



Association of Consultants for Liturgical Space, Inc.

ACLS POLICIES AND PROCEDURES

December 18, 2019

0.1 PREAMBLE

0.1.1 PURPOSE

The purpose of ACLS Policies and Procedures document is to contain in written form the policies and procedures for implementation of the governance of the Association of Liturgical Consultants as approved by the Board Members.

0.1.2 REVIEW & UPDATE

This document shall be reviewed and updated when there is a change in leadership for ACLS and/or as needed to reflect the actual procedures of the organization. The policies may be updated or revised as need arises.

0.1.3 APPROVAL OF REVISIONS

Approval of any revisions of the Policies and Procedures shall occur by consensus of the Board Members.



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1.0 PURPOSE

1.1 MISSION STATEMENT

The Association of Consultants for Liturgical Space is a membership organization of professionals dedicated to the creation of beautiful worship spaces for faith communities. The Association carries on its work through an elected governing board and the efforts of its members, all on a voluntary basis.

Association members are committed to:

- Using an interdisciplinary and collaborative process with a spiritual foundation
- Engaging the best consultants, designers and crafters available
- Creating imaginative liturgical environments that balance tradition with vision providing mutual, professional support

In their work ACLS members:

- Are grounded in spirituality
- Bring a process-based orientation
- Use an interdisciplinary approach
- Present their services with integrity
- Are focused on quality craftsmanship and design
- Foster a faith community's vision for the future

1.2 GUIDING PRINCIPALS

In support of charitable and ethical dealings with one another and with those we serve, the membership of the Association of Consultants for Liturgical Space embraces the following principles. As one body united by faith in God and grounded in the spirituality of our varied religious traditions, we pledge:

- To represent our gifts and abilities honestly to potential clients
- To honor the tradition of the church communities who engage our services, and to work within the framework of denominational teaching and pastoral authority
- To fulfill the terms of our agreements
- To work in a cooperative spirit with everyone on project teams
- To discuss difficulties honestly with our clients; if it is necessary to terminate a contract, that we do so on the best of terms
- To compete for a project with fellow members solely on the merits of our work; and to respect the competency, the contracts and agreements, and the fee structures of other members



2.0 MEMBERSHIP

2.1 ACCEPTANCE

- 2.1.1 The Membership Committee (Chairperson) and Board Members automatically receives an e-mail each time someone applies for membership. Upon receipt of the email, the Membership Committee logs onto the ACLS website and will review the information in the applicant Info box.
- 2.1.2 If the application is incomplete, the Membership Committee (Chairperson) shall e-mail the applicant to inform them that they need to provide the required information either by e-mail or by updating the application.
- 2.1.3 If all the information required to review the application is provided, the Membership Committee (Chairperson) sends an e-mail to the Board Members asking them to review the application and assigns one of the Membership Committee members to check the references.
- 2.1.4 Once the application is completed in full and the reference checking is complete, the Board Members shall vote for or against approval of membership application.
- 2.1.5 The Membership Committee (Chairperson) will send, or delegate the sending, of a letter notifying the applicant of the Board's decision. If the applicant is accepted, they will be welcomed and told their membership will be active pending the receipt of dues.

2.2 MEMBERSHIP CATEGORIES

Membership Categories shall be those established in the Bylaws of the Association of Consultants for Liturgical Space, Inc. See Article II, Section 2.2 of the Bylaws.

2.3 DUES

2.3.1 LITURGICAL DESIGN CONSULTANT AND ALLIED MEMBERS

2.3.1.1 BENEFITS

The Liturgical Design Consultant and Allied membership entitles the member to attend ACLS events, receive mailings from ACLS and be included on the membership lists on the ACLS website. The member's name will be included in the "Member's Directory" section of the website and will be linked to an online directory page that will list the member's Email address with hotlink as well as the member's website address with-hotlink.



2.3.1.2 DUES

Liturgical Design Consultant and Allied membership dues are \$125.00 / calendar year.

2.3.2 AFFILIATE MEMBERS

2.3.2.1 BENEFITS

The Affiliate membership level entitles the member to attend ACLS events, receive mailings from ACLS and inclusion on the membership lists on the ACLS website. The organization's name will be included in the "Member's Directory" section of the website and will be linked to an online directory page that will list the organization's Email address with hotlink as well as the organization's website address with hotlink.

2.3.2.2 DUES

Affiliate membership dues are \$250.00 / calendar year.

2.3.3 ASSOCIATE MEMBERS

2.3.3.1 BENEFITS

The Associate membership level entitles the member to attend ACLS events, receive mailings from ACLS and inclusion on the membership lists on our website. The member's name will be included in the "Member's Directory" section of the website. Associate membership is limited to two years. Associate members may re-apply for Associate membership after two years or apply for membership as a Liturgical Design Consultant Member or Allied Member.

2.3.3.2 DUES

Associate membership dues are \$50.00 / calendar year.

2.3.4 EMERITUS CATEGORY DUES

2.3.4.1 BENEFITS

The Emeritus membership level entitles the member to attend ACLS events, receive mailings from the ACLS and inclusion on the membership lists on our website. The member's name will be included in the "Member's Portfolios" section of the website and will be linked to an online directory page that will list the member's Email address with hotlink as well as website address without hotlink.

2.3.4.2 DUES

Emeritus membership level dues are \$0.00/ year.



2.3.5 EXEMPT MEMBER DUES

2.3.5.1 BENEFITS

The current President of the ACLS shall be exempt from dues for the duration of that member's term as President. The President shall have all the benefits related to their Membership Category.

2.3.5.2 DUES

Exempt dues are \$0.00/ year for the period of time equal to the duration of service.

2.3.6 PRORATING OF DUES

2.3.6.1 New members joining in the first quarter of the calendar year shall pay the full amount of yearly dues. New members joining in the second quarter of the calendar year shall pay 75% of the yearly dues. New members joining in the third quarter of the calendar year shall pay 50% of the yearly dues. New members joining in the last quarter of the calendar year shall pay 25% of the yearly dues.

2.3.6.2 There shall be no refund of dues for members who terminate their membership before the end of the calendar year.

2.4 RENEWAL

2.4.1 INITIAL RENEWAL NOTICE

2.3.1.1 Initial renewal notice should be sent by the end of the first full week in January.

2.3.1.2 Request that renewal is sent in by February 1st.

2.4.2 SECOND RENEWAL NOTICE

2.3.2.1 Second renewal notice should be sent by the end of the first full week in February.

2.3.2.2 Request that renewal is sent in no later than March 1st.

2.4.3 THIRD RENEWAL NOTICE

2.3.3.1 Third renewal notice should be sent by the end of the first full week in March.

2.3.3.2 Renewal must be sent in no later than April 8th.



2.4.4 FINAL RENEWAL NOTICE

2.4.4.1 Final renewal notice should be sent by April 15th.

2.3.4.1 Renewal must be received no later than May 1st. If not received then the person shall be removed from membership and their name, profile and links will be removed from website.

2.5 MEMBERSHIP LIST

2.5.1 MEMBERSHIP LIST DISTRIBUTION

ACLS will only share membership lists with other organizations that either further the mission of ACLS or offers a benefit to our members. Requests for membership list should be forwarded to the ACLS President for action. The ACLS Board shall take a vote on accepting or rejecting the request at their next monthly meeting.

2.6 USE OF TERMS

2.6.1 USE OF THE INITIALS "ACLS" AS A NAME SUFFIX

2.6.1.1 Only Liturgical Consultant members can use "ACLS" after their name.

2.6.1.2 Allied members can use "ACLS Allied" after their name.

2.6.1.3 Affiliate members can use "ACLS Affiliate" after their name.

2.6.1.4 Emeritus members can use "ACLS Emeritus" after their name.

2.6.2 USE OF TERMS OF IMPLIED CERTIFICATION

Members cannot use "ILC certification" in their member profile. They can only indicate "completion of the ILC program".

3.0 BOARD MEMBERS

3.1 DUTIES AND RESPONSIBILITIES

In addition to the duties described in the Bylaws, members of the board shall have the duties and responsibilities outlined in the following sections, as well as other duties that may be assigned to them by the President or by majority decision of the Board Members.

3.1.1 PRESIDENT

3.1.1.1 Duties of the President shall be those established in the Bylaws of the Association of Consultants for Liturgical Space as well as those listed in this document.

3.1.1.2 Organize or designate organizer for the ACLS meetings held in



conjunction with the Southwest Liturgical Conference or other outside conferences, including coordinating with the conference organizers and coordinators.

3.1.1.3 Representing ACLS at national meetings and other events as approved by the Board Members.

3.1.2 TREASURER

3.1.2.1 Duties of the Treasurer shall be those established in the Bylaws of the Association of Consultants for Liturgical Space as well as those listed in this document.

3.1.2.2 Collecting dues and changing the status of members on the website accordingly.

3.1.2.3 Producing a Treasurer's Report for all board meetings and business meetings.

3.1.2.4 Paying meeting expenses and reimbursing board members.

3.1.2.5 Paying for website hosting and domain name registration on an annual basis.

3.1.3 SECRETARY

3.1.3.1 Duties of the Secretary shall be those established in the Bylaws of the Association of Consultants for Liturgical Space as well as those listed in this document.

3.1.3.2 The Secretary shall serve as the Editor of the newsletter.

3.1.3.3 The Secretary shall develop and maintain a mailing list of members and non-members for the purpose of communicating information regarding the organization, its members, events, activities, etc.

3.2 ELECTIONS

3.2.1 TERM OF OFFICE

Board Member's term of office shall begin on June 1st of the year in which they are elected or appointed, unless they are completing the term of a previously elected or appointed Board Member.

4.0 COMMITTEES

4.1 STANDING COMMITTEES

4.1.1 MEMBERSHIP COMMITTEE

4.1.1.1 PURPOSE

The committee is responsible for maintaining and expanding the



membership. The responsibilities include those outlined in section "Membership Acceptance" 2.1

4.1.2 EDUCATION (WEBINAR) COMMITTEE

4.1.2.1 PURPOSE

The purpose of the committee is to provide ongoing educational opportunities for the membership through webinars. They also make suggestions and recommendations for policy and distribution of educational materials to ACLS members. The committee meets monthly to review upcoming presentations.

4.1.2.2 CHAIR

The chair of the webinar committee is responsible for establishing the date and time for the committee meeting. The chair shall run the meetings of the webinar committee. The chair shall be the representative of the webinar committee to the board and shall attend board meetings to report on the activities of the committee. In the event that the chair is unable to attend, the chair shall designate another appropriate committee member to attend.

4.1.2.3 RECORDER

The recorder is responsible for the minutes which are posted on the website. The recorder forwards information to the ACLS Secretary for the newsletter and to the Board member responsible for updating the website.

4.1.3 NOMINATING COMMITTEE

4.1.3.1 PURPOSE

The purpose of this committee shall be to nominate candidates for President and other Board Members as established in the Constitution of the Association of Consultants for Liturgical Space and listed in this document.

4.2 AD HOC COMMITTEES

4.2.1 The Board may from time to time, by resolution adopted by a majority approval of the Board, create ad hoc committees. Such committees shall have the authority and responsibilities delineated in the resolutions creating them.

5.0 FINANCES

5.1 AUDIT

5.1.1 The President shall establish a standing committee consisting of ~~one or~~ two non-board member(s) for the purpose of auditing the ACLS financial records.



- 5.1.2 The audit shall consist of reviewing the bank and general accounting records for the previous fiscal year and shall occur as soon as possible after the completion of the fiscal year.
- 5.1.3 Through the use of GoToMeeting or other means to share files, the Treasurer shall provide to the audit committee those records they deem necessary to have a full accounting for the fiscal year in question.
- 5.1.4 A summary report of the audit shall be completed and forwarded to the President.

5.2 REIMBURSEMENTS

5.2.1 BOARD OF DIRECTORS

Board members shall be reimbursed for the expenses as outlined in the following sections.

5.2.1.1 BOARD MEMBER ATTENDANCE AT ACLS MEETINGS & ACLS REPRESENTED CONFERENCES

ACLS may assist Board Members with expenses associated with the meeting, including travel expenses, registration fees, meals and miscellaneous expenses. Approval of such assistance must be by unanimous vote of the Board Members.

5.2.1.2 MAILINGS & OTHER MISCELLANEOUS EXPENSES

Board members will be reimbursed at cost for any mailing or miscellaneous expenses incurred on behalf of ACLS. There shall be no reimbursement of wages for time spent by ACLS members or their staff unless specifically pre-approved by the Board. Receipts must be submitted to the treasurer for all expenses. Travel costs for driving shall be reimbursed at the current IRS rate or the lowest available airfare for the same trip, whichever is less.

6.0 COMMUNICATIONS

6.1 MEETING MINUTES

6.1.1 FORMAT

6.1.1.1 DATE

Date and time of meeting.

6.1.1.2 RE

Subject of meeting or name of group meeting i.e. ACLS Board or Webinar Committee

6.1.1.3 TAKEN BY

Name of person taking minutes of meeting.

6.1.1.4 ATTENDING

Names of people attending meeting.



6.1.1.5 DISCUSSION

Indexed list of topics discussed, based on the agenda, followed by items discussed under each topic.

6.1.1.6 NEXT STEPS

Tasks resulting from topics and items discussed including those responsible for completing task.

6.1.1.7 NEXT MEETING

Date and time of next meeting.

6.1.1.8 CC

Distribution list i.e. all attendees and names of those not in attendance.

6.1.2 DISTRIBUTION

The meeting minutes are sent out via email.

6.1.3 ARCHIVE

The meeting minutes are posted on the ACLS website.

6.2 NEWSLETTER

6.2.1 EDITORIAL BOARD

The Editorial Board consists of the ACLS Secretary and President and others when needed as appointed by the President.

6.2.2 CONTENT

The ACLS newsletter should contain information regarding events, webinars, member's activity and a letter from the President. It should promote conferences and workshops applicable to ACLS members.

6.2.3 FREQUENCY

The ACLS newsletter is produced quarterly.

6.2.4 PUBLICATION

The ACLS newsletter is sent out via email and is posted on the ACLS website.

6.3 ADVERTISING

6.3.1 SPONSOR for ACLS WEBSITE

Any ACLS Liturgical Design Consultant, Allied or Affiliate member can be a website sponsor for a \$400 advertising fee. The advertising fee pays for placement on the top of the Membership List and in other locations on the ACLS website. A graphic image is to be provided to ACLS for its inclusion on the website page. The advertising fee is renewable on a calendar year basis.



6.3.2 PRORATING OF ADVERTISING FEES

Advertising fees shall be prorated as follows. New advertisers joining in the first quarter of the calendar year shall pay the full amount of yearly fees. New advertisers joining in the second quarter of the calendar year shall pay 75% of the yearly fees. New advertisers joining in the third quarter of the calendar year shall pay 50% of the yearly fees. New advertisers joining in the last quarter of the calendar year shall pay 25% of the yearly fees. There shall be no refund of fees for advertisers who terminate their advertising before the end of the calendar year.

7.0 MEETINGS

7.1 BUSINESS MEETINGS

7.1.1 LOCATION

Whenever possible, ACLS business meetings will be scheduled to occur with a national or regional conference that would typically be attended by ACLS members or be scheduled to occur with a retreat or workshop being sponsored by ACLS.

8.0 PROFESSIONAL DEVELOPMENT AND SUPPORT

8.1 RETREATS & WORKSHOPS

8.1.1 LOCATION

Whenever possible, ACLS retreats and workshops will be held at retreat centers rather than hotels to support the work of communities that operate retreat centers. The costs of retreats and workshops shall be calculated so as to minimize cost to the members while covering all expenses associated with the retreats and workshops, including reimbursable expenses of the Board.

8.2 WEBINARS

8.2.1 The webinar committee provides educational opportunities for the members of ACLS by offering a variety of webinars during the year. Webinars are offered in the Fall, Winter and Spring. The committee tries to offer a balance of topics that will appeal to architects, artists and design consultants whenever possible. The committee looks for presenters that are either members of ACLS or professionals in their field who are willing to offer their services pro bono.

END OF POLICIES AND PROCEDURES