

# CONSTITUTION OF THE PENNSYLVANIA PRISON CHAPLAINS ASSOCIATION

## **ARTICLE I: NAME AND OBJECT**

1. The name of this body shall be “The Pennsylvania Prison Chaplains Association.”
2. The purposes for which this Association is organized are:
  - a. to secure unity of action and programs in religious services in all correctional facilities in the Commonwealth of Pennsylvania,
  - b. to elevate the standards of religious programs in our penal institutions,
  - c. to improve the effectiveness of the chaplains,
  - d. to maintain a spirit of harmony and cooperation between chaplains and superintendents/wardens,
  - e. to work in cooperation with the Pennsylvania Department of Corrections and the Pennsylvania Prison Wardens’ Association in the development and delivery of pastoral care and religious services,
  - f. to serve in an interpretive and advocacy role for prison chaplaincy in Pennsylvania, and
  - g. to provide a forum for fellowship and support among correctional chaplains.

## **ARTICLE II: MEMBERSHIP**

1. Active membership in this Association consists of those chaplains, paid or volunteer, who are recognized by their correctional facility or appointed to perform chaplaincy services by the same, and whose annual dues are paid to date.
2. Associate membership shall consist of:
  - a. retired chaplains who held an active membership prior to their retirement,
  - b. out-of-state chaplains who are designated or appointed to perform chaplaincy services in a correctional facility,
  - c. persons not acting in the capacity of chaplains, such as representatives of organizations or ministries relating to correctional facilities in the state of Pennsylvania,
  - d. chaplains whose current designation as an institutional chaplain has been temporarily or permanently suspended or discontinued, pending review or reassignment.

The associate members whose annual dues are paid to date shall be welcome at all meetings of the Association. They shall be permitted the privilege of debate, but not vote. They shall pay annual dues at the rate of one-half that of the active membership.

3. Anyone who is not an active or associate member is considered a non-member (see Article VIII: 7).

### **ARTICLE III: OFFICERS**

1. The elected officers of the Association shall consist of the President, Vice-President, Secretary, Treasurer, two (2) Members-at-large, all of whom shall have been active members with attendance at annual meetings for at least two (2) years at the time of their election.
2. There shall be an Executive Committee which shall consist of the elected officers named in Article III: 1, the current Administrator of Religion and Family services for the Pennsylvania department of Corrections, and three (3) Regional Representatives. The Regional Representatives, with voice and vote, shall be appointed by the President.
3. At least three (3) members of the Executive Committee shall be the chaplains from county facilities, and at least three (3) members of the Executive Committee shall be chaplains from State Correctional Institutions.
4. The Executive Committee shall appoint, for a two year term, a member of the PPCA to maintain the PPCA Web Page under the direction of the Executive Committee. They shall post pertinent information and inform the membership of the Annual Conference.

### **ARTICLE IV: DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

1. The President shall be the chief executive officer of the Association. The President shall:
  - a. preside at all meetings of the Association and the Executive Committee,
  - b. make all task force appointments with the advice of the Executive committee,
  - c. monitor the state, regional, and local activities of the Association and inform the Executive Committee of any findings that have a bearing upon the purposes of the Association.
2. The Vice-President shall:
  - a. preside at all meetings of the Association and the Executive Committee in the absence of the President,
  - b. represent the Association on the state, regional, or local level when the President is unable to do so,
  - c. participate fully in the planning process.
3. The Secretary shall:
  - a. receive and answer communications addressed to the Association,
  - b. keep the minutes of the meetings of the Association, officers, and the Executive Committee,
  - c. deliver to his/her successor at the completion of his/her time in office all records, reports, books, and any other property of the Association in his/her custody,
  - d. participate fully in the planning process;
  - e. prepare, publish, and distribute a directory of members at the annual meeting, and
  - f. any other duties consistent with the office.

4. The Treasurer shall:

- a. receive and disburse monies for the Association and keep an accurate record of such transactions,
- b. make a full report of monies received and disbursed at the Annual Meeting or at any time requested by the President, and shall be subject to an annual audit by two elected members of the Executive Committee as appointed by the President,
- c. deposit all monies belonging to the Association in a bank designated by the Executive Committee,
- d. deliver to his/her successor, at the completion of his/her time in office, all monies, records, reports, books, and any other property of the Association in his/her custody,
- e. at the beginning of the annual business meeting, present a list of paid members, designated as active or associate, to the Association,
- f. participate fully in the planning process, and
- g. other duties consistent with the office.

5. The Members-at-Large shall attend all meetings of the Association and the Executive Committee, and one may be appointed to preside at said meetings in the absence of the President and Vice-President. One or both shall represent the Association on the state, regional, or local level when the President and Vice-President are unable to do so. They shall participate fully in the planning process, and perform such other duties as assigned by the President.

6. The Regional Representatives, appointed by the President, shall attend all meetings of the Association and the Executive Committee, and shall participate fully in the planning process.

#### **ARTICLE IV: COMMITTEES AND TASK FORCES**

1. The Executive Committee named in Article III, 1, shall meet immediately following an election for the purpose of organization, and at least twice annually thereafter. A simple majority of the membership of this committee present at a duly called meeting shall constitute a quorum for the transaction of business. This committee shall:

- a. consider and report to the Association at its annual meeting all proposed measures for the benefit of the individual members and general welfare of the Association,
- b. designate work to be done by members of the Association,
- c. approve the expenditures of the Association in accordance with good practice,
- d. convene at any time and place that may be agreed upon,
- e. audit all accounts, and
- f. in general, promote the Association and the attainment of its purpose.

2. A Nominating Committee of five (5) members shall be appointed by the President in a timely fashion preceding a general or specific election. This committee shall convene during the Annual Meeting to consider and propose to the Association the names of active members to be candidates for the elective offices which need to be filled.

3. Task Forces for specific purposes may be appointed by the President upon the advice of the Executive Committee.

#### **ARTICLE VI: ELECTION AND TERM OF OFFICE**

1. The President, Vice-President, Secretary, Treasurer and Members-at-large shall serve two year terms.
2. The Vice-President shall assume the two (2) year Presidency at the end of his/her term as Vice-President.
3. The base line for the two (2) years term shall be the fall of 1980.
4. No elected officer, other than the Treasurer and Secretary, shall succeed him/herself in the same office which he/she has just served a full term.
5. The Treasurer or Secretary may succeed him/herself after serving a full term as often as willing and re-elected.
6. Nominations will be taken from the Nominating Committee and from the floor during the first session of the Annual General Meeting.
7. If extraordinary circumstances exist which prevent the association from meeting in person for the annual meeting, elections will be postponed until the next in person meeting. Current officers, if willing, will remain in their offices until the next election. Any officers wishing to resign will be replaced according to article VII which deals with vacancies.

#### **ARTICLE VII: VACANCIES**

1. Any vacancy occurring among the Regional Representatives shall be filled by the President for the unexpired term.
2. Any vacancy (including non-participation due to lack of attendance) in the elected officers occurring in the interval between elections shall be filled by the majority vote of the Executive Committee present at the next duly called meeting. Such appointees shall serve until the next Annual Meeting, at which a special election will be held. The person so elected shall serve the unexpired term of the officer originally elected, and shall be eligible to that office for a full term.

#### **ARTICLE VIII: MEETINGS OF THE ASSOCIATION**

1. The Annual Meeting of the Association shall be held each fall at the call of the President with thirty (30) days previous notice mailed by the Secretary to each active and associate member of the Association.
2. Special meetings may be held at times and places designated by the Executive Committee with thirty (30) days notice mailed by the Secretary to each active and associate member of the Association.
3. On all questions, except the election of officers, voice votes may be used unless one-fifth of the members present demand a roll call vote in which case the Secretary will record for the minutes the vote of each active member present.
4. The election of officers will be by secret ballot.
5. All motions or resolutions, if so requested by the Secretary, shall be presented in writing.

6. All questions of order shall be decided by the presiding officer, subject to appeal by members from the floor.
7. The presiding officer may grant permission for a non-member to speak to an issue, but said non-member shall not be permitted the vote.
8. Roberts Rules of Order, latest edition, shall govern the conduct of Association meetings.

## **ARTICLE IX: DUES**

1. The annual dues for membership for each fiscal year (annual meeting to annual meeting) shall be due by the time of the Annual meeting.
2. The amount of annual dues shall be decided at each Annual Meeting upon recommendation of the Executive Committee.

## **ARTICLE X: AMENDMENTS**

1. The Association shall have the power to alter, amend, or revise the Constitution at any properly called Annual Meeting. This requires that:
  - a. The membership shall be notified of all proposed changes at least thirty (30) days prior to the Annual Meeting, and
  - b. That they are approved by a vote of two-thirds of the active members present at the Annual Meeting.

Adopted November 13, 1981; Amended October 13, 1993; Amended October 12, 1998; Amended October 13, 1999; Amended October 11, 2000; Amended October 24, 2007; Amended October 2, 2013; Amended September 3, 2014; Amended September 3, 2020

This amended copy typed by Rev. Ulli Klemm, Secretary, PPCA 2000-2002  
Revised by Rev. Marilyn Nolte, Secretary, PPCA 2008-2009  
Revised by Rev. Frank Lewis, Secretary, PPCA 2009-2010  
Revised by Frank Lewis, President, PPCA, 2013  
Revised by Chaplain Jennifer Hudson, Secretary, PPCA, 2016  
Revised by Rev. Aaron Reitz, Vice-President, PPCA, 2021

Uploaded to PPCA Website by S. E. Jihad Levine, Secretary, 1/25/12  
Uploaded to PPCA Website by Chaplain Jennifer Hudson, Secretary, 9/19/2016  
Uploaded to PPCA Website by Fr. Matthew Baum, Webmaster, 8/13/21