

**PROFESSIONAL PASTORAL MINISTERS ASSOCIATION
OF THE DIOCESE OF LANSING**

MISSION STATEMENT

Approved March, 2009

The mission of the Professional Pastoral Ministers Association is to celebrate and nurture those who serve, by their baptismal call, the People of God in the Diocese of Lansing through support, formation and education.

PROFESSIONAL PASTORAL MINISTERS ASSOCIATION OF THE DIOCESE OF LANSING

Constitution and By Laws

Approved 03/09

Article I.....	
NAME.....	2
Article II.....	
PURPOSE.....	2
Article III.....	
MEMBERSHIP.....	3
Article IV.....	
STRUCTURE.....	3
ARTICLE V.....	
EXECUTIVE COUNCIL.....	4
ARTICLE VI.....	
SELECTION PROCEDURES.....	5
ARTICLE VII.....	
DUTIES OF REGIONAL REPRESENTATIVES.....	5
ARTICLE VIII.....	
DUTIES OF THE TREASURER.....	6
ARTICLE IX.....	
DUTIES OF THE SECRETARY.....	6
ARTICLE X.....	
DUTIES OF THE CHAIR.....	7
ARTICLE XI.....	
DUTIES OF THE CO-CHAIR.....	7
ARTICLE XII.....	
AMENDMENT PROCEDURES.....	7

PROFESSIONAL PASTORAL MINISTERS ASSOCIATION OF THE DIOCESE OF LANSING

Constitution and By Laws

Approved 03/09

Article I

NAME

The name of this organization is the Professional Pastoral Ministers Association of the Diocese of Lansing and shall be known as the PPMA.

Article II

PURPOSE

The PPMA:

1. Works with the Bishop to further the mission of the Diocese of Lansing.
2. Provides opportunities for personal and professional growth of its members.
3. Serves as a vehicle through which the concerns and needs of its members can be heard and addressed.
4. Contributes to the development and growth of all pastoral ministries in the Diocese of Lansing.
5. Represents the concerns and needs of pastoral ministers to the Pastoral Council, the Bishop and other appropriate groups in the Diocese of Lansing.
6. Advocates recommendations regarding policies and procedures for pastoral ministry and pastoral procedure in the Diocese of Lansing.
7. Offers opportunities for networking according to each member's specific ministry.
8. Promotes linkages with other associations of Pastoral Ministers throughout the world.

Article III

MEMBERSHIP

1. Membership is open to all Professional Pastoral Ministers serving in the Diocese of Lansing, either paid or volunteer.
2. Dues are required annually for membership in the Association at a rate determined by the Executive Council.
 - A. Membership begins immediately upon payment of dues.
 - B. Renewal of membership shall happen each September with notification sent to current members.
 - C. The membership year is October 1 to September 30.

Article IV

STRUCTURE

1. The body of the association will be composed of all dues paying members.
2. The Executive Council of the Association will consist of four officers: one chair, one co-chair, one secretary, one treasurer, two representatives from each region of the diocese and at large members as appointed by the Council. Officers of the Executive Council will also function as officers of the Association.
 - A. The chair and co-chair will be selected by the Executive Council.
 - B. All other members of the Executive Council will be selected from the general membership.
3. For the purposes of communication and collaboration, the PPMA will normally relate to the diocese through the Office of Lay Ecclesial Ministry, and the Director of this office will be invited to serve as an ex-officio member of the Executive Council.

ARTICLE V

EXECUTIVE COUNCIL

1. The Executive Council:
 - A. Functions as the guardian and facilitator of the PPMA's stated purpose.
 - B. Is responsible to the general membership.
 - C. Represents the membership of the association to appropriate diocesan offices and councils.
 - D. Coordinates needed in-services and gatherings for the association.
 - E. Is responsible for overseeing the organization finances.
 - F. Shall meet September through June at a day and time specified by the Executive Council.
2. All officers and representatives are expected to attend all Executive Council meetings.
3. At least three meetings a year shall be organized by the Executive Council for the general membership: Spring (April/May) and Fall (October/November) events, which will focus around a speaker or other educational/spiritual activity. Another meeting shall be planned regionally. The time of this meeting is at the discretion of the regional representative in coordination with the members of that region. All meetings shall be open to the general public unless otherwise specified.
4. Members seeking PPMA to investigate or take action on a specific issue or concern must submit their request in writing to the Executive Council within 180 days of the date when the issue or concern occurred. The Executive Council will determine if, when and how action should occur.
5. The Executive Council is responsible for the publication of a regular newsletter to communicate with the general membership.
6. The Executive Council will recommend, as needed, sub- committees and/or task forces.

ARTICLE VI

SELECTION PROCEDURES

1. The Executive Council will appoint a Selection Committee in January.
2. The Selection Committee will solicit nominations for the openings for regional representation as well as for Co-Chair, Secretary and Treasurer from the general membership.
3. The Selection Committee will contact nominees to verify their willingness and ability to serve.
4. The selection by lot will be completed at the Executive Council meeting prior to the June meeting.
5. If a regional representative or officer is unable to complete his/her term another representative or officer will be selected by the Executive Council to complete that term.
6. Term of office for regional representatives will be two years with alternating terms within each region. The term begins June 1st
7. Officers of the Association will serve two-year terms. Terms begin June 1st
 - A. The current Co-Chair will accede to Chair in the second year of his/her term.
 - B. The new Co-chair will be selected by the Executive Council from the nominations.
 - C. The Secretary will be selected by lot in even numbered years.
 - D. The Treasurer will be selected by lot in odd numbered years.
8. Members may serve no more than two consecutive terms on the Executive Council.

ARTICLE VII

DUTIES OF REGIONAL REPRESENTATIVES

1. Participate in all Executive Council meetings, beginning in June of the year in which he/she is selected.
2. Maintain regular contact with each PPMA member in his/her region.
3. Promote membership in the PPMA.
4. Assist with the Fall and Spring Events each year.
5. Organize and facilitate an annual regional meeting.

ARTICLE VIII

DUTIES OF THE TREASURER

1. Participate in all Executive Council meetings, beginning in June of the year in which he/she is selected.
2. Keep accurate and up-to-date records of all PPMA financial transactions.
3. Provide Executive Council members with written financial reports as needed.
4. Provide the Executive Council with an Annual Report at the May meeting.
5. Bring/send PPMA checkbook to all Spring/Fall Events and Executive Council meetings.
6. Annually renew PPMA's Corporate Membership in the National Association for Lay Ministry (NALM)
7. Follows through with Council decisions. The treasurer may not spend more than \$250.00 without the approval of the Executive Council.
8. Should PPMA ever dissolve, all finances left in the treasury shall be turned over to the Bishop Povish Fund. If that fund is no longer in existence, the funds will then be turned over to the Office of Lay Ecclesial Ministers for the express purpose of facilitating Lay Ministry in the Diocese of Lansing.
9. If funds of the PPMA are lost or misplaced, the treasurer shall be held harmless except for reasons of malfeasance. The same applies to other members of the Executive Council.
10. Regarding PPMA Membership:
 - A. Keep accurate records of membership enrollment.
 - B. Report on status of membership enrollment at Executive Council Meetings.
 - C. Provide a membership list to each Executive Council Member.
 - C. Mail PPMA membership renewal and cover letter to PPMA members in Early September.
11. There shall be an audit of financial records conducted by the Executive Council prior to the beginning of a new Treasurer's term of office.

ARTICLE IX

DUTIES OF THE SECRETARY

1. Participate in all Executive Council meetings, beginning in June of the year in which he/she is selected.
2. Record accurate Minutes during each Executive Council Meeting.
3. Send copy of Minutes to each executive council member two weeks prior to each meeting.
4. Exchange agendas and minutes as needed with other appropriate diocesan bodies including giving a complete annual set of minutes to the Office of Lay Ecclesial Ministry for the archives at the end of the fiscal year.
5. Coordinate appropriate correspondence on behalf of the PPMA.
6. Collect articles and photographs of PPMA members and events for the archives.

ARTICLE X

DUTIES OF THE CHAIR

1. Chair all Executive Council meetings.
2. Provide for orientation of Executive Council members at the June meeting.
3. Draft the Agenda for each Executive Council meeting and send to all council members prior to the next meeting.
4. Appoint Sub-Committees and Task Forces as needed.
5. Ensure PPMA representation at meetings with other diocesan groups and officials.

ARTICLE XI

DUTIES OF THE CO-CHAIR

1. Participate in all Executive Council meetings, beginning in June of the year in which he/she is selected.
2. Preside at any Executive Council meeting during which the Chair is absent.
3. Represent PPMA at meetings with other diocesan groups or officials.
4. Coordinate promotional efforts of PPMA.

ARTICLE XII

AMENDMENT PROCEDURES

1. The by-laws of the PPMA may be amended by a simple majority vote of the members of the association present at the spring meeting (event). The executive council must present the amendments in writing to all of the membership at least one month prior to the annual spring meeting.
2. Any members may propose an amendment to the executive council. The executive council will consider the proposal and shall decide by consensus to present the amendment to the membership for approval or to deny the proposal. They will inform the proposer of their decision in writing.
3. The executive council may make proposals to the membership of their own accord.