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Constitution of the  
National Association of Pastoral Musicians  
Diocese of Trenton

adopted October, 1989

**Constitution of the  
National Association of Pastoral Musicians  
Diocese of Trenton**

**ARTICLE I: Name**

Sec. 1 The name of this organization shall be the National Association of Pastoral Musicians, Diocese of Trenton.

**ARTICLE II: Objectives**

Sec. 1 Guided by the principles and ideas of Christian education and culture, the objectives of this organization shall be:

- a. to deepen the spiritual life of and social interaction among pastoral musicians;
- b. to provide an educational resource tool for all concerning the current issues affecting musical practice in the parish; and
- c. to improve music and liturgy skills of pastoral musicians.

**ARTICLE III: National Association of Pastoral Musicians**

Sec. 1 This chapter exists by virtue of the charter issued to it from the National Office of the National Association of Pastoral Musicians (NPM).

Sec. 2 The National Office of NPM shall include business relating to the administration and service functions of the Association. By this present constitution, said administration and service functions are extended to this chapter of NPM.

Sec. 3 The National Office shall be under the direction of of the National Executive Director of the Association. Said National Executive Director or his duly appointed delegate shall be the Executive Director of the NPM Chapter program and all Chapter affairs shall be subject to his approbation and directives.

Sec. 4 This chapter shall remain in existence as long as five (5) parishes within the boundaries of the Chapter remain active, regular members of the National Association of Pastoral Musicians.

Sec. 5 A Chapter of the National Association of Pastoral Musicians cannot be formed or remain in existence against the expressed will of the Ordinary of the Diocese of Trenton or his delegate.

Sec. 6 The geographical boundaries of the Chapter shall coincide with the geographical boundaries of the Roman Catholic Diocese of Trenton. There shall only be one chapter in the Diocese of Trenton.

**ARTICLE IV: Membership**

Sec 1 The Association shall have the following types of membership:

- a. **National Member:** Parishes or individual members in good standing with the National Office of this Association and living or working in the geographical boundaries of the

Diocese of Trenton.

**b. Local Member: Individual** members in good standing with the Local Chapter of the National Association of Pastoral Musicians and living or working in the Diocese of Trenton.

**c. Honorary Member:** Individuals granted membership in the local association due to outstanding contributions in the area of liturgy and/or music.

Sec. 2 The rights and privileges of members are listed in this section but are not limited to those article enunciated here:

**a. National Members** hold full rights and privileges in the local chapter of this association such as the rights to run for office, to hold office, to vote on issues as directed from the National Office as well as the right to vote on local issues.

**b. Local Members** hold the right to vote on local issues as well as in local elections but may not run for nor hold local office, nor shall they be permitted to vote on issues directed from the National Office.

**c. Honorary Members** hold the right to attend meetings and to participate in Chapter activities, but may not run for nor hold office, nor may they vote on national and local issues.

Sec. 3 Local dues shall be determined by the Director of Finance with the consent of the Executive Council.

## **ARTICLE V: Officers**

Sec. 1 The local Association shall establish the following offices:

- a. the Chapter Director;
- b. the Director of Administration and Public Relations;
- c. the Director of Recruitment and Membership;
- d. the Director of Finance;
- e. the Director of Planning;
- f. the Director of Hospitality; and
- g. the Director of Spirituality.

Sec. 2 The Chapter Director, as well as the Directors for Administration and Public Relations, Recruitment and Membership, Planning, Finance, Hospitality, and Spirituality shall serve as the Executive Council of the Chapter.

a. Except as may be required by public law, or determined by resolution of the National Association, the Executive Council shall have the power, subject to the constitution and bylaws of the National Association, to direct Chapter affairs.

b. Any vacancy occurring during a term of office shall be filled by appointment of the Executive Council on advise from the Chapter Director. The appointee shall continue in office for the remainder of said term.

c. There must be a quorum of officers to conduct chapter business A quorum shall consist of five (5) members.

Sec. 3 The duties and responsibilities of the Executive Board are listed below but are not limited to those specifically enunciated in the Constitution of this Chapter.

a. the **Chapter Director** shall be responsible

1. to see that the purposes and goals of the NPM Chapter are carried out;
2. to call all Executive Council meetings and prepare an appropriate agenda, with the consent of council;
3. to conduct the business section of the annual meeting;
4. to act as facilitator for the work performed under the various directors;
5. with the consent of the Executive Council, to appoint County Representatives.
6. The term of office shall be two (2) years. The Chapter Director may be re-elected for two consecutive terms only, but they be re-elected after a one (1) term interim.

b. the **Director of Administration and Public Relations** shall be responsible:

1. to maintain proper chapter records and files;
2. to prepare and distribute Chapter minutes;
3. to direct Chapter correspondence and communication with the National Office;
4. to coordinate and prepare an annual report to members;
5. to prepare grant applications in conjunction with the Director of Finance;
6. to direct public relations for the Chapter;
7. to coordinate the production of a Chapter newsletter;
8. in the absences or inability of the Chapter Director to dispense the duties of office, the Director of Administration and Public Relations shall assume the Chapter Directorship.
9. The term of office shall be for two (2) years. the Director of Administration and Public Relations may be reelected to three (3) consecutive terms, but may be re-elected after a one (1) term interim.

c. the **Director of Recruitment and Membership** shall be responsible:

1. to work with the NPM National Office in soliciting both new and renewing members in the National Association of Pastoral Musicians;
2. to start and maintain a list of members, a list of potential members, and an attendance record;
3. to solicit membership in the Chapter.
4. The term of office shall be two (2) years. The Director of Recruitment and Membership may be re-elected to three (3) consecutive terms, but may be re-elected after a one (1) term interim.

d. the **Director of Finance** shall be responsible:

1. to maintain all financial record for the Chapter;
2. to collect and keep records of all local and national chapter dues;
3. to disperse the funds of the Chapter as directed by the Executive Council;
4. to prepare an annual budget with the Executive Council;
5. to prepare grant applications in conjunction with the Director of Administration and Public Relations;
6. to prepare and annual report of finances to be presented to the Executive Council and the National Office.

7. The term of office shall be two (2) years. The Director of Finance may be re-elected to three (3) consecutive terms, but may be re-elected after a one (1) term interval.

e. the **Director of Planning** shall be responsible:

1. to establish an annual activity calendar for the Chapter;
2. to recruit and assist personnel in conducting Chapter programs;
3. to direct the advertising of chapter activities with the Director of Administration and Public Relations
4. to monitor format and content of Chapter programs.
5. The term of office shall be two (2) years. The Director of Planning may be elected to unlimited terms.

f. the **Director of Hospitality** shall be responsible:

1. to plan social activities of the Chapter in coordination with the Director of Planning;
2. to coordinate facilities needed for social activities.
3. The term of office shall be two (2) years. The Director of Hospitality may be elected to unlimited terms.

g. the **Director of Spirituality** shall be responsible:

1. to direct and aid in the development of prayer at Chapter activities.
2. The term of office shall be two (2) years. The Director of Spirituality may be elected to unlimited terms.

sec. 4 In the event that offices are not filled, the Executive Council shall have the right to combine or fill offices.

sec. 5 The Chapter shall establish an Advisory Committee. The Advisory Committee shall meet annually with the Executive council. All members shall have the right to vote. The Advisory Council shall include the following persons:

- ? the previous Chapter Director;
- ? a diocesan representative;
- ? a representative of Ocean County;
- ? a representative of Mercer County;
- ? a representative of Burlington County;
- ? and, two representatives from Monmouth County.

Sec. 6 The duties and responsibilities of the Advisory Council. shall be

to review the annual report submitted by the Executive Council to the general membership;

to call, in conjunction with the Executive Council, for the resignation or removal of officers.

The term of office for members of the Advisory Council shall be for one(1) year and may serve an unlimited amount of terms.

Sec. 7 Members of the Executive and Advisory Council may be removed from office through the action of

the Executive Council in consultation with the Advisory Council through a formal hearing.

#### ARTICLE VI: Elections

Sec. 1 Officers shall be elected by simple majority through a mail-in-ballot prior to the annual membership meeting.

Sec. 2 Four (4) months prior to the annual meeting, the county representative shall form the Nominating Committee.

Sec. 3 One (1) month prior to the annual membership meeting, the Executive Council shall be presented the slate of members standing for election from the Nominating Committee. The Executive Council shall direct one chapter member to direct the election by mail.

Sec. 4 Voting procedures: All local and national chapter members may vote in officer elections.

#### ARTICLE VII: Meetings

Sec. 1 The Chapter shall hold an annual membership meeting at a time and place to be determined by the Executive Council.

Sec. 2 A quorum at the annual membership meeting shall consist of a simple majority of members present.

Sec. 3 The membership shall meet regularly, at least four (4) times a year, at a time and place determined by the Executive Council.

Sec 1. This Constitution may be amended by two-thirds vote of the Chapter membership.

Sec. 2 Amendments to this constitution must first be approved by the NPM National Board of Directors.

Sec. 3 Amendments to the Constitution may be proposed by a two-thirds vote of the Chapter membership. The proposed amendments are circulated to the National Board of Directors by the National Office at least two months prior to the annual meeting of the National Board of Directors, and approved in writing for Chapter Membership.

#### **ARTICLE IX: Ratification**

Sec. 1 Ratification shall take place on two steps. First, this document shall be ratified by a 3/4 vote of the temporary Executive Board. Acceptance by the Board of Governors of the National Association of Pastoral Musicians will constitute the second step of ratification. Until full ratification, this document will be in effect.