



# Association of Consultants for Liturgical Space

## ACLS POLICIES AND PROCEDURES

June 26, 2018

### **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 voluntary 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.

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 Constitution of the Association of Consultants for Liturgical Space. See Article II, Section 2.2 of the Constitution.

### **2.3 MEMBERSHIP LEVELS**

#### **2.3.1 BASIC**

##### **2.3.1.1 BENEFITS**

The Basic membership level entitles the member to attend ACLS events, receive mailings from the organization and be included on the membership lists on our website. Your 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 your Email address with hotlink as well as website address without hotlink. This membership type is available to individual Liturgical Design Consultant and Allied members.



#### 2.3.1.2 FEE

Basic membership level fee is \$90.00 / year

### 2.3.2 STANDARD

#### 2.3.2.1 BENEFITS

The Standard membership level entitles the member to attend ACLS events and receive mailings from the organization and inclusion on the membership lists on our website. Your 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 your Email address with hotlink and a text link to your own website. This membership level is available to individual Liturgical Design Consultant or Allied members.

#### 2.3.2.2 FEE

Standard membership level fee is \$190.00 / year

### 2.3.3 PREMIUM

#### 2.3.3.1 BENEFITS

The Premium membership level entitles the member to attend ACLS events and receive mailings from the organization and inclusion on the membership lists on our website. Your 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 your Email address with hotlink and a text link as well as graphic logo link to your own website. This membership level is available to individual Liturgical Design Consultant and Allied and Affiliate members.

#### 2.3.3.2 FEE

Premium membership level fee is \$290.00 / year

### 2.3.4 SPONSOR

#### 2.3.4.1 BENEFITS

The Sponsoring membership level entitles the member to all the benefits of the Premium Level in addition to their name or logo on rotating banner on the ACLS website home page. This membership level is available to individual Liturgical Design Consultant, Allied and Affiliate members.

#### 2.3.4.2 FEE

Sponsoring membership level fee is \$490.00/ year



## 2.3.5 EXEMPT

### 2.3.5.1 BENEFITS

The Exempt membership level entitles the member to attend ACLS events and receive mailings from the organization and inclusion on the membership lists on our website. Your 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 your Email address with hotlink as well as website address without hotlink. This membership level is available to Emeritus members and current ACLS President.

### 2.3.5.2 FEE

Exempt membership level fee is \$0.00/ year; with textlink to website \$100.00; with textlink as well as graphic logo to website \$200.00.

## 2.3.6 JOINING

2.3.6.1 Joining as a new member before September 15th will take effect immediately and extend to the end of the membership year.

2.3.6.2 Joining as a new member after September 15th will take effect October 1st and extend for 15 months to the end of the following membership 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 sent in no later than May 1st. If not received then name, profile and link will be removed from website May 1st.

#### 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 Constitution, 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 Constitution 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 Constitution 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 Constitution 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 1<sup>st</sup> 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 AUDIT COMMITTEE**

##### **4.1.3.1 PURPOSE**

The recorder sends the calendar of webinars to the ACLS Secretary for posting in the newsletter and sends the minutes and the calendar to the Board member responsible for posting them on the website.



#### 4.1.4 NOMINATING COMMITTEE

##### 4.1.4.1 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

### 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 group 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 WEBSITE

#### 6.3.1 WEBSITE LINKS

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

## 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.

### 7.2 RETREATS & WORKSHOPS

#### 7.2.1 LOCATION

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.

## 8.0 CONTINUING EDUCATION

### 8.1 RETREATS & WORKSHOPS

#### 8.1.1 LOCATION

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.



## 8.2 WEBINARS