



## **CONSTITUTION**

### **PURPOSE, AIMS AND OBJECTIVES**

The Association exists to promote professional standards among Chaplains involved in the spiritual, pastoral and religious care of patients, their families and carers, staff members and volunteers in Hospices and Specialist Palliative Care Units.

#### **The Association aims to:-**

- identify and promote good professional practice
- be an agent of professional development
- provide professional support and fellowship
- promote links with other organisations involved in the provision of palliative care
- promote links with other organisations involved in the provision of healthcare chaplaincy
- promote links with relevant church bodies and faith communities

#### **The Associations objectives are to:-**

- promote spiritual, pastoral and religious care as an integral part of good palliative care, by practice and example, teaching, writing and research, and by networking with other appropriate agencies
- encourage theological and existential reflection and training by sponsoring relevant courses and meetings, both nationally and locally
- provide support and fellowship by organising an annual conference, promoting regional meetings and producing regular newsletters at least three times each year
- act as a point of reference and advice in the appointment of chaplains to Hospices and Specialist Palliative Care Units
- provide professional advice to Hospices, Specialist Palliative Care Units, health care authorities, and relevant church bodies and faith communities

### **MEMBERSHIP**

Membership of the Association is open to anyone working in a recognised Chaplaincy capacity in a Hospice, Specialist Palliative Care Unit or any other health care setting in the United Kingdom where spiritual, pastoral and religious care is provided to palliative care patients. Applications for membership must be submitted to the Membership Secretary.

## **MANAGEMENT OF THE ASSOCIATION**

The management of the Association is undertaken by an Executive Committee which consists of four elected officers (President, Secretary, Treasurer and Membership Secretary) and up to eight elected members. The Executive may in addition co-opt further members to include, if necessary, a Conference Organiser and Newsletter Editor, and to maintain a balanced regional representation.

## **ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

Elected officers and committee members may serve on the Executive for two years from the annual general meeting when they were elected to the second annual general meeting after election, and may be re-elected after each period of office. Subject to resignations, elections should be planned so that half of the numbers of officers and committee members are appointed each year. Prospective officers and committee members must be proposed and seconded by two members of the Association and must express their willingness to serve if elected.

## **THE EXECUTIVE COMMITTEE**

The Executive Committee will meet as often as necessary, but at least three times a year. A Vice President may be appointed. Minutes of all Committee meetings will be kept, with an agenda sent out to all Executive Committee members before each meeting.

## **THE ANNUAL GENERAL MEETING**

There must be an annual general meeting of the members in each year. This will usually take place during the annual conference, though it can be held at another time if necessary or deemed appropriate by the Executive Committee. The business of the annual general meeting is to:-

- receive a report from the President of the Association outlining the proceedings of the previous year
- receive and adopt the financial statements for the preceding financial year
- fix membership fees for the subsequent financial year
- appoint an independent person to report upon financial statements for the current year
- elect officers and executive committee members
- carry out any other business accepted by the officers

## **ALTERATIONS TO THE CONSTITUTION**

Alterations can only be made at an annual general meeting. Two thirds of those present must approve of the change in order for the alteration to be adopted. Written notice of changes to the constitution must be sent to all members at least six weeks before the annual general meeting.

**As agreed at the annual general meeting in May 2006.**