



South Australia & Northern Territory  
Association for Clinical Pastoral Education

**Rules of  
South Australia and Northern Territory Association  
for Clinical Pastoral Education Incorporated.  
(SANTACPE Inc)**

# **South Australia and Northern Territory Association for Clinical Pastoral Education Incorporated (SANTACPE INC)**

## **Preamble**

Terms used in this Statement of Purposes have the meanings attributed to them in the Rules of the Association that 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 SANTACPE INC 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 recognised 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) and the integration of the practitioner's faith and practice.

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

# RULES

## 1. Name

The name of the incorporated association is South Australia and Northern Territory Association for Clinical Pastoral Education Incorporated (SANTACPE INC) (in these Rules called "the Association").

## 2. Definitions

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

**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 and as varied by the Executive from time to time;

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

**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 9;

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

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

**Regulations** means regulations under the Act;

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

**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; this includes Emeritus Supervisors.

**the Act** means the **Associations Incorporation Act 1985 (SA)**.

### **3. Statement of Purpose**

- (a) To encourage and promote Clinical Pastoral Education as a part of professional education for pastoral care practitioners.
- (b) To create and maintain standards for the provision of SPE/CPE; to regulate the practices of SPE/CPE in South Australia and Northern Territory by engaging in the registration of centres and programmes and the accreditation of CPE participants and supervisors according to the Standards of the Association;
- (c) 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;

### **4. Powers of the Association**

The Association shall have all the powers conferred by section 25 of the Act to further the objects of the association.

### **5. Membership, entry fees and subscription**

#### **5.1 Membership**

(a) 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: (see appendix for definitions)

- (i) General Member
- (ii) Supervisory Member
- (iii) Life Member

(b) An application for General Member and Supervisory Member, must be in writing using the form set by the Association and lodged with the Registrar.

(c) As soon as practicable after the receipt of an application, the Registrar must refer the application to the Executive for approval.

(d) 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.

(e) The Registrar must, within 28 days, enter the applicant's name and the category of membership in the register of members.

(f) 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.

(g) A right, privilege, or obligation of a person by reason of membership of the Association—

- (i) is not capable of being transferred or transmitted to another person; and
- (ii) terminates upon the cessation of membership whether by death or resignation or otherwise.

## **5.2 Subscriptions**

The entrance fee is the relevant amount set by the Association from time to time. The annual subscription is the relevant amount set by the Association and is payable in advance on or before October 30 in each year.

## **5.3 Resignations**

A member may resign from membership of the association by giving written notice to the secretary or public officer of the association. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

## **5.4 Register of members**

The Registrar shall:

- (i) 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,
- (ii) liaise regularly with the Treasurer in relation to the status of General Members and Supervisory Members
- (iii) require CPE centres to provide details of CPE units completed by students in their respective centres at least annually,
- (iv) provide a report on the state of membership at each annual general meeting,
- (v) have authority to liaise with CPE organizations in relation to membership status and details.

## **5.5 Expulsion of a member**

- (a) Subject to giving a member an opportunity to be heard or to make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.
- (b) Particulars of the charge shall be communicated to the member at least one month before the meeting of the committee at which the matter will be determined.
- (c) The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to (d) below), cease to be a member 14 days after the committee has communicated its determination to the member.
- (d) It shall be open to a member to appeal the expulsion to the association at a general meeting. The intention to appeal shall be communicated to the secretary or public officer of the association within 14 days after the determination of the committee has been communicated to the member.
- (e) In the event of an appeal under (d) above, the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the association in general meeting after the appellant has been heard by the members of the association, and in such event membership will be terminated at the date of the general meeting at which the determination of the committee is upheld.

## **6 Office Holders, The Executive and sub-committees**

### **6.1 Office holders**

- (a) The officers of the Association shall be—
  - (i) a President – who is a supervisory member
  - (ii) a Secretary/ Registrar/Public Officer – any member of the association
  - (iii) a Treasurer – any member of the association
  - (iv) A representative on the ANZACPE Professional Standards Committee
- (b) The Secretary shall be the public officer and maintain a record of all meetings and correspondence;

(c) Term of office:

- (i) The 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 nomination for the office, in which case the incumbent President may be reelected.
- (ii) The Treasurer, the Secretary and representative on the ANZACPE Professional Standards Committee 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.

- (c) In the event of a casual vacancy in any office the Executive may appoint one of any of the association 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.

## **6.2 Election of officers and Executive member**

- (a) Nominations of candidates for election as officers of the Association
  - (i) made in writing, signed by one member of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (ii) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- (b) A candidate may only be nominated for one office
- (c) If insufficient nominations are received to fill all vacancies on the Executive, further nominations may be received by the President at the annual general meeting.
- (d) 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.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (f) The ballot for the election of officers and Supervisory members of the Executive must be conducted at the annual general meeting in such manner as the Executive may direct.

### **6.3 Vacancies**

The office of an officer of the Association, or of a Supervisory 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.

### **6.4 The Executive**

(a) The affairs of the Association between general meetings shall be managed by the Executive.

(b) The Executive—

- (i) shall control and manage the business and affairs of the Association; and
- (ii) 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 Annual General meetings of the members of the Association; and
- (iii) 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.

### **6.5 The Executive shall consist of—**

- (a) the Officer Holders of the Association, and
- (b) 1 Supervisory member; being member of the Association or lifetime members who have been Supervisors

### **6.6 Meetings of the Executive**

- (a) The Executive can meet from time to time as the Executive may determine.
- (b) Special meetings of the Executive may be convened by the President or by any 3 members of the Executive.



## **6.7 Notice of Executive Meetings**

- (a) 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.
- (b) 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.

## **6.8 Quorum for Executive meetings**

- (a) Any 3 members of the Executive constitute a quorum for the conduct of the business of a meeting of the Executive.
- (b) No business may be conducted unless a quorum is present.
- (c) 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.
- (d) The Executive may act notwithstanding any vacancy on the Executive.

## **6.9 Presiding at Executive meetings**

At meetings of the Executive—

- (a) the President presides; or
- (b) if the President is absent, or are unable to preside, the members present must choose one of their number to preside.

## **6.10 Voting at Executive meetings**

- (a) 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.
- (b) 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.

### **6.11 Removal of Executive member**

- (a) 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.
- (b) A member who is the subject of a proposed resolution referred to in sub- rule (1) may make representations in writing to the Secretary and President of the Association (not exceeding a reasonable length)
- (c) The Secretary and the President will seek to respectfully resolve the member's concerns.

### **6.12 Registration and Certification Committee**

- (a) The Association shall have a Registration and Certification Committee which shall:
  - (i) recommend standards and establish procedures for registration of programmes of SPE/CPE and for certifying supervisors and others in accordance with the Association standards.
  - (ii) examine each application for registration or certification and submit all decisions to the executive
  - (iii) Ratify the recommendation from review committees and forward these to the Executive for recording.
- (b) The Registration and Certification Committee shall comprise of ex officio members:
  - (i) all currently accredited CPE Centre Directors in SANTACPE, (or their nominate proxy who is at least a provisional clinical pastoral educator)
  - (ii) the President (if not a Centre Director),
  - (iii) the representative to ANZACPE Professional Standards Committee and;
  - (iv) any other supervisory member of the Association, or any Approved Professional Association (See Appendix A) to be appointed by the Executive
- (c) 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 and another to be secretary for the following twelve months.

## **7. The Seal**

- (a) The common seal of the Association must be kept in the custody of the Secretary.
- (b) 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.

## **8 Meetings of the Association**

### **8.1 Annual general meetings**

- (a) The Executive may determine the date, time and place of the annual general meeting of the Association.
- (b) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (c) The General business of the annual general meeting shall be—
  - (i) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - (ii) to receive from the Executive reports upon the transactions of the Association during the last preceding financial year; and
  - (iii) to elect officers of the Association and the General member of the Executive; and
- (d) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

### **8.2 General meetings**

- (a) General meetings of the Association shall be held at least three times a year or at the discretion of the Executive, where all members of the Association are entitled to be present and have a vote on decisions made at the general meetings.
- (b) The Secretary of the Association, at least 14 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.
- (c) Notice may be sent—
  - (i) by prepaid post to the address appearing in the register of members;

or (ii) by facsimile transmission or electronic transmission.

(d) 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.

### **8.3 Quorum at general meetings**

(a) 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.

(b) Five members 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.

(c) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—

(i) in the case of a meeting convened upon the request of members— the meeting must be dissolved; and

(ii) 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.

(d) 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.

### **8.4 Presiding at general meetings**

(a) The President shall preside as Chairperson at each general meeting of the Association.

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

### **8.5 Voting at general meetings**

(a) Upon any question arising at a general meeting of the Association, a member has one vote only.

(b) All votes must be given personally.

- (c) 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.
- (d) 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.

### **8.6 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.

## **9. Minutes of meetings**

The Secretary of the Association must keep minutes of the resolutions and proceedings of each annual general meeting, a general meeting, and each Executive meeting, together with a record of the names of persons present at meetings. The Minutes of any general meeting or Annual general meeting are available to members for inspection without charge as per section 52 (6) of the Act.

## **10. Financial**

- (a) The Committee has control and manages the funds and other property of the association.
- (b) The Financial year will be from 1<sup>st</sup> October until 30<sup>th</sup> Sep.
- (c) The Treasurer of the Association must—
  - (i) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - (ii) 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 at the Annual General Meeting

- (d) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Executive.
- (e) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Executive determines.

#### **11. Prohibition against securing profits for members**

- (a) The income and capital of the association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

#### **12 Rules**

- (a) These rules may be altered (including an alteration to the association's name) by a two-thirds majority of Members present at an annual general meeting, provided all members have 14 days notice of the amendments in writing.
- b) The alteration shall be registered with Consumer and Business Services which administers the Corporate Affairs Commission, as required by the Act.
- c) The registered rules shall bind the association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

#### **13 Winding up and surplus assets**

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 per Section 43 of the Association Incorporation Act 1985 (SA).

## APPENDIX 1 ELIGIBILITY CRITERIA

For the purposes of the Eligibility Criteria:

**Approved Professional Association** means ANZACPE (Australian & New Zealand Association of CPE) which includes 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.

**General Member** - An applicant for General Member of the Association must:

- (a) have satisfactorily completed a minimum of one accredited unit 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 one unit of C.P.E. conducted under the auspices of an Approved Professional Association (see above); 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/Educator/Consultant" within a center registered with the Association or
- (c) achieved accreditation as a CPE Clinical Pastoral Supervisor/Clinical Pastoral Educator/Clinical Education Consultant in any Approved Professional Association. (see above definition)

**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 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 C.P.E. in Australia and internationally through ANZACPE and ICPCC (International Conference Pastoral Care Counseling), or as determined by the Executive.