

1 **GOVERNANCE MANUAL OF THE SOUTHWEST REGION, ACPE**
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3 This manual establishes the governance structure of the Southwest Region ACPE. It
4 clarifies the function of committees and officers. The manual is to be updated periodically
5 by the Leadership Council (hereafter named Council). This manual is subordinate to the
6 By-laws of ACPE.

7
8 **Mission**
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10 The Southwest Region of ACPE exists to create and enable pastoral education to occur
11 in accredited ACPE Centers with Certified ACPE supervision. This purpose presupposes
12 an inclusive, prophetic witness to creative pastoral formation as an integral component in
13 theological education.
14

15 **Governance**
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17 The Region shall be governed by a Council consisting of seven (7) members: Chair;
18 Chair-elect; Secretary; Chair, Budget and Investment; and three (3) At-Large members.
19 The Regional Director and the SWRACPE Board of Representatives shall be ex-officio
20 members without vote. The Council shall provide direction, address pastoral and
21 professional concerns of the members, and manage the functions of the Southwest
22 Region. The Council shall annually review and approve the policies and procedures of
23 Standing Committees, Special Committees, Task Forces and Networks. The Regional
24 Personnel Committee shall be a sub-committee of the Leadership Council.
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26 The Council will report its business through the Newsletter and present a report of its
27 activities at each meeting of the Region.
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29 There shall be an Advisory Committee comprised of the Council, Chairs of Regional
30 Standing Committees, Chairs of Special Committees, Networks and Task Forces which
31 may be appointed by the Council, and all Southwest Region National ACPE
32 representatives. The Advisory Committee shall provide reports, information, and
33 consultation to the Council and shall provide a forum for collegial dialogue. The Advisory
34 Committee shall not have authority to do the business of the Region.
35

36 Chair of the Council will convene and chair the Council, the Advisory Committee and
37 shall preside at all meetings of Regional Membership. The Chair-elect shall function in
38 the above capacities in the absence of and/or at the delegation of the Chair. The Chair
39 elect shall serve as coordinator of a planning committee for the Annual Meeting of the
40 Region.
41

42 The Council will employ, evaluate, and provide pastoral consultation to the Regional
43 Director. The Regional Director will report to the Council and be evaluated annually
44 through its Personnel Committee.
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1 The Chair, in consultation with the Council, may request reports in advance of meetings
2 In situations where there is a vacancy, negligence, or a failure to act, the Chair of the
3 Region may take action, up to and including replacing any member of the Council,
4 Standing Committees, Special Committees, Networks and Task Forces that is
5 appropriate for the situation. Replacement of a Chairperson member would require
6 confirmation of the Region at the next meeting. The Council establishes the duties and
7 authorities of all committees with the exception of committees and commissions
8 governed by ACPE By-laws.

9 10 **Membership**

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12 Membership and voting rights are determined by ACPE By-laws. A quorum is also
13 determined by ACPE By-laws (5% of the members with voting rights).

14 15 **Indemnification**

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17 Indemnification shall be governed by ACPE By-laws Article 13.

18 19 **Meetings**

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21 There shall be an annual meeting of the membership at a date set by the Leadership
22 Council for the purpose of elections, approving nominees for ACPE National bodies and
23 approving an annual budget.

24
25 The Council will meet at least two (2) times annually, at least one (1) of these with the
26 Advisory Committee.

27 28 **Committees**

29
30 The Standing Committees shall be Accreditation, Budget and Investment, Certification,
31 Nominating and Racial/Ethnic Multicultural.

32 33 **ACCREDITATION**

34
35 The Accreditation Committee shall be responsible for reviewing and recommending
36 Centers for various levels of Accreditation. They shall function according to the ACPE
37 Standards and the Accreditation Manual. Membership shall consist of nine (9) persons
38 serving in three (3) classes of three (3) each elected for three (3) year terms.

39 40 **BUDGET AND INVESTMENT**

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42 The Budget and Investment Committee shall solicit and receive budget requests from all
43 Standing Committees, Special Committees, Networks, Task Forces and the Leadership
44 Council. The Committee shall further prepare and propose to the Leadership Council the
45 annual budget needs and forecast of the region.

1 It shall annually authorize and prepare an audit of the Region's finances which shall be
2 completed prior to March 15 and furnish a copy to the National Office and Leadership
3 Council by that date.

4
5 The Committee will also establish financial policy to be recommended for approval by the
6 Council, oversee investments according to the investment policies, and supervise the
7 financial coordinator's functions.

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9 The financial coordinator will receive all revenues, pay all expenses, and report all
10 financial activities according to the directions of the Budget and Investment Committee.

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12 The Committee shall consist of six (6) members, three (3) classes with two (2) members
13 in each class.

14 15 **CERTIFICATION**

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17 The Certification Committee shall be responsible to implement the Standards for
18 Certification of the ACPE. It may also offer consultation as requested. Membership shall
19 consist of nine (9) members organized into three (3) classes of three (3) each elected for
20 three (3) year terms.

21 22 **NOMINATING**

23
24 The Nominating Committee shall recruit and nominate persons to serve on the
25 Leadership Council, Standing Committees, and as representatives to the National
26 Organization (ACPE). The Committee shall nominate two (2) people each year for the
27 ACPE Board of Representatives position.

28
29 Nominees will be published on the Regional website at least two weeks in advance of the
30 Annual Meeting. Members who are unable to attend the Annual Meeting may submit an
31 absentee ballot. Absentee ballots must be signed by the member and received by the
32 Chair of the Nominating Committee prior to the Annual Meeting in order to be counted.

33
34 The Nominating Committee shall present its nominees to the membership for election at
35 the Annual Meeting. The Nominating Committee shall assess the balance of the entities
36 regarding inclusion of all constituency groups within the Association and shall report its
37 findings to the Leadership Council.

38
39 The Committee shall be composed of six (6) persons with three (3) classes. Two (2)
40 persons shall be elected from the floor of the Annual Regional Meeting each year for a
41 three (3) year term. They may not succeed themselves until rotating off the Committee
42 for at least one (1) year. The Chair shall be the RANC Representative from the Region
43 who will serve a three (3) year term.

1 **RACIAL/ETHNIC MULTICULTURAL**

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3 The Racial/Ethnic Multicultural Committee shall promote and support the training of
4 racial/ethnic multicultural persons. Membership shall consist of six (6) members,
5 organized into three (3) classes of two (2) each elected for three (3) year terms.

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7 **Networks**

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9 The council shall authorize various Networks to meet the interests and needs of the
10 SWR.

11 **STANDARDS**

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14 The SW Region member of the ACPE Standards Committee may convene and chair a
15 Standards consultation group as needed.

16
17 **HISTORY**

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19 There shall be a History Network with a convener nominated by the Nominating
20 Committee and elected by the Region.

21
22 **RESEARCH**

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24 There shall be a Research Network with a convener(s) nominated by the Nominating
25 Committee and elected by the Region.

26
27 **Terms of Office**

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29 The Council: The Chair and Chair-elect shall serve two (2) year terms and can not
30 succeed themselves. The Secretary and At-Large members shall serve three (3) year
31 terms and can succeed themselves once to an elected position.

32
33 Standing Committees: Members, excluding Nominating, shall be elected to three (3) year
34 terms and shall be eligible to succeed him/herself once. A Chairperson and Chair elect
35 shall be elected by the Region for each committee, excluding Nominating. The Chair and
36 Chair-elect shall serve three (3) year terms and cannot succeed him/herself, except for
37 Budget and Investment and Accreditation who can succeed him/herself twice.

38
39 Special Committees, Networks and Task Forces: Terms of office of Chairs and Members
40 shall be determined by the Council.
41 Appointed terms shall not apply to term limits.