

**American Association of Pastoral Counselors
Northwest Region Guidelines
Adopted June 6, 2011**

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, and a Secretary-Treasurer.

Section B: Officers, Chairpersons, and Members of the Membership Committee shall be elected from a slate of candidates developed by the Leadership Development Committee.

Electoral Process:

- a. The Leadership Development Chairs, in consultation with the Executive Committee will prepare a slate of nominees for open offices during the period March through June of each year.
- b. The Leadership Development Chairs 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 and Committee Chairpersons shall be elected for three-year terms except that the Regional Chair and Associate 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 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 book-keeping 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.

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 (elected by the members of the Region) – 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

Education & Standards Co-Chairs (elected by the Members of the Region) – managing the processes of Formation, Certification, and Accreditation within the Region – along with a committee (appointed by the Education & Standards Co-Chairs, ratified by the Executive Committee) that is as representative as possible of the states/provinces of the Region – appointing representatives of the Region on the Association Certification and Accreditation Standing Committees

Theological & Social Concerns Co-Chairs (elected by the members of the Region) – serving as the conscience of the Region in matters such as responsibility for inclusion and diversity and for faith tradition reflection on our work – and ensuring representation of the region in relevant Association Task Forces

Conference Committee Chair and Committee (appointed by the Executive Committee on recommendation by the Leadership Development Co-Chairs) - to organize the Region's Annual Conference in consultation with the two Program Chairs

ARTICLE VIII: LEADERSHIP DEVELOPMENT and PUBLIC RELATIONS

Leadership Development Co-Chairs (elected by the members of the Region) – responsible for identifying and encouraging persons with leadership abilities and interests, for sponsoring/promoting leadership formation events or other ways to develop leadership skills, and for creating regional leadership nomination slates, in consultation with the Executive Committee – also for representing the Region on the Association Leadership Development Committee.

Web-keeper (appointed by Executive Committee on recommendation of Leadership Development Co-Chairs) to manage the Region's website

Newsletter Editor (appointed by Executive Committee on recommendation of Leadership Development Co-Chairs) to manage the Region's Newsletter

Public Relations Coordinator (appointed by Executive Committee on recommendation of Leadership Development Co-Chairs) to coordinate presentations to student and

other groups from which AAPC members might be recruited and other Public Relations functions

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.