall conduct a regular review and evaluation of each commission and committee.

IV. Commission Board Liaison

A. **A Board Liaison shall serve as contact between a specific Association commission and the Board of Directors.**

B. **Duties include:**

1. Acts as a conduit for communication between the Board of Directors and the commission via the commission Chair.

2. Provides the Board of Directors' perspective and assistance to the commission.

3. Attends commission meetings when appropriate.

4. Presents commission reports at the Board of Directors' meetings.

5. Reviews, with the Treasurer, the financial budget submitted by the commission Chair.

6. Makes recommendations to the Board of Directors regarding the status, direction and accomplishments of the commission.

ARTICLE VII -- SECTIONS

I. In order to address the needs of both Diocesan and Parish members within the Association the following Sections shall be established:

A. DIOCESAN SECTION

1. **The Diocesan Section shall be comprised of all Diocesan Members and shall convene at least once a year at the annual conference to address common concerns. The Section shall elect a Representative to sit on the Board of Directors, and an Alternate. The Diocesan Section Representative shall be responsible for convening and conducting the business of the Diocesan Section**

B. PARISH SECTION

1. The Parish Section shall be comprised of all Parish Members and shall convene at least once a year at the annual conference to address common concerns. The Section shall elect a Representative to sit on the Board of Directors, and an Alternate. The Parish Section Representative shall be responsible for convening and conducting the business of the Parish Section.

ARTICLE VIII -- MINISTRY SPECIALIZATIONS

I. In order to provide mutual support and a forum for the various areas of ministry within family ministry, Ministry Specializations may be formed as need and interests arise and according to criteria established by the Board of Directors. Time and space shall be provided for the convening of these groups at the annual conference. Leadership and implementation shall be determined by each Ministry Specialization itself, subject to guidelines provided by the Board of Directors.

ARTICLE IX – RESOLUTIONS

I. Proposed resolutions will be submitted in writing to the Secretary of the Association who will present them to the Board of Directors.

II. The Board of Directors will submit all proposed resolutions with recommendations to the membership thirty (30) days prior to the designated voting deadline.

III. Resolutions will be incorporated upon a majority vote of those eligible to vote, voting either in person, by mail, or electronic mail. All votes must be received by the designated voting deadline.

ARTICLE X -- AMENDMENTS TO BY-LAWS

I. Proposed amendments to the By Laws will be submitted in writing to the Secretary of the Association who will submit them to the Board of Directors

II. The Board of Directors will submit all proposed amendments with recommendations to the membership sixty (60) days prior to the designated voting deadline.

III. Amendments will be incorporated upon a simple majority of those eligible to vote, either in person, by mail, or electronic mail. All votes must be received by the designated voting deadline.

ARTICLE XI -- PROCEDURES

I. Consensus will be the customary process for conducting business and making decisions at the Board of Directors' Meetings. Robert's Rules of Order Revised will be used at the annual business meeting when necessary.

ARTICLE XII -- DISSOLUTION

I. Upon dissolution or termination of the Association, its assets, if any, will be distributed to another organization for exempt purposes within the meaning of Section 50l (c) (3) of the Internal Revenue Code of l954, or a corresponding section of any future federal tax code.

II. The National Association of Catholic Family Life Ministers is organized exclusively for charitable, religious and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

III. No part of the net earnings of the organization shall inure to the benefit of, or be distributable, to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf

of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

IV. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or and corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.