

GOVERNANCE MANUAL OF THE EASTERN ACPE REGION
October 19, 2001
(With Changes Approved at the Business Meeting of November 12, 2004)

This manual establishes the governance of the Eastern Region of the Association for Clinical Pastoral Education, Inc. It clarifies the function of committees and officers. This manual is to be updated periodically by the Eastern Region Administrative Board and is subordinate to the Bylaws, Governance, and Standards of ACPE.

MEMBERSHIP AND VOTING RIGHTS

Membership and voting rights are determined by ACPE Bylaws. A quorum is specified by ACPE Bylaws as 5% of the membership with voting rights.

All ACPE Members are eligible to vote in the Region except for Student Affiliate Members, Network Members, Center Members, and International Affiliate Organization Members, who shall have no voting rights.

INDEMNIFICATION

Indemnification shall be governed by ACPE Bylaws Article 13.

GOVERNANCE

Administrative Board

The Region shall be governed by an Administrative Board consisting of fourteen (14) members: Chair, Chair-Elect, Secretary, Treasurer/Budget and Investment Chair, Chairs of other Standing Committees (Accreditation, Annual Conference, Certification, Nominating, Standards, Strategic Planning), the Clinical Members Representative, two Regional Representatives to the ACPE Board, and one Regional Representative to the Professional Ethics Commission. The Regional Director shall be an ex-officio member without a vote. A quorum for meeting action shall consist of eight (8) voting members.

The Administrative Board shall provide direction, address pastoral and professional concerns of the members, and manage the functions of the Eastern Region. The Administrative Board shall review and approve the policies and authorities of all Standing Committees and Task Forces. The Administrative Board establishes the duties and authorities of all committees to the extent not in conflict with ACPE Bylaws, Governance, and Standards. The Administrative Board will evaluate the contract of the Regional Director on an annual basis.

The Administrative Board will report its business through the regional Newsletter and present a report of its activities at each Regional membership meeting.

Executive Committee

Between meetings of the Board, a six (6) member Executive Committee composed of the Chair, Chair-Elect, Secretary, Treasurer/Budget and Investment Chair, and Regional Representatives to the ACPE Board will conduct the business of the Region on behalf of the Administrative Board and subject to ratification of the Administrative Board at its next meeting. A quorum for meeting action shall consist of four (4) voting members. The Regional Director shall be an ex-officio member without a vote.

Chair of the Region

The Chair of the Region will convene and chair all meetings of the Executive Committee and the Administrative Board and shall preside at all meetings of the Region.

In situations where there is a vacancy, negligence, or a failure to act, the Chair of the Region, in consultation with the Executive Committee, may take action, including replacing the chairs of Standing Committees and Task Forces. Replacement of a Chairperson requires confirmation by the membership of the Region at its next meeting.

Chair-Elect of the Region

The Chair-Elect of the Region will assume the chair in the absence of the Chair of the Region, and will serve as Chair of the Regional Director Consultation Committee and as an ex-officio member of the Annual Conference Committee.

Regional Director

The Regional Director shall be appointed by the Administrative Board, and ratified by the Region in simple majority vote. The Regional Director will report to and be evaluated by the Administrative Board. The term of office shall be five (5) years.

MEETINGS

There shall be an Annual Meeting of the membership at a date set by the Administrative Board for the purpose of elections, approving nominees for ACPE National bodies, approving a budget, hearing reports, and approving the strategic priorities proposed by the Strategic Planning Committee and the Executive Committee and/or Administrative Board.

The Administrative Board will meet at least twice annually at times determined by the Regional Chair who shall give a minimum of fifteen (15) days prior notice, and may meet at other times deemed necessary and called by the Chair or any five (5) members. The notice requirement may be waived in writing by members of the Board. A waiver will not be required by Members attending.

The Executive Committee will meet as needed at the call of the Regional Chair with a minimum of ten (10) days prior notice.

COMMITTEES

The Standing Committees shall be: Accreditation, Annual Conference, Budget and Investment, Certification, Nominating, Regional Director Consultation, Standards, and Strategic Planning. Committee members shall be elected at the annual Regional Conference. The quorum needed for action at committee meetings is a simple majority of voting members.

Accreditation Committee

The Accreditation Committee shall review and recommend Centers and their programs for various levels of accreditation in accordance with the ACPE Standards and the Accreditation Commission Manual. Membership shall consist of a Chair, who serves one three-year term, and ten (10) members in staggered three-year terms, with eligibility for re-election to a second term. Each year the Committee shall designate one of its members to serve as Vice-Chair to preside in the absence of the Chair, except that in the final year of the Chair's term, the Committee shall elect a Chair-Elect who shall succeed to the position of Chair.

Annual Conference Committee

The Annual Conference Committee for the Region shall plan and implement the Annual Conference of the Eastern Region. Membership shall consist of six (6) members in staggered three-year terms. The Committee shall choose its own Chair. In addition to the six (6) members, the Chair-Elect of the Region shall be an ex-officio member of the Committee.

Budget and Investment Committee

The Budget and Investment Committee shall solicit and receive budget requests from all Standing Committees, Task Forces, and the Executive Committee. The Committee shall prepare and propose to the Administrative Board the annual budget, a forecast of needs of the region, and make investment decisions on behalf of the Region.

The Committee shall administer grants and scholarship aid as authorized by Regional policy.

It shall annually authorize and prepare an audit of the Region's finances. The completed audit shall be forwarded to the ACPE office and the Administrative Board prior to March 1.

The Committee shall consist of three (3) members, in staggered three-year terms. In addition to the three (3) members, the Treasurer shall be the Chair of the Committee.

Certification Committee

The Certification Committee shall implement the Standards for Certification of the ACPE and offer consultation as requested. Membership shall consist of a Chair, who serves one three-year term, and ten (10) members in staggered three-year terms, with eligibility for re-election to a second term. Each year the Committee shall designate one of its members to serve as Vice-Chair to preside in the absence of the Chair, except that in the final year of the Chair's term, the Committee shall elect a Chair-Elect who shall succeed to the position of Chair.

Nominating Committee

The Nominating Committee shall recruit and nominate persons to serve on the Administrative Board, representatives to national bodies of ACPE, and all Standing Committees. Six months prior to the Annual Meeting the Nominating Committee shall publish to the membership a list of vacancies to be filled at the Annual Meeting election. Two weeks before the Annual Meeting the Nominating Committee shall publish to the membership a list of nominees for those vacancies. The Nominating Committee will seek to assure diversity and appropriate representation of all constituent groups on committees and in governing bodies.

The Committee shall be composed of six (6) persons in staggered three-year terms. Members of the Nominating Committee may not succeed themselves. The Chair shall be elected by the Region to a two-year term and be one of the two Committee members then completing his/her first year of service. The Chair of the Nominating Committee shall also serve as the Region's representative on RANC.

Regional Director Consultation Committee

The Regional Director Consultation Committee shall be chaired by the Regional Chair-Elect and comprised of three (3) additional regional members appointed by the Regional Chair, to provide support to the Regional Director and consultation to the Administrative Board on the contract with the Regional Director.

Standards Committee

The Standards Committee shall recommend and facilitate the development of the Standards of ACPE and shall interpret ACPE Standards to the Region. The Committee shall consist of six (6) members, including the Chair, in staggered three-year terms.

Strategic Planning Committee

The Strategic Planning Committee shall promote the function of ACPE, accreditation of centers and certification of supervisors through innovative programs and recommend

strategic priorities. The Committee shall consist of six (6) members, including the Chair, in staggered three-year terms.

ELIGIBILITY FOR SERVICE

Positions on the Administrative Board, Standing Committees and Task Forces are open to all levels of ACPE Membership except that the Certification Committee shall be limited to Supervisors, Seminary Representatives, and Clinical Members.

TERMS OF SERVICE

Administrative Board: The Regional Chair and Regional Chair-Elect shall serve one three-year term and cannot succeed themselves. The Secretary, Treasurer/Budget and Investment Chair and Professional Ethics Representative shall serve three-year terms and can succeed themselves once. Board of Representatives Members shall serve two-year terms and may succeed themselves twice. The Regional Director shall be engaged for a five-year contract period and may be re-appointed.

Standing Committees: Members shall be elected to three-year terms and, except for Nominating and Annual Conference, shall be eligible to succeed themselves once. The members of the Nominating and Annual Conference Committees may not succeed themselves. Chairs of the Accreditation and Certification Committees shall serve three-year terms and cannot succeed themselves. All other Committee Chairs and Ethics Panelists shall be elected by the Region, shall serve three-year terms, and may succeed themselves once. ACPE Certification and Appeals Panelists shall serve one-year terms and may succeed themselves without limitation.

The Administrative Board shall determine terms of office for Chairs and Members of Task Forces.

For the purposes of succession, partial terms of more than one year are considered full terms. After meeting term limitation eligibility requirements on the Administrative Board and Standing Committees, Members shall be eligible for re-election after one year.