

# CLADD CONSTITUTION

## 1. TITLE:

- 1.1 The organization referred to as CLADD (Catechetical Leadership Association for the Diocese of Des Moines) is a non-profit association of catechetical leaders for the Diocese of Des Moines

## 2. PURPOSE:

- 2.1 CLADD is a support community for persons with responsibility for catechesis in the Diocese of Des Moines
- 2.2 CLADD provides for its members opportunities for faith formation and professional growth in the following ways:
  - a. Through input, study and response to significant items and issues identified by CLADD members
  - b. Through the sharing of resources, programs and information
  - c. Through planned retreat and prayer
  - d. Through affiliation with National Conference for Catechetical Leadership (NCCL)
  - e. This item was deleted

## 3. MEMBERSHIP:

- 3.1 Persons are members of CLADD if they are named by the appropriate ecclesial authority (bishop, pastor or local board) as a person responsible for catechetical formation within the Diocese of Des Moines in one or more of the following categories: youth, adolescents, young adults or adults.

### 3.2 Membership Categories

- a. Active: A parish catechetical leader who participates, on a regular basis, in the activities of the Association, and pays dues if applicable.
- b. Inactive: a parish catechetical leader who does not participate, on a regular basis, in the activities of the Association.

#### 4. LEADERSHIP SELECTION:

4.1 Members of the Leadership **Team** will be elected as a coordinating council for CLADD to determine policies and establish priorities within the guidelines of the constitution.

4.2 Members of the Leadership **Team** will be determined in the following manner:

- a. A Leadership Discernment Committee will be appointed by the current chairperson to select a slate of nominees from the current active membership
- b. Slate of nominees will be provided to the membership by February 1<sup>st</sup> of each year
- c. Voting, **by active members**, will take place via e-mail or other appropriate technology with a required response by March 1. A narrative of each nominated person will accompany the ballot. (**Active** members will not be voting for individuals, but for the slate as a whole.)
- d. Members will be notified of election results in March.
- e. Three members of the Leadership **Team** will be elected each year for a term of two years. Members may be **re-elected** for one additional consecutive term. Additional terms may be served after a one-year hiatus.

#### 5. LEADERSHIP TEAM:

5.1 The Leadership **Team** shall consist of the following:

- a. Six persons representing the diversity of the diocese shall be discerned by the membership, **with terms beginning April 1<sup>st</sup>**.
- b. One ex-officio member from the Department of Evangelization and Catechesis, and
- c. Other ex-officio representative(s) as determined by the membership.

5.2 It will be the duties of the Leadership **Team** to:

- a. Select officers from among the members of the Leadership **Team**.
- b. Approve Standing Committee chairpersons.
- c. Approve a yearly budget, if applicable.
- d. Establish dues that will be approved by the membership.
- e. Establish a calendar of events with topical agendas by May 1<sup>st</sup> of each year.
- f. Facilitate regional meetings of catechetical leaders.
- g. Meet during the year to take care of business of the Association.

5.3 (Old) Deleted

5.3 Should a vacancy occur among the members of the Leadership **Team** during the year, the Leadership **Team** shall appoint a replacement from the active membership to serve the duration of the term.

## 6. OFFICERS:

6.1 The officers of the Leadership **Team** and their duties shall be:

- a. Chairperson (elected for a term of one year, may be re-elected for one additional term) shall have the following duties.
  - 1) Prepare agendas with the Department of Evangelization and Catechesis, three weeks out
  - 2) Conduct meetings
  - 3) Appoint all ad hoc committees, the **leadership discernment** committee and task force members
  - 4) Represent the organization to the Diocese and its agencies
- b. The Vice-Chairperson (elected for a period of one year and may be re-elected for one additional term) shall have the following duties:
  - 1) Perform the duties of the chairperson in her/his absence
  - 2) Serve as chairperson to the Leadership Discernment Committee
  - 3) Perform other duties as determined by the chairperson

- c. The Secretary (elected for a period of one year and may be re-elected for one additional term) shall have the following duties:
  - 1) Record minutes of all Leadership **Team** meetings and all Association business meetings (August, February, May).
  - 2) Distribute Leadership **Team** minutes to all members of the **Team** at least one week prior to the next officially scheduled meeting to be approved.
  - 3) Distribute Association minutes (August, February, May) to all members at least one week prior to the next officially scheduled business meeting of the Association.
  - 4) Prepare other correspondence as directed by the chairperson.
  
- d. The Treasurer (if needed, elected for a period of one year and may be re-elected for one additional term) shall have the following duties:
  - 1) Collect membership dues
  - 2) Publish list of paid members
  - 3) Maintain bank account for deposit and withdrawal of funds for CLADD events
  - 4) Pay bills
  - 5) Present a financial report at each business meeting
  - 6) Present an annual report at the May Association meeting

## 7. STANDING COMMITTEES:

7.1 CLADD members are encouraged to serve on one of the following standing committees: Leadership Discernment, Spirituality, Hospitality, Mentoring, Marketing, and Special Projects. ***Chairpersons for each standing committee shall be members of the Leadership Team.***

7.2 The function of each of the standing committees is:

- a. The Leadership Discernment Committee will develop a slate and conduct an election in accordance with Article 4 of this Constitution
- b. The Spirituality Committee provides for prayer opportunities at Association business meetings (August, February and May).
- c. The Hospitality Committee provides for hospitality and refreshments at Association business meetings (August, February and May).
- d. The Mentoring Committee organizes mentor partners and outreach to new members and non-active members
- e. The marketing Committee will create and update the CLADD brochure, promote membership in the NCCL, and continually contact and engage non-active members)

- e. The Special Projects Committee organizes, plans and implements special projects as the need arises

## **8. DUES:**

8.1 Annual dues (if needed) are determined by a 2/3 vote of the active Membership responding.

8.2 The annual budget (if needed) will be approved by a 2/3 vote of the Leadership **Team**.

8.3 Dues will be used for expenses of the Association approved by the Leadership **Team**.

## **9. MEETINGS OF THE ORGANIZATION:**

9.1 The business meetings of the Association will be August, February and May.

9.2 The business meetings of the Leadership **Team** shall take place July, January and April or as needed.

9.3 Regional meetings of catechetical leaders also serve as meetings of CLADD.

## **10. CONSTITUTIONAL CHANGES**

10.1 This Constitution may be altered, amended or repealed by a 2/3 vote of active members responding.

10.2 Active members will be notified in writing of the proposed changes.

10.3 Members must vote in writing within 60 days of notification.