

**Articles of Association  
of  
The Assembly of Episcopal Healthcare Chaplains**

**ARTICLE I**

The name of this Association shall be "The Assembly of Episcopal Healthcare Chaplains", hereafter referred to as the Assembly.

**ARTICLE II**

**The purpose of this Assembly shall be:**

- A. To foster chaplaincy as an essential expression of the Church's healing ministry in response to the Gospel imperative.
- B. To further the general interests of all Episcopal healthcare institutions, and chaplains having affiliation within the Episcopal Church and the Anglican Communion.
- C. To support and encourage professional Pastoral Care programs which serve the needs of patients and personnel in those hospitals and facilities served by members of the Assembly.
- D. To encourage linkages and networking with other health care professionals.
- E. To reflect the objectives of the Association of Professional Chaplains (APC), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and the Coalition on Ministry in Specialized Settings (COMISS) in seeking to advocate and emphasize the spiritual dimension of health care.
- F. To advocate for chaplains and groups of chaplains, at diocesan and national levels within the Anglican community and to include support for its members in matters of ecclesiastical endorsement.
- G. To encourage educational opportunities; to further professional knowledge and personal growth among its members; and to inform the Episcopal Church and the public at large about issues of pastoral care.
- H. To initiate and facilitate research and development and the publishing of important contributions to the field of pastoral care.
- I. To receive, hold, use, expend, reinvest and disburse gifts, devises, bequests, legacies, scholarships, funds and all other property coming and arising from any and all sources, for use in carrying out the foregoing purposes; and to do any and all other acts and things necessary and incident to any and all of the foregoing purposes; and to utilize the financial resources of the Assembly to promote the foregoing purposes.

**ARTICLE III**

**MEMBERSHIP AND PRIVILEGES**

Categories of Membership in the Assembly shall be:

**A. Diocesan**

The diocese and the diocesan bishop are members of record upon payment of annual dues. In addition to the diocesan, one chaplain of the diocese may be named to serve as Diocesan Representative to the Assembly. This membership entitles both holders to voice and vote at Annual Meetings, and to receive all mailings of the Assembly.

**B. Institutional**

Institutional membership is appropriate for health related institutions or any church organization or agency. This membership, upon payment of dues, entitles two persons, normally a senior administrator and a chaplain, to voice and vote at Annual Meeting, and to receive all mailings of the Assembly.

**C. Professional**

Professional membership is for any person serving as a chaplain or related professional serving in the healthcare setting. This membership, upon payment of dues, entitles its holder to voice and vote at the Annual Meeting, and to receive all mailings of the Assembly.

**D. Retired and Associate**

Retired and Associate membership is for volunteer chaplains and students who wish to receive all mailings of the Assembly. This membership, upon payment of dues, entitles its holder to voice and vote at the Annual Meeting, and to receive all mailings of the Assembly..

**E. Honorary**

Honorary membership may be conferred by the Assembly upon any person whose service, public or private, in the judgment of the Executive Committee may entitle him/her to such recognition. Such honors may be conferred at any meeting of Assembly. This membership entitles its holder to voice but not vote at Annual Meetings, and to receive all mailings of the Assembly.

## ARTICLE IV

### **A. Officers**

Officers of the Assembly shall be President, President-Elect, Treasurer, and Secretary.

### **B. Term of Office**

The President and President-elect shall be elected for a two year term. The Immediate Past President will continue on the Executive Committee for two years. The Secretary and Treasurer shall be elected for three year terms.

### **C. Elections**

Officers shall be elected at the Annual Meeting of the Assembly and shall take office at that meeting. All but the President and president-elect may be reelected for succeeding terms of office.

## ARTICLE V

### **Annual Meeting**

The Annual Meeting of the Assembly shall ordinarily be held concurrently with the Association of Professional Chaplains (APC) Annual Meeting at a time and place designated by the APC.

## ARTICLE VI

### **Amendments**

The Articles of Association and by-law's of the Assembly may be amended at any regular meeting of the Assembly by a majority vote of all members present, provided that, written notice, together with a copy of the proposed changes, shall have been sent to all members no later than ten days prior to such meeting at which action is to be taken.

## ARTICLE VII

### **Duties**

#### **A. Elected Officers.**

1. President - The President shall preside at all meetings of the members, and meetings of the Executive Committee and perform generally all duties usually performed by the President of like associations. The President shall designate the time and place of the meetings of the Executive Committee.
2. President-Elect- The President-Elect shall perform all the duties of the President in case of absence or disability, and shall Chair the program for all conventions and conferences.
3. Treasurer - The Treasurer shall receive and have charge of all moneys belonging to the Assembly, and shall disburse the same as may be ordered by the Executive Committee. The Treasurer shall keep accurate accounts and be responsible for financial reports, membership fees, annual budget and shall arrange for an annual financial review consistent with the requirements of the Treasurer's diocese of canonical residence.
4. Secretary - The Secretary shall keep minutes of all the proceedings of the Assembly and the Executive Committee, shall maintain the general correspondence of the Assembly, be responsible for the permanent records of the Assembly including the membership list and shall notify each member of his/her membership status.

#### **B. Executive Committee**

1. The Executive Committee shall consist of the four elected officers of the Assembly and the Immediate Past President
2. The President will have the authority to invite additional members ad hoc to Executive Committee meetings for specific assignments
3. The Executive Committee will meet as needed to fulfill its responsibilities which are to provide general oversight and direction for the welfare of the Assembly and to act on behalf of the membership between annual meetings.
4. At the expiration of the term of the office each officer shall turn over to the Executive Committee or its designee all materials relating to that office. In the event an officer's inability to fulfill his/her responsibilities as determined by the Executive Committee materials relating to that office shall likewise be turned over to the Executive Committee or its designee.

#### **C. Auxiliary Officers.**

Auxiliary Officers may be appointed by the Executive Committee. Appointments will be reviewed annually and will be reported at the Annual Conference. At the expiration of service, Auxiliary Officers shall turn over to the Executive Committee all materials relating. In the event that an Auxiliary Officer

cannot fulfill his/her responsibilities, as determined by that individual or the Executive Committee, materials relating to that office shall likewise be turned over to the Executive Committee or its designate.

**D. Indemnification**

The Assembly will indemnify, defend and hold harmless from and against all claims, obligations, damages, penalties, legal costs and expenses all elected, appointed and ex officio officers.

**E. Dues**

Dues will be set by the membership at the Annual Meeting, for the following year.

**F. Payment of Bills**

No bill will be paid without a receipt presented to the Treasurer. All bills will be paid and duly recorded by the Treasurer. Payment of bills over \$1000 (One thousand dollars) will require the signatures of two elected officers. This provision will not apply to transfer of funds between AEHC accounts.

**G. Committees**

1. The President-elect will act as Chair of the Program Committee, and together with other members of the Executive Committee will be responsible for the program.
2. The Nominating Committee, chaired by the Immediate Past-President and composed of former presidents of the Assembly who wish to participate, will nominate to the Assembly the names of candidates for the elected offices. Additional nominations may be made from the floor at the Annual Meeting.

**H. Conflicts of Interest**

If any elected or appointed officer of AEHC discover a conflict of interest in service to AEHC and any other responsibility, it will be that officer's responsibility to disclose it. The elected officers of AEHC will determine an appropriate response, in consultation with the affected officer.

Revised in Annual Meeting  
April 10, 2005