

GOVERNANCE MANUAL

(amended Fall 2012)

FOR

THE SOUTH CENTRAL REGION

OF THE

**ASSOCIATION FOR CLINICAL PASTORAL
EDUCATION, INC.**

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ARTICLE I – DEFINITIONS AND ABBREVIATIONS

As used in this Governance Manual, when capitalized:

Section 1.01 “Association”

“Association” shall mean the Association For Clinical Pastoral Education, Inc.

Section 1.02 “SCR”

“SCR” shall mean the South Central Region of the Association For Clinical Pastoral Education, Inc.

Section 1.03 “Annual Business Meeting”

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

Section 1.04 “Regional Council”

“Regional Council” shall mean the persons elected and appointed to conduct the business of the South Central Region between the Annual Business Meetings.

Section 1.05 “Governance”

“Governance” shall mean the Governance Manual of the SCR as amended from time to time.

ARTICLE II – IDENTITY AND PURPOSE

Section 2.01 Identity

The South Central Region of the Association for Clinical Pastoral Education, Inc. is a geographic area whose boundaries are established by the Board of Representatives of the Association For Clinical Pastoral Education. (Article 8, Section 8.04, ACPE 1992 By Laws)

Section 2.02 Geographic Area

The South Central Region as defined by the Association for Clinical Pastoral Education, Inc., Board of Representatives, is a geographic area consisting of the states of Colorado, Southern Illinois, Kansas, Missouri, Nebraska and Wyoming.

Section 2.03 Governance

The South Central Region shall function under, operate and be governed by this Governance Manual, and shall operate within and shall not be in conflict with the Constitution and By Laws, the Standards, the Manual on Professional Ethics and Practice, and the directives of the Board of Representatives of the Association.

Section 2.04 Purposes

The purposes of the SCR shall be:

- A. To promote and facilitate development of clinical pastoral education.
- B. To develop close working relationships among accredited centers and clusters of clinical pastoral education, theological schools, agencies, and ecclesiastical bodies who are members of the Association For Clinical Pastoral Education, Inc.
- C. To admit centers to Candidacy for Accredited Membership on behalf of the Accreditation Commission of the Association For Clinical Pastoral Education, Inc.
- D. To recommend Accredited Centers of Clusters for continued Accredited Membership, Candidacy Centers for Accredited Membership.
- E. To admit persons as Candidates for Supervisory Certification on behalf of the Certification Commission of the Association For Clinical Pastoral Education, Inc.
- F. To provide a forum for fellowship and professional concerns for members of the South Central Region.

ARTICLE III – MEMBERSHIP AND VOTING RIGHTS

Section 3.01 Membership

All members of the Association who reside or serve within the boundaries of the SCR shall be eligible for membership in the SCR.

Section 3.02 Membership Maintenance

Membership is maintained by meeting the Standards, the Professional Practice and Ethics, and payment of annual membership fees.

Section 3.03 Classes and Qualification for Members

SCR shall maintain classes and qualifications in compliance with Article 3, Section 3.01 of the Association By-Laws.

Section 3.04 Voting Rights

Certified Supervisors, Certified Candidates, Retired Members, Clinical Members, Seminary Members and Denominational/Faith Group/Agency Members shall each have one vote at the Annual Members Meeting and at other time or times when a vote of the membership is required.

Student affiliates, Center Members, Individual Members and Cluster Members shall have no voting rights.

Section 3.05 Designated Representatives

“When any organization, whether for profit or not for profit, is a member of the Association, the chairperson of the board, president, any vice president, and the secretary, the treasurer, liaison professors or representatives designated by any member organization of the member organization shall be deemed by the Association to have authority to vote on behalf of the member organization and to execute written waivers and consents in relation thereto, unless before a vote is taken or a waiver or consent is acted upon, it is made to appear by a certified copy of the bylaws or resolution of the board of directors, executive committee, or governing body of the member organization that such authority does not exist or is vested in some other person or officer. In the absence of such certification, a person executing such waivers, or consents or presenting himself or herself at a meeting as one of such officers of a member organization shall be prima facie deemed to be duly qualified and acting as such officer and to be fully authorized. In the case of conflicting representation, the member organization shall be deemed to be represented by its senior officer in the order first stated in this section”. (Association By Laws, Article 3, Section 3.04)

Section 3.06 Transfer of Membership

Membership in the SCR is not transferable or assignable.

Section 3.07 Offices

Only voting members shall be eligible to serve as officers and members of committees of the SCR.

ARTICLE IV – MEETING OF MEMBERS

Section 4.01 Annual Business Meeting

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

Section 4.02 Special Meetings

The Chairperson of the regional Council or a majority of the Regional Council may call special meetings of the members of the South Central Region. Written or printed notice stating the place, date, and hour of any such meeting of the membership shall be delivered to each member entitled to vote on matters to be presented at such meeting, not less than thirty (30) days nor more than sixty (60) days before the date of such meeting. The purpose or purposes for which the meeting is called shall be stated in the notice.

Section 4.03 Elections

At the Annual Business Meeting members shall elect representatives to the Association Board of Representatives, shall make nominations for the Association Commissions and Committees and shall elect officers, Regional Council members, and committee members of the SCR.

Section 4.04 Quorum

A minimum of five (5) percent 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 4.05 Proxy

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

ARTICLE V – THE REGIONAL COUNCIL

Section 5.01 General Powers

The business of the SCR shall be managed by a Regional Council.

Section 5.02 Number and Qualifications

The business of the SCR shall be managed by the Regional Council, who is elected by the voting members of the South Central Region at the annual business meeting. Voting members identified in Section 3.04 of the South central By Laws, who are eighteen (18) years of age or older who reside within the bounds of the SCR shall vote in the election of the Regional Council.

Section 5.03 Classes of Council Members, Term, and Election

The members of the Regional Council shall be the Chairperson, Chairperson Elect (to be elected at the beginning of the second year of the Chairperson's term of office), Regional Director, Past Chairperson (first year of the Chairperson's term of office), Treasurer, the region's delegate to the ACPE Professional Ethics Commission, Chairpersons of the region's Certification, Accreditation, Standards committees, Clinical Member representative, Board of Representatives delegates (2), Regional Representative to the Racial, Ethnic, Multicultural Network.

Standing Committees represented on the Regional Council and members of the SCR may petition the Regional Council through the Regional Chairperson.

The SCR Nomination Committee shall, in response to gender, race, ethnic, and/or geographic representation imbalance, determine the need for inclusion of an At Large member of the Council. The At Large member shall be elected for a two (2) year term and may serve a maximum of two (2) consecutive full terms plus any time served in an unexpired term.

The SCR delegates to the Board of Representative shall serve on the Regional Council during their term of office.

Section 5.04 Meetings and Quorum

The Regional Council shall meet annually prior to the Annual Business Meeting, and may meet at other times deemed necessary and called by the Chairperson or any three (3) members. At least one-third (1/3) of the members of the Regional Council shall constitute a quorum for the transaction of business.

Annual, regular and special meetings of the Regional Council may be held either within or outside the geographic boundaries of SCR.

Written notice stating the place, day and hour of the meeting shall be given to each Regional Council member not less than ten (10) nor more than sixty (60) days before the date on any annual or regular meeting and not less than two (2) nor more

than ten (10) days before the date of any special meetings, by or at the direction of the Chairperson, Chairperson Elect, Treasurer, or the officer or persons calling the meeting.

At any special, annual or regular meeting of the Regional Council, any matter relating to the business of the SCR, whether or not stated in the notice of the meeting, may be deemed appropriate for action, except matters which the Act requires that such Act is to be stated in the notice of the meeting.

When a meeting is adjourned to another time or place, it shall not be necessary to give any notice of the adjourned meeting if the time and place to which the meeting is adjourned is announced at the meeting at which the adjournment is taken and at the adjourned meeting any business may be transacted that might have been transacted on the original date of the meeting.

Neither the business to be transacted at, nor the purpose of, any special meeting of the Regional Council need be specified in the notice or waiver of notice of meeting. If the business to be transacted at or the purpose of any special meeting is specified in a notice or in a waiver of notice of a meeting, the business conducted at such a meeting need not be limited or confined to the business or purpose so specified.

Members of the Regional Council or any committee or task force designated by the Regional Council, may participate in a meeting of the Regional Council or of such committee or task force, as the case may be, by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other and participation in a meeting pursuant to this Section 5.04, shall constitute presence in person at such meeting.

Section 5.05 Duties of Regional Council Members

The Regional Council shall:

- A. Act on behalf of the SCR between regular or called meetings of the SCR and the next Annual Business Meeting.
- B. Fill all vacancies until the next Annual Business Meeting.
- C. Receive from the Regional Director a Financial Plan and make changes or modifications in said plan as deemed necessary, set fees to support said plan, and present a recommended Financial Plan to the Annual Business Meeting.
- D. Oversee the financial condition of the SCR including receiving information from the Treasurer concerning the financial status of the SCR.

- E. Present for adoption at the Annual Business Meeting a set of goals and objectives for the SCR for the following calendar year.
- F. Report to the Annual Business Meeting all actions of the Regional Council since the previous Annual Business Meeting.
- G. Serve as liaison between the members of the SCR 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.

Section 5.06 Proxy Voting by Regional Council Member

Any Regional Council member, other than elected officers of the Region, absent from a meeting may be represented by any other representative of the absent member's constituent group according to the general or specific written instructions of the absent member. In the absence of such delegation by the absent member, the Regional Council may delegate and have cause to have recorded in the minutes, the appointment of the designated representative to vote in place of the Regional Council member absent.

ARTICLE VI - OFFICERS

Section 6.01 Officers

Officers of the SCR shall include a Chairperson, Chairperson Elect, and Treasurer.

Section 6.02 Term of Office

Each officer shall be elected for a term of two (2) years. The term 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 and Chairperson Elect are not eligible to succeed themselves. The treasurer shall be eligible to succeed him/herself indefinitely.

Section 6.03 Chairperson

The Chairperson of the Regional Council shall preside at the meetings of the Regional Council and the Annual Business Meeting and be an ex-officio member of all standing committees with voice but not vote.

Section 6.04 Chairperson Elect

In the absence or disability of the Chairperson, the Chairperson Elect shall have all the powers and shall perform all the duties of the Chairperson. The Chairperson Elect shall also have specific powers and shall perform such duties as may be prescribed and directed by the Regional Council. The Chairperson Elect shall act as recording secretary as prescribed and directed by the Regional Council.

Section 6.05 Treasurer

The treasurer shall review with the Regional Director the fiscal condition of the Region; and shall consult with the Regional Director in developing the Fiscal Plan; and will approve any withdrawal of funds from deposited funds over the amount of \$5,000.

ARTICLE VII – STAFF

Section 7.01 Regional Director

There shall be a Regional Director who shall be charged with facilitating the implementation of SCR policies and who shall perform a reciprocal consultative function to the Executive Director of the Association and the other respective Regional Directors.

Section 7.02 Appointment

The Regional Director shall be appointed by the Regional Council and said appointment shall be presented to the SCR at the Annual Business Meeting for ratification prior to the initiation of the contract or contract renewal year.

Section 7.03 Term

The term of service of the Regional Director shall be three (3) years, with no limit to the number of terms possible.

Section 7.04 Annual Review

There shall be an annual review of the work of the Regional Director by the Regional Council at the meeting of the Regional Council prior to the Annual Business Meeting.

Section 7.05 Membership

The Regional Director shall be an ex-officio member, with voice but without vote, of the Regional Council, all standing committees and shall act as a consultant for all task forces appointed by the Regional Council.

Section 7.06 Regional Financial Function

The Regional Director shall receive funds, deposit funds, and maintain accounting procedures to assure accurate and complete financial records of the region. The Regional Director shall provide the Treasurer and Chair of Region with fiscal reports as requested and shall make an annual report to the membership.

ARTICLE VIII – STANDING COMMITTEES AND TASK FORCES

Section 8.01 Standing Committees

The Standing Committees of the SCR shall be: Accreditation, Certification, Standards, and Nominations.

Section 8.02 Task Forces and Additional Committees

Task Forces and such additional committees may be appointed by the Chairperson of the Regional Council at the direction of the Regional Council and at other times, provided, however, that such appointment shall be subject to being altered or modified by the Regional Council at their next meeting or by the membership at the next Annual Business Meeting.

Section 8.03 Election and Term

- A. All members and chairpersons of all standing committees shall be presented by the Nominating Committee for election at the Annual Business Meeting. In the event that a vacancy occurs, the Chairperson of the Regional Council may appoint a member to fulfill the unexpired term with the appointment to be confirmed at the next Regional Council meeting and ratified at the Annual Business Meeting.
- B. The members of all standing committees shall be elected at the Annual Business Meeting for a term of three (3) years on a class basis so that one-third (1/3) of each committee will be elected each year and will take office on January 1 of the following year.

- C. Committee members may succeed themselves one (1) time after completing a full three (3) year term or after filling out a partial term on the committee. A committee member must rotate off the committee for a period of one (1) year prior to becoming eligible to return as a member.
- D. A Chairperson of a Standing Committee may succeed her/himself one (1) time as chairperson, but in no case to serve as Chairperson of a Standing Committee for more than six (6) years. The Chairperson of a Standing Committee shall be in addition to the regular members and therefore not in a class. A member who is in the last term of eligibility, or who has just rotated off the committee is eligible to be elected Chairperson of a Standing Committee.
- E. A chairperson-elect for each standing committee shall be nominated by the Nominating Committee and elected at the Annual Business Meeting to serve during the final year of the chairperson's service, after which the chairperson elect will become the chairperson for a full three (3) year term. The chairperson-elect may be in addition to the members serving in classes.
- F. A task force may be appointed for a specific function and a term not to exceed three (3) years. If the function of the task force is necessary beyond the three (3) years, the Regional Council may establish the task force as a Standing Committee subject to ratification by the members at the Annual Business Meeting.

Section 8.04 Number of Members

Except as hereinafter set forth, in addition to the Chairperson and Chairperson Elect, each Standing committee shall consist of not fewer than one (1) and not more than fifteen (15), such number to be determined by the SCR members at the Annual Business Meeting.

Section 8.05 Standing Committees

- A. Accreditation Committee
 - 1. Membership: There shall be nine (9) members in addition to the chairperson and chairperson-elect in accordance with Article VIII, Section 8.04.
 - 2. Functions: The Accreditation Committee shall function on behalf of the Accreditation Commission of the Association.
 - a. Select and train persons to be available as Site Team members for visits to center and clusters who apply for Candidacy, Accredited, or Continued Accredited membership in the Association.

- b. Grant Candidacy status to centers and clusters.
- c. Recommend centers and clusters for Accredited and Continued Accredited Membership to the Accreditation Commission of the Association.
- d. Provide consultation to centers in the process of accreditation and to prospective centers.
- e. Provide for accreditation review site visits and make accreditation recommendations to the Accreditation Commission following the Standards of the Association and procedures of the Commission.

B. Certification Committee

1. Membership: There shall be fifteen (15) members in addition to the chairperson and chairperson-elect, in accordance with Article VIII, section 8.04.
2. Function: The Certification Committee shall function on behalf of the Certification Commission of the Association.
 - a. Consult with persons wishing to enter the certification process.
 - b. Admit persons to Candidacy for Certification.
 - c. Extending Candidacy, and Associate Supervisory status in accordance with the Standards and the Certification Commission of the Association.
 - d. Consult with persons in the certification process as requested.
 - e. Consult with inactive supervisors seeking review by the Certification Commission of the Association.

C. Standards Committee

1. Membership: The number of members will be accomplished according to Article VIII, Section 8.04.
2. Function:
 - a. Help to determining the Standards for the Association.

- b. Interpret the Standards of the Association to the SCR.
- c. Facilitate the implementation of these Standards within the SCR.
- d. Review the Governance of the SCR for compliance to the Standards of the Association.

D. Nominations Committee

1. Membership

- a. A chairperson shall be nominated and elected by the membership for a three- year term.
- b. The Chairperson of the Nominations Committee will be the RANC representative from the Region.
- c. There will be three members of the committee in classes with one member being elected each year.
- d. The number of members will be accomplished according to Article VIII, Section 8.04.

2. Function:

- a. Shall be responsible to prepare a slate of officers, members of committees, chairpersons and chairpersons elect.
- b. Present slate of nominations to the Annual Business Meeting.
- c. Consult with Chairperson of Regional Council when a vacancy occurs.

ARTICLE IX – FINANCES

Section 9.01 General Powers

The SCR shall have the authority to collect and disburse funds and to order finances through the setting of fees and assessments so as to support the SCR activities through the work of its officers, committees, Regional Director, participate responsibly in the financial affairs of the Association, and pay expenses of the SCR representatives to the Board of Representatives meetings held at times other than the Annual Meeting of the Association.

Section 9.02 Fiscal Year

The Fiscal Year shall be the calendar year.

Section 9.03 Accountability

There shall be an annual audit completed and certified by a Certified Public Accountant. This audit will be forwarded by March 1 of the following year to the Association, and a summary report of that audit will be made to the SCR membership at the Annual Business Meeting.

ARTICLE X - REPRESENTATION

Section 10.01 Board of Representatives

The SCR shall elect two representatives to the Board of Representatives of the Association. Representatives shall be elected for two (2) year terms and may succeed themselves twice in addition to any time served in an unexpired term, after which they shall rotate off the Board of Representatives for a minimum period of one year.

Nominations for SCR representatives to the Board of Representatives shall be made from the floor of the Annual Business Meeting and shall be elected by majority vote.

One representative will be elected on even numbered years and one representative will be elected on odd numbered years.

An alternate delegate to the ACPE Board of Representatives shall be the nominee receiving the second highest number of votes, and shall serve for one year.

Section 10.02 Regional Director

The Regional Director will be selected by the Regional Council and ratified by the members of the SCR. The Regional Director shall be responsible to the Regional Council and shall facilitate the implementation of SCR and Association policies, and shall perform a reciprocal function in relation to the Executive Director of the Association.

Section 10.03 Commission, Committee, Task Force

The SCR Nominations Committee shall submit names of members of the SCR to the Representation and Nomination Committee of the Association for the Accreditation, Certification, Professional Ethics Commissions, Representation and Nomination, Standards, and Budget and Investment Committees.

The President of the Association may appoint members of the SCR to Task Forces of the Association.

ARTICLE XI – INDEMNIFICATION

Section 11.01 Representatives

Indemnification for Representatives of the Association is defined for the SCR in Association Bylaws, Article 13.

ARTICLE XII- COMPLAINTS AND APPEALS (amended 2012)

Section 12.01 Complaint Procedure

- A. SCR encourages persons to resolve complaints or grievances at the local level, in a spirit of collegiality and mutual respect, whenever possible.
- B. SCR shall abide by Standard 200 of the *2010 Standards of the Association for Clinical Pastoral Education* which defines how complaints or grievances involving alleged violations of ethical/professional or educational/accreditation standards are to be addressed.
- C. With regards to alleged violations of ethical and professional standards by persons or centers offering ACPE CPE programs within the SCR, SCR shall follow the Procedures for Ethics Complaints as defined in Section 100 of the *2010 Standards of the Association for Clinical Pastoral Education* and the “*2010 Processing Complaints of Ethics Code Violations in ACPE*” manual. Ethical complaints should be submitted to the ACPE Executive Director.
- D. With regards to alleged violations of educational standards by persons or centers offering ACPE CPE programs within the SCR, SCR shall follow the Procedures for Accreditation and Educational Complaints as defined by Section 300 of the *2010 Standards of the Association for Clinical Pastoral Education*, and

Appendix 10 of the *2010 Accreditation Manual of the Association for Clinical Pastoral Education* (“Policies for Complaints Against the ACPE Accreditation Commission and Complaints Alleging Violations of ACPE Educational Standards in Educational Programs”). Educational complaints should be submitted to the Chair of the ACPE Accreditation Commission.

- E. A complaint may be registered, in writing and with signature, by a student currently participating in an ACPE CPE program within the SCR, by an alumnus/a of an ACPE CPE program within the SCR within the appropriate time limits for the nature of the complaint, or by other parties directly related to and invested in the quality and relevance of ACPE CPE programs within the SCR. “Other parties” include but are not necessarily limited to seminary representatives, judicatory representatives, representatives of institutions or placement sites within which SCR ACPE CPE programming occurs, and representatives of accrediting bodies.
- F. In both ethics/professional or educational/accreditation types of complaints against persons or centers offering ACPE CPE programs within the SCR, jurisdiction of ACPE over the respondent persons or centers has to be established by the appropriate officers as determined by the respective Procedures for the appropriate type of complaint.
- G. When there is compelling evidence that a CPE student(s) is in immediate danger because of the functioning of any person authorized to supervise by ACPE in the SCR, the ACPE Executive Director shall enjoin the person from supervisory practice for 72 hours. During this time, the Executive Director of ACPE shall appoint an Emergency Review Committee of four additional persons as follows: 1) the SCR Regional Director or SCR Regional Chair; 2) The SCR Regional Certification or Regional Accreditation Chair, 3) ACPE President or President-elect, 4) the Certification Commission Chair or Professional Ethics Commission Chair. The panel shall investigate the concerns and has the authority to suspend the credential for up to sixty days to allow for a thorough competency review by the Regional Certification Committee and/or action by the Professional Ethics Commission.

ARTICLE XIII – AMENDMENTS

Section 13.01 Amendments

This Governance Manual may be altered, amended, or repealed by action of the Regional Council, any member of the SCR presenting an amendment to the Regional Council or Annual Business Meeting.

Section 13.02 Approval

This Governance Manual or amendments of this Governance Manual shall become effective when approved by the Board of Representatives of the Association For Clinical Pastoral Education, Inc.

Adopted by the South Central Regional Council 9/27/03

Ratified by the Board of Representatives ___/___/___