



# Association of Consultants for Liturgical Space

## ACLS POLICIES AND PROCEDURES

Drafted 2005

**MEMBER LIST DISTRIBUTION POLICY** – ACLS will not share our membership list with any other group, but if another group wants to contact our members, they can send the info to the ACLS President and he/she will forward it on to the members unless there is some compelling reason for not doing so.

**NEW APPLICANT REFERENCE CHECKING** – Two or three references for liturgical consultant members will be contacted by a Board member prior to recommendation for approval. Allied members will be asked to submit one written letter of reference along with their application.

**WEBSITE LINKS** - It is ACLS policy that we have to be linked on an organization's website before we will link to their site.

**INSITES** - There shall always be an ACLS Board member on the Editorial Board of Insites.

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

**BOARD MEMBER REIMBURSEMENTS** – Board members shall be reimbursed for the following expenses:

- **BOARD MEETINGS & ACLS MEETINGS** – All expenses associated with the meeting, including travel expenses, registration fees, meals and miscellaneous expenses.
- **BOARD MEETINGS PRECEDING OR FOLLOWING FORM/REFORM** – Additional costs incurred for meals and accommodations related to arriving prior to the start of or staying after the completion of FORM/REFORM. Attendance at pre-FORM/REFORM meetings is not mandatory; therefore, travel expenses will not be reimbursed.
- **FDLC MEETINGS OR OTHER MEETINGS OR EVENTS THAT WOULD BENEFIT FROM ACLS BOARD REPRESENTATION** – Travel expenses as required for attendance at the meeting or event.



- 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 exceeding \$25. Travel costs for driving shall be reimbursed at the current IRS rate or the lowest available airfare for the same trip, whichever is less.

DUTIES AND RESPONSIBILITIES – In addition to the duties described in the Constitution, members of the board shall have the duties and responsibilities outlined below, as well as other duties that may be assigned to them by the President or by majority decision of the Board:

PRESIDENT:

- Organizing the meeting held in conjunction with Form/Reform, including coordinating with the conference organizers and coordinators.
- Representing ACLS at the FDLC national meeting and other events as approved by the board

VICE PRESIDENT/PRESIDENT-ELECT:

- Organizing the meetings held between Form/Reform meetings

SECRETARY:

- Processing membership applications as follows:
  - The secretary automatically receives an e-mail each time someone applies for membership. Upon receipt of such the email, the secretary logon to the ACLS website and will review the information in the applicant Info box.
  - If all the information required to review the application is provided, the secretary sends an e-mail to the rest of the board members asking them to review the application and assigns one of the board members to check the references.
  - If the application is incomplete, the secretary shall e-mail the applicant to inform them that they need to provide the required information (usually references) either by e-mail or by updating their application.
  - The secretary shall follow up with that board member within a week or two to see if they have checked out the references.
  - Once the reference checking is complete, the board member shall make a recommendation to the secretary, who shall then inform the applicant of the board's decision in writing.



#### TREASURER:

- Collecting dues and changing the status of members on the website accordingly.
- Producing a Treasurer's Report for all board meetings and business meetings.
- Paying meeting expenses and reimbursing board members.
- Paying for website hosting and domain name registration on an annual basis.

#### PAST PRESIDENT:

- Reviewing and updating Policies and Procedures manual
- Assisting President as required.
- Serve as chair of the Nominating Committee.

SCHOLARSHIP FUND – The Board shall establish and the Treasurer shall maintain a separate Scholarship Fund to assist current or potential members with financial assistance as needed for membership dues, meeting attendance or any other activities the board may deem appropriate. Income to this fund shall be through donations to ACLS from members and friends. The Board shall appoint a three-person committee to develop eligibility requirements and to oversee disbursements from the fund once there is money available in the fund.

USE OF "ACLS" & OTHER MEANS OF IMPLIED CERTIFICATION – Only liturgical consultant members can use "ACLS" after their name, if they so choose. Members cannot use ILC "certification" in their member profile. They can only indicate "completion of the ILC program".

DUES STRUCTURE – The dues structure shall be as set forth by the Board. The Board will review the dues structure on an annual basis and modify the structure, if so desired. The current dues structure is as follows:

- Basic Membership: \$60/year. This level entitles the member to receive emails about ACLS events and to be listed in the member lists on the website, without links to directory pages. These members are eligible for member rates for programs and conferences.
- Basic Membership with Website Presence: \$90/year. In addition to the Basic Membership, members' listing on the website will include a link to a directory page. These members will also show up in relevant searches done with the Find a Consultant/Architect/Artist search engine on the website.



- Basic Membership with Hotlink: \$190/year. In addition to those benefits listed above, these members will have a hotlink to their website next to their name in the member listings and on their directory page.
- Basic Membership with Hotlink & Image: \$340/year. Same as above but with a graphic hotlink rather than a text hotlink. (The hotlink in the directory page will only be a text hotlink.)
- Student Membership: \$25/year. Only available for up to 3 years for students enrolled in some type of training program. These members are included on mailing lists only and are eligible for member rates for programs and conferences.