



**Rules of the  
Association for Supervised  
And Clinical Pastoral Education  
in Victoria Incorporated  
(ASACPEV Inc.)**

**November 2021**

## TABLE OF CONTENTS

|  | Page number |
|--|-------------|
| <b>Preamble</b>  | <b>4</b>    |
| <b>Statement of Purpose</b>                                    | <b>5</b>    |
| <b>Rules</b>   |             |
| <b>1. Name</b>   | <b>6</b>    |
| <b>2. Definitions</b>  | <b>6</b>    |
| <b>3. Alteration of the rules</b>                              | <b>7</b>    |
| <b>4. Membership entry fees and subscription</b>               | <b>8</b>    |
| <b>5. Register of members</b>                                  | <b>10</b>   |
| <b>6. Ceasing Membership</b>                                   | <b>10</b>   |
| <b>7. Discipline, suspension and expulsion of members</b>      | <b>11</b>   |
| <b>8. Disputes and mediation</b>                               | <b>13</b>   |
| <b>9. Annual General Meetings</b>                              | <b>14</b>   |
| <b>10. Special General Meetings</b>                            | <b>15</b>   |
| <b>11. Special Business</b>                                    | <b>16</b>   |
| <b>12. Notice of General Meetings</b>                          | <b>16</b>   |
| <b>13. Quorum at General Meetings</b>                          | <b>16</b>   |
| <b>14. Presiding at General Meetings</b>                       | <b>17</b>   |
| <b>15. Adjournment of Meetings</b>                             | <b>17</b>   |
| <b>16. Voting at General Meetings</b>                          | <b>17</b>   |
| <b>17. Poll at General Meetings</b>                            | <b>18</b>   |
| <b>18. Manner of determining whether resolution carried</b>    | <b>18</b>   |
| <b>19. Proxies</b>   | <b>19</b>   |
| <b>20. The Executive</b>                                       | <b>19</b>   |
| <b>21. Office holders</b>                                      | <b>20</b>   |
| <b>22. Ordinary members of the Executive</b>                   | <b>21</b>   |
| <b>23. Election of officers and ordinary Executive members</b> | <b>21</b>   |
| <b>24. Vacancies</b>   | <b>22</b>   |
| <b>25. Meetings of the Executive</b>                           | <b>22</b>   |
| <b>26. Notice of Executive meetings</b>                        | <b>22</b>   |
| <b>27. Quorum for Executive meetings</b>                       | <b>22</b>   |
| <b>28. Presiding at Executive meetings</b>                     | <b>23</b>   |

|   |           |
|---|-----------|
| <b>29. Voting at Executive meetings</b>                           | <b>23</b> |
| <b>30. Removal of Executive member</b>                            | <b>23</b> |
| <b>31. Minutes of meetings</b>                                    | <b>24</b> |
| <b>32. Funds</b>  | <b>24</b> |
| <b>33. Registrar</b>  | <b>24</b> |
| <b>34. Seal</b>   | <b>25</b> |
| <b>35. Notice to members</b>                                      | <b>25</b> |
| <b>36. Standing committees</b>                                    | <b>25</b> |
| <b>37. Registration and Certification committee</b>               | <b>25</b> |
| <b>38. Chapters</b>   | <b>27</b> |
| <b>39. Winding up</b>   | <b>27</b> |
| <b>40. Custody and inspection of books and records</b>            | <b>27</b> |
| <b>Appendix</b>   |           |
| <b>1. Form of appointment of proxy for meeting of association</b> | <b>29</b> |
| <b>2. Form of appointment of proxy</b>                            | <b>30</b> |
| <b>3. Eligibility criteria for membership</b>                     | <b>31</b> |
| <b>4. By Laws re Membership</b>                                   | <b>34</b> |

# THE ASSOCIATION FOR SUPERVISED AND CLINICAL PASTORAL EDUCATION IN VICTORIA INCORPORATED (ASACPEV Inc.)

## Preamble

Terms used in this Statement of Purposes have the meanings attributed to them in the Rules of the Association which accompany this Statement.

This Association exists for the provision of Supervised Pastoral Education (SPE), including Clinical Pastoral Education (CPE), the professional development of CPE Supervisors and the improvement and maintenance of the ASACPEV Inc's Standards for Clinical Pastoral Education.

CPE is a programme of education and formation of pastoral care practitioners. The programme's methodology utilises the action reflection model of learning within a supervised small group context. The action component entails the actual provision of pastoral care within a recognized pastoral setting. This care acknowledges and attends to the human condition, particularly life's spiritual and religious dimensions, respecting the diversity of belief within the Australian context. The reflection component entails the exploration of the pastoral encounter; the dynamics present, and the theological and spiritual dimensions. This action reflection process is integral to the participants' understanding and the formation of their pastoral identity and competence. CPE includes "learning theology from the living human document" (Anton Boisen)<sup>1</sup>, and the integration of the practitioner's faith and practice.

The Association's tradition and understanding of pastoral care is grounded firmly in the Christian faith. The Association seeks the active engagement of people of other religions and spiritualities in response to the rich spiritual diversity in today's community.

---

<sup>1</sup> Boisen

## **STATEMENT OF PURPOSES**

- A. To create and maintain standards for the provision of SPE/CPE; to regulate the practices of SPE/CPE in Victoria by engaging in registration of centres and programmes and the accreditation of CPE participants and supervisors according to the Standards of the Association;
- B. To engage in and encourage ongoing education for the further development of SPE and CPE programmes including the partnership with the University of Divinity for the professional development of pastoral practitioners and supervisors;
- C. To engage in and encourage research for the development of SPE and CPE;
- D. To develop or approve reciprocal arrangements with similar bodies in Australia and overseas; and
- E. To encourage and promote awareness of SPE and CPE as part of professional education for pastoral care practice.
- F. To promote quality accredited professional supervision beyond the CPE Centres and the conduct of CPE programmes.
- G. To promote accredited professional supervision to faith groups, institutions, churches, organizations and individual pastoral practitioners.
- H. To hold and circulate a register of accredited professional pastoral supervisors who work in private practice.

## RULES

### 1 Name

The name of the incorporated association is the Association for Supervised and Clinical Pastoral Education in Victoria Incorporated (ASACPEV Inc.) (in these Rules called "the Association").

### 2 Definitions

(1) In these Rules, unless the contrary intention appears—

**Associate Fellow** means a person admitted as an associate fellow of the Association in accordance with these rules;

**Associate Member** means a person admitted as an associate member of the Association in accordance with these rules;

**Clinical Pastoral Education** and **CPE** mean a programme of education and formation of pastoral care practitioners;

**CPE Supervisor** means a supervisor of Clinical Pastoral Education accredited by the Association;

**Eligibility Criteria** means the qualifications for membership set out in Appendix 3 and as varied by the Executive from time to time;

**Executive** means the committee of management of the Association;

**Fellow** means a person admitted as a fellow of the Association in accordance with these rules;

**financial year** means the year ending on 30<sup>th</sup> September

**general meeting** means a general meeting of members convened in accordance with rule 12;

**General Member** means a person admitted as a general member of the Association in accordance with these rules;

**Honorary Fellow** means a person granted honorary fellowship of the Association in accordance with these Rules;

**Life Membership** means a person granted Life Membership of the Association in accordance with these Rules;

**member** means a member of the Association;

**ordinary member of the Executive** means a member of the Executive who is not an officer of the Association under rule 21;

**Regulations** means regulations under the Act;

**Registrar** means the person who holds office under these Rules as Registrar of the Association;

**Registration and Certifications Committee** means the committee established in accordance with rule 37;

**relevant documents** has the same meaning as in the Act;

**Supervised Pastoral Education** and **SPE** mean the professional development of CPE Supervisors and the improvement and maintenance of standards of Clinical Pastoral Education;

**Supervisory Member** means a person admitted as a supervisory member of the Association in accordance with these rules;

**the Act** means the **Associations Incorporation Act 1981**.

(2) In these Rules, a reference to the Secretary of an Association is a reference—

(a) if a person holds office under these Rules as Secretary of the Association—to that person; and

(b) in any other case, to the public officer of the Association.

### **3 Alteration of the rules**

These Rules and the Statement of Purposes of the Association must not be altered except in accordance with the Act.

#### **4 Membership, entry fees and subscription**

(1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

The Association has the following types of members:

- (a) Associate Member
- (b) General Member
- (c) Supervisory Member
- (d) Associate Fellow
- (e) Fellow
- (f) Honorary Fellow
- (g) Life Member

(2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless—

- (a) he or she applies for membership in accordance with sub-rule (3) except in the case of a Honorary Fellow where sub-rule (9) applies;
- (b) satisfies the relevant Eligibility Criteria; and
- (c) the admission as a member is approved by:
  - (i) in the case of an application for Associate Member, General Member or Associate Fellow, the Executive and Registrar; and
  - (ii) in the case of an application for Supervisory Member, Fellow or Honorary Fellow, the Executive upon the recommendation of the Registration and Certification Committee; and

- (d) the applicant (other than for a Honorary Fellow) has paid the annual membership fees for the relevant class of membership as set by the Association.
  - (e) Annual Membership fees for the Life Member will be paid by the Association, including ANZACPE fees.
- (3) An application for Associate Member, General Member, Supervisory Member, Associate Fellow or Fellow, must be —
    - (a) in writing using the form set by the Association and maintained by the Registrar; and
    - (b) lodged with the Registrar.
  - (4) As soon as practicable after the receipt of an application, the Registrar must refer the application to the Executive.
  - (5) Where an application is for Associate Member, General Member or Associate Fellow, the Executive must determine whether to approve or reject the application having regard to the relevant Eligibility Criteria.
  - (6) Where an application is for Supervisory Member or Fellow, the Executive must refer the application to the Registration and Certification Committee for recommendation. Should the Registration and Certification Committee recommend admission of the applicant, the Executive must then determine whether to approve or reject the application having regard to the relevant Eligibility Criteria.
  - (7) If the Executive approves an application for membership, the Registrar must, as soon as practicable notify the applicant in writing of the approval for membership.
  - (8) The Registrar must, within 28 days, enter the applicant's name and the category of membership in the register of members.
  - (9) The Executive may from time to time consider granting a person membership of the Association as an Honorary Fellow. Any such consideration and grant is at the absolute discretion of the Executive having regard to the relevant Eligibility Criteria. If the Executive grants a person membership as Honorary Fellow, the Registrar must as soon as practicable notify the grantee in writing of the membership and within 28

days enter the grantee's name in the register of members as Honorary Fellow.

- (10) Life Membership may be bestowed on a member in good standing, in recognition of an outstanding contribution to the Association over an extended period of time, who has made:
- (a) a significant contribution to the Association as both a member of the Executive and / or Registration and Certification Committee over a period of at least ten (10) years, or as determined by the Executive.
- Or
- (b) an outstanding contribution to the development of S.P.E. / C.P.E in Australia and internationally through ANZACPE and the ICPC, or as determined by the Executive.
- (11) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members. General Members, Supervisory Members, Associate Fellows, Fellows, Honorary Fellows and Life Members shall be entitled to use the letters M.A.S.A.C.P.E.V., S.M.A.S.A.C.P.E.V., A.F.A.S.A.C.P.E.V., F.A.S.A.C.P.E.V., F.A.S.A.C.P.E.V. (hon), and L.M.A.S.A.C.P.E.V. respectively after their name as a recognition and mark of their professional competence.
- (12) If the Executive rejects an application, the Executive must, as soon as practicable, notify the applicant in writing that the application has been rejected and return the entrance fee.
- (13) A right, privilege, or obligation of a person by reason of membership of the Association—
- (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (14) The entrance fee is the relevant amount set by the Association from time to time.

- (15) The annual subscription is the relevant amount set by the Association and is payable in advance on or before October 30 in each year.

## **5 Register of members**

- (1) The Registrar must keep and maintain a register of members containing—
- (a) the name and address of each member; and
  - (b) the date on which each member's name was entered in the register; and
  - (c) the category of membership.

## **6 Ceasing membership**

- (1) A member of the Association who has paid all monies due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Registrar of his or her intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)—
- (a) the member ceases to be a member; and
  - (b) the Registrar must record in the register of members the date on which the member ceased to be a member.

## **7 Discipline, suspension and expulsion of members**

- (1) Subject to these Rules, if the Executive is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Executive may by resolution—
- (a) suspend that member from membership of the Association for a specified period; or
  - (b) expel that member from the Association; or
  - (c) fine that member an amount not exceeding \$500

- (2) A resolution of the Executive under sub-rule (1) does not take effect unless—
- (a) at a meeting held in accordance with sub-rule (3), the Executive confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (3) A meeting of the Executive to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
- (a) setting out the resolution of the Executive and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the Executive at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following—
    - (i) attend that meeting;
    - (ii) give to the Executive before the date of that meeting a written statement seeking the revocation of the resolution; and
  - (e) informing the member that, if at that meeting, the Executive confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

- (5) At a meeting of the Executive to confirm or revoke a resolution passed under sub-rule (1), the Executive must—
  - (a) give the member, or his or her representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the Executive, the Executive confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the Executive and the Executive must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under sub-rule (7)—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Executive may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **8 Disputes and mediation**

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
  - (a) a member and another member; or
  - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) in the case of a dispute between a member and another member, a person appointed by the Executive; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
  - (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **9 Annual general meetings**

- (1) The Executive may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
  - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the Executive reports upon the transactions of the Association during the last preceding financial year; and
  - (c) to elect officers of the Association and the ordinary members of the Executive; and
  - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

## **10 Special general meetings**

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The Executive may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Executive must convene a special general meeting before the expiration of that period.

- (5) The Executive must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must—
  - (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the Secretary.
- (7) If the Executive does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Executive and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

## **11 Special business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

## **12 Notice of general meetings**

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—

- (a) by prepaid post to the address appearing in the register of members;  
or
  - (b) by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

### **13 Quorum at general meetings**

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
- (a) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and
  - (b) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

### **14 Presiding at general meetings**

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.

- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

## **15 Adjournment of meetings**

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

## **16 Voting at general meetings**

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

## **17 Poll at general meetings**

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is

demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

## **18 Manner of determining whether resolution carried**

If a question arising at a general meeting of the Association is determined on a show of hands—

(a) a declaration by the Chairperson that a resolution has been—

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) an entry to that effect in the minute book of the Association—

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

## **19 Proxies**

(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be—

(a) for a meeting of the Association convened under rule 7, in the form set out in Appendix 1; or

(b) in any other case, in the form set out in Appendix 2.

## **20 The Executive**

(1) The affairs of the Association shall be managed by the Executive.

(2) The Executive—

- (a) shall control and manage the business and affairs of the Association;  
and
  - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of the Association.
- (3) Subject to section 23 of the Act, the Executive shall consist of—
- (a) the officers of the Association; and
  - (b) the immediate past President; and
  - (c) the Chairperson of the Registration and Certification Committee;  
and
  - (d) three ordinary members being members of the Association other than Associate Members.

## **21 Office holders**

- (1) The officers of the Association shall be—
- (a) a President;
  - (b) a Vice-President;
  - (c) a Treasurer;
  - (d) a Secretary; and
  - (e) a Registrar.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).
- (3) Term of office:

- (a) The President and Vice-President shall hold office until the end of the second annual general meeting after the date of election, and will not be eligible for re-election unless there is no President-elect or Vice-President elect, in which case the incumbent President or Vice-President may be elected for one further term of two years.
  - (b) The Treasurer and Secretary shall be elected in alternate years each for a term of two years and will hold office until the end of the second annual general meeting following their election and will be eligible for re-election.
  - (c) The Registrar shall be elected for a term of two years and will hold office until the end of the second annual general meeting following their election and will be eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the Executive may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

## **22 Ordinary members of the Executive**

- (1) Subject to these Rules, each ordinary member of the Executive shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the Executive, the Executive may appoint a member of the Association (other than an Associate Member) to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

## **23 Election of officers and ordinary Executive members**

- (1) Nominations of candidates for election as officers of the Association or as ordinary members of the Executive must be—
  - (a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the Executive, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the Executive, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the Executive must be conducted at the annual general meeting in such manner as the Executive may direct.

## **24 Vacancies**

The office of an officer of the Association, or of an ordinary member of the Executive, becomes vacant if the officer or member—

- (a) ceases to be a member of the Association; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) resigns from office by notice in writing given to the Secretary.

## **25 Meetings of the Executive**

- (1) The Executive must meet at least 3 times in each year at such place and such times as the Executive may determine.

- (2) Special meetings of the Executive may be convened by the President or by any 4 members of the Executive.

## **26 Notice of Executive meetings**

- (1) Written notice of each Executive meeting must be given to each member of the Executive at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the Executive of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

## **27 Quorum for Executive meetings**

- (1) Any 4 members of the Executive constitute a quorum for the conduct of the business of a meeting of the Executive.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
  - (i) in the case of a special meeting—the meeting lapses;
  - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The Executive may act notwithstanding any vacancy on the Executive.

## **28 Presiding at Executive meetings**

At meetings of the Executive—

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

## **29 Voting at Executive meetings**

- (1) Questions arising at a meeting of the Executive, or at a meeting of any subcommittee appointed by the Executive, shall be determined on a

show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

- (2) Each member present at a meeting of the Executive, or at a meeting of any subcommittee appointed by the Executive (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

### **30 Removal of Executive member**

- (1) The Association in general meeting may, by resolution, remove any member of the Executive before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

### **31 Minutes of meetings**

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each Executive meeting, together with a record of the names of persons present at Executive meetings.

### **32 Funds**

- (1) The Treasurer of the Association must—
  - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and

- (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Executive.
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Executive determines.

### **33 Registrar**

The Registrar shall:

- (1) keep and accurately maintain a register of members in which shall be entered the full name, postal and email address, date of entry, category of membership, dates of CPE units credited to each member and the centres in which the Clinical Pastoral Education took place, dates of supervisory accreditations and any awards by the Association,
- (2) liaise regularly with the Secretary and the Treasurer in relation to the status of General Members and Associate Fellows and with the Chairperson of the Registration and Certification Committee in relation to the supervisory status of Supervisory Members and Fellows,
- (3) require CPE centres to provide details of CPE units completed by students in their respective centres at least annually,
- (4) provide a report on the state of membership at each annual general meeting,
- (5) have authority to liaise with CPE organizations in relation to membership status and details.

### **34 Seal**

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the Executive and the affixing of the common seal must be

attested by the signatures either of two members of the Executive or, of one member of the Executive and of the public officer of the Association.

### **35 Notice to members**

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Association, under these Rules may be given by—

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) electronic transmission, if the member has provided their email address.

### **36 Standing Committees**

Subject to the Rules, the Act and the Regulations, the Executive may by resolution establish, amalgamate and disband a committee of the Association as may be required from time to time. The role, composition and duration of any committee will be determined by the Executive.

### **37 Registration and Certification Committee**

The Association shall have a Registration and Certification Committee which shall:

- (1) (a) recommend standards and establish procedures for registration of programmes of S.P.E./C.P.E. and for certifying supervisors and others in accordance with the Association standards.
- (b) examine each application for registration or certification, and
- (c) submit all decisions pertaining to the registration or certification of applicants for membership to the Executive for determination.

- (2) The Registration and Certification Committee shall comprise of the President of the Association (ex officio) and no less than six (6) and no more than nine (9) members (other than Associate Members) elected at the annual general meeting from a panel of names submitted to the meeting by the Executive.
- (3) At the first meeting of the Registration and Certification Committee after the annual general meeting, the Committee must elect one of its number to be chairperson for the following twelve months. A person elected chairperson may be re-elected chairperson provided that they do not hold the position of chairperson for any one consecutive period exceeding five years.
- (3) The panel of names submitted by the Executive to an annual general meeting must include representatives of supervisors of pastoral education, theological teachers, parish clergy and members of other related professions but may not include Associate Members.
- (4) The Registration and Certification Committee may co-opt:
  - (a) up to three additional members to the Committee who may hold office until the next annual general meeting; and
  - (b) consultants of its own choosing, subject to financial approval by the Executive.

## **38 Colleges**

- (1) An AGM or SGM may by resolution establish, amalgamate and disband colleges of the Association
- (2) A college consists of the members normally holding a common professional interest defined by the Executive for the time being in force.
- (3) The constitution, membership, administration, powers, rights, duties and obligations of the chapters are determined by the Executive from time to time.

- (4) A college shall consist of members of the Association who formally register to belong to the group holding a common professional interest approved by the Executive.
- (5) The names of specific colleges will be decided by the Executive
- (6) Any administrative costs to the Association for administering a college will be met by an additional fee to the registered members of the college.
- (7) The initial college recognized by the Association is the College of Professional Pastoral Supervisors in Private Practice.

### **39 Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

### **40 Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

Financial records of the Association are to be made available to members on written request to the Executive

---



## APPENDIX 2

### FORM OF APPOINTMENT OF PROXY

I,

*(name)*

of

*(address)*

being a member of

*(The Association for Supervised and Clinical Pastoral Education in Victoria  
Incorporated)*

appoint

*(name of proxy holder)*

of

*(address of proxy holder)*

being a member of that Incorporated Association, as my proxy to vote on my behalf at the  
\*annual/\*special general meeting of the Association to be held on—

*(date of meeting)*

and at any adjournment of that meeting.

My proxy is authorised to vote \*in favour of/\*against the following resolution: *[insert details of resolution]*

Signed

Date

\*Delete if not applicable

---

## **APPENDIX 3**

### **ELIGIBILITY CRITERIA**

For the purposes of the Eligibility Criteria:

**Approved Professional Association** means the N.S.W Council for Clinical Pastoral Education, Association of New Zealand Clinical Pastoral Education, Queensland Institute of C.P.E., the South Australia & Northern Territory Association for C.P.E., the Association for C.P.E. in Western Australia, the Canadian Association for Pastoral Education, the Association for Clinical Pastoral Education Inc or such other association approved by the Executive from time to time.

#### **Associate Member**

An applicant for Associate Member of the Association must have satisfactorily completed a minimum of one accredited units of Clinical Pastoral Education conducted in a centre registered with the Association, and supervised by a CPE Supervisor.

#### **General Member**

An applicant for General Member of the Association must:

- (a) have satisfactorily completed a minimum of two accredited units of Clinical Pastoral Education conducted in a centre registered with the Association, and supervised by a CPE Supervisor; or
- (b) have satisfactorily completed a minimum of two units of C.P.E. conducted under the auspices of an Approved Professional Association; or
- (c) be a theological teacher in the areas of pastoral care, pastoral theology, pastoral psychology, supervised ministry field education; or
- (d) a professional person who, in the opinion of the Executive, is able to make a contribution to SPE.

#### **Supervisory Member**

An applicant for a Supervisory Member of the Association must:

- (a) be a person in good standing with the Association, as determined by the Executive; and
- (b) have received notification of their registration as a “Provisional Pastoral Supervisor” within a centre registered with the Association; or
- (c) achieved accreditation as a Supervisor at a level equivalent to that of Pastoral Supervisor in any Approved Professional Association.

### **Associate Fellow**

An applicant for an Associate Fellow of the Association must:

- (a) be a person in good standing with the Association, as determined by the Executive; and
- (b) have received certification as a Clinical Pastoral Supervisor from the Association; or
- (c) achieved accreditation at a level equivalent to that of Clinical Pastoral Supervisor from an Approved Professional Association.

### **Fellow**

An applicant for a Fellow of the Association must:

- (a) be a person in good standing with the Association, as determined by the Executive; and
- (b) have received certification as a Clinical Pastoral Educator from the Association;  
or
- (c) achieved accreditation at a level equivalent to that of Clinical Pastoral Educator from an Approved Professional Association.

### **Honorary Fellow**

To be eligible for an Honorary Fellow of the Association, a candidate must:

- (a) be a person in good standing with the Association, as determined by the Executive; and
- (b) have made a significant contribution to the Association as both a member of the Executive and at least one Standing Committee over a period of at least four (4) years, as determined by the Executive; or
- (c) have made an outstanding contribution to the development of S.P.E./C.P.E. in Australia, as determined by the Executive; or
- (d) have completed a three year Post Graduate Theological/Ministry degree as recognised by Melbourne College of Divinity, involving the proposed Fellow in a significant amount of pastoral education under supervision, as well as theological reflection upon the pastoral task.

### **Life Member**

To be eligible for a Life Member of the Association, a candidate must:

- (a) be a person in good standing with the Association as determined by the Executive; and have made
- (b) An outstanding contribution to the Association over an extended period of time, and
- (c) A significant contribution to the Association as both a member of the Executive and / or Registration and Certification Committee over a period of at least ten (10) years, or as determined by the Executive.  
and/or
- (d) An outstanding contribution to the development of S.P.E./C.P.E. in Australia and internationally through ANZACPE and the ICPCC, or as determined by the Executive.

## APPENDIX 4

### BY-LAWS OF THE ASSOCIATION FOR SUPERVISED AND CLINICAL PASTORAL EDUCATION IN VICTORIA (ASACPEV Inc.)

**By-law I                      Applications for Membership, Associate Membership, Supervisory Membership, Associate Fellowship and Fellowship:**

Applications for Membership and Associate Membership, Supervisory Membership, Associate Fellowship and Fellowship, shall be submitted to the Executive via the Registrar. If rejected, an applicant may appeal to the Executive for reconsideration. Applicants who have been awarded Accreditation by another recognised association of C.P.E. or S.P.E., should forward with their application, a letter of reference from a Fellow or Supervisor of that Association.

**By-law II                      Continuation of Membership:**

Section 1.                      Membership, Associate Membership, Supervisory Membership, Associate Fellowship, and Fellowship must be renewed annually by the payment of dues. Membership and recognition shall be deemed to have lapsed if membership dues are in arrears for more than twelve months. If membership lapses it may be re-established only by submitting a further application.

Section 2.                      **Special Leave.** At the time of membership renewal, an ASACPEV Inc member may apply, to the Registrar, for an on-leave status in special circumstances (e.g. Maternity leave or prolonged illness) for a nominal fee of \$10, for a period up to the next AGM. Status of Special Leave member; a) retains formal membership ( i.e. member does not need to reapply for membership) b) receives information regarding the Association, c) will not be eligible to vote at the AGM or a Special General Meeting.

Section 3.

In addition to continuance of Membership as in Section 1, Supervisory Members, Associate Fellows and Fellows of the Association shall maintain professional standards at a level deemed appropriate by the Association.