

By - Laws

Article 1 –Membership

Section I - Membership in the Association shall be limited to persons who are in good standing in a recognized faith group and who are interested in furthering the objectives of the Association.

Section II - Membership Categories

Membership in the Association shall be according to one of the following designations:

- Student Member: All Basic Students and they will pay the applicable fee.
- Associate Member: A person in pastoral practice and /or education who supports the goals of CASC / ACSS.
- Certified Member: Specialists and Teaching Supervisors who have been certified by the Certification Committee of the CASC / ACSS Education Standards Commission.
- Corporate Member: A Teaching Centre or Satellite Teaching Centre that has been accredited by the Accreditation Committee of the CASC / ACSS Education Standards Commission, or an Institution, Organization, Agency or Faith Group that supports the missions and goals of CASC / ACSS.
- Member Emeritus: A member who chooses to become a Member Emeritus and who pays the prescribed fee. Said person shall completely:
 - (a) cease to earn remuneration from spiritual care activities full-time, part-time or contract, and
 - (b) cease to utilize her/ his certification as a Specialist and/or Teaching Supervisor.
- Inactive Member: A person who is currently not working in pastoral care or counselling and has previously been a member in one of the above categories, but is not retired.

Section III - Privileges of Membership

All members shall receive all publications issued by the Association and may vote at all its meetings. With the exception of Corporate Members, all members may be elected to office, or be appointed to a Standing Commission or Committee, with the exception of the Corporate members who may neither vote nor hold office in the Association.

Section IV - Membership Applications and Fees

Applications for membership and payment of membership fees for all categories of Membership shall be submitted to the National Office. All categories of membership must be renewed annually by payment of fees. Non-payment of membership fees (indicated by fees remaining unpaid three months after the renewal deadline) will be understood as an indicator of cessation of membership in the Association. If membership lapses, it may be re-established only by submitting an application for membership. Applications for re-establishment of membership made by Specialists, Teaching Supervisors and Teaching Centres will be made to the Professional Practice Commission. All other applications for re-establishment of membership will be made to the National Office.

Section V - Adherence to the Code of Ethics

All members knowingly and willingly enter into a membership covenant; the values and beliefs of which are contained within the Code of Ethics and Professional Conduct. Adherence to this covenant is deemed to be a necessary and vital component of membership in any and all categories in CASC / ACSS and is reflected in the agreement of membership signed at the time of the annual renewal of membership. All members of the Association hold themselves accountable to the standards of professional competence and conduct outlined in the Code of Ethics and Professional Conduct. All members of the Association respect the Code of Ethics and Professional Conduct and the Standards for Education and Practice. All members agree, as indicated by signature of the Privative Clause at the annual renewal of membership, that the decisions reached within the Association, with due process and consideration being given to appeals, will be accepted without appealing to a Court of Law.

Section VI - Meetings and Convention

All meetings of the Association membership shall be conducted according to the guidelines outlined in the Constitution. For clarity, a particular Committee or Commission shall be entitled to proceed with a vote on any matter within their mandate if at least fifty per cent (50%) of their elected members are present at the meeting. Simple majority shall carry any such vote. Conventions and annual meetings for the membership shall be hosted by a Region of the Association, in consultation with the Board of Directors who shall approve the place, date and theme of the Convention. All other responsibilities (including budget) for holding the Convention and Annual Meeting will be assumed by the hosting Region.

Section VII - Elections

Elections to office within the Association shall be conducted at the Annual Meeting of the Association. The Vice President shall arrange for the preparation of nominations to vacant positions. Nominations can also be presented from the floor of the Annual Meeting for any vacant position. Election shall be declared by majority vote by ballot.

Article 2 -Organizational Structure: Regions

Section I - The Regions of the Association

The Regions of the Association shall be:

- Atlantic (Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland & Labrador)
- Quebec
- Ontario: East and North (all of Ontario east of the western border of Hastings County and north of the northern borders of Haliburton County and Muskoka District, over to the eastern border of Thunder Bay District.)
- Ontario: Central (all of Ontario west of the western border of Hastings County, south of the northern borders of Haliburton County and Muskoka District and east of the western border of Peel and Simcoe Counties)
- Ontario: Southwest (all of southwestern Ontario west of the western border of Peel and Simcoe Counties and bordered by Lake Erie, Lake Huron and Georgian Bay)

- Manitoba and Northwestern Ontario (comprising all of Manitoba and Ontario to the eastern border of the Thunder Bay District.)
- Saskatchewan
- Alberta
- British Columbia

Realignment of Regional boundaries or merging of two or more Regions must be approved at a meeting of the membership of the National Association.

Section II - Regional Leadership

For the purpose of facilitating the work of CAPPE in each Region there will be a Regional Executive consisting of: a Chairperson, Secretary, Treasurer, Admitting Committee Chairperson, Professional Practice Chairperson and any other officers which the membership of a Region desire to promote the work of the Association in that Region. All Committees within a Region shall maintain current Terms of Reference reviewed and revised annually. Revisions in Terms of References must be approved at the Annual meeting of the membership in the Region. Regional representation to the national organization of CAPPE will be through the Professional Practice Commission and the Educational Standards Commission. Any proposed changes in which authority and responsibility resting with a National Commission and/or Committee is to be assumed by a Regional body must be approved by majority vote of those present at an Annual meeting of the membership of the National Association.

Section III - Annual Meeting.

Each Region will hold an Annual meeting of the Association members within the Region.

Section IV - Chapters

Regions may authorize the formation of Chapters of the Association upon a district basis. Such Chapters shall be responsible to the Region within which each exists.

Section V - Retention of Records

Each Region will maintain its own Archives for its records and writings.

Section VI - Regional By – Laws

Each Region will maintain current by laws, ensuring they are reviewed triennially.

Article 3 -Organizational Structure: National

Section I - National Organizational Structure

The organizational structure of CASC / ACSS will include a Board of Directors, with an Executive; an Educational Standards Commission; a Professional Practice Commission; a Bilingualism Committee; an Ethics Committee; a Judicial Committee and a Foundation Committee. Terms of Reference for each of the above will be reviewed and revised annually. The Board of Directors must approve all revisions of Terms of References for these bodies.

Section II - Board of Directors

The Board of Directors shall provide leadership in the development and implementation of the Vision and Mission of the Association.

Subsection 1 - Functions of the Board of Directors

The Board of Directors shall:

- ensure that the Vision and Mission statements reflect the current values and circumstances of the Association
- develop plans for the future development of the Association
- support members' needs for professional affiliation, education and practice Standards, a Code of Ethics, and professional development through the facilitation of educational, practice and research activities in the Association
- receive proposals from Regions concerning the place, date and theme of future Annual meetings of the Association and recommend one of these proposals to the membership at its Annual meeting for approval
- provide a structure and forums within which the work of the Commissions and Committees can be discussed; receive regular reports from the Commissions and the Committees; and ensure all Commissions and Committees are functioning within their Terms of Reference and according to the By – Laws and Constitution.
- ensure that current Terms of References are maintained by all Commissions and Committees of the Association
- correspond with and support the Regions of the Association through the work of the Commissions
- maintain corresponding relationships with the Judicial Committee and the Ethics Committee, facilitating their work in whatever manner is deemed necessary by those Committees
- maintain National Archives in which relevant writings and records of the Association are stored and appoint a member to serve as the Archivist/Historian. Each region will maintain its own Archives for its records and writings.
- communicate regularly with the membership to keep it informed of changes in the Association and to gain information about the needs and visions of the membership

Subsection 2 - Membership

The Board of Directors will include the duly elected President, Vice President, Secretary, Treasurer, Educational Standards Commission Chair, Professional Practice Commission Chair and Bilingual Committee Chair. A staff member of the National Office, normally the Manager of Membership Services, will provide administrative support to the actions initiated by the Board of Directors. All members of the Board of Directors will be elected for a term of office of two years by the membership at its Annual Meeting. No officer shall be elected for more than two consecutive terms, unless no person deemed suitable by the Association has been nominated for the position in question. The incumbent shall be entitled to serve in the position for the next term. The Secretary and Treasurer shall be elected on alternate years. The Vice President will serve one year of a two-year term prior to assuming the Presidency and the other year of the two year term following service as

the President. The Chairs of the Commissions will be elected on alternate years to each other.

Subsection 3 - Board Executive Committee

The Executive Committee (President, Vice President, Secretary and Treasurer) of the Board provides leadership to the Association by ensuring that the vision, mission and activities of the Association are fulfilled for the growth and enhancement of its members.

The Executive Committee shall

- provide oversight for all matters pertaining to the National Office of the Association
- liaise with all Commissions and Committees of the Association to support and facilitate good communication within the Association so that the needs of its members are met
- represent the Association in relation to national and international religious organizations, agencies, organizations, government departments, and professional associations
- ensure legal counsel is available for matters pertaining to the business of the Association
- provide accountable fiscal oversight to the operation of the Association's business
- work closely with the Association's Foundation
- ensure the maintenance and regular review of the organization's policy and procedure manual
- provide leadership in coordinating and conducting the business of the Association at the Annual General Meeting
- ensure translation and interpretation of the business of the Association is available for both official languages of Canada

Section III - Educational Standards Commission

The Educational Standards Commission develops, oversees and revises the Educational Standards of the Association and is responsible for the admitting, certifying and accrediting actions of the Association.

Subsection 1 - Functions of the Educational Standards Commission

The Educational Standards Commission shall

- develop, oversee and revise Standards for all Supervised Pastoral Education, including
- Pastoral Counselling Education and Clinical Pastoral Education.
- develop, oversee and revise Standards for the Certification of Specialists and Teaching Supervisors
- oversee, coordinate and ratify all Certification actions of the Association
- develop, oversee and revise Standards for the Accreditation of Teaching Centres offering Supervised Pastoral Education
- oversee, coordinate and ratify all Accreditation Reviews of the Association
- develop and maintain a procedure for receiving, considering and duly processing grievances related to Education Standards of the Association

- advise and report to the Board of Directors on matters pertaining to educational standards.

The Committees within the Educational Standards Commission are the Academic Assessment Committee, the Certification Committee, the Accreditation Committee and the Standards Revision Committee.

Subsection 2 - Membership

The Educational Standards Commission shall include the duly elected Chair; Vice Chair; Secretary; Chair of Certification Committee; Chair of the Accreditation Committee; Chair of the Academic Assessment Committee ; Chair of the Standards Revision Committee; Chair of the Educational Standards Committee for the Quebec Region and the Regional Admitting Committee Chairs for all other Regions. All members are elected by the Association membership at its Annual Meeting, with the exception of the Chair of the Educational Standards Committee for Quebec and the Regional Admitting Chairs who are elected by their respective regions. Membership on the Commission will be for a two (2) year term. Members may serve for two (2) consecutive terms after which they may not serve on the Commission for at least one year. The Vice Chair will serve one year of a two-year term prior to assuming the Chair and the other year of the two-year term following service as the Chair. The Chair shall be elected on alternate years to the Vice Chair and the Secretary.

Section IV - Professional Practice Commission

The Professional Practice Commission serves the membership of the Association by providing leadership in promoting the professional practice and enhancing the professional identity of our membership.

Subsection 1 - Functions of the Professional Practice Commission

The Professional Practice Commission shall:

- develop and implement standards of practice for the ministries of pastoral care, pastoral counselling and education
- promote and enhance the recruitment and retention of members
- advise and report to the Board of Directors on matters pertaining to professional practice
- advocate with employers, faith groups and government for the ministries of pastoral care, pastoral counselling and education.
- supports and ensure opportunities for professional affiliation, continuing education, and research by the members of the Association
- seek and support opportunities for collaboration with other Associations
- develop, promote and oversee the peer review process
- The Committees within the Professional Practice Commission are the Specialists Committee, the Pastoral Counsellors Committee and the Teaching Supervisors Committee.

Subsection 2 - Membership

The membership of the Professional Practice Commission shall include the Chair, the Vice Chair, the Chairs of the Regional Professional Practice Committees, the Chair of the

Specialists Committee, the Chair of the Pastoral Counsellors Committee and the Chair of the Teaching Supervisors Committee. All members are elected by the membership of the Association at its Annual Meeting, with the exception of the Regional Professional Practice Chairs who are elected by their respective regions. Membership on the Commission will be for a two (2) year term. Members may serve for two (2) consecutive terms after which they may not serve on the Commission for at least one year. The Vice Chair will serve one year of a two-year term prior to assuming the Chair and the other year of the two-year term following service as the Chair. The Chair shall be elected on alternate years to the Vice Chair and the Secretary.

Section V - Committee on Bilingualism

The Committee on Bilingualism assures that the bilingual character of the Association is respected. There will be four members on the Committee, the Chairperson being a member of the Board of Directors. The membership shall represent a cross section of the nation.

Section VI - Ethics Committee

The Ethics Committee implements the Code of Ethics and Professional Conduct of the Association, provides continuing education relevant to the national and regional work of the Ethics Committee, and recommends to the Association any necessary amendments to the Code of Ethics and Professional Conduct.

Subsection 1 - Membership

The Ethics Committee shall consist of the Chair, Vice Chair and the Chairs of each Regional Ethics Committee. The Chair serves a term of two years. The Vice Chair will serve one year of a two-year term prior to assuming the Chair and the other year of the two-year term following service as the Chair.

Section VII - Appeals Adjudicator

The Appeals Adjudicator is the last court of appeal in the Association, functioning as an appellate body for Appeals of Decisions. Rulings shall be made concerning grievances of actions taken by the Educational Standards Commission, Professional Practice Commission, the Ethics Committee, the Board of Directors or any other Appeals which may be submitted to it. Appeals will only be considered when all appropriate due processes of the Association have been completed. The processes and standards followed by the Appeals Adjudicator are outlined in its Terms of Reference.

Section VIII - The Foundation for Pastoral Practice and Education

The Foundation raises, administers and dispenses funds to promote the mission and goals of the Association in education, practice and research. It has a Board of 5-7 members; the Chair is elected from within the Foundation Board. The Treasurer of the Association is a member of the Foundation Board.

Article 4 - Amendments

Section 1 - Changes to the By - Laws of the Association can be approved by the Board of Directors from time to time, subject to ratification by the members of the Association at

the Annual Meeting.

Approved Annual General Meeting 2006