

# **INTERNATIONAL ASSOCIATION OF CHAPLAINS IN HIGHER EDUCATION**

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## A. ESTABLISHMENT

The *International Association of Chaplains in Higher Education* is the international professional association for chaplains in higher education.

An International Chaplaincy Committee was established as the international planning committee for the first Global University Chaplains' Conference held in Vancouver in 2000.

In planning towards the second Global University Chaplains' Conference in Brisbane 2004, a new international consultative committee was formed. This committee widened its brief and also began to work towards developing an international association.

In preparation for the Global Conference in 2008, the International Higher Education Chaplaincy Committee was formed. In each of these instances, the members of the committees were representatives nominated by national and regional Chaplaincy Associations.

An Initial draft of a constitution for an International Association was prepared by Erich Von Dietze, Chair of the International Committee 2002 – 2006. The constitution which follows has been worked on subsequently by members of the present International Committee. The membership of the present International Committee is listed below

### INTERNATIONAL CHAPLAINCY COMMITTEE 2006 – 2008

Cassandra Howes	CEUC	Chairperson	
Patricia Blundell	TCMA	Secretary	Chair of Host Committee, Global Conference, Brisbane 2004
Wayne Clark	NACUC	Treasurer	
Karen Bush	NCMA		
Esther Diederer	CEUC		
Ricky Waters	ANZTCA		
Serena Fujita			Co-opted
Peter Gustavson			Chair of the Finnish Host Committee, Global Conference 2008
Risto Korhonen			Chair of the Local Host Committee, Global Conference 2008
Johan Kijne			Consultant to Finnish Host Committee, Global Conference 2008

## **B. CONSTITUTION**

### **1. Aims and Objectives**

*The International Association of Chaplains in Higher Education* aims to:

- a) encourage and promote international professional collaboration among chaplains of all religious faiths.
- b) facilitate the coordination of a Global Conference (to be held every four years in accordance with principles consistent with those of this Association).
- c) support the establishment of regional Chaplains' Associations and conferences.
- d) act as a consultative body on issues affecting chaplaincy internationally.
- e) encourage the strengthening of chaplaincy, with particular emphasis on chaplaincy in the developing world.
- f) provide a model code of ethics for chaplains.

### **2. Values:**

*The International Association of Chaplains in Higher Education* upholds principles such as freedom of association and expression, access to information, and freedom of communication and movement in connection with international activities, without any discrimination on the basis of religious beliefs, cultural or ethnic identity, citizenship, political stance, race, colour, language, disability, age, gender or sexual orientation, family or marital status.

### **3. Membership**

**3.1** Membership of the *International Association of Chaplains in Higher Education* is vested in the Associations indicated in Sections 4 and 5.

**3.2** Persons who are a full member of one of the Associations indicated in Sections 4 and 5 below; who are in good standing with that Association; and who are currently chaplains in higher education shall be deemed to hold membership of the *International Association of Chaplains in Higher Education* through their membership of one of the Associations indicated in Sections 4 and 5 below.

## 4. Founding Bodies:

The Founding Bodies of the *International Association of Chaplains in Higher Education* are:

Tertiary Campus Ministry Association (Australia) Inc	TCMA	Australia
Conference of European University Chaplains	CEUC	Europe
Association for College and University Religious Affairs	ACURA.	USA
National Campus Ministry Association	NCMA	USA
National Association of College and University Chaplains Inc	NACUC	USA
Aotearoa New Zealand Tertiary Chaplains Association	ANZTCA	New Zealand

## 5. Foundational Bodies:

Other Associations may be recognised by the *International Association of Chaplains in Higher Education* if these are properly constituted or incorporated chaplaincy bodies; represent chaplains in Asia, Africa and South America or any other region of the world not already represented and apply to the International Association of Chaplains in Higher Education for membership.

## 6. STRUCTURE

### 6. 1. The Executive Committee

**6.1.1**The Executive Committee is responsible to the Founding Bodies/Foundational Bodies through their duly elected representative(s).

**6.1.2.**The Executive Committee will expect its members to report ( at least annually ) to their Founding/Foundational Body on the activities of IACHE, its Executive Committee and preparations for the Global Conference: and to provide comment from their Founding /Foundational Body to the Executive Committee.

**6.1.3** The Executive Committee of the *International Association of Chaplains in Higher Education* (IACHE) shall manage the affairs of the Association particularly by:

- a) Adopting policies and procedures for the effective functioning of the committee.
- b) Electing office holders of IACHE; chair, secretary and treasurer.
- c) Meeting at least two years prior to each Global Conference. At this meeting, it will establish, in conjunction with the relevant national conference committees, the framework for the Global Conference including

the overall aims and goals, the major themes and the overall shape of the conference.

**d)** Overseeing the process by which an Association is selected to host a Global Conference

**e)** Overseeing planning and preparations for Global Conferences.

**f)** Receive and debate quarterly financial reports submitted by the organising committee for the Global Conference.

**g)** Partnering and supporting the work of the national conference committee for each Global Conference.

**h)** Preparing the agenda for the Global Plenary of IACHE held at each Global Conference.

**i)** Considering and approving applications for membership of IACHE from national or regional Chaplaincy Associations.

**j)** Establishing sub-committees, as appropriate, to fulfil the work of IACHE.

**k)** Raising funds or seeking donations to support the activities of IACHE when necessary.

**l)** Assisting the development of appropriate communication channels for those working in chaplaincy around the world through establishing such means as email lists, web sites, journals and other publications.

**m)** Supporting and encouraging professional contact, including possibilities for visits or exchanges.

**n)** Supporting the development of chaplaincy structures where these do not currently exist.

**o)** Developing relations with faith communities, religious organisations and groups in order to encourage strong support for chaplaincy around the world and assisting, where appropriate, individual groups to lobby for resources.

#### **6.1.4 Membership of the Executive Committee**

**a)** The Executive Committee of IACHE shall be composed of representatives of each of the Founding/Foundational Bodies.

**b)** Each Founding/Foundational Body shall be invited to elect, according to its own rules of election, one member to the Executive Committee of IACHE

**c)** To allow due regional representation, CEUC is invited to elect a further two representatives; and TCMA (A) to elect a further (one) representative in the first instance

**d)** The outgoing executive committee, on behalf of IACHE, will invite each Founding/Foundational Body to elect their representative to the succeeding Executive Committee in good time for each Global Conference. The invitation to elect or appoint a representative shall be made at least one year prior to each Global Conference.

**e) Term of office:** Membership of the Executive Committee shall be for a term of four years with the possibility of election for a further four year term. The term of office for an Executive Committee member will commence immediately following the Global Plenary of IACHE. Membership of the Executive Committee shall cease at the conclusion of the next Global Conference by which time the recognised Founding/Foundational Bodies will have elected (or re-elected) their representatives to the succeeding Executive Committee.

**f) Ex-officio Membership:** The chairs of the appropriate local and national organising committees for the next Global Conference shall be ex-officio members of the Executive Committee.

**g)** The local co-ordinator of the immediate previous Global Conference shall be an ex-officio member of the Executive Committee.

**h) Co-opted Membership:** To achieve a diversity of religious backgrounds, geographic representation and expertise amongst its membership, the Executive Committee may co-opt additional members. Co-opted membership shall at no time exceed 25% of membership of the Executive Committee. Co-opted members shall be approved by a simple majority vote of the existing members of the Executive Committee and shall have voting rights. Co-opted members shall be appointed for two - four years as specified by the Executive Committee at the time of appointment.

**i) Non-voting members:** In the event that representation beyond the normal membership of the Executive Committee is required, the Executive Committee may, at their discretion, appoint non-voting members to the face-to-face Conference planning meeting to ensure that an appropriate diversity of religious traditions and views will be represented.

**j) Casual Vacancies:** Casual vacancies on the Executive Committee shall be filled by nomination by the outgoing member's electing association. In the event of a casual vacancy caused by the departure of a co-opted member, such a casual vacancy may be filled following a nomination process and an affirmative vote by a simple majority of the Executive Committee.

#### **6.1.5 Office Holders:**

The Executive Committee shall elect from among its members a chair, secretary and treasurer. These persons shall normally hold office for a four year period until the formation of the next Executive Committee at the next global conference. The term of office for office holders shall be four years and office holders may only serve for two consecutive terms (i.e. a maximum of eight years).

#### **6.1.6 Meetings:**

**a)** The Executive Committee shall normally meet by electronic means. Members of the Executive Committee agree to respond to formal proposals or questions within seven working days. If no response is made, agreement is to be assumed.

**b)** The Executive Committee will normally hold at least two face to face meetings. One meeting shall be held two years in advance of a Global Conference, in conjunction with the normal annual meeting of the Regional/National Association hosting the next Global Conference. At this meeting the Executive Committee will establish, in conjunction with the Global conference committee, the framework for the upcoming Global Conference, including the overall aims and goals of the conference, the major themes and the overall shape of the conference. The Executive Committee will also meet immediately prior to or during a Global Conference.

**c)** Members of the Executive Committee are expected to attend both face-to-face meetings and to participate in electronic meetings.

#### **6.1.7 Decision making;**

**a)** The Executive Committee will make decisions in accordance with recognised good practice in the conduct of meetings. In making any decision they will take due consideration of advice and recommendations received from Founding/Foundational Bodies and suggestions and comments received from the Global Plenary.

**b)** The Executive Committee shall seek to make decisions by consensus. Where consensus cannot be reached voting will be by simple majority. In the event of a 'tied' vote, the chair shall hold an additional and casting vote. Only members present at a meeting (electronic or face-to-face) shall be entitled to vote on a proposal.

#### **6.1.8 Quorum:**

The quorum for a meeting of the Executive Committee shall be 50% + 1 of the members, including a majority of the office holders.

### **6.1.9 Sub-Committees**

The Executive Committee shall have the power to form sub-committees as required.

## **6.2. The Global Plenary**

**6.2.1** The Global Plenary shall take place once every four years during the Global Conference.

**6.2.2** The Global Plenary may;

**a)** Receive and debate reports on the progress of the aims and objectives of the *International Association of Chaplains in Higher Education*

**b)** Consider long and medium term strategy and priorities and short term goals of the *International Association of Chaplains in Higher Education*

**6.2.3** In addition to the above, the Global Plenary will:

**a)** Receive names of those elected by Founding/Foundational bodies.

**b)** Receive and debate a report from the Executive Committee.

**c)** Receive and debate a financial report.

## **7. Finance:**

**7.1**The Executive Committee shall be empowered to seek funds e.g. sponsorship or donations to be spent on such activities as are in accord with the aims and objectives of the *International Association of Chaplains in Higher Education*.

**7.2** Funds obtained from donations accepted by the *International Association of Chaplains in Higher Education* shall be used in accordance with the agreements made with the donors. A donation shall not be accepted if this could interfere with the aims and objectives or independence of *the International Association of Chaplaincy in Higher Education*.

**7.3** A Financial Report will be presented annually either by electronic means or at the biennial meeting of the Executive Committee for approval; the approved report will be made available to Founding/Foundational bodies through their duly elected representative(s) for their consideration.

**7.4 Auditing of Accounts:** An audit of the IACHE accounts will be conducted annually by an auditor nominated by the treasurer and approved by the Executive Committee of IACHE

**7.5.** In the event of the dissolution of the *International Association of Chaplains in Higher Education*, its assets shall be divided equally among the Founding/Foundational Bodies at the time of dissolution, so long as these are properly constituted non-profit organisations, to be utilised in conformity with the stated aims and objectives of the International Association of Chaplains in Higher Education. The dispersal of any assets may be delegated to a sub committee, consisting of representatives of at least two of the founding bodies.

**7.6 Disclaimer:** Membership of the Executive Committee is voluntary in the sense of no remuneration being offered to reimburse expenses. Funding the cost of attendance at meetings is the responsibility of the Founding/Foundational Bodies or of the individual.

**7.7 Liability:** *The International Association of Chaplains in Higher Education*, its office holders and members of the Executive Committee, and bodies created by it, may not incur expenditure in excess of the funds at the disposal of the *International Association of Chaplains in Higher Education*.

## **8. Alteration to the Constitution**

**8.1** Changes to the Constitution of the *International Association of Chaplains in Higher Education* can be achieved if a simple majority (50% plus 1) of the Founding/Foundational Bodies (as per Sections 4 and 5 of this Constitution) accept the proposed change.

**8.2** Proposals for changes to the Constitution of the *International Association of Chaplains in Higher Education* may only be put to the Founding/Foundational Bodies (see above) if an absolute majority (75%) of the members of the Executive Committee of the International Association of Chaplains in Higher Education agree to do so.

**8.3** Sufficient time should be allowed for all Founding/Foundational Bodies to consider any such resolution at their subsequent AGM.

## **9. Dissolution of the Association**

**9.1** The *International Association of Chaplains in Higher Education* may be dissolved after a formal proposal for dissolution has been put to the Founding/Foundational Bodies and the proposal for dissolution has been ratified by a majority of the Founding/Foundational Bodies.

## C. GLOSSARY OF DEFINITIONS:

**CHAPLAINS:** Used for ease of reference to refer to religious professionals of any faith who are appointed or employed to serve the spiritual needs of a higher education community, including religious and spiritual advisers, directors and co-ordinators of religious life, campus ministers and university chaplains.

**CHAPLAINCY:** Used here, to describe the work of chaplains who are appointed or employed to serve the religious, spiritual and pastoral needs of all students and staff in learning communities - in university, college, vocational education and other such institutions. It can also be used to refer to a designated place where religious, spiritual and pastoral care is offered and to a number of religious professionals collectively engaged in religious, spiritual and pastoral care.

**HIGHER EDUCATION:** The term, Higher Education, is used to include all forms of post-secondary education. Universities, Colleges, and vocational education and other related environments are here considered as tertiary or higher educational institutions.

**GLOBAL CONFERENCE:** The Conference of the *International Association of Chaplains in Higher Education* held every four years, open to all who are appointed or employed to serve the religious, spiritual and pastoral needs of all students and staff in university, college, vocational education and other such institutions, as religious professionals, religious and spiritual advisers, directors and co-ordinators of religious life, campus ministers and chaplains.

**FOUNDING BODIES:** The Founding Bodies of the *International Association of Chaplains in Higher Education* are duly constituted or incorporated Associations of Chaplains who accepted the original constitution of the International Association of Chaplains in Higher Education and who ratified this agreement at the 2008 Global Conference.

**FOUNDATIONAL BODIES:** Associations which are properly constituted, or incorporated national or regional Chaplaincy bodies representing chaplains in Asia, Africa and South America or any other regions of the world not already represented; and which have applied to the *International Association of Chaplains in Higher Education* for membership and have been accepted as such. These associations are so named because regional membership is considered “foundational” or basic to the *International Association of Chaplains in Higher Education*