

# AAPC NW REGION BYLAWS/GUIDELINES REVISION 2008

Regional Council has determined that changes need to be made in the document which stipulates the nature of our governance. This document is no longer referred to as our Bylaws (only the Association as a whole has Bylaws). Regions have "Guidelines." Changes are highlighted. Language Updating is highlighted in Yellow/Light shading. Principle/Practice changes are highlighted in Azure/Darker shading. Some of the latter are changes only in relation to the existing Bylaws – i.e. some of the principles/practices that are being officially proposed herewith have already become our practice. Some of the changes are the result of the change from two Regional Meetings a year (Spring and Fall) to one meeting (Fall). Some of the changes are necessary to bring the Region in line with practice in the other nine Regions (Regional Chair instead of President). Regions have "Guidelines." Only the Association has "Bylaws" (a legal matter).

## Existing Bylaws (adopted 3/9/91)

### American Association of Pastoral Counselors Northwest Region By-Laws

#### ARTICLE I: NAME

The name of this region of the American Association of Pastoral Counselors shall be Northwest. Its regional designation, along with nine additional regions, has been determined by the Association.

#### ARTICLE II: PURPOSE

The purposes of the Northwest Region are in accordance with the Association.

#### ARTICLE III: MEMBERSHIP

Standards for membership, both individual and institutional, shall be in accordance with the Association.

#### ARTICLE IV: OFFICERS

**Section A:** The officers of the Region shall be a President, a Vice-President, a Secretary, and a Treasurer. The Chairpersons of the standing Committees and the members of the Membership Committee shall also be elected by the membership of the Region.

**Section B:** Officers, Chairpersons, and Members of the Membership Committee shall be elected from a slate of candidates developed by the Nominating Committee. These nominees shall be selected from names submitted from the general membership to the Nominating Committee Chairperson at the time of the Spring meeting of the Region. The entire slate as drawn up by the Nominating Committee shall be presented to the membership at least sixty days prior to the Fall meeting. Voting shall be by ballot. All ballots shall be in the hands of the Nominating Committee two weeks prior to the Fall Meeting. No ballots will be counted after that time.

**Section C:** Officers and Committee Chairpersons

## Proposed 2008 Revision

### American Association of Pastoral Counselors Northwest Region Guidelines

#### ARTICLE I: NAME

The name of this region of the American Association of Pastoral Counselors shall be Northwest. Its regional designation, along with nine additional regions, has been determined by the Association.

#### ARTICLE II: PURPOSE

The purposes of the Northwest Region are in accordance with the Association.

#### ARTICLE III: MEMBERSHIP

Standards for membership, both individual and institutional, shall be in accordance with the Association.

#### ARTICLE IV: OFFICERS

**Section A:** The officers of the Region shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chairpersons of the Standing Committees and the members of the Certification Committee shall also be elected by the membership of the Region.

**Section B:** Officers, Chairpersons, and Members of the Membership Committee shall be elected from a slate of candidates developed by the Leadership Development Committee. These nominees shall be selected from names submitted from the general membership to the Leadership Development Chairperson by May 31 each year. The entire slate as drawn up by the Leadership Development Committee shall be presented to the membership at least sixty days prior to the Fall meeting. Voting shall be by ballot. All ballots shall be in the hands of the Nominating Committee two weeks prior to the Fall Meeting. No ballots will be counted after that time. Normally the ballot will be a non-competitive ballot.

**Section C:** Officers and Committee Chairpersons

shall be elected for four year terms. No officer or Committee Chairperson shall serve more than two terms. Members of the Membership Committee shall serve terms of three years, not more than two terms consecutively.

#### **ARTICLE V: DUTIES OF THE OFFICERS**

**Section A:** The President shall be the chief elected officer of the Region and the Chairperson of the Regional Council, and shall perform the duties which are customary for presiding officers.

**Section B:** The Vice-President shall assist the President in such ways as the President may request. In the absence of the President, or due to the inability of the President to exercise the office, the Vice-President shall assume those duties.

**Section C:** The Secretary shall take minutes of all meetings of the Executive Committee, of the Regional Council, and of Regional meetings; shall make minutes available to members upon request; shall issue notice of the bi-annual meetings; shall oversee the keeping of an accurate roll or members and affiliates.

**Section D:** The **Treasurer** shall keep an accounting of all funds, and shall receive and pay all monies in accordance with the policies of the Region and the Regional Council. A financial report shall be presented to the Regional Fall meeting.

#### **ARTICLE VI: REGIONAL COUNCIL**

**Section A:** There shall be a Regional Council to direct the activities of the Region. The Council shall establish policy which is subject to review by the entire membership at Regional meetings.

**Section B:** Membership of the Regional Council shall be the elected officers and the Chairpersons of the Standing Committees. All shall be members of the Association and of Northwest Region. The Council has the power to act between meetings of the Region in accordance with established policies.

**Section C:** Meetings of the Regional Council shall be held at the call of the President or the officers of the Region. A quorum shall consists of a majority of its members. The Annual Meeting of the Northwest Region shall be the Fall Meeting, at which time the Council shall report to the membership and conduct such business as necessary.

shall be elected for three-year terms except that the **Regional Chair and Vice-Chair will serve 2-year terms in each role.** No Officer or Committee Chairperson shall serve more than two **consecutive** terms. Members of the Membership Committee shall serve terms of three years, not more than two terms consecutively.

#### **ARTICLE V: DUTIES OF THE OFFICERS**

**Section A:** The **Regional Chair** shall be the chief elected officer of the Region and the Chairperson of the Regional Council, and shall perform the duties which are customary for presiding officers.

**Section B:** The **Regional Vice-Chair** shall assist the **Regional Chair** in such ways as the **Regional Chair** may request. In the absence of the **Regional Chair**, or due to the inability of the **Regional Chair** to exercise the office, the **Regional Vice-Chair** shall assume those duties.

**Section C:** The **Secretary** shall take minutes of all meetings of the Executive Committee, of the Regional Council, and of Regional meetings; shall make minutes available to members upon request; shall issue notice of the **e** meetings; shall oversee the keeping of an accurate roll or members and affiliates.

**Section D:** The **Treasurer** shall keep an accounting of all funds, and shall receive and pay all monies in accordance with the policies of the Region and the Regional Council. A financial report shall be presented to the Regional Fall meeting.

#### **ARTICLE VI: REGIONAL COUNCIL**

**Section A:** There shall be a Regional Council to direct the activities of the Region. The Council shall establish policy which is subject to review by the entire membership at Regional meetings.

**Section B:** Membership of the Regional Council shall be the elected officers and the Chairpersons of the Standing Committees **along with all Northwest Region members serving as Association Officers, and a Student Representative.** All shall be members of the Association and of Northwest Region. The Council has the power to act between meetings of the Region in accordance with established policies.

**Section C:** Meetings of the Regional Council shall be held at the call of the **Regional Chair** or the officers of the Region. A quorum shall consist **o**f a majority of its members. The Annual Meeting of the Northwest Region shall be the Fall Meeting, at which time the Council shall report to the membership and conduct such business as **i**s necessary.

**Section D:** The Regional Council shall appoint the Chairperson (the Vice-President, unless otherwise designated) and members of the Program Committee to plan the Spring and Fall Meetings of the Region. It may also appoint other ad hoc or standing committees to help promote the work of the Region.

**ARTICLE VII: AMMENDMENTS**

**Section A:** Proposed amendments to the Regional Bylaws may be initiated to the membership by the Regional Council or by a petition of five or more members, fellows or diplomats. Such proposed amendments must be received by the Secretary and Treasurer at least ninety days prior to the Regional meeting at which time they are to be discussed.

**Section B:** The Regional Council shall submit the proposed amendment to the membership for a mail vote after discussion of the said amendment at the Regional meeting. Ballots must be received by the Secretary of the Nominating Committee within sixty days after the ballots are mailed out to the members. Ballots are to be counted by the Secretary and one other committee member. If two-thirds or more of those voting approve the proposed amendment, it shall pass.

**Section C:** An approved amendment to the Regional Bylaws shall be announced in writing to the membership and shall become effective upon its announcement.

(Adopted 3/9/93)

**Section D:** The Regional Council shall appoint the Chairperson and members of the Program Committee who plan the Fall Meeting of the Region. It may also appoint other ad hoc or standing committees to help promote the work of the Region.

**ARTICLE VII: AMMENDMENTS**

**Section A:** Proposed amendments to the Regional Guidelines may be initiated by the Regional Council or by a petition of five or more Members, Fellows or Diplomates. Such proposed amendments must be received by the Secretary and Regional Chair five months before the first day of the Fall Conference.

**Section B:** The Regional Council shall submit the proposed amendment to the membership for an electronic or written vote after discussion of the said amendment at a Council Meeting in late Winter or early Spring. If the Council wishes to suggest changes to the proposed amendment prior to sending it out to the membership for vote, that change is negotiated with the proposer so as to reach mutual agreement in time to include the proposed change for approval by the membership with the written or electronic electoral ballot which goes out to the membership at least 60 days before the Fall Meeting. If two-thirds or more of those voting approve the proposed amendment, it shall pass.

**Section C:** An approved amendment to the Regional Guidelines shall be announced in writing to the membership and shall become effective upon its announcement.

(Adopted \_\_\_\_\_)