

Pacific Region

GOVERNANCE MANUAL

Revised at the Annual Regional Meeting: October 2012

Approved by ACPE Board of Representatives: 2012

ARTICLE I **DEFINITION AND ABBREVIATIONS**

Section 1: “Region” is the Pacific Region of the Association for Clinical Pastoral Education, Inc.

Section 2: “ACPE” is the Association for Clinical Pastoral Education, Inc.

Section 3: “Annual Meeting” is the business meeting of the membership of the Region occurring annually at which time business of the Region may be conducted.

Section 4: “Representatives” are the Regional Representatives to the ACPE Board of Representatives.

Section 5: All other definitions and abbreviations contained in this document are identical to those defined in ACPE Standards.

ARTICLE II **GOVERNANCE, IDENTIFICATION AND PURPOSE**

Section 1: The Region shall be governed by the Regional Governance Manual, Regional Council, ACPE Bylaws, ACPE Governance Manual, ACPE Standards, and policies of the Board of Representatives of ACPE.

Section 2: The Region’s purposes shall be:

- a. To promote Clinical Pastoral Education as part of theological education and continuing education for ministry;

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- b. To facilitate the development of Clinical Pastoral Education programming within the Region;
- c. To develop close working relationships between Centers, theological schools, ecclesiastical bodies, and public agencies;
- d. To consult with and review Centers, Satellites, Components and programs, grant Candidacy Accreditation, and recommend full and continued Accredited Membership;
- e. To review students for Supervisory Candidacy, and to participate with the Certification Commission in certifying Associate and CPE Supervisors;
- f. To provide for continuing education for ACPE Members, persons in pastoral care professions, clergy, religious professionals and persons with interests in the fields of spiritual care and counseling;
- g. To receive, maintain, administer, and disburse funds for charitable, religious and educational purposes.

ARTICLE III MEMBERSHIP AND VOTING RIGHTS

Section 1: Membership in the Region shall be consistent with membership in the ACPE. Membership shall consist of Accredited CPE Centers, Seminaries, Agencies, Denominational/ Faith Group Members, CPE Supervisors, Supervisory Candidates, Clinical Members, Individual Members, Retired Members, and Student Affiliates who reside in the Pacific Region. All Members may attend the Regional Meeting.

Section 2: Membership is maintained in ACPE by ascribing to the ACPE Mission, Bylaws, Governance Manual, Code of Professional Ethics, and by payment of membership fees.

Section 3: CPE Supervisors, Supervisory Candidates, Retired Members, Clinical Members, Individual Members, Seminary Representatives, and Denominational/ Faith Group Agency Representatives shall have the right to vote at the Annual

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Business Meeting or any special meeting of the Region. Student Affiliates, Center Members and other institutional Members shall have no voting rights.

Section 4: Only voting Members shall be eligible to serve as Regional Officers and members of the Council and committees of the Region.

ARTICLE IV MEETINGS OF THE MEMBERS

Section 1: There shall be an Annual Meeting of the Region, including a business session, the date of which shall be set by the Regional Council. Notification of the meeting shall be sent to all members not less than thirty (30) days prior to the date of the meeting.

Section 2: At the Annual Business Meeting, members eligible to vote shall elect Representatives to the ACPE Board of Representatives shall make nominations for ACPE Commissions and Committees. Voting Members shall also elect Regional Officers, Regional Council Members, Committee Members, and shall adopt the budget. Reports from the Regional Council and Committees will also be heard.

Section 3: Special meetings to consider specific business may be called by the Regional Chairperson at the request of the Regional Council. Notice of the meeting and its purpose shall be given at least fourteen (14) days prior to the date of the meeting.

Section 4: A quorum shall consist of ten percent (10%) of the voting membership of the Region.

Section 5: Meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order.

Section 6: Voting by Proxy at any meeting of the members shall not be permitted.

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ARTICLE V **OFFICERS**

Section 1: The Regional Officers shall consist of Regional Chairperson, Chairperson-Elect or Past Chairperson, Secretary and Treasurer.

Section 2: The Chairperson-Elect shall be elected for a single one-year term. The Chairperson-Elect shall succeed to the Office of the Regional Chairperson. The Regional Chairperson shall serve for a single two year term. The Regional Chairperson shall succeed to the office of Past Chairperson upon completion of her/his term as Chairperson. The Past Chairperson shall serve for a single one year term. The Past Chairperson is ineligible for election as Chairperson Elect for a period of one year following the completion of his/her term in office. The Secretary and the Treasurer shall be elected for term of three year terms, and may be elected for one additional term.

Section 3: Nominations for the Chairperson-Elect shall be made at a Nominating Convention held concurrently with the Annual Meeting. All designated Regional voting members attending the Annual Meeting shall be eligible to vote. Nominations shall be made from the floor of the Convention. By process of elimination, the Nominating Convention shall select two nominees for the office of Chairperson-Elect. The Nominating Convention is conducted by the Chairperson of the Representation and Nominating Committee.

Regional Voting Members shall elect the Chairperson-Elect by written mail ballot. The mail ballot shall be considered an extension of the Annual Meeting. The membership shall be notified within thirty (30) days after ballot tabulation.

In the event of a tie, the candidates will draw lots to determine the Chairperson-Elect.

Section 4: Duties of Officers:

- a. The Regional Chairperson shall:
 - 1) Preside at all business meetings of the Regional Council;
 - 2) Appoint all committees or task groups not otherwise elected;
 - 3) Appoint members to fill all vacant positions on the Council and committees;

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- 4) Serve as an ex-officio member on all committees;
 - 5) Provide for adherence to the Mission, Bylaws and Standards of ACPE;
 - 6) Represent the Region to organizations, institutions and groups related to the Region;
 - 7) Have general responsibility for affairs of the Region as determined by the Regional Governance Manual, the Membership and the Regional Council;
 - 8) Serve as the Chairperson of the Executive Committee;
 - 9) Perform other duties as designated by the Regional Governance Manual, Region or the Regional Council.
- b. The Chairperson-Elect / Past-Chairperson shall:
- 1) Serve as the Chairperson in the absence of, or at the request of, the Chairperson;
 - 2) Serve as the Chairperson if, by decision of the Regional Council, the Chairperson is unable to fulfill the duties of office;
 - 3) Assume office for the remaining term of the Chairperson if that office becomes vacant;
 - 4) Serve as coordinator of all educational programming of the Region;
 - 5) Serve as an ex-officio member of the Finance Committee;
 - 6) Serve as a member of the Executive Committee;
 - 7) Perform other duties as designated by the Regional Governance Manual, Region or the Regional Council.
- c. The Secretary shall:
- 1) Record and keep minutes of the Regional Business Meeting;
 - 2) Record and keep minutes of the Regional Council meeting;
 - 3) Prepare and manage all correspondence of the Regional Council;
 - 4) Catalogue and maintain all committee minutes, regional documents and pertinent information required for the functioning of the Region;
 - 5) Serve as a member of the Executive Committee;
 - 6) Perform other duties as designated by the Regional Governance Manual, Region or the Regional Council.
- d. The Treasurer shall:
- 1) Serve as Chairperson of the Finance Committee;

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- 2) Review the annual audit and send recommendations to the Regional Council for action;
- 3) Report the Finance Committee's recommended Fiscal Spending Plan to the Regional Council for adoption;
- 4) Provide for the distribution of funds and payment of all bills and obligations;
- 5) Secure signatories for the checking and other accounts;
- 6) Maintain the required reserve accounts as specified by the Regional Council;
- 7) Report the Annual Membership meeting the status of the Region's assets and financial activity;
- 8) Regularly report to the Regional Council the status of Pacific Region funds and assets.
- 9) Serve as a member of the Executive Committee;
- 10) Perform other duties as designated by the Regional Governance Manual, Region or the Regional Council.

ARTICLE VI STAFF

- Section 1: The Regional Director shall be selected by the Regional Council and be given a contract to serve for two years. This contract shall be re-negotiated at the Executive Committee Meeting prior to the completion of the two year term. The contract may be terminated by either party with ninety (90) days notice. The Regional Director shall be a CPE Supervisor in good standing with ACPE.
- Section 2: The Regional Director shall be responsible to the Regional Council and shall perform duties determined by the Regional Council and outlined in the job description.
- Section 3: The Regional Direct shall provide support services to the Regional Council and Regional Committees.
- Section 4: The Regional Director may employ other staff to serve the Region as is approved by the Executive Committee and made provision for in the Fiscal Spending Plan.
- Section 5: The Regional Director shall:

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- a. Have custody of, and account for, all Regional funds and assets;
- b. Maintain an appropriate depository in the name of the Region;
- c. Maintain a checking account and investment accounts;
- d. Manage the financial assets of the Region;
- e. Prepare all checks or electronic payments and pay all obligations;
- f. Serve as a signatory for all checking and asset accounts;
- g. Prepare a draft Fiscal Spending Plan for review by the Finance Committee;
- h. Secure an independent financial audit annually;
- i. Prepare and render to the Treasurer regular and annual financial reports for reporting to the Regional Council and Finance Committee.

Section 6: The Regional Director shall represent the Pacific Region to its various publics as stipulated by ACPE, directed by the Regional Council, or is necessary for the effective operation of the Region and wellbeing of the Membership.

Section 7: The Regional Director shall provide for the support and care of the Regional Membership and the Centers of the Region.

Section 8: The Regional Director shall report on the status of the Region regularly to the Regional Council and offer recommendations for program development, management and operational improvements.

ARTICLE VII REGIONAL COUNCIL

Section 1: The Regional Council shall consist of the Officers of the Region, Representatives, and eight (8) designated members elected to reflect the diversity of the Region (e.g., geography, ethnicity, gender). The eight (8) designated members, if possible, should include at least one supervisor, one clinical member, one seminary representative, and one institutional representative. All Regional Committee chairpersons are advisory members of the Regional Council with voice but no vote.

- a. The designated members shall be elected initially in staggered classes for a single three-year-term.

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- b. A simple majority of all members of the Regional Council shall constitute a quorum for the transaction of business at any meeting.

Section 2: The Regional Council shall recommend and implement Regional policy, supervise staff, oversee the financial wellbeing of the Region, receive committee reports, coordinate committee activity in accordance with the Region's goals.

Section 3: The Regional Council shall meet in conjunction with the annual Regional meeting and at the call of the Regional Chairperson.

Section 4: the Regional Council shall act on behalf of the Region between annual meetings, subject to ratification on matters of policy, nomination, and fiscal plan at next scheduled Annual Meeting.

Section 5: The Regional Council shall review and ratify the Chairperson's appointment of persons to fill vacancies on the Council or committees.

Section 6: The Regional Council shall appoint additional committees and task forces as needed.

Section 7: There shall be an Executive Committee of the Regional Council consisting of the officers of the Region (Chairperson, Chairperson-Elect or Past Chairperson, Secretary and Treasurer) with the Regional Director servicing in an ex-officio capacity. The executive Committee:

- a. Provides for the coordination and smooth operation of the Region;
- b. Serves as the Personnel Committee and shall annually evaluate the Regional Director;
- c. Recommends the employment, contract provisions and personnel needs to the Regional Council for action;
- d. May make decisions for the Regional Council between their scheduled meetings based on urgency of the matter;

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- e. Serves as a consulting group to the Regional Director on matters of personal, professional and ethical concerns;
- f. Shall report actions to the Council for ratification.

Section 8: The Regional Council shall conduct its business in accordance with the Governance Manual and the most recently published version of Robert's Rules of Order. A simple majority of the Council Members present and voting shall constitute a quorum.

ARTICLE VIII COMMITTEES**Section 1: Committee Organizations:**

- a. The Regional Committees shall report to the Regional Council.
- b. Committees are: Accreditation, Certification, Development, Education, Finance, Peer Review, and Representation and Nomination.
- c. Terms of office for all committees shall begin January 1 of each calendar year.
- d. Members of all committees, except Representation and Nomination, shall be eligible to succeed themselves for one additional term following completion of a partial or a full term on the committee. An appointed position and partial term constitute a full term in office. Committee member must rotate off a committee for one year prior to becoming eligible to return to the same committee as a member.

Section 2: Accreditation Committee:

- a. Shall consist of a Chairperson, and no less than five (5) but no more than eight (8) members, one-third elected each year for three-year terms. The Chairperson and Members shall be elected for a three-year term and may be elected for one additional term.

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- b. Shall organize the Regional accreditation process appointing site visit teams to visit Centers for accredited membership.
- c. Shall review Centers and make recommendation to the ACPE Accreditation Commission in accordance with the Commission's policies and procedures.
- d. Shall grant Candidacy for Accredited Membership to qualified Centers.
- e. Shall arrange for consultation services to supervisors or Centers requesting accreditation consultation.
- f. Shall participate in the ACPE Accreditation Complaint process as stipulated by ACPE Accreditation Commission Policies and Procedures.
- g. Shall provide for the recognition, maintenance and support of Centers.
- h. The Regional Accreditation Committee shall function on behalf of the ACPE Accreditation Commission in accordance with its policies and procedures.

Section 3: Certification Committee:

- a. Shall consist of a Chairperson, and no less than eight (8) but no more than twelve (12) members, one-third elected each year for three-year terms. The Chairperson and Members shall be elected for a three-year term and may be elected for one additional term. A partial term is considered a full term.
- b. The Regional Certification Committee shall function on behalf of the ACPE Certification Commission in accordance with its current policies and procedures.
- c. The Committee shall:
 - 1) Consult for students and Supervisors concerning entry into Supervisory CPE and Supervisory Candidate status;
 - 2) Consult with Supervisory Candidates about extension of status and, when satisfactory, grant extension;
 - 3) Participate with Certification Commission in the review of Supervisory Candidates for Certification as Associate

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Supervisor;

- 4) Consult with Associate Supervisors for extension of status and, when satisfactory, grant extension;
- 5) Participate with the Certification Commission in the review of Associate Supervisors for certification as CPE supervisors;
- 6) Consult with Unattached CPE Supervisors for maintenance of active status;
- 7) Consult with Inactive CPE Supervisors who are seeking review by the Certification Commission to resume supervisory practice;
- 8) Receive requests for review of supervisory competence and fulfill requirements of the review process;
- 9) Provide information to the Region about supervisory education and certification procedures;
- 10) Fulfill other duties as stipulated by the ACPE Board, ACPE Certification Commission and the Regional Council.

Section 4: **Development Committee:**

- a. Shall consist of a Chairperson, and no less than five (5) but no more than eight (8) members, one-third elected each year for three-year terms. The Chairperson and Members shall be elected for a three-year term and may be elected for one additional term.
- b. Shall develop and carry out suitable projects for the promotion of regional operations of the ACPE in service to individuals, institutions, seminaries, ecclesiastical bodies and the public.

a. b. c.

Section 4: **Finance Committee:**

- a. Shall consist of a Chairperson who is the Treasurer, and no more than two (2) members. The Chairperson-Elect or Past Chairperson and the Regional Director serve as Ex-Officio Members of the Committee. The Chairperson's

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term shall coincide with his/her term as Treasurer. The Members shall be elected for a three-year term and may be elected for one additional term.

- b. Shall assist the Regional Council by formulating and proposing for adoption the financial policies and procedures for the Region.
- c. Shall prepare and recommend a Fiscal Spending Plan for the Regional Council for their approval and submission to the Membership at the Annual Meeting.
- d. Shall review the financial policies, investments, and reserve accounts and recommend appropriate policies and practices.
- e. Shall review fees for CPE programs and recommend to the Region appropriate student fees.
- f. Shall review and recommend to the Region all fees for the Region.
- g. Shall review and recommend the adoption the annual external audit to the Regional Council and report to auditors findings to the Regional Members, contributors and ACPE.

Section 5: Peer Review Committee:

- a. Shall consist of a Chairperson, and no less than three (3) but no more than five (5) members, one-third elected each year for three-year terms.
- b. The Chairperson and Members shall be elected for a three-year term and may be elected for one additional term. The Chairperson shall be a CPE Supervisor. Members may be CPE Supervisors or experienced Individual Members who are not a student in Supervisory CPE or in the certification process.
- c. Shall communicate the Peer Review Process to the Supervisors of the Region and coordinate the pre- and post- Peer Review Process.

Section 6: Representation and Nomination Committee:

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- a. Shall consist of a Chairperson, and no less than three (3) but no more than five (5) members, one-third elected each year for three-year terms. The Chairperson and Members shall be elected for a three-year term,.
- b. Shall make nominations for Secretary, Treasurer, Regional Council and Committees; and shall conduct the nomination process for Representatives to the ACPE Board at the Annual Meeting of the Region in accordance with ACPE Bylaws and the Pacific Region Governance Manual.
- c. Shall notify the Regional Chairperson of any vacancies in elected positions and recommend persons to fill the vacant post.
- d. Shall notify the Regional Membership of all elections.
- e. Shall report all election results within 60 days to the ACPE national office in accordance with its established procedures.

ARTICLE IX **RESOURCE SPECIALISTS:**Section 1: **History:**

- a. The person shall be appointed by the Regional Chairperson for a three-year (3) term and may be appointed to any number of successive terms.
- b. The Specialist shall encourage appropriate gathering of historical documents and encourage writing on historical issues, personalities and influences in the Clinical Pastoral Education movement. The person shall provide care for the same.

ARTICLE X **FINANCE:**

Section 1: The Region shall have authority to collect and disburse funds and to order finances so as to:

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- a. Support its activities through the work of its officers, committees, and Regional Director.
- b. Participate responsibly in the financial affairs of the ACPE.
- c. Provide support and assistance for programs or activities approved by the Regional Council.

Section 2: The Region shall set fees for accreditation reviews, for appearances with the Certification Committee, for consultative service to a candidate, supervisor, or center on accreditation or certification concerns, or for other fees for services.

Section 3: The Region upon recommendations by the Finance Committee shall set the annual regional fee. Centers delinquent more than six (6) months in payment of their regional fee shall be referred to Accreditation Committee.

Section 4: The Region shall recommend Student Unit Fees to Regional CPE Centers.

Section 5: The fiscal year shall be determined by the Region.

ARTICLE XI REPRESENTATION:**Section 1: Board of Representatives:**

- a. Two members of the Region shall be elected to the ACPE Board of Representatives for a two year (2) term. Representatives may serve up to three terms as stipulated in the ACPE Bylaws.
- b. Representatives to the ACPE Board shall be elected at the Annual Regional Business meeting. The Chairperson of the Representation and Nominations Committee shall solicit candidate names via the mail (electronic or paper) 60 days prior to the Annual Meeting. Additional candidate names may be solicited at the Annual Meeting. The candidate receiving 50%+1 votes of the eligible voters at the meeting will be elected.

Section 2: Nominees to ACPE positions:

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- a. The Region’s Chairpersons of the Region’s Accreditation and Certification Committees should be nominated to the ACPE standing Commission if eligible.
- b. The Region may recommend the nomination one (1) person to serve on the ACPE Professional Ethics Commission, Standards and Representation and Nominations Committees.

Section 3: Other members of the Region may be elected or appointed by the Board of Representatives to serve on committees or task forces.

ARTICLE XII INDEMNIFICATION:

Indemnification for Representatives of the ACPE is defined for this Region in the ACPE BYLAWS; Article 13.

ARTICLE XII COMPLAINTS, APPEALS, AND RECALLS:

Section 1: This Region shall abide by the Complaint Procedures as defined in the ACPE Standards and Governance Manual.

Section 2: This Region shall abide by the Appeals Procedures as defined in the ACPE Standards and Governance Manual.

ARTICLE XIV AMENDMENTS:

This Governance Manual may be altered, amended, or repealed by a two-thirds vote of the eligible members present at the Annual Business Meeting of the Region, or by a two-thirds vote at a meeting of the members called by the Regional Council.

Proposed amendments or alterations must be submitted to the Regional Council ninety (90) days in advance of the annual meeting of the Region. The Regional

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Council will send to the membership, its recommendation on the proposed changes thirty (30) days prior to the annual meeting of the Region.

All amendments to the Governance Manual are subject to the approval of the ACPE Board of Representatives.

Attestation:

The above Pacific Region Governance Manual was approved by the Pacific Region Council on 18 October 2012 and sent to the ACPE Board of Representatives for review and approval.

Rev. Mica Togami, Secretary
Pacific Region ACPE

Date: _____