



Approved: December 17, 2016

ARTICLE I: NAME, PURPOSE & OBJECTIVES

Sec. 1

The name of this association shall be the Association of Parish Catechetical Leaders, herein called APCL.

Sec. 2

The association's operational year shall begin July 1 and end on June 30.

Sec. 3

The purpose of APCL shall be to foster spiritual and professional growth among parish catechetical leaders in the Archdiocese of Indianapolis and to provide opportunities for collaboration, networking, and social support.

Sec. 4

The objectives of APCL shall be:

- a. To provide and promote opportunities for members to share resources and exchange ideas on topics of common concern
- b. To provide and promote opportunities for professional and spiritual development
- c. To facilitate communication among members
- d. To maintain a partnership with the Office of Worship & Evangelization and the Office of Pastoral Ministries

ARTICLE II: MEMBERSHIP

Membership in APCL shall be constituted by the following:

- a. Regular membership shall be open to all persons in the Archdiocese of Indianapolis who are parish catechetical leaders. Regular members are entitled to vote on all issues which come before the Leadership Team and Deanery Representatives.
- b. Membership shall be open to former administrators and other persons in the field of catechetical ministry. These persons shall be entitled to attend functions at the same rate as regular APCL members but shall not have voting rights.
- c. Dues shall be charged to each member and shall be renewed annually.
- d. Dues shall be set by the APCL Leadership Team, followed by a consensus from regular membership.

ARTICLE III: LEADERSHIP TEAM – OFFICERS

Sec. 1

The APCL Leadership Team shall include Officers and Deanery Representatives. An Officer shall serve a term of three years with a maximum of two consecutive terms. Leadership Team Officers include:

- a. President
- b. Vice President
- c. Recording Secretary
- d. Treasurer
- e. Communication Team (consisting of 3 elected officer-members)

Sec. 2

The duties of the APCL Officers are (but not limited to):

The **President** shall:

- a. Chair all APCL meetings
- b. Set the agenda for APCL meetings
- c. Represent or delegate an APCL presence at functions
- d. Serve as a liaison to:
 1. Director of Catechesis, Office of Worship & Evangelization
 2. Director of Pastoral Ministries, Office of Pastoral Ministries
 3. Director of Young Adult & College Campus Ministries, Office of Pastoral Ministries
 4. Director of Youth Ministry, Office of Pastoral Ministries
 5. Director of Human Resources
- e. Share with the Vice President the responsibility of insuring implementation of ongoing initiatives of APCL

The **Vice President** shall:

- a. Preside at official meetings in the absence of the President and/or whenever the chair is temporarily vacated
- b. Share with the President the responsibility of insuring implementation of ongoing initiatives of APCL
- c. Direct and organize the annual discernment and planning day for the newly elected Officers
- d. Ensure compliance with the constitution and by-laws
- e. Take responsibility for the yearly review of the constitution and by-laws
- f. Track strategic goals and objectives
- g. Communicate on behalf of APCL with professional organizations

The **Recording Secretary** shall:

- a. Keep accurate minutes of all APCL meetings
- b. Issue agendas and minutes to the Leadership Team and the (aforementioned) Directors in a timely fashion
- c. Prepare, maintain and distribute the current membership list to the Deanery Representatives
- d. Share responsibility of maintaining APCL files & contact database with Communication Team

The **Treasurer** shall:

- a. Arrange for all financial transactions involving the collection and disbursement of funds, membership fees, workshop fees, etc.
- b. Maintain a record of financial transactions
- c. Prepare an annual budget
- d. Present the budget at the APCL meeting in the spring
- e. Prepare the Treasurer's report for each Leadership Team meeting

The **Communication Team** shall:

- a. Shall maintain and update APCL website which shall include information on membership, archive of minutes, calendar, by-laws, goals and objectives, and other information of interest to members
- b. Shall generate such items as newsletters, forms, email alerts to membership
- c. Post the agendas and minutes of Leadership Team meetings to the APCL website in a timely fashion
- d. Initiate, receive and respond to all correspondence including (but not limited to): newsletters, forms, email alerts, cards of gratitude and sympathy, etc.
- e. Create and maintain links to social networking sites
- f. Share responsibility of maintaining APCL files & contact database with Recording Secretary

Sec. 3: Eligibility

All officer positions are open to those catechetical leaders who are regular members of APCL.

Sec. 4: Election and Discernment of Officers

An election of Officers will take place in the spring of each year to replace the members whose terms expire in the current year and/or that of a vacated position. A discernment of Officer roles and responsibilities will take place each June.

Sec. 5: Vacancy

In the event a position on the Leadership Team becomes vacant, the Leadership Team will determine whether the position will be filled through June 30. If it is to be filled, a consensus of the Leadership Team shall determine the appointment of the new officer to serve until June 30.

ARTICLE IV: LEADERSHIP TEAM – DEANERY REPRESENTATIVES

Sec. 1

A minimum of one representative from each deanery is the desired number of representatives to comprise the Leadership Team along with the Officers.

Sec. 2

The Deanery Representatives shall be selected from PCL's, YM's, and PA's of each deanery.

The Deanery Representative shall:

- a. Attend all APCL Leadership Team meetings
- b. Represent the catechetical leaders in his/her deanery
- c. Communicate APCL information to his/her deanery

A quorum shall consist of a simple majority of the APCL Leadership Team.

Sec. 3

Members of the APCL Leadership Team govern the activities of APCL, are empowered to act in the name of APCL members, and are accountable to APCL members.

The APCL Leadership Team shall:

- a. Conduct the business and further development of APCL in accord with its mission
- b. Approve an annual budget to be ratified by the full membership in the spring
- c. Establish annual membership dues to be ratified by the full membership in the spring
- d. Establish procedures and limits for expenses incurred due to work related to the APCL Leadership Team
- e. Promote mutual communication and collaboration with administrators and Archdiocesan agencies

Sec. 4

Two consecutive absences of deanery representation shall be reviewed by the APCL Leadership Team, and communication made to members within the deanery to secure representation.

ARTICLE V: MEETINGS

Sec. 1

APCL Leadership Team meetings shall be held once a quarter. Special circumstances may deem added Leadership Team meetings.

Decisions made by the APCL Leadership Team and committees shall be reached primarily by the process of consensus, unless otherwise specified. The voting process shall be used only when consensus cannot be attained. Officers and Deanery Representatives shall each be entitled to one vote.

Sec. 2

General membership meetings (physical presence and/or virtual presence) shall be held at least twice a year on dates determined by the APCL Leadership Team.

The agenda shall be determined by the APCL Leadership Team and communicated to members prior to the meeting.

When a vote is necessary, a simple majority of those APCL members present shall be required for a motion to pass. No vote shall be taken without at least one week's notice in writing to the entire membership.

ARTICLE VI: COMMITTEES

Sec. 1

Committees shall be established to further the mission of APCL. A committee shall consist of a minimum of one APCL Leadership Team member, where the body of the committee may be made up of APCL Leadership Team members and regular members.

Sec. 2

Ad Hoc committees shall be established by the APCL Leadership Team and appointed by the President.

ARTICLE VII: CATHOLIC CENTER LIAISONS

Each year APCL will invite the (aforementioned) Directors to attend quarterly Leadership Team meetings.

ARTICLE VIII: RATIFICATION AND AMENDMENTS

The APCL Constitution and By-Laws will be reviewed yearly and may be altered, amended or replaced with a simple majority of APCL voting-members. The review will take place as deemed necessary followed by any necessary vote. Notification of the proposed changes will be sent to all members at least thirty days prior to the vote.