

**Saskatchewan Association of Spiritual Care Professionals in Health Care  
(December 9/06 draft)**

**CONSTITUTION  
&  
BY-LAWS**

**Article I – *Name and Constitution:***

The name of the Association shall be the Saskatchewan Association of Spiritual Care Professionals in Health Care

The By-laws of the Association shall be subject to the approval of the Membership.

**Article II – *Purpose:***

The purpose of the Association is to promote and regulate Spiritual Care as a clinical discipline and integral part of the health care team and to articulate and facilitate the purpose, well-being and business of its members by:

- a. Providing opportunities for mutual association and support amongst members through provincial and regional social and educational gatherings
- b. Promoting the availability of spiritual care services provided by members in public and private institutions, and in community settings throughout the Province.
- c. Representing member concerns to appropriate levels of government, private employers, religious organizations, and other such bodies
- d. Providing or endorsing a professional Code or Codes of Ethics, and a process for complaint management and member discipline.
- e. Providing or endorsing a set or sets of Practice Standards for the provision of professional spiritual care
- f. Supporting the work of and collaborating with other groups providing or promoting spiritual care in harmony with the stated purposes of this Association.
- g. Providing and endorsing opportunities for the continuing education of members, and advocating for resources for continuing education within the organizations served by our members
- h. Informing, co-operating with and relating to religious bodies, colleges, organizations and institutions within the Province regarding spiritual care

### **Article III – Membership:**

**A.** Members are those who enter into a membership covenant agreeing to abide by the Code of Ethics and the Standards of Practice and who pay the prescribed membership fee.

**B. Initial Eligibility:** Beginning January 1, 2007 through to December 31, 2008, all personnel currently employed as Spiritual Care Providers by health care institutions, are eligible for membership.

Membership is open to Religious Care providers (eg. faith specific chaplains) subject to their willingness to enter into said membership covenant to abide by the Code of Ethics and the Standards of Practice.

**C. Permanent Membership Criteria:** Persons seeking membership after January 1, 2009 will be admitted under one of the following membership categories:

**1. Membership Based on Academic Qualifications:**

Any person who has a degree in theology or equivalent and a minimum of 800 hours supervised (spiritual care) practice, will be eligible for membership.

**2. Membership based on Clinical Pastoral Education**

Any person who has completed two basic units (800 hours) of Clinical Pastoral Education with a commitment to pursuing a degree in theology or equivalent will be eligible for membership.

**3. Membership Through Panel Review:**

Persons with two years or more of relevant experience may apply for membership through an interview by a review panel that will assess their suitability for admission.

**D. Endorsement by One's Faith Community**

Membership in the association requires endorsement by a faith community and/or personal references attesting to an individual's spiritual integrity and compassion.

### **Article IV – Executive Committee:**

The Executive Committee shall be elected annually.

The Executive Committee includes: the Chairperson, Past-Chairperson, Vice-Chairperson, Secretary/Treasurer, Newsletter Chairperson, Membership Chairperson, and any other officers needed from time to time to promote effective functioning.

The Executive Committee has the power to act between meetings according to the policies of the organization. The Executive Committee shall meet at least two times between Annual Meetings.

**Article V – Elections and Appointments:**

Officers shall be elected at the Annual Meeting upon a simple majority vote cast by the Membership present, or at a Special Meeting, duly called for the purpose of an election. The Executive Committee may appoint members to fill vacancies in an interim capacity prior to an Annual Meeting.

**Article VI – Terms of Office:**

The Chairperson and Vice-Chairperson shall hold office for a two-year term and shall not be eligible for re-election for a consecutive term.

All other Officers shall hold office for a two-year term and shall be eligible for re-election for one further term.

In the election of the Officers, due consideration will be given to continuity and rotation.

Term of office begins prior to the adjournment of the Annual Meeting.

**Article VII – Roles and Responsibilities of Officers:**

The **Chairperson** shall:

- a. be the Chief Executive Officer of the organization
- b. perform such duties as are customary for Presiding Officers.

The **Past-Chairperson** shall:

- a. chair the Nominations Committee;
- b. nominate the membership of the Nominations Committee, and present such nominations to the Executive Committee for ratification.

The **Vice-Chairperson** shall:

- a. be the Chairperson Elect;
- b. in the absence of the Chairperson, assume the duties of the Chairperson;

The **Secretary/Treasurer** shall:

- a. record and keep a record of all meetings of the Executive Committee and of the organization

- b. perform such duties as are customary for Recording Secretaries.
- c. receive and bank all monies in accordance with the policies of the Region;
- a. keep an account of all the funds and pay all authorized expenditures;
- b. present an audited report to the Annual Meeting of the organization

The **Newsletter Chairperson** shall:

- a. be responsible for collecting material and formatting two Newsletters annually;
- b. oversee Newsletter mailings to the Members.

The **Membership Chairperson** shall:

- a. maintain a current list of Members and promote membership in the Association;
- b. promote the Association within the Saskatchewan community at-large and oversee community relations.

#### **Article VIII – Meetings:**

The Executive Committee shall decide on the date, place and theme of the Annual Meeting. Notice shall be given to the membership in writing at least one month in advance.

Special Meetings may be called by the Executive Committee by written request of five Members addressed to the Executive Committee. Notice of Special Meetings shall be given to the members at least two weeks in advance.

The Quorum for the Annual Meeting shall be those who are present at the meeting. For any meeting of the membership duly called, the quorum shall be those who are present at the meeting. Only Members of the Association may vote.

The Executive Committee shall arrange for an annual financial review of the accounts.

#### **Article IX – Standing Committees:**

The **Nominations Committee** shall:

- a. nominate Members for elected positions on the Executive Committee and for appointed positions on Standing Committees. Nominations to the Executive Committee may also be made by Members at the Annual Meeting or a Special Meeting duly called for the purposes of an election.
- b. all Nominations Committee Members must be ratified by the Executive Committee.

Other Committees may be appointed by the Executive Committee as required.  
All Committee Members must be ratified by the Executive Committee.

**Article X – *Fiscal Year:***

The fiscal year of the Saskatchewan Association of Spiritual Care Professionals in Health Care shall be April 1 to March 31.

**Article XI – *Amendments:***

The By-laws of the Region may be amended by a two-thirds majority vote of members present at an Annual Meeting. This is provided that the proposed amendments shall have been submitted in writing to the Executive in sufficient time to be distributed to all Members not less than two weeks prior to the Annual Meeting.