

GOVERNANCE MANUAL
of the
SOUTHEAST REGION
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

ARTICLE 1. DEFINITIONS AND ABBREVIATIONS

Section 1.1 **“Region”** shall mean the Southeast 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 **“Annual Business Meeting”** shall mean the meeting of the membership of the Region that shall occur 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 Board of the Region, the ACPE Bylaws, ACPE Standards and directives of the Board of Representatives of ACPE.

Section 2.2 **Purposes:** The Region’s purposes shall include:

- a) promoting and facilitating clinical pastoral education in the Region as a part of theological education and of continuing education for the ministry;
- b) determining, interpreting and implementing of the ACPE Standards for clinical pastoral education;
- c) providing conferences and publications for the professional concerns of the members;
- d) ensuring inclusiveness in elections, appointments and language; and
- e) providing opportunities for the nurture, pastoral care, and mutual support of the members.

ARTICLE 3. MEMBERSHIP AND VOTING RIGHTS

Section 3.1 **Eligibility:** All members of the ACPE who reside or serve within the boundaries of the Region 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 maintained by current membership in ACPE, by meeting ACPE Standards and ethics, and by payment of membership fees.

Section 3.3 **Voting Rights:** Certified Supervisors, Inactive Supervisors, Retired Members, Clinical Members, Individual Members, and designated representatives

of Seminaries and Faith Groups shall have voting rights in the Annual Business Meeting and at any other time or times when a vote of the membership is required. Student Affiliates, Center Members and Cluster Members shall have no voting rights.

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

ARTICLE 4. MEETING OF THE MEMBERS

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

Section 4.2 Actions: At the Annual Business Meeting members shall:

- a) elect representatives to the ACPE Board of Representatives;
- b) make nominations for the ACPE Commissions and Committees;
- c) elect regional officers, administrative board and committee members;
- d) ratify the selection of the Regional Director;
- e) adopt the regional annual budget;
- f) approve the dates and places of regional meetings;
- g) act upon recommendations from Administrative Board, Standing Committees, and Task Forces; and
- h) recognize and honor members for distinguished services.

Section 4.3 Quorum: A minimum of 35 of the votes entitled to be cast on a matter must be represented at a meeting of members to constitute a quorum on that matter.

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

ARTICLE 5. THE ADMINISTRATIVE BOARD

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

Section 5.2 Composition: The members of the Administrative Board shall consist of the Officers of the Region (Chairperson, Chairperson Elect, Secretary, Treasurer); current Chairpersons of Budget and Investment, Annual Conference/Continuing Education, Mission and Development; and two (2) members at-large. The Regional Director and the elected representatives of the Region to the ACPE Board of Representatives shall serve as ex-officio members.

Section 5.3 Selection of Administrative Board Members: At-large members of the Administrative Board shall be nominated by the Representations and Nominations Committee for the Region and elected at the Annual Business Meeting. An at-large member of the Administrative Board shall be elected for a three (3) year term and may serve a maximum of two (2) consecutive full terms plus any time served in a non-expired term.

Section 5.4 Meetings and Quorum: The Administrative Board shall meet annually prior to the Annual Business Meeting, and will meet at other times deemed necessary and called by the Chairperson or any three (3) members. At least a majority of the members of the Administrative Board shall constitute a quorum for the transaction of business.

Section 5.5 Duties of Administrative Board Members: The Administrative Board shall

- a) act on behalf of the Region between regular or called meetings of the Region and the next Annual Business Meeting;
- b) fill all vacancies until the next Annual Business Meeting;
- c) present for adoption at the Annual Business Meeting a set of goals and objectives for the Region for the following calendar year;
- d) report to the Annual Business Meeting all actions of the Board since the previous Annual Business Meeting; and
- e) serve as liaison between the members of the Region and the Regional Director, evaluate the performance of the Regional Director, and in consultation with the Regional Director, appoint a sub-committee to provide pastoral care and consultation to the Regional Director.

ARTICLE 6. OFFICERS

Section 6.1 Officers: Officers of the Region shall include a Chairperson, a Chairperson Elect, a Secretary, and a *Treasurer*.

Section 6.2 Term: Each officer shall be elected for a term of two (2) years. The terms of office shall begin January 1 of the year following election at the Annual Business Meeting. The Chairperson Elect shall succeed as Chairperson. The Chairperson shall serve one term two (2) years. The Chairperson Elect shall serve one term two (2) years. The Secretary may serve two (2) consecutive full terms plus any time served on a non-expired term in the same office. The Treasurer may serve three (2 year) consecutive terms plus any time served as a non-expired term in the same office.

If the Chairperson shall be unable to fulfill the term of office, the Chairperson Elect will become the Chairperson. If the Chairperson Elect becomes the

Chairperson in the first year of the Chairperson's term, s/he shall serve until December 31 of that year of the Chairperson's term and begin her/his two-year term as Chairperson. At the next Annual Business Meeting of the Region a new Chairperson Elect shall be elected.

Section 6.3 Duties: The Chairperson shall be an ex-officio member of all standing committees and shall serve as the Chairperson of the Administrative Board and shall preside at the meetings of the Annual Business Meeting.

The Chairperson Elect shall be an ex-officio member of the Annual Conference/Continuing Education Committee and the Mission and Development Committee.

The Secretary shall be an ex-officio member of the History Committee.

The Treasurer shall be an ex-officio member of the Annual Conference and Continuing Education Committee, the Budget and Investment Committee, and the Mission and Development Committee, and the Treasurer (or his/her designee) shall present the annual certified audit to the members at the Annual Business Meeting.

The officers shall assume the duties generally associated with their offices, or those duties designated by the membership, on January 1 of the year following their election.

ARTICLE 7. STANDING COMMITTEES

Section 7a. Standing Committees

The standing committees shall be: Accreditation, Annual Conference/Continuing Education; Budget and Investment; Certification; Cultural, Racial and Ethnic; History; Mission and Development; Peer Review; Representations and Nominations; Seminaries and Faith Groups; and Standards.

The Chairperson of the Region shall have power to appoint such additional committees and task forces as needed. These appointments shall be subject to being altered or modified by the Administrative Board at its next meeting.

Section 7b. Election and Term:

The members and chairpersons of all standing committees shall be elected at the Annual Business Meeting for a term of three (3) years (unless otherwise specified) and shall take office on January 1 of the year following their election. Committee members may serve a maximum of two consecutive terms plus any time served in a non-expired term. Committee members shall be elected on a staggered basis so that approximately one third of each committee shall be elected

each year.

Section 7.1 Annual Conference/Continuing Education Committee:

The Annual Conference/Continuing Education Committee shall function as the program committee for the Annual Conference of the Region and shall encourage and promote continuing education among the members of the Region.

This committee shall consist of five (5) members, including a chairperson. The members shall be elected for one five-year term. The committee member with seniority of service on the committee shall serve as Chairperson. The Chairperson Elect *and the Treasurer* shall be an ex-officio member of this committee.

Section 7.2 Representations and Nominations Committee

Instructed by Purpose d. in Article 2, Section 2, the Representations and Nominations Committee shall make nominations for all officers of the Region, representatives and alternates to the ACPE Board of Representatives, chairpersons and members of standing committees (with the exception of the Representations and Nominations Committee).

The Representations and Nominations Committee shall also recommend to the ACPE Representations and Nominations Committee, members of the Region to serve on the following commissions and committees of the ACPE: Accreditation, Certification, and Professional Ethics; Standards, Representations and Nominations, and Budget and Investment.

The Representations and Nominations Committee shall make its report available to the members attending the Annual Business meeting at the time of registration for the Annual Conference.

At the Annual Business Meeting, the Region shall elect a Chairperson and four (4) members for the Representations and Nominations Committee. The Chairperson shall be a current member of the RANC. Except for the Chairperson, no member may serve consecutive terms and the Chairperson shall be limited to two (2) consecutive one-year terms.

Section 7.3 Accreditation Committee

The Accreditation Committee shall act on behalf of the ACPE Accreditation Commission by providing accreditation review site-visits and making accreditation recommendations to the ACPE Accreditation Commission.

This committee shall consist of a Chairperson and up to twelve (12) members, such number to be determined by the Region members at the Annual Business Meeting. The Chairperson shall normally have been a member of the committee

for at least a year.

Section 7.4 Budget and Investment Committee

The Budget and Investment Committee shall:

- a) recommend financial policies and procedures to the Administrative Board;
- b) recommend a two (2) year income and expense budget and fees for services rendered by the Region for adoption by the members at the Annual Business Meeting of the Region;
- c) recommend to the Administrative Board a two year mission and development fund based on anticipated earnings from the Endowment Fund and from operational reserve funds for special projects, task forces, and other mission endeavors for the Region;
- d) receive and review the quarterly financial statements prepared by the Regional Office;
- e) receive and review the annual certified audit;
- f) be responsible for making the investments of both the Endowment Fund and the cash reserves of the Region as defined by policies and procedures approved by the Coordinating Committee; and
- g) exercise oversight of the Regional Director's functioning as the Treasurer of the Region

This committee shall consist of six (6) members, including a Chairperson; and the Treasurer shall be an ex officio member of this committee.

Section 7.5 Certification Committee

The Certification Committee shall act on behalf of the ACPE Certification Commission as ordered by the ACPE Standards and the policies and procedures of the Certification Commission.

This committee shall consist of a Chairperson and up to twenty (20) members, such number to be determined by Region members at the Annual Business Meeting. Additionally, a pool of five alternates shall be elected annually for service at the discretion of the Chairperson. The Chairperson shall have been a member of the committee for at least a year.

Section 7.6 Cultural, Racial and Ethnic Committee

The Cultural, Racial and Ethnic Committee shall promote inclusiveness, cultural humility, cross-cultural educational opportunities; raise awareness of discrimination; encourage persons of color, diverse cultural backgrounds, and various ethnic origins to enroll in programs of CPE and to enter Supervisory CPE; and encourage the development of non-traditional programs of CPE in cultural, racial and ethnic settings.

This committee shall consist of six (6) members, including a Chairperson; and the Secretary shall be an ex-officio member of this committee.

Section 7.7 History Committee

The History Committee shall encourage appropriate gathering of the historical documents and the recording of historical issues, personalities and influences in the clinical pastoral education movement within the Region.

This committee shall consist of six (6) members, including a Chairperson. The regional Secretary shall be an ex-officio member of this committee.

Section 7.8 The Mission and Development Committee

The Mission and Development Committee shall further develop the ACPE, Inc. within the boundaries of the Southeast Region, research needs of the members and consumers of CPE in the Region, facilitate long range planning, and review and recommend special mission projects to the Administrative Board.

This committee shall consist of nine (9) members, including the Chairperson. The Chairperson Elect of the Region *and the Treasurer* shall be an ex-officio member of this committee.

Section 7.9 Peer Review Committee

The Peer Review Committee shall be responsible for implementing the Region's Peer Review process. Peer Review is a process through which colleagues in supervision consult on pastoral supervisory performance and on personal and pastoral development. The purpose of peer review is to provide a context of peer support for the supervisor's personal and professional functioning, growth, and self-assessment. Regular peer review is required of all certified supervisors in the Southeast Region, Association for Clinical Pastoral Education, Inc. This committee shall schedule and conduct peer reviews in accordance with a process approved by the membership of the Region that is printed in the Policies and Procedures Manual of the SERACPE.

This committee shall consist of six (6) members, including a Chairperson.

Section 7.10 Seminaries and Faith Groups Relations Committee

The Seminaries and Faith Groups Relations Committee shall cultivate relationships with and provide consultation as requested by the seminaries, religious educational institutions, denominational organizations, and faith groups serving within this Region. This committee will provide for student intake interviews and other recruiting services as requested by member seminaries.

This committee shall consist of six (6) members including a Chairperson; and the Chairperson-Elect shall be an ex-officio member of this committee.

Section 7.11 Standards Committee

The Standards Committee shall recommend standards for programs of CPE, for accreditation of programs and for certification of supervisors; shall interpret the standards to the Region; shall facilitate the implementation of the standards in the Region; shall provide consultation specifically to the committees on Certification and Accreditation through the appointment of representatives to these committees; and may provide consultation to any other committee or task force upon request.

This committee shall consist of six (6) members including a Chairperson; the Chairperson-Elect shall be an ex-officio member of this committee.

ARTICLE 8. 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 the 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 Term

The Regional Director shall be appointed to serve a term of five (5) years and shall be eligible for re-appointment subject to termination by the Administrative Board.

Section 8.3 Membership

The Regional Director shall be an ex-officio member without vote of the Administrative Board, and of all committees and task forces of the Region.

Section 8.4 Duties

The Regional Director shall oversee the functioning of the Regional Office.

ARTICLE 9. FINANCES

Section 9.1 General Powers

The Administrative Board, through the Regional Director, shall have authority to collect and disburse funds and to order the regional finances in order to:

- a) support regional activities through the work of its officers, committees, and Regional Director
- b) participate responsibly in the financial affairs of the ACPE as defined by the budget adopted by the membership
- c) provide an annual audit certified by a CPA to the ACPE, Inc. by

March 1 of the following year, and provide a summary report of that audit to the regional membership at its Annual Business Meeting.

Section 9.2 Accountability

The Regional Director shall maintain checking, cash management, and investment accounts in the name of the Region; shall receive, deposit and disburse funds on behalf of the Region as ordered by policies approved by the Administrative Board; shall maintain records of the same; shall make *monthly* financial statements of the current budget to the membership through the *website*; shall resource an annual certified audit by a CPA.

The Treasurer shall report the audit to the ACPE, Inc., the regional Budget and Investment Committee, the Administrative Board, and to the members at the annual Business Meeting.

The Administrative Board, upon recommendation of the Budget and Investment Committee, shall have the authority to approve major items of expense; to make necessary adjustments and transfers among the various items of the budget within the total of the approved budget; and to approve additional expenditures only if additional income is available.

The fiscal year shall be the calendar year.

ARTICLE 10. REPRESENTATION

Representation in functioning units of the 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 a member to the ACPE Standards and the ACPE Representations and Nominations Committees. Other members of the Region may be elected or appointed by the Board of Representatives to serve on committees or task forces that are not regionally represented.

ARTICLE 11. 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 Procedure

This region shall abide by the Complaint procedures as defined in the ACPE Standards.

Section 12.2 Appeal Procedure

This region shall abide by the Appeals Procedures as defined in the ACPE Standards.

Section 12.3 Recall

Any eight (8) members of the Region from three (3) or more centers may file a petition with the Regional Chairperson requesting the recall for cause of the Regional Director or any elected or appointed person. The petition shall state the reason(s) for requesting the recall. The Chairperson of the Region shall present the petition to the Administrative Board for decision.

ARTICLE 13. AMENDMENTS

This Governance manual may be altered, amended, or repealed by a two-thirds vote of the eligible voting members present at the Annual Business Meeting of the Region.

All proposals for alteration shall be presented in writing to the Secretary, who will give written notice of such proposal to the Administrative Board. Written notice of the general nature of the proposed change shall be given to the membership at least fifteen (15) days before the meeting in which it is to be acted upon. The meeting of the voting members may amend the proposed change and adopt the amended proposal provided that the amendment is germane to the subject of the original proposal of change.

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

ARTICLE 14. RULES OF ORDER

The Southeast Region, ACPE will abide and adhere to the most recently revised version of ROBERT'S RULES OF ORDER in all of its governing functions.

Date received as a study document by the Region: March 27, 1992

Date adopted by the Southeast Region: April 2, 1993

Date ratified by the ACPE Board of Representatives: October, 1993

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