



## Governing Documents

### National Association of Pastoral Musicians

Revised 8/27/20

*All organizations develop bylaws, policies, and operating procedures that assist its leaders and members to coordinate and manage the work effectively and efficiently so to achieve the mission and vision of the organization. NPM is governed and operates by four levels of documents:*

**Articles of Incorporation** establish the organization to the state, articulate the name and purpose of the organization, establishing the organization as a legal entity. NPM was incorporated in Washington D.C. on November 15, 1976.

**Bylaws** describe the fundamental structure of the organization, associated rights of members, the establishment of the NPM Council, Board of Directors, Forums, Chapters, and other high-level organizational attributes. The Council has the responsibility to approve changes to the bylaws on behalf of NPM members.

**Board Policy** governs the association by articulating its mission and how the mission will be accomplished. Board policy is organized into four categories:

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| • <b>Ends</b> (ENDS)                       | Why NPM exists and the difference NPM makes in the world |
| • <b>Governance Process</b> (GP)           | The role of the board of directors                       |
| • <b>Board-Management Delegation</b> (BMD) | How the board delegates its authority                    |
| • <b>Executive Limitations</b> (EL)        | What the ED can NOT do in achieving Ends                 |

Policy is created, revised, and monitored by the Board of Directors, under advice from the Council, within the limitations specified by the bylaws.

**Procedures** describe in detail how the organization will execute the mission in accord with the bylaws and board policy. The Executive Director has the authority to create and revise procedures within the limitations of board policy. Procedures may govern the activity of both staff and member-leaders. Examples could include forum charters, chapter bylaws, staff personnel handbooks, office procedures, etc.