

BY LAWS FOR RESIDENTS ENCOUNTER CHRIST PROGRAM

Article I. Name

Section 1. The organization shall be known as the Residents Encounter Christ (REC) Program and the governing body is the REC Council.

Article II. Purposes

Section 1. The purpose of this non profit organization is to enhance the REC Program in the Roman Catholic Diocese of Albany, and facilitate REC weekends and follow-ups at NYS Correctional Facilities.

Section 2. The REC Program is designed to be a three day weekend for inmates in correctional facilities, so that they may encounter Christ during the weekend and experience Him throughout their lives.

Article III. Council Membership

Section 1. The REC Council shall consist of a Chairman, Vice Chairman, Treasurer, Secretary, Recorder, Supplies Coordinator, a liaison for each facility, a Spiritual Director and five (5) members at large who are active in the REC prison ministry.

Section 2. The REC Council shall also include, as members and officers, the past Chairperson and two Trustees. These shall comprise the Audit / Fiduciary, see below, and shall be entitled to vote on all motions brought before the Council, except those motions directing expenditure of funds.

Article IV. Officers

Section 1. All officers except the Spiritual Director shall be elected.

Section 2. Elections of Officers. Officers shall be elected at the first Council meeting each year in January by a majority of the voting Council members.

Section 3. Terms. All officers and members at large shall be elected to one (1) year terms and Liaisons to two (2) year terms and shall serve until successors are elected.

Section 4. Vacancies. The REC Council shall fill all vacancies caused by death, resignation or other reasons.

Article V. Duties of the Officers

Section 1. Duties of the Chairman. The Chairman shall preside at all meetings of the REC Council, preserve order during deliberations, appoint all committees, and serve as Ex Officio member of such committees, and sign all records or other documents in connection with the work of the Council. The Chairman shall represent the REC Program at external functions or shall designate a REC Council member for a specific duty.

Section 2. Duties of the Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in his absence.

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Section 3. Duties of the Treasurer. The Treasurer, together with the Chairman shall have charge of all monies received by the REC Program, shall keep full and complete records of all receipts and disbursements made, and shall provide reports of receipts and expenditures at monthly meetings. The Treasurer shall present a detailed written report of receipts, expenditures and fund balances at the January meeting. The Treasurer on an annual basis in January will request a stipend from the Bishop's office.

Section 4. Duties of the Secretary. The Secretary shall record and distribute the minutes of Council monthly meetings and handle all general correspondence as requested by the Chairman. The agenda for the next monthly meeting will be established by the Chairman and Secretary with Council input. In the absence of the Chairman and Vice Chairman, the Secretary will facilitate the monthly meeting.

Section 5. Duties of the Recorder. The Recorder shall have charge of all books, papers, the database, records and other documents of the Council, shall retain the minutes of all meetings of the Council, shall conduct all correspondence pertaining to the office, and shall perform such other duties as may be directed by the REC Council.

Section 6. Duties of the Supplies Coordinator. The Supplies Coordinator shall ensure that required supplies, e.g.: bibles, crosses, banners, candles, books, paper, pens, markers etc. are available for each REC Weekend throughout the year. Supplies shall not include food, soda, palanca or other items not normally included in the supplies.

The supplies will be purchased by the Supplies Coordinator with all bills and invoices submitted to the Treasurer for payment.

Section 7. Duties of the Facility Liaisons. The Facility Liaison provides for the continuity of the REC Program at the correctional facility assigned. The Liaison serves as the primary point of contact with the facility and keeps the Council informed of all issues and concerns associated with the Facility and the REC Program. He shall monitor the ongoing relationship with the facility and the REC Program. The Liaison shall assist the Director of the REC Weekend, and act as the interface with the facility for the Director and the Council. The Liaison shall maintain an active presence at the facility and participate in team meetings, Weekends, and follow up visits, as much as possible.

The liaisons will each provide oral reports at Council meetings regarding the facilities to which assigned.

Section 8. The Spiritual Director should come to know the REC by studying the Manual thoroughly to know the Weekend, making the Weekend several times and reflection upon this.

The Spiritual Director needs to know and understand, and accept the Mission Statement of REC, what it entails, what it demands and why.

The Spiritual Director needs to know thoroughly what the Spiritual Director on a Weekend is about, his leading role, his support role, his cooperation with the Director and each team member.

The Spiritual Director is expected to come to Council meetings, to listen and share in the light of the Gospel and the ministry of REC. He will assist with meditations, provide helpful reading material, and work with the Council in its ongoing formation and ministry. The Spiritual Director will work with the Council in keeping the Bishop informed of the REC Program.

Section 9. Duties of Council Members. The business of the REC Program shall be conducted by the Council, and all questions, issues and concerns coming before the Council shall be decided by a majority vote of the voting Council members present. Only duly elected Council members are entitled to vote. A majority of the Council shall constitute a quorum.

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Section 10. Duties of the Trustees. The past Chairperson shall chair the Trustee / Fiduciary Committee, comprised of the past chairperson and the two Trustees. Annually, they shall undertake an audit of the Financial Statement, presented at the January meeting, and audit a sufficient number of the various transactions that occurred during the Fiscal Year to satisfy themselves of the validity of the Financial Statement. They shall report to the Council at the February meeting.

Section 11. Fiscal Year. The Fiscal year shall be from January 1st to December 31st.

Article VI. Voting.

Section 1. Council members shall be entitled to one vote on all questions coming before a meeting of the Council, except as noted in Article III, Section 2, above. Any member may request a roll call or secret ballot vote on any questions before the Council. Any such request shall receive a majority vote of duly elected Council members present before the Secretary shall be required to call the roll.

Article VII. Meetings

Section 1. The Council shall meet monthly at such time and place as the REC council may decide and may excuse a monthly meeting if the majority deems it appropriate or necessary.

At the request of the Chairman a special meeting of the Council may be called.

Section 2. The Council meetings are open to all REC members who shall have an opportunity to present their views and opinions. This discussion will come under New Business at the end of the meeting.

Article VIII. Selection of Directors and Assistant Directors

Section 1. The Chairman shall designate a three member committee to formulate names of possible Directors and Assistant Directors for REC Weekends. The Committee shall be formed sufficiently early to allow the Assistant Director to be named three months before the Weekend date.

The Committee shall receive input from Liaisons and REC members, and provide the names of desired individuals at REC meetings for review and consideration. The REC Council by a majority vote will select the Directors and Assistant Directors for upcoming weekends. The Vice Chairman will contact the individuals selected to see if they will serve in the designated position.

Article IX. Committees

Section 1. Appointment of Committees. The Chairman shall appoint various committees as may be deemed necessary to effectuate the purposes of the REC Program e.g. Huge Hoot, Day of Reflection~ etc.

Section 2. The Chairman shall appoint a three member nominating committee to provide a slate of officers for consideration at the January REC Council meeting.

Article X. Rules of Order

Section 1. The deliberations of the Council shall be governed by Robert's Rules of Order.

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Article XI. Amendments to the By-Laws

Section 1. The By-Laws may be amended by a proposed amendment being provided to each voting Council member at least 30 days in advance of the next meeting. The proposed amendment will be included in the order of business at the next monthly meeting and require a two-thirds vote of all duly elected Council members with voting rights to adopt any amendment.

BY LAWS AS AMENDED April 10, 2006, ADOPTED AT DECEMBER 21, 1998 REC
COUNCIL MEETING