

American Association of Pastoral Counselors

Northwest Region Guidelines

Adopted April 24, 2017

ARTICLE I: NAME

The name of this region of the American Association of Pastoral Counselors shall be Northwest. Its regional designation 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 shall be in accordance with membership standards of the American Association of Pastoral Counselors.

ARTICLE IV: OFFICERS

Section A: The Officers of the Region shall be a Chair, an Associate Chair, a Secretary-Treasurer and an Associate Secretary-Treasurer.

Section B: Officers shall be elected from a slate of candidates developed by the Executive Committee.

Electoral Process:

a. The Executive Committee will prepare a slate of nominees for open offices during the period March through June of each year.

- b. The Executive Committee will notify the membership of the list of proposed nominees no later than August 1.
- c. The membership will have an opportunity to add to the list of nominees up to September 15.
- d. At the Annual Meeting, the membership will be asked to ratify the slate, with a vote on specific offices only if there is more than one nominee for an office.

Section C: Officers shall be elected for one-year terms. No officer shall serve more than three consecutive terms.

ARTICLE V: DUTIES OF THE OFFICERS

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

Section B: The **Regional Associate 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 Associate Chair shall assume those duties.

Section C: The **Secretary-Treasurer** shall take minutes of all meetings of the Executive Committee and of Regional meetings; shall make minutes available to members upon request; shall issue notice of the meetings; shall oversee the keeping of an accurate roll of members and affiliates. The **Secretary-Treasurer** shall liaise with the bookkeeping service of the Association office and shall manage all monies (receipts and disbursements) in accordance with the policies of the Region. A financial report shall be presented to the Regional Fall meeting.

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

ARTICLE VI: EXECUTIVE COMMITTEE: Regional Leadership and Oversight

The Regional Chair and Associate Chair (elected by the members of the Region - the latter being the person who will normally succeed the Chairperson) – giving leadership to the work of the Region as a team with specific functions assigned collegially.

The **Secretary-Treasurer** and **Associate Secretary-Treasurer** (elected by the members of the Region – the latter being the person who will normally succeed the Secretary-Treasurer) – managing the financial planning of the Region (the accounting work is done in the Association Office) plus record keeping and communication concerning finances.

ARTICLE VII: PROGRAM LEADERSHIP

Conference Committee Chair and Committee - The Executive Committee will organize the Region's Annual Conference with leadership provided by the regional chair.

ARTICLE VIII: LEADERSHIP DEVELOPMENT and PUBLIC RELATIONS

Web-keeper (appointed by Executive Committee) to manage the Region's website

Newsletter Editor (appointed by Executive Committee) to manage the Region's Newsletter

ARTICLE IX: AMENDMENTS

Section A: Proposed amendments to the Regional Guidelines may be initiated by the Regional Executive Committee or by a petition of five or more members of the Region as defined in Article III. Such proposed amendments must be received by the Executive Committee five months before the first day of the Fall Conference.

Section B: The Regional Executive Committee shall submit the proposed amendment to the membership for an electronic or written vote after discussion of the said amendment at an Executive Meeting in late Winter or early Spring. If the Executive Committee 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.