

**GOVERNANCE MANUAL  
of the  
EAST CENTRAL REGION  
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.**

**ARTICLE 1. DEFINITIONS AND ABBREVIATIONS**

Section 1.1. “Region” and “Regional” shall mean the East Central Region of the Association for Clinical Pastoral Education, Inc.

Section 1.2 “ACPE” shall mean the Association for Clinical Pastoral Education, Inc.

Section 1.3. "Semi-Annual Business Meetings" shall mean the meetings of the membership of the Region. These meetings shall occur semi-annually, at which time the business of the Region will be conducted.

**ARTICLE 2. GOVERNANCE, IDENTIFICATION AND PURPOSE**

Section 2.1. Governance. The Region shall function under, operate and be governed by this governance manual, the Administrative Council of the Region, the ACPE bylaws, ACPE Standards and Manuals, and directives of the Board of Representatives of ACPE.

Section 2.2. Purposes. The Region's purposes shall include:

- a) the promotion and facilitation of clinical pastoral education in the Region as a part of theological education and as a part of continuing education for the ministry;
- b) the determination, interpretation and implementation of the ACPE Standards and Manuals for clinical pastoral education;
- c) providing conferences and publications for the professional concerns of the members; and
- d) providing opportunities for the nurture, pastoral care, and mutual support of the members.

**ARTICLE 3. REGIONAL MEMBERSHIP AND VOTING RIGHTS**

Section 3.1. Eligibility. All members of the ACPE who reside, serve or retire from within the boundaries of the Region and as assigned by the ACPE shall be eligible for membership in the Region. (cf. Article 3, Sections 3.01 and 3.02 of the ACPE BYLAWS).

Section 3.2. Membership Maintenance. Membership is retained by maintaining membership in ACPE, by meeting ACPE Standards and ethics and by payment of Regional and National membership fees.

Section 3.3. Voting Rights. Certified Supervisors (Active), Supervisors On Leave (Inactive), Retired Supervisors (Active), Retired Supervisors (Inactive), Retired Members, Clinical Members, Supervisory Candidates, Individual Members, Seminary Membership Representatives, and Denominational/Faith Group/Agency Membership Representatives shall have voting rights in the Semi-Annual Business Meetings and at any other time or times when a vote of the membership is required. Student Affiliate Members, Accredited Center Membership Representatives, System Membership Representatives, Network Membership Representatives, International Affiliate Membership Representatives, and Accredited Cluster Membership Representatives shall have voice without vote.

Section 3.4. Offices. Only voting members shall be eligible to serve as Regional officers and members of Regional committees.

#### ARTICLE 4. MEETING OF THE REGIONAL MEMBERS

Section 4.1. Semi-Annual Business Meetings. The Semi-Annual Business Meetings of the members shall be held at such time and place as may be designated by the Administrative Council. Written notice of the Meeting shall be mailed at least thirty (30) days prior to the date of the Meeting.

Section 4.2. Elections. At the Winter Semi-Annual Business Meeting members shall elect representatives to the ACPE Board, shall make nominations for the ACPE Commissions and Committees and shall make nominations for the Regional Officers, Standing Committee chairs, and Standing Committee members for the Region. Elections at the Fall Semi-Annual Business Meeting will occur to make nominations to fill unanticipated vacancies.

Section 4.3. Quorum. Five percent (5%) of the Region's voting members present at a meeting duly announced by the officers of the Region shall constitute a quorum.

Section 4.4. Proxy Voting. Voting by proxy at any meeting of members shall not be permitted.

#### ARTICLE 5. THE REGIONAL ADMINISTRATIVE COUNCIL

Section 5.1. General Powers. The business and affairs of the Region shall be managed by an Administrative Council.

Section 5.2. Composition. The members of the Administrative Council shall consist of the Chairperson, Chairperson Elect, Chairperson of Budget and Investment, Chairperson of Long Range Development, Chairperson of Accreditation, Chairperson of Certification, Chairperson of Standards, both Regional ACPE Board of Representative members, Secretary, and at-large members as necessary. The Regional Director and the Regional Administrator shall serve on the Council with voice and without vote.

Section 5.3. Selection of At-Large Administrative Council Members. At-large members of the Administrative Council (if needed to ensure inclusive representation of ethnic, gender, and clinical members) shall be appointed by the Administrative Council for the Region. An at-large member of the Administrative Council shall be appointed for a three (3) year term and may serve a maximum of two (2) consecutive full terms.

Section 5.4. Meetings and Quorum. The Administrative Council shall meet semi-annually prior to the Semi-Annual Business Meetings, and may meet at other times deemed necessary and called by the Chairperson or any three (3) members. A majority of the members of the Administrative Council shall constitute a quorum for the transaction of business.

Section 5.5. Duties of Administrative Council Members. The Administrative Council shall:

- a) act on behalf of the Region between regular or called meetings of the Region and the next Semi-Annual Business Meeting;
- b) appoint at-large members of the Administrative Council, review and approve all Task Group appointments made by the Chairperson, and review and approve all appointments by the Chairperson to fill all vacancies;
- c) present for adoption at the Fall Semi-Annual Business Meeting a set of goals and objectives for the Region for the following calendar year;
- d) report to the Semi-Annual Business Meeting all actions of the Board since the previous Semi-Annual Business Meeting;
- d) serve as liaison between the members of the Region and the Regional Director and Regional Administrator, evaluate the performance of the Regional Director and Regional Administrator, and in consultation with the Regional Director and Regional Administrator, appoint a sub-committee to provide pastoral care and consultation to the Regional Director and Regional Administrator.

Section 5.6. Executive Council.

- a) The Executive Council acts on behalf of the Region between regular or called meetings of the Region and the next Semi-Annual Business Meeting.
- b) The Executive Council shall consist of the Officers of the Region. The Regional Director and Regional Administrator shall serve on the Council with voice and without vote.

Section 5.7. Personnel Committee.

- a) The Personnel Committee reviews annually (prior to the Winter Semi-Annual Business Meeting) the work of the Regional Director and Regional Administrator and recommends to the Administrative Council compensation levels (honoraria and bonuses) for the current fiscal year.
- b) The Personnel Committee is a resource for the Regional Director and Regional Administrator with any needs or concerns relating to their roles or personal needs that affect their ability to serve in their roles.

- c) When the Regional Director's or Regional Administrator's contract is not renewed, the Personnel Committee functions as a search committee for a new Regional Director or Regional Administrator.
- d) The Personnel Committee shall consist of the Officers of the Region, the Regional Chair of Racial & Ethnic Multicultural Task Group, the Regional Chair of the Clinical Members Task Group, and one Regional ACPE Board of Representatives member.

## ARTICLE 6. REGIONAL OFFICERS

Section 6.1. Officers. Officers of the Region shall include a Chairperson, Chairperson Elect, Chairperson of Budget and Investment, Chairperson of Long Range Development, and a Secretary, who shall also serve as secretary of the Administrative Council.

Section 6.2. Term. The Chairperson, the Chairperson-Elect, and Secretary shall be elected to be nominated for a term of two years. The terms of office shall begin January 1 of the year following the election at the Semi-Annual Business Meetings. The Chairperson Elect shall succeed as Chairperson. The Chairperson-Elect may serve only one term and then becomes the Chairperson. The Chairperson may not be nominated for Chairperson-Elect.

In the event of the resignation of the Chairperson, the Chairperson-Elect completes the term of the Chairperson and then continues with the term of office as Chairperson.

In the event of the resignation of the Chairperson-Elect or the movement into filling the term of the Chairperson who has resigned, at the next Semi-Annual Business Meeting a new Chairperson-Elect shall be elected to be nominated for the remainder of the term of the Chairperson-Elect and then becomes the Chairperson.

The Secretary may serve a maximum of two consecutive full terms plus any time served on any unexpired term in the same office.

Section 6.3. Chairperson. The Chairperson shall be an ex-officio member of all standing committees and shall serve as the Chairperson of the Administration Council and shall preside at the Semi-Annual Business Meetings. The Chairperson Elect shall serve as Chairperson of the Semi-Annual Conference Planning Committee.

Section 6.4. Officer Duties. The officers shall assume the duties generally associated with their offices, or those duties assigned by the membership at the Semi-Annual Business Meetings.

## ARTICLE 7. REGIONAL COMMITTEES

Section 7.1. Standing Committees. The standing committees shall be: Accreditation, Semi-Annual Conference Planning, Budget and Investment, Certification, Long Range Development, Nominating and Standards.

The Chairperson of the Region shall have power to appoint additional committees and Task Groups, provided, however, that such appointment shall be subject to being altered or modified by the Administrative Council its next meeting.

The Chairpersons of the standing committees shall report to the members of the Region about their committees' activities as related to the membership.

Section 7.2. Election and Term. The members of all standing committees shall be elected at a Semi-Annual Business Meeting for a term of three (3) years, and shall take office on January 1 of the year following the election. Committee members may serve a maximum of two consecutive terms plus any time served in an unexpired term, with the exception of the Nominating Committee members who will serve only one term.

Members may not serve on more than two Standing Committees at the same time; nor may they serve on the Accreditation, Certification, or Standards Committees at the same time; nor may a member hold more than one National Commission or Representative position at the same time.

The Budget and Investment, Long Range Development, Nominating, and Standards Committee chairs shall be elected to be nominated by the Regional membership for a three (3) year term at which time they would be removed from individual member classes. The Chair may serve a maximum of two consecutive terms plus any time served in an unexpired term. The Accreditation and Certification Committees are, prior to the beginning of the last year of the Chair's term, to elect a Chair-Elect who, upon ratification by the Regional membership, will be nominated as committee chair upon the completion of the current Chair's term.

All vacancies in Standing Committee Chairs between Semi-Annual Business Meetings may be appointed by the Regional Chairperson in consultation with the Regional Director. The vacancy will be filled at the next Semi-Annual Business Meeting.

Section 7.3. Number of Members. Except as hereinafter set forth, in addition to the Chairperson, each Standing Committee shall consist of not fewer than two (2) and not more than fifteen (15) members, such number to be determined by the Region's members at a Semi-Annual Business Meeting. Committee members shall be elected on a staggered basis so that approximately one-third of each committee shall be elected each year.

Section 7.4. Chairs of Task Groups. Persons shall be designated to chair task groups on issues related to the life and mission of the Region that otherwise are not organized as standing committees. Appointment by the Chairperson of the Region (see Section 7.1) shall be reviewed annually.

Only voting members shall be eligible to serve as Chair of a Task Group and members of the Appeals Panel Pool. Any member of the Region may serve as a Task Group member other than the Appeals Panel Pool.

## ARTICLE 8. REGIONAL STAFF

Section 8.1. Regional Director. There shall be a Regional Director, appointed by the Administrative Board, such appointment to be presented to the members at a Semi-Annual Business Meeting for a vote of ratification. The Regional Director shall serve at the pleasure of and be responsible to the Administrative Board as per agreed upon contract.

Section 8.2. Regional Administrator. The staff responsibilities for the Region shall be divided between the Regional Director and the Regional Administrator. There shall be a Regional Administrator, appointed by the Administrative Board, such appointment to be presented to the members at Semi-Annual Business Meeting for a vote of ratification. The Regional Administrator shall be responsible to the Regional Director.

## ARTICLE 9. REGIONAL FINANCES

Section 9.1. Chairperson of Budget and Investment. The Chairperson of Budget and Investment Committee shall manage the Regional finances in consultation with the Regional Administrative Council and Regional Administrator. The Chairperson of Budget and Investment Committee shall propose a budget for the Region which shall be formed in consultation with the Regional Administrative Council, Regional committee chairs, and Regional staff.

Section 9.2. Accountability. The Region will provide an annual audit certified by a Certified Public Accountant to the ACPE by March 1 of the following year, and provide a summary report of that audit to the Regional membership at its Winter Semi-Annual Business Meeting. The Region will follow the chart of accounts as established by the ACPE Board of Representatives.

Section 9.3. Fiscal Year. The fiscal year shall be the calendar year.

ARTICLE 10. REGIONAL REPRESENTATION

Section 10.1. Regional Representatives. Regional Representation in functioning units of the national ACPE shall be selected as herein provided. The representatives shall be: a Regional Director; two representatives to the ACPE Board of Representatives; members of the ACPE Accreditation, Certification, Professional Ethics Commissions; and members of the ACPE Standards and Representation and Nomination Committees. Other members of the Region may be elected or appointed by the Board of Representatives to serve on national committees or task forces that are not Regionally represented.

If a Board of Representatives member is unable to attend a Board meeting, the Chair of the Region, in consultation with the Regional Director, shall appoint an alternate to attend the meeting.

ARTICLE 11. INDEMNIFICATION

Section 11.1. Indemnification. Indemnification for Representatives of the ACPE is defined for this Region in the ACPE BYLAWS, Article 13.

ARTICLE 12. COMPLAINTS, APPEALS, AND RECALLS

Section 12.1. Complaint Procedures. The Region shall abide by the Complaint Procedures as defined in the ACPE Standards and Manuals.

Section 12.2. Appeal Procedure. The Region shall abide by the Appeals Procedures as defined in the ACPE Standards and Manuals.

ARTICLE 13. AMENDMENTS

Section 13.1. Amending. This Governance Manual may be altered, amended, or repealed.

Section 13.2. Ratification. Any amendment of this Governance Manual shall become effective when ratified by the Board of Representatives of the Association for Clinical Pastoral Education.

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| Revised:  | <u>2/19/10</u>  |
| Date ratified by the ACPE Board of Representatives: | <u>11/03/96</u> |
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