

CONSTITUTION
OF THE
SOUTH AUSTRALIA AND NORTHERN TERRITORY
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION.

1. NAME:

The name of the Association shall be the "South Australia and Northern Territory Association for Clinical Pastoral Education" (S.A.N.T.A.C.P.E.) hereafter referred to as "The Association".

2. OBJECTS:

The objects of the Association are:

- (1) To encourage and promote Clinical Pastoral Education (C.P.E.) as a part of professional education for ministry, both lay and ordained.
- (2) To maintain the standards of C.P.E. as set by the National Association with particular reference to registration of centres and certification of supervisors.

3. POWERS:

The Association shall have all the powers conferred by Section 25 of the Associations Incorporation Act, 1985 ("The Act").

4. MEMBERSHIP:

Membership in the Association shall include Members and Associate Members who have met the requirements for these categories as stated in the By-Laws.

5. OFFICERS:

- (1) The Officers of the Association shall be the President, Vice President, Secretary and Treasurer, each of whom shall be a Member of the Association.

- (2) These officers, together with two (2) others of the Association elected at the Annual General Meeting, shall form the Executive with the power to act between meetings according to the policies of the Association. The Executive shall be empowered to co-opt to its membership one further member of the Association as a replacement member who shall have all the rights and privileges of members of the Executive. Such co-opted members shall hold office until the next succeeding Annual General Meeting.
- (3) The President shall preside over all meetings of the Executive and the Association and shall have power to call meetings of the Executive and shall report to the Annual General Meeting.
- (4) The Vice President in the absence of the President shall assume the above duties.
- (5) The Secretary shall be the public officer and the chief executive officer of the Association and shall:
 - (i) keep a record of all meetings of the Executive and the Association;
 - (ii) maintain correspondence, issue notices of annual meetings at least one month in advance;
 - (iii) give ample notice regarding meetings of the Executive;
 - (iv) keep an accurate roll of Association members and a file of all other materials relevant to the operations of the Association;
 - (v) prepare a report of the activities of the Association for presentation to the Annual Meeting.
- (6) The Treasurer shall keep an account of all funds and shall pay all monies in accordance with the policies of the Association. An audited report shall be presented at the Annual Meeting.
- (7) Nominations for the office bearers and other Executive members shall be called for when the notice of the Annual Meeting is circulated and shall be made in writing to the Secretary at least twenty-four (24) hours before the scheduled meeting date. Nominations shall be signed by at least two members of the Association and should indicate that the consent of the nominee has been obtained. Where an election is required, scrutineers shall be appointed and a secret ballot be conducted at the Annual Meeting.

6. OTHER COMMITTEES:

The association may appoint other committees as it deems appropriate with a member of the Executive as Chairperson.

7. ANNUAL GENERAL MEETING:

There shall be an annual general meeting of the Association, the date and place of which shall be decided by the Executive.

8. AMENDMENTS:

This Constitution may be amended by a two-thirds majority of Members present at an annual general meeting provided that the proposed amendment shall have been submitted in writing to the Secretary in sufficient time to be circulated with the notice of the annual general meeting and provided that voters participating by postal proxy vote are deemed to be present at the meeting.

9. BY-LAWS:

The Executive may make such by-laws as in their opinion provide for the order and good government of the Association. Such by-laws may be disallowed by the resolution of any meeting of the Association called for that purpose.

10. COMMON SEAL:

- (1) The Association shall have a common seal upon which its corporate name shall appear in legible characters.
- (2) The seal shall not be used without the express authorisation of the Executive and every use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by any two members of the Executive.
- (3) The seal shall be kept in the custody of the secretary or such other person as the Executive may from time to time determine.

11. NON-PROFIT CLAUSE:

The assets and income of the Association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

12. WINDING UP:

The Association may be wound up upon a resolution to that effect adopted by a two-thirds majority of Members present and voting at a special general meeting of the Association called for that purpose.

13. APPLICATION OF SURPLUS ASSETS:

Upon a winding up of the Association any "surplus assets" as defined in the Act, assets shall be appropriated for such purposes as the Executive consider will be for the betterment of Pastoral Education in the State of South Australia and the Northern Territory.