

CONSTITUTION of the APOSTLESHIP OF THE SEA OF THE UNITED STATES OF AMERICA (AOS-USA)

ARTICLE I - NAME

The name of this organization shall be the APOSTLESHIP OF THE SEA OF THE UNITED STATES OF AMERICA (AOS-USA).

ARTICLE II - MISSION STATEMENT

The mission of AOS-USA is to teach and witness to the Word of God and to serve God's people; especially seafarers, maritime personnel and people of the sea; by fostering their growth and renewal, through prayer, study and Christian service. In addition AOS-USA promotes professional training and advocacy for the People of the Sea.

ARTICLE III - PURPOSE

- a. To provide mutual support and intercommunication for Catholic Maritime Ministers.
- b. To labor on behalf of the dignity and human rights of every person in the maritime community.
- c. Any other provisions herein notwithstanding, AOS-USA will at all times be organized and operated for spiritual, religious, charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or a corresponding section of any future federal tax code.
- d. Sensitive to the complex church and social environment of today's world, AOS-USA offers men and women training and formation to prepare for Catholic maritime ministry.
- e. To maintain the Cruise Ship Priest Program for the pastoral care of cruise ship passengers and crew.

ARTICLE IV - NATURE

Section 1 Non-Profit, Religious, Charitable and Educational

AOS-USA is formed without capital stock and functions as a non-profit organization. Its work is exclusively religious, charitable and educational. No AOS-USA funds shall inure to the personal benefit of any member.

Section 2 Membership

Membership categories are defined as follows:

- a) Pastoral Member: Any Catholic person holding an official diocesan appointment as Director of the Apostleship of the Sea, Port Chaplain, Assistant or Associate Port Chaplain, Director of a Seafarers Center, or ship's Chaplain.
- b) Associate Member: Any Catholic person, who is appointed by a local pastoral member to his or

her Diocesan AOS ministry.

- c) Cruise Ship Priest Member: A Catholic priest who has fulfilled the application process and been accepted for the approved list of Cruise Ship Priests. Cruise Ship Priest Members shall enjoy the same rights and privileges as Pastoral Members.
- d) Mariner Member: Any Catholic person who works on board a ship or vessel, a person working on an oil rig or platform, a retired mariner or a student of a maritime school. A mariner's eligibility for membership shall be established by a License, Merchant Marine Document, or sponsorship by a pastoral member.
- e) Recreational Boater or Yachtsman: Any Catholic person dedicated to recreational boating or yachtmanship.
- f) Stella Maris/ Star of the Sea Institute Member: Any Catholic Parish, Mission, Oratory or Catholic Institute under one of the titles of Our Lady Star of the Sea/Stella Maris.
- g) Corporate Member: Any corporate organization that supports the mission statement and purpose of AOS-USA and whose core values are in keeping with the same. Corporate Members must be accepted by a majority vote of the Administrative Board.
- h) Affiliate Member: Any person who supports the mission and purposes of AOS-USA through prayer, ancillary support and financial help may be enrolled by any AOS-USA member. Affiliate members must be accepted by a majority vote of the Administrative Board.
- i) Honorary Member: Honorary members can be enrolled only by action of the Administrative Board.

Section 3: Dues

Dues may be levied by AOS-USA for all its members. All its members will then be subject to the payment of dues according to a schedule set by the members of AOS-USA. Honorary members shall not be required to pay dues.

Section 4: Loss of Membership

Loss of membership may occur for one or more of the following reasons:

- a) loss of official appointment or sponsorship
- b) failure to meet requirements of membership category
- c) failure to pay dues
- d) failure to act in accordance with the Code of Ethics of AOS-USA

ARTICLE V – ADMINISTRATIVE BOARD

Section 1: Governance

The government of AOS-USA shall be vested in an Administrative Board which shall consist of nine (9) members. The Administrative Board shall consist of elected officers of AOS-USA and five (5) Board members,

who are elected as provided in Article VI. No more than two (2) elected members from any one (1) Archdiocese, Diocese or religious community shall be a member of the Administrative Board at the same time.

Section 2: There shall be five (5) members on the Administrative Board who are not officers, but who shall be elected from Pastoral, Mariner, Associate, Cruise Ship Priest, or Recreational Boater/Yachtsman membership by the membership at its annual meeting. Five members will represent each of the following categories: (a) Merchant Marine (b) Fishing (c) Port Chaplaincy (d) Cruise Ship Priest ministry (e) Recreational Boating/Yachting

Section 3: One of the nine (9) elected positions on the Administrative board must be a mariner member.

Section 4: Vacancies

Any vacancy of the elected Administrative Board shall be filled, until the next meeting of the membership of AOS-USA, by a majority vote of the remaining members of the Administrative Board at the next meeting of the Board.

Section 5: Board Meetings

The Administrative Board shall meet during the course of the annual meeting of AOS-USA and at least one other time during the year to conduct the business of AOS-USA.

Section 6: Special Meetings

Special meetings of the Administrative Board shall be called by the President at any time. It shall be his/her duty to call special meetings upon request made upon him/her by any four (4) members of the Administrative Board provided a quorum is assured. Notices of such meetings shall be given in the manner provided in the By-Laws.

Section 7: Quorum

A majority of the Administrative Board shall constitute a quorum at all meetings, regular or special, for the transaction of all business of the Administrative Board.

Section 8: Executive Committee

The Administrative Board delegates to an Executive Committee all of its power during the interim between meetings. This committee shall consist of the officers of the Administrative Board.

Section 9: Supervision of Committees

The Administrative Board shall appoint and exercise general supervision and control over activities of the regular and special committees of AOS-USA.

ARTICLE VI - OFFICERS

Section 1: Terms

The officers of AOS-USA shall be President, Vice-President, Secretary, and Treasurer. Their terms shall be for a period of two (2) years.

Section 2: Office Eligibility

All officers shall be either Pastoral, Mariner, Associate, Cruise Ship Priest, or Recreational Boater/Yachtsman Members of AOS-USA.

Section 3: Duties of the President

The principal duties of the President shall be to preside over all general meetings of AOS-USA, all meetings of the Administrative Board, and to direct the activities of AOS-USA under the supervision and control of the Administrative Board.

Section 4: Duties of the Vice- President

The principal duties of the Vice-President shall be to perform the duties and functions of the President in case of his absence or inability to preside; to perform such other duties as shall be required by the By-Laws or by the Administrative Board.

Section 5: Duties of the Secretary

The principal duties of the Secretary shall be to correspond, to provide minutes of all meetings, to care for all the books, documents, and papers which belong to AOS-USA, and to perform such other duties as shall be required by the By-Laws or by the Administrative Board. The Secretary shall archive all original documents which are 3 years of age or older by forwarding them to the National Office of AOS-USA.

Section 6: Duties of the Treasurer

The principal duties of the Treasurer shall be to receive and disburse all monies belonging to AOS-USA, to keep an accurate record of the money and property on hand, and to keep an accurate record of all financial matters pertaining to said office as shall be required by the By-Laws or by the Administrative Board. The Treasurer shall furnish a statement of the financial condition of and a budget for AOS-USA annually and at such other times as the Administrative Board shall require.

Section 7: Removal of Officers

An officer may be removed according to the procedures stated in the By-Laws.

ARTICLE VII – BOARD MEMBERS

Section 1: Duties of Merchant Marine Board Member

The duties of the Merchant Marine Board Member include reaching out to Maritime Academies and students, and soliciting Corporate Memberships.

Section 2: Duties of Fishing Board Member

The duties of the Fishing Board Member include reaching out to the fishing communities throughout the United States.

Section 3: Duties of Port Chaplain Board Member

The duties of the Port Chaplain Board Member include reaching out to the Port Chaplains who are members of AOS-USA in the following regions: East Coast, Gulf Coast, West Coast/Alaska/Hawaii, Great Lakes & Inland Waterways.

Section 4: Duties of Cruise Ship Priest Board Member

The duties of the Cruise Ship Priest Board Member include reaching out to the Cruise Ship Priest members of AOS-USA.

Section 5: Duties of Recreational Boating/Yachting Board Member

The duties of the Recreational Boating/Yachting Board Member include reaching out to recreational boaters, yachtsmen, and sailing regattas.

ARTICLE VIII - VOTING AND ELECTIONS

Section 1:

- a) Voting on all matters in AOS-USA is limited to Pastoral, Mariner, Associate, Cruise Ship Priest, Recreational Boater/Yachtsman Members of AOS-USA and shall be on the basis of one vote for each member in attendance, in accordance with the By-Laws.
- b) All other membership categories shall have no voting privileges.

Section 2: Voting may be by voice, ballot or other means as the matter requires. The AOS-USA Administrative Board has the right, as the case may require, to determine the method of voting.

Section 3: A majority of those voting members present shall be sufficient for adoption or decision upon any matter before AOS-USA except for amending the Constitution of AOS-USA.

Section 4: Each officer and elected member of the Administrative Board shall assume office immediately after

the official close of the final public sessions of the annual meeting of AOS-USA, and shall remain in office until the end of the second annual meeting of AOS-USA thereafter, until his/her successor has been duly elected or duly qualified, or until he/she submits his/her resignation to the Administrative Board.

Section 5: In years when the Apostleship of the Sea – International hosts the Apostleship of the Sea World Congress, the terms of all the officers and board members will be extended by one year.

Section 6: The terms of the officers and board members will be staggered with half of the officers and board members being elected each year. At the annual meeting following the adoption of this section, the positions of Vice President, Secretary, Merchant Marine, Fishing and Pastoral Board Members will be elected. The following year, the positions of President, Treasurer, Cruise Ship Priest and Recreational Boating/Yachting Board Members will be elected.

Section 7: The President will constitute a nominating committee which will prepare a slate for all administrative positions. The nominating committee will make its report to the membership prior to the election of candidates.

Section 8: Additional nominations for all offices and elected Board memberships may be made from the floor at a general meeting of AOS-USA.

ARTICLE IX - MEETINGS

Section 1:

- a) AOS-USA shall hold an annual meeting at a time and place to be determined by a majority vote of the Administrative Board. In years when the Apostleship of the Sea – International hosts the Apostleship of the Sea World Congress, AOS-USA's Annual Meeting will be suspended, but the Spring Administrative Board meeting will be held.
- b) The membership assembled in general meeting, will have primary authority regarding all decisions, actions and policies regarding AOS-USA.
- c) If the Administrative Board, by a majority vote, shall decide that the annual meeting must be postponed, all the officers and members of the Administrative Board shall retain office until the impeding cause has been removed and a meeting has been held.

Section 2: Notices of special meetings shall be made forty-five (45) days in advance by U.S. Mail, or in any other way authorized by the Administrative Board or Executive Committee.

Section 3: General meetings are open to all members. Pastoral, Mariner, Associate, Cruise Ship Priest, Recreational Boater/Yachtsman members have voice and vote. All other members have voice, but no vote.

ARTICLE X - PARLIAMENTARY PROCEDURES

Parliamentary procedure is to be followed in the conduct of meetings as set forth in Robert's Rules of Order revised edition, except as may be amended by these articles of the Constitution or By-Laws. The Administrative

Board shall designate a member to serve as Parliamentarian.

ARTICLE XI – RESIGNATIONS

Resignations from the Administrative Board shall be submitted in writing either to the President of AOSUSA or the Vice-President in the event of a vacancy in the presidency.

ARTICLE XII – BY-LAWS

By-Laws regulating the activities of the officers and the Administrative Board of AOS-USA, as well as the conduct of business at general meetings of AOS-USA, shall be adopted by the voting membership of AOS-USA by simple majority vote at any general meeting and may be revised from time to time in like manner at any general meeting.

ARTICLE XIII - ADOPTION OF THIS CONSTITUTION

The Constitution shall become effective upon its adoption by two-thirds of those present and voting at the meeting at which it shall be presented.

ARTICLE XIV - AMENDMENTS

A copy of any proposed amendments of this Constitution shall be sent to the Secretary of AOS-USA at least 90 days prior to a scheduled general meeting of AOS-USA. A proposed amendment must be endorsed by at least ten (10) voting members in good standing, or by a majority of the Administrative Board during a called meeting. A copy of the proposed amendment will be sent by mail or electronic mail to all members of AOS-USA at least thirty (30) days prior to the date of the next scheduled general meeting. Such an amendment shall be adopted at a general meeting by the affirmative vote of two-thirds of those present and voting.

ARTICLE XV – DISSOLUTION

Upon dissolution or termination of AOS-USA, its assets will be distributed to selected Catholic maritime ministry charities for religious, charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or any corresponding section of any future federal tax code.