

Association for Clinical Pastoral Education Northeast Region Governance Manual 2009

Article 1 Definitions and Abbreviations

“**Region**” shall mean the Northeast Region of the Association for Clinical Pastoral Education, Inc. The NE Region is composed of ACPE members and centers within the states of Maine, Vermont, New Hampshire, Massachusetts, and Rhode Island

“**ACPE**” shall mean the Association for Clinical Pastoral Education, Inc.

“**Annual Business Meeting**” shall mean the meeting of the membership of the Region which shall occur annually at which time business of the Region will be conducted.

All other definitions and abbreviations contained in this document shall be the same as those contained in and defined in ACPE Standards.

Article II Mission & Purpose

Section 1 The Mission of the Northeast Region: The Northeast Region of ACPE exists to create and enable opportunities for pastoral education to occur in accredited ACPE Centers with Certified ACPE Supervisors. This purpose presupposes an inclusive, prophetic witness to creative pastoral formation as an integral component in theological education.

Section 2: The Region’s purposes shall be:

- a. to facilitate development of CPE within the Region;
- b. to develop close working relationships between training centers, theological schools, ecclesiastical bodies, and public agencies;
- c. to consult with and review centers and programs, grant candidacy accreditation, and recommend full and continued accreditation; and to participate with the Accreditation Commission in such matters;
- d. to admit students to candidacy for certification, and to participate with the Certification Commission in certifying Associate and ACPE Supervisors;
- e. to enable peer reviews;
- f. to provide educational opportunities for members of the region and;
- g. to receive, maintain, administer, and disburse funds for the work of the region.

Article III Membership, Voting Rights and Meetings

- Section 1: Membership in the region shall be constituted by members in good standing in the ACPE, Inc residing or working in the Northeast Region, as further defined below. Membership categories shall consist of accredited CPE Centers, Seminary Members, Denominational/Faith Group Members, Certified and Associate Supervisors employed in the region, Clinical Members, Individual Members, Student Affiliates, and Retired Members residing in the Region. Retired members may elect to hold their membership in a region other than the one in which they reside. Certified Supervisors employed in the region for six months or less and residing elsewhere may maintain their membership in the region of residence.
- Section 2: Meeting ACPE Standards, complying with the ACPE Code of Professional Ethics, and paying membership fees maintain Membership.
- Section 3: Certified Supervisors, Associate Supervisors, inactive Supervisors, Retired Members, Clinical Members, Individual Members, Seminary Members' Representatives, and Denominational/Faith Group Members' Representatives have voting rights in the Business Meetings and at any other times when a vote from the membership is required. Student affiliates have no voting rights.
- Section 4: A quorum is at least 10 eligible voting members.
- Section 5: Only voting members shall be eligible to serve as Regional Officers and members of committees of the Region.
- Section 6: The regional membership will meet at least annually for the purpose of holding elections; approving nominations for ACPE national and regional positions; approving an annual budget; receiving reports from standing committees, regional representatives to the ACPE Board of Representatives, and the Regional Director. The Executive Board will meet at least once annually or more often as deemed necessary by the Regional Chair. The Regional Chair in consultation with the Regional Director will set the meeting dates. The meetings may occur via telephone conference call.

Article IV Governance

- Section 1: The Region shall function under, operate, and be governed by this Governance Manual, the Executive Board, the ACPE Bylaws, ACPE Standards, Manuals of the ACPE Commissions, and directives of the Board of Representatives of ACPE.
- Section 2: The Executive Board shall consist of a Chair, a Vice-Chair, a Secretary, a Treasurer, up to three at-large members, chairs from the regional standing committees (Accreditation, Certification, Nominating, Seminary/Faith Group, and Conference) and the regional representatives to the Professional Ethics Commission and the Standards Committee. The Regional Director will have *ex officio* status. All have voting rights.

Section 3: The Executive Board provides direction, addresses pastoral and professional concerns of the members, and manages the functions of the Region between meetings. The Executive Board provides for alternate signatories for official transactions, establishes operating policies including but not limited to financial policies and position descriptions for the Regional Director, officers and officers of standing committees, and establishes the duties and authorities of all committees to the extent not in conflict with ACPE By-Laws or Governance policies.

Section 4: Terms of Office:

Each officer may be elected for two three-year terms. The terms of service will begin January 1 of the year following election. Officers may serve a maximum of two consecutive full terms plus any time served on an unexpired term in the same office. Officers may serve in more than one capacity within regional and national leadership.

Section 5: Duties of officers:

- a. The Chair shall preside at all business meetings and provide an agenda for the meeting. The Chair of the region will also serve on the ACPE Board of Representatives. The senior Board of Representatives member will serve as Chair of the region.
- b. The junior Board member of the ACPE Board of representatives will serve as the Vice-Chair of the Region. The Vice -Chair shall serve as the Chair in the absence of the Chair.
- c. The Secretary shall record and keep minutes of the Executive Board meetings and Regional Business meetings.
- d. The Treasurer shall be responsible for managing the regional finances and propose an annual budget in consultation with the Executive Board. The Treasurer shall keep record of the Region's funds and assets; sign checks; prepare and issue annual financial reports for the Regional business meeting. The fiscal year is the calendar year.

Section 6: Regional Director

There will be a Regional Director, proposed by the Regional Executive Board and approved by the Region. The term will be for five years renewable with the consent of the Regional Director and the region. Responsibilities are: present an annual report at the annual business meeting, be liaison with the ACPE, Inc., attendance at and input to the Executive Board, prepare materials for annual audit, and undertake additional responsibilities as requested by the Region. The Regional Director may serve in the capacity of treasurer.

ARTICLE V Committees

Section 1: The standing committees of the Region are: Accreditation, Certification, Nominating, Seminary/Faith Group, and Conference.

Section 2: Terms of Service for Committee Members and Chairpersons

- a. Committee members may serve a maximum of two consecutive three-year terms plus any time served in an unexpired term.
- b. Committee chairpersons may serve two consecutive terms plus any time served in an unexpired term, and may serve as chairperson or chairperson-elect in addition to other terms served as a committee member.
- c. In the event that the term of office for a regional representative to the Board of Representatives, the Accreditation Commission, or the Certification Commission who is also serving as Chair of the region or the regional Accreditation or Certification Committee should conflict with these limits, the Region may at its discretion adjust its terms to match those of the national officer's term.
- d. Chairpersons and Chairpersons-elect (if any) of committees are nominated by the Nominating Committee and elected by the Regional Membership. The Nominating Committee will seek the counsel and recommendation of each committee regarding identification of a nominee for its Chairperson or Chairperson-elect.

Section 3: Accreditation Committee

- a. The Accreditation Committee is responsible for reviewing and recommending centers for levels of accreditation according to and in agreement with the ACPE Standards, and the ACPE Accreditation Manual.
- b. Membership consists of at least six members organized with three classes of two each, elected for three-year terms.
- c. The Chair will be the Region's preferred nominee to the ACPE Accreditation Commission.
- d. The Accreditation Committee will be served by a Chairperson-elect selected in accordance with Article V., Section 2.d. The Chairperson-elect will serve one year before assuming the position of chair.
- e. The Chairperson and the Chairperson-elect of the Accreditation Committee will be Certified Supervisors.

Section 4: Certification Committee

- a. The Certification Committee is responsible to implement the Standards for ACPE Certification. In addition, it may offer consultation as required.
- b. Membership will consist of nine persons organized into three classes of three each, elected for three year terms.
- c. The Chair will be one of the Region's nominees to the Certification Commission.
- d. The Regional Certification Committee shall function on behalf of the ACPE Certification Commission.
- e. The Chair of Certification shall be a certified ACPE supervisor.

Section 5: Nominating Committee

- a. The Nominating Committee consists of three members (with staggered terms) including the Chair.
- b. The Nominating Committee recruits and nominates persons to serve on the regional Executive Board and committees, as representatives to the ACPE Board of Representatives, and as recommendees for nomination to ACPE Commissions.
- c. In January of each year the nominating committee will confirm positions and seek interested nominations for available positions and receive nominations for supervisor emeritus.
- d. A slate of nominees should be presented at a membership meeting and presented for election not later than June.
- e. In the event a membership meeting cannot be held, the Executive Board may direct that a ballot shall be conducted by postal or electronic mail.

Section 6: Conference Committee

The Conference Committee shall be responsible for planning the annual winter convocation and will be expected to participate in the planning of bi-regional conferences.

Section 7: History Committee

The History Committee consists of at least two members who will be responsible for collecting, organizing, maintaining and disseminating the history of the Region.

Section 8: Seminary/Faith Groups Committee

- a. The Region elects at least three members two of whom are active CPE Supervisors or Associate Supervisors to the Committee. Other members include those designated by either the ACPE member seminary or judicatory represented.
- b. The committee is to foster dialogue and cooperation between ACPE and those with a vested interest in CPE.

Article VI Indemnification

Indemnification for representatives of the ACPE is defined for the region in the ACPE By-laws, Article 13.

Article VII Complaints, Appeals

This region will abide by the complaint procedures as defined in the ACPE Professional Ethics Commission Manual, "Processing Complaints of Ethics Code Violations in ACPE."

Article VIII Effective Date and Amendments

SECTION 1: This Governance Manual shall be in effect on January 1 of the year following its approval by the ACPE Board of Representatives. Transition to the definition of offices and terms of office of the Regional Chairperson, Chairperson-elect, and Representative to the Board of Representatives as provided in Article IV. Section 5 shall proceed as follows:

- a. The Regional Chairperson and Chairperson-elect in office on December 31, 2006 will complete their terms of office, and the Chairperson-elect will succeed to the office of Chairperson. Individuals elected Representative to the Board of Representatives after January 1, 2007 will assume the responsibilities specified in Article IV., Section 5 upon the expiration of the terms of the Chairperson and Chairperson-elect then in office, consistent with the provisions of this section.
- b. The Regional Executive Board is empowered to resolve vacancies and discrepancies in terms of office that may occur in the course of this transition.

SECTION 2: This Governance Manual may be altered, amended or repealed by action of the Region. Any change shall become effective when approved by the Board of Representatives of the ACPE, Inc.