

**CONSTITUTION & BY-LAWS
OF
ASSOCIATION OF PARISH ADMINISTRATORS OF
RELIGIOUS EDUCATION
(APARE)
Approved: May 15, 2002**

Article I: Name & Definition

Sec. 1

The name of this association shall be the Association of Parish Administrators of Religious Education, herein called APARE.

Sec. 2

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

Article II: Purpose & Objectives

Sec. 1

The purpose of APARE shall be to foster spiritual and professional growth and support among parish administrators of religious education in the Archdiocese of Indianapolis, and to provide a corporate voice for administrators.

Sec. 2

The objectives of APARE shall be:

- a) To identify, communicate and strengthen the role of parish administrators of religious education in the Archdiocese of Indianapolis.
- b) To facilitate communication among members, the Office of Catholic Education herein called OCE and other Archdiocesan agencies.
- c) To provide and promote opportunities for members to share resources and exchange ideas on topics of common concern.
- d) To provide and promote opportunities for professional and spiritual development.

Article III: Membership

Membership in APARE shall be constituted by the following:

- a) Regular membership shall be open to all persons in the Archdiocese who are parish administrators of religious education whether paid or volunteer. Regular members are entitled to vote on all issues to come before the group and may hold office in the organization.
- b) Associate 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 APARE members, but shall not have voting rights and may not hold office.
- c) Annual dues shall be charged each member and shall be renewed annually. Dues shall be set by the Executive Council and approved and voted on by the regular membership.

Article IV: Leadership Team

Sec. 1

The Leadership Team of APARE shall include the following six officers: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Officer-at-Large. The term of office on the Leadership Team will be three years with a maximum of two consecutive terms.

Sec. 2

The duties of the APARE officers are as follows, but are not limited to:

The **President** shall:

- a) Chair all meetings of APARE, of the Leadership Team, and of the Executive Council.
- b) Set the agenda for the Leadership Team meetings.
- c) Represent or delegate who is to represent APARE at functions.
- d) Serve as a liaison with the OCE.
- e) Share with the Vice President the responsibility of insuring implementation of ongoing programs of APARE.

The **Vice President** shall:

- a) Be responsible for APARE files.
- b) Preside at official meetings in the absence of the President or whenever the chair is temporarily vacated.
- c) Share with the President the responsibility of insuring implementation of ongoing programs of APARE.
- d) Direct and organize the Annual Planning Day for the Executive Council.

The **Recording Secretary** shall:

- a) Keep accurate minutes of all APARE meetings.
- b) Issue to the membership and other appropriate persons the agenda and minutes prior to meetings.

The **Corresponding Secretary** shall:

- a) Initiate, receive and respond to all correspondence as directed by the Executive Council.
- b) Take responsibility for the annual review of the Constitution.
- c) Serve as the delegated representative to the Welcoming Committee.
- d) Communicate on behalf of APARE with professional organizations such as National Conference of Catechetical Leaders (NCCL), National Parish Catechetical Directors (NPCD), and Association of Directors of Religious Education in Indiana (ADREI.)

The **Treasurer** shall:

- a) Arrange for all financial transactions which involve the collection or 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 Spring Meeting.
- e) Prepare the bi-monthly Treasurer's report for the Executive Council meetings.
- f) Prepare, maintain and distribute the current membership list to the Deanery Representatives.

The **Officer-at-Large** shall:

- a) Serve as a liaison with the Human Resource Office of the Archdiocese.
- b) Serve as a liaison with Archdiocesan Committee for Educational Excellence (ACEE).
- c) Serve as the delegated representative to the Mentoring Committee.

Sec. 3: Eligibility

All officer positions are open to those administrators who are regular members of APARE.

Sec. 4: Discernment of Officers

At the Spring Meeting each year the election of two new members to serve as members of the Leadership Team will take place. Before the June Executive Council meeting the Leadership Team will engage in a discernment process to determine who will serve as President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Officer-at-Large. These specific officer positions are for the term of one year.

Sec. 5: Vacancy

In the event a position on the Leadership Team becomes vacant, nominations to fill the position shall come from the Executive Council. A consensus of the Leadership Team members shall determine the appointment of the new officer(s) who will serve the unexpired term of office.

Article V: Executive Council

Sec. 1

The Leadership Team and one representative from each deanery shall compose the Executive Council.

Sec. 2

- a) The Deanery Representatives shall be chosen by and from the Administrators of each deanery to serve for a period of at least one year.
- b) The Deanery Representative shall attend all meetings of the Executive Council. When unable to attend, the Deanery Representative shall send a replacement.
- c) The Deanery Representative shall represent the administrators in his/her deanery at the Executive Council meeting.
- d) The Deanery Representative shall communicate APARE information to his/her deanery.
- e) A quorum of the Executive Council shall consist of a simple majority of the Executive Council members.

Sec. 3

The members of the Executive Council govern the activities of APARE. Members of the Executive Council are empowered to act in the name of the membership and are accountable to them. The Executive Council shall:

- a) Conduct the business and further development of APARE in accord with its mission.
- b) Approve an annual budget to be ratified by the full membership at the Spring Meeting.
- c) Establish annual membership dues to be ratified by the full membership at the Spring Meeting.

- d) Establish procedures and limits for expenses incurred as a result of work related to Executive Council.
- e) Promote mutual communication and collaboration with administrators and Archdiocesan agencies.

Sec. 4

Two consecutive absences of deanery representation shall be reviewed by the Executive Council and communication made to members within the deanery to secure representation.

Article VI: Meetings

Sec. 1

Executive Council meetings shall be held bi-monthly for a total of six meetings a year. The Leadership Team meetings shall be held on a bi-monthly basis alternating with the Executive Council meetings.

- a) Decisions made by the Executive Council 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 shall be held at least twice a year on dates determined by the Executive Council.

- a) The agenda shall be determined by the Executive Council and communicated to the members prior to the meeting.
- b) When a vote is necessary, a simple majority of those APARE 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 VII: Committees

Sec. 1

Committees shall be established to further the mission of APARE. These committees shall consist of at least one Executive Council member and should include regular APARE members.

Sec. 2

Ad Hoc committees shall be established by the Executive Council and appointed by the President.

Article VIII: Office of Catholic Education Liaison

Each year the association shall request that one person from OCE be appointed to attend bi-monthly meetings of the APARE Leadership Team and general meetings of the association in a non-voting capacity as a liaison between the association and OCE.

Article IX: Ratification and Amendments

This Constitution and By-Laws may be altered, amended or replaced with the approval of at least two-thirds vote by action at a general meeting of APARE. Notification of the proposed changes will be sent to all members at least thirty days prior to the general meeting of APARE.