

The Bylaws of the

ASSOCIATED CHAPLAINS IN CALIFORNIA STATE SERVICE

Article 1 – Name

The name of the Association shall be Associated Chaplains in California State Service. The Association may also be referred to by its initials: ACCSS.

Article 2 – Purpose

The purpose of the Association is the professional development of its membership. In furtherance of this purpose, ACCSS shall endeavor to provide the following:

1. Development and maintenance of professional standards for state chaplains that will ensure highly skilled and effective chaplains in their respective ministries and settings.
2. Professional interfaith dialogue between state chaplains to encourage effective ministry in their unique environments.
3. Educational training to ensure that state chaplains are kept current of professional and religious issues that will directly impact their ministry.
4. Establishment of communication, partnerships, and cooperation with governmental, religious, and faith-based agencies or organizations.

Article 3 – Organization

- a) The Association is a private, nonprofit, tax-exempt organization according to laws and regulations of the State of California and the United States. It is not organized for the private gain of any person. Compensation may only be paid for services rendered to the Association, which are in accordance with the laws and regulations of the State of California, the United States, and these bylaws.
- b) The property of ACCSS is dedicated to charitable, educational, and professional purposes and no part of the net income or assets of this Association shall ever inure to the benefit of any officer or private person, except as prescribed in section a).

Article 4 – Membership

- a) Membership is open to, and shall consist of, regularly employed California state chaplains working in the California Department of Corrections and Rehabilitation (CDCR), Department of Developmental Services (DDS), Department of Mental Health (DMH), and the Department of Veteran Affairs (DVA). Members as such shall constitute the General Membership.
- b) Membership in ACCSS shall run concurrent and contingent upon current-to-date dues payments. ACCSS reserves the right to terminate members delinquent 60 days past their last dues billing.

- c) ACCSS shall not discriminate in the enrollment of members for any reasons related to race, sex, ethnicity, religion, or political affiliation.
- d) Members shall remain in good standing with ACCSS, their respective faith groups, and their hiring authority.
- e) The General Membership is the governing body of the Association.
- f) ACCSS reserves the right to terminate any member who places the purpose, reputation, and integrity of the Association in jeopardy.
- g) The General Membership shall establish an Executive Committee, which shall serve the Association as the officers of ACCSS.
- h) The Executive Committee, at its discretion, may approve associate members to the Association who would further and advance the purpose and integrity of ACCSS. Associate members must be sponsored by a current ACCSS member who is a regularly employed state chaplain.

Article 5 – Executive Committee and Officers

- a) The Executive Committee, as established by the General Membership, shall consist of the following elected officers:
 - President
 - Secretary
 - Treasurer
 - Vice-President – CDCR Adults
 - Vice-President – CDCR DJJ
 - Vice-President – DDH
 - Vice-President – DMH
 - Vice-President – DVA
- b) The President, Secretary, and Treasurer shall be elected in odd-numbered years. The Vice-Presidents shall be elected in even-numbered years. Those elected shall assume office at the conclusion of the general membership meeting at which they were elected.
- c) All officers of the Executive Committee shall be members in good standing of ACCSS at the time of their election and throughout their term of office.
- d) The term of an elected officer shall be for two years and may not exceed two consecutive terms in the same office.

- e) The Executive Committee shall act on the behalf of ACCSS when the General Membership is not in session.
- f) All meetings of the Executive Committee shall be called by the President and conducted in the same manner as prescribed to the General Membership. In the event that the President is not present and unable to fulfill this responsibility, the Secretary shall inform the Executive Committee of the President's absence. The Executive Committee shall then appoint by a simple majority one of the Vice-Presidents to preside over the meeting.
- g) In the event that an office is vacated midterm, the Executive Committee shall fill the office until the next meeting of the general membership. The General Membership shall then fill the office by election.
- h) Executive Committee business may only be conducted by a meeting of at least fifty percent (50%) of elected officers. This shall constitute an established quorum.
- i) Officers may submit their proxy to the President, in writing, for the purpose of satisfying the established quorum requirement of the Executive Committee meeting at which they cannot be physically present. Unless the officer indicates a specific vote, the President may cast the proxy vote as deemed appropriate.
- j) Faith group representation on the Executive Committee shall reflect chaplain classifications set by the California State Personnel Board. These include, but may not be limited to:
 - Catholic
 - Jewish
 - Muslim
 - Native American
 - Protestant
- k) In the event that the Executive Committee does not reflect a member from each faith group, the faith group not seated shall elect a representative at the annual meeting to serve as an officer on the Executive Committee. The elected faith group representative shall have the full rights and privileges afforded all other elected officers. This term shall be for one year.

Article 6 – Responsibilities of Officers

- a) **President:** The President shall serve as the presiding officer of the General Membership and the Executive Committee. The President shall serve as the official representative of ACCSS whenever the General Membership or Executive Committee is not in session. The President shall provide to the General Membership an annual report on the state of ACCSS and its activities of the previous year. The President is not empowered to act in any manner inconsistent with the bylaws, adopted motions, or budgets established by the General Membership or Executive Committee.

- b) **Secretary:** The Secretary shall record all actions and prepare minutes of all General Membership and Executive Committee meetings conducted. The Secretary shall maintain a current roster of ACCSS members. All official records of the Association shall be filed by, and kept with, the Secretary.
- c) **Treasurer:** The Treasurer shall act as the Chief Financial Officer of the Association. The Treasurer shall maintain all financial records of ACCSS and shall ensure that they are current and in order. The Treasurer shall provide the General Membership and Executive Committee with a financial statement each time they are called to session
- d) **Vice-Presidents:** The Vice-Presidents shall represent their department's interests and issues to the Executive Committee. The Vice-Presidents shall ensure that any action taken by the Executive Committee is reported to ACCSS members of their department. The Vice-Presidents shall attend all General Membership and Executive Committee meetings.

Article 7 – Meetings

- a) The General Membership shall meet and be called to session at least once annually. While in session, the General Membership shall vote and act on issues presented to it for consideration.
- b) The General Membership shall be notified of a meeting at least 30 days prior to the date. Such notice shall include any resolutions, proposals, or amendments to the bylaws, which shall be presented to the General Membership for its consideration.
- c) Business may only be conducted by a meeting of at least fifty percent (50%) of ACCSS members. This shall constitute an established quorum.
- d) Resolutions and policies of the association may only be adopted by a majority of an established quorum of the General Membership while in session. These resolutions and policies shall serve to guide and direct the Executive Committee.
- e) The President of the Executive Committee shall serve as the presiding officer of all General Membership meetings.
- f) The Secretary shall take, keep, and maintain minutes of all meetings.
- g) The agenda of the meeting shall include the following:
 - Call to order by President
 - Roll call of members and establishment of a quorum
 - Proof of notice requirements acknowledged or waived
 - Presentation of previous meeting minutes
 - Reports by officers
 - Reports by committees
 - Election of officers
 - Unfinished business and new business
 - Adjournment
- h) The meeting shall be conducted in accordance with protocol established by Robert's Rules of Order.

- i) In the event that an annual meeting cannot be facilitated, the General Membership shall be formally notified via correspondence from the Executive Committee. The formal correspondence shall include any necessary reports, budget information, and election ballots. This action shall take place within the calendar year.
- j) All meetings of the Executive Committee shall be conducted in the same manner as prescribed to the General Membership.

Article 8 – Committees

- a) Committees may be established by the General Membership or Executive Committee as needed to prepare reports, budgets, or advise as to the interests of the Association.
- b) Committees formed may include, but are not limited to, chaplain’s training, standards, nominations, ad hoc, etc.

Article 9 – Finances

- a) The financial stability of the Association rests primarily on the dues collected from its membership. Dues amounts shall be established by the General Membership and may only be changed upon recommendation of the finance committee and by a two-thirds majority of ACCSS members meeting in an established quorum.
- b) The Executive Committee shall establish a finance committee each year to review the financial statements of the previous year’s financial activities.
- c) The finance committee shall consist of three members appointed by the Executive Committee with the Treasurer acting ex-officio.
- d) The finance committee shall conduct an annual audit of the Association’s yearly accounts. The committee shall prepare and present a budget to the annual General Membership meeting.
- e) Whereas the financial stability of the Association rests primarily on the dues collected from its membership, the annual budget presented to the General Membership each year shall not exceed the amount of dues collected from the previous year.
- f) The Treasurer shall ensure that the Association is in good standing with all financial institutions to which it is accountable.
- g) The retention of any services requiring financial compensation from ACCSS shall require the approval of the General Membership or Executive Committee acting on behalf of the membership. The Association shall take into account the annual budget of ACCSS and shall not retain any services that would jeopardize its financial stability.
- h) In the performance of official business which may require the use of personal funds, financial reimbursements may be remitted by ACCSS to persons requesting such, in an amount not to exceed the actual personal expense.

Article 10 – Relationships to Other Groups

- a) The Association shall establish open, working relationships with the administrations of CDCR, DMH, DDS, and DVA in order to promote the professional nature and training of its state-employed chaplains. ACCSS shall endeavor to partner with each department which will enable the chaplains to function to the best of their professional abilities in their unique departmental environments.
- b) The Association shall take no action to intervene in matters that concern an individual chaplain and a particular institution except at the request of that chaplain.
- c) The Association is politically non-partisan.
- d) The General Membership and Executive Committee may establish relationships with groups and/or organizations that support the purpose of ACCSS as stated in Article 2.
- e) ACCSS shall not enter into relationships with organizations supporting labor negotiations at the state level.

Article 11 – Amendments

The bylaws of the Association may be amended at a meeting of the General Membership by a two-thirds majority of an established quorum of members present. The date of adoption shall be included as part of any new or amended bylaws.

Article 12 – Dissolving of the Association

Upon the dissolution of the Association, all assets remaining after payment of bills, debts, and liabilities shall be distributed to a non-profit corporation, fund, or foundation which is organized and operated exclusively for charitable or public employee benefit purposes.