

## The AAAPCC Constitution

### 1. Name

The name of the Association is the *Anglican Association of Advisers in Pastoral Care & Counselling*, to be known as the '*AAAPCC – Supporting those in Anglican ministry*'.

### 2. General Principles

1. The Association exists to promote the well being of individuals and communities through pastoral care and counselling within the Dioceses of the Anglican Church, through the role of Advisers or their equivalent.
2. An Executive Committee, appointed by the members, is responsible for upholding these principles and for the Association's general management.

### 3. Primary Aims

1. As a professional body, to represent, support, and provide a network for those working as Bishop's/Diocesan Advisers in Pastoral Care and Counselling, or a broad equivalent, within the Anglican Church, and urge such appointments be made.
2. To undertake a developmental and preventative role in addressing clergy well being in particular, but also that of the wider church community.
3. To define, promote and monitor high standards in pastoral care and counselling, its training and accountability, and to speak on behalf of its members in addressing these aims both nationally and regionally.
4. To provide information and resources for members and the Church in general in the area of pastoral care and counselling.
5. To seek cooperation with, and work alongside, other Christians and non-Diocesan agencies working in pastoral care and counselling.

### 4. Membership

Membership is open to:

1. Full members – Advisers, or their Anglican equivalent, officially appointed and/or commissioned by their Diocese and/or Bishop(s).
2. Associate members – those working in an equivalent sphere or interested in furthering the work of the Association can be nominated by two existing full members subject to approval by the Executive Committee. Associate members are not eligible to vote or to accept office in the Association.
3. Attendance at the Annual General Meeting (AGM) is open to all members but voting is limited to one full member from each Diocese.
4. Termination of membership is within the rights of the Executive Committee. The member concerned has the right to be heard by the Executive Committee before a final decision is made.

### 5. Honorary Officers of the Association

1. At the AGM, voting members will elect the Executive Committee consisting of a Chair, Vice-Chair, Secretary and Treasurer, and other Officers as required.
2. Only full individual members of the Association are eligible to serve as Honorary Officers and as members of the Executive Committee.
3. All Officers will hold office until the end of the next AGM. They may serve for a maximum of six years (running consecutively), subject to re-election, after which one further year should elapse before they are eligible for re-election to any office, including that of Regional Representative, unless no other representatives can be found. Where no other representative can be found the existing representative may stand for re-election.

4. Full members of the Association may make nominations for Honorary Officers in writing to the Secretary or Chair, on or before the date of the AGM.
  5. The Secretary or Chair of the Association shall be notified in writing by each Regional Group of their representative's details on or before the Association's AGM.
6. The Executive Committee
1. The Executive Committee, responsible for the policies and management of the Association, must meet at least twice a year and include one representative from each Regional Group plus those Officers elected by the AGM.
  2. Regional Groups may elect one full member to the Executive Committee from within their own Regional Group. The member elected may serve for a maximum of six years (running consecutively), subject to re-election, after which one further year must elapse before they are eligible for re-election unless no other representative can be found. Where no other representative can be found the existing representative may continue.
  3. The Executive Committee may appoint sub-committees, determine their terms of reference, powers, duration, composition, and require prompt reports.
7. Regional Groups
- The Regional Groups exist to further the primary aims of the Association and must comply with the following regulations:
1. The Regional Group is subject to, and must act in accordance with, the regulations, aims and policies of the Association. It may only act on behalf of the Association if authorised to do so in writing by the Executive Committee.
  2. Donations or money received/raised by a Regional Group must be used solely for furthering the aims and purposes of the Association. A financial return showing this must be made to the Executive Committee on an annual basis.
  3. Subject to these regulations, each Regional Group may manage its own affairs and is solely responsible for its own debts and liabilities.
8. Meetings of the Association
1. The General Meeting of the Association (AGM) must be held once each year. At least 21 days notice being given in writing by the Secretary (or Chair) to each member.
  2. At the discretion of the Executive Committee, the business of the AGM may be conducted by requesting responses in writing to the annual report and a postal vote to elect officers. This must not occur on consecutive years, thereby ensuring a meeting is convened every two years as a minimum. A gap of no more than fifteen months may exist between each meeting/postal vote.
  3. At business of the AGM must include: election of Honorary Officers; appointment of an independent examiner; consideration of the annual report; consideration of the independently examined accounts; and any other matters deemed appropriate. Each AGM shall determine the date of the next AGM.
  4. The Executive Committee may call a Special General Meeting of the Association. Such a request may also be made in writing to the Executive Committee, but must have the signatures of 51% of full voting members, giving reasons for the request. An appointed Officer must write to members calling a Special General meeting within 21 days of receiving such a request.
9. Rules of Procedures at all Meetings
1. Quorum - a quorum for a meeting of the Association is one fifth of the full membership; for any committee of the Association it is one third of the total membership of that committee.

2. Voting – is resolved by a simple majority of those present and entitled to vote. In the event of a tie, the Chair of the meeting has a second or casting vote.
3. Proxy voting is at the discretion of the Executive Committee.
4. Minutes - Minute books recording all proceedings and resolutions must be kept by all committees. The Chair of each committee must ensure minutes are taken.
5. Standing Orders and Rules – adopted and issued by the Executive Committee come into operation immediately provided they are consistent with the provisions of the Constitution and are reviewed by the Association at the next AGM.

#### 10. Finance

1. The Association may raise funds through subscriptions and by other means as agreed. All income must be applied to further the aims of the Association but may include proper remuneration of reasonable out-of-pocket expenses to employees of, and committee members appointed by, the Association.
2. The Treasurer must keep proper accounts of the Association's finances, independently examined on an annual basis, and must submit a statement to the AGM.
3. The Association must hold a bank account in its own name with at least four Executive Committee members authorised to sign cheques on the account. All cheques must be signed by at least two of the four authorised signatories.

#### 11. Alterations to the Constitution

1. Any alterations to the Association's constitution require the approval of not less than 51% members present and voting at the AGM.
2. The Secretary or Chair must receive notice of such alterations not less than 21 days prior to the meeting at which the alterations are to be proposed.
3. An Appointed Officer must then notify the membership, not less than 14 days prior to the AGM, of the details of the alterations, providing the alterations would not cause the Association to cease or to contradict its general principles and primary aims.

#### 12. Dissolving the Association

If a majority of the Executive Committee decides there are grounds to dissolve the Association it must notify all members giving details of the proposal with reasons and giving not less than 21 days notice of a vote. If a two-thirds majority of those eligible to vote confirms the decision the Executive Committee must dispose of the Association's assets, making satisfactory settlement of any proper debts and liabilities and giving the remaining assets to charitable institutions having similar aims as the Association.

#### 13. Notices

Any notice or letter served by the Secretary or Executive Committee on a member, either personally or on their appointed representative or by sending it through the post in a pre-paid letter addressed to the member at their last known address, shall be deemed to have been received within ten days of posting.

The Constitution was approved at an inaugural meeting on Tuesday October 20<sup>th</sup> 1998. This version was proposed to the Executive Committee for discussion in February 2012 and submitted to the membership at the AGM in May 2012.