

## Bylaws and Policies

### Bylaws

#### 1. Membership

##### a. General Qualifications

Membership in the Interfaith Chaplains' Association at the University of Alberta (hereinafter, the Association) is open to candidates with these qualifications:

##### i. Called

A genuine interest in and commitment to serve the well being of the University and its unique challenges and needs as an academic community, as a place of teaching, learning and research.

##### ii. Experienced

Experience of academic life through post-secondary, undergraduate or graduate degree studies.

##### iii. Educated and Trained

Education and training in the practical work of spiritual leadership, care and guidance according to the requirements of their faith communities.

##### iv. Appointed and Accountable

Appointment by, and continual accountability to, their faith communities through a local support committee.

##### b. Specific Requirements

Qualified candidates must also meet the following requirements for membership:

i. Willing to work collaboratively with the other members of the Association;

ii. Recognized and supported as clergy and/or paid staff of a faith community that is registered with the provincial government and whose beliefs, faith statements and financial records are transparent and open to public scrutiny;

iii. Annual membership dues and liability insurance paid entirely by the appointing faith community;

iv. Provides a letter from the faith community each year confirming his/her appointment (due at the same time as the annual membership dues);

v. Attends the meetings of the Association.

##### c. Role Expectations

Qualified candidates who meet the requirements of membership also commit to these role expectations:

i. To offer hospitality, support and spiritual care to all persons who seek it;

ii. To be aware of and work alongside other University Student Services;

iii. To act as a "signpost" for any student wishing to make contact with a particular faith community and to provide information about faith communities for the University;

iv. To provide support and spiritual guidance for individuals and the entire University at times of need or crisis (e.g. illness, accident, bereavement) when requested;

v. To provide opportunities for prayer and worship;

vi. To encourage and support those who wish to explore issues of faith, ethics and spirituality, recognizing the value of questioning and doubting as an important part of their personal growth and development;

vii. To show a care and concern for the quality of experience offered by the University and to contribute to its well being as and when appropriate;

viii. To liaise with local faith communities, promoting an understanding of the work and aims of the University.

# Interfaith Chaplains' Association at the University of Alberta 2

## 2. Applications for Membership

- a. The steps of the membership application shall be as follows:
  - i. A faith community applies for a candidate's membership in the Association by providing a letter to the Chair including the following information:
    1. The name of the appointing faith community and the contact information of the person who has the authority to represent that faith community;
    2. The name of the candidate and his/her physical presence on campus, i.e., full time (20 hours or more); part time (5 to 19 hours); or visiting (4 hours);
    3. A letter of introduction and *curriculum vitae* from the candidate for membership;
    4. An articulation of the mission and purpose of the chaplain and how the candidate fulfills each of the four Qualifications for Membership as outlined in Section 1.A. of the Bylaws;
    5. A clear statement that the candidate shall abide by the Bylaws and Policies of the Association and University Regulations.
  - ii. The Association interviews two representatives from the faith community, ordinarily, members of the local support committee, to ensure that the General Qualifications, Specific Requirements and Role Expectations of members are met (see Bylaws I. A. 1., 2., & 3.);
  - iii. A vote at a meeting of the Association to accept the candidate as a member;
  - iv. The Chair informs the faith community and the candidate of the Association's decision.
- b. When a candidate is accepted as a member of the Association, he/she becomes a Director of the Association. Directors are responsible to manage the affairs of the Association.
- c. The letter of appointment from a member's faith community is a matter of public record.

## 3. Application for Associate Membership

To maintain equity among the different faith communities within the Association, only one representative of a faith community may be appointed as a Member and Director with voting privileges. However, a faith community may wish to appoint an Associate to work with the Member and Director. When a candidate is accepted as an Associate, he/she shall be granted voice but not vote at meetings of the Association. Associates will be provided with the same administrative support as Members and Directors (8. A. i.), except office space and telephone, which will be shared with the appointing faith community's Member and Director.

- a. The steps of the Associate Membership application shall be as follows:
  - i. A faith community applies for an Associate to work with a Member and Director in the Association by providing a letter to the Chair including the following information:
    1. The name of the appointing faith community and the contact information of the person who has the authority to represent that faith community;
    2. The name of the candidate for Associate and his/her physical presence on campus, i.e., full time (20 hours or more); part time (5 to 19 hours); or visiting (4 hours);
    3. A letter of introduction and *curriculum vitae* from the candidate for Associate.
    4. An articulation of the mission and purpose of the Associate and how the candidate fulfills each of the four Qualifications for Membership as outlined in Section 1A of the Bylaws;
    5. A clear statement that the candidate shall abide by the Bylaws and Policies of the Association and University Regulations.
  - ii. The Association interviews two representatives from the faith community, ordinarily, members of the local support committee, to ensure that the General Qualifications, Specific Requirements and Role Expectations of members are met (see Bylaw IA1, 2, &3);
  - iii. A vote at a meeting of the Association to accept the candidate as an Associate Member;
  - iv. The Chair informs the faith community and the candidate of the Association's decision.
- b. The letter of appointment from a member's faith community is a matter of public record.

## 4. Conflict Resolution

In situations where there is conflict between chaplains, the chaplain who senses the problem shall take the following steps:

- a. First, approach the other party to the conflict and, confidentially, attempt to negotiate a resolution or understanding.
- b. Next, if no resolution is forthcoming, approach a third colleague to mediate the negotiation.
- c. If this mediation fails then request that the Chair add the matter to the agenda of the next regularly scheduled meeting of the Association for more input, perspective, and, hopefully, a negotiated settlement.
- d. If the conflict is still not resolved, an outside person, mutually acceptable to both parties (e.g. the Dean of Students), may be asked by the Chair to mediate.

## 5. Removal from Membership

- a. Any Member and Director or Associate wishing to withdraw from the Association may do so upon a notice in writing to the Executive through its Chair.
- b. If any Member and Director or Associate is in arrears for membership dues for any year, he/she shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no privileges or powers in the Association until reinstated.
- c. In the event that a Member and Director or Associate engages in conduct that violates the Bylaws and Policies of the Association and/or is in breach of University regulation, municipal by-law, Provincial or Federal statute or regulation:
  - i. The Chair shall send a letter of concern and explanation to the appointing faith community of the Member and Director or Associate, listing observations, consequences of non-compliance, including removal from the Association, and recommendations in order to maintain membership;
  - ii. If the Member and Director or Associate persists in the conduct in question, the Chair shall call a special meeting of the Executive with that Member and Director or Associate and a representative from his/her local support committee to seek resolution;
  - iii. In cases where the Member and Director or Associate continues to engage in conduct that violates the Bylaws and Policies of the Association and/or is in breach of University regulation, municipal by-law, Provincial or Federal statute or regulation, the Chair shall call a special meeting of the Association to consider a motion to remove that Member and Director or Associate from the Association;
  - iv. Any Member and Director or Associate, upon a majority vote of all Members and Directors of the Association, may be expelled from the Association for any cause that the Association may deem reasonable.

## 6. Meetings

More than half of the membership shall constitute a quorum at any meeting of the Association.

The Chair shall notify Members and Directors, and Associates, of the date and time of Regular General Meetings, the Annual General Meeting and Special Meetings in writing at least two weeks before the meeting date.

### a. Regular General Meetings

The Association shall hold Regular General Meetings, normally monthly, but at minimum twice during each of the fall and winter academic terms:

- i. To conduct regular business;
- ii. To deal with matters as they arise;
- iii. To deal with Applications for Member and Director, or Associate.

### b. Annual General Meeting

The Association shall meet for an Annual General Meeting on or before April 30<sup>th</sup> to conduct the necessary business including the following:

- i. To review the work of the Association over the previous year;
- ii. To agree on common programming for the coming year;
- iii. To review the audited statement of the books for the previous year;

- iv. To adopt a budget for the coming year;
- v. To set annual membership dues;
- vi. To assign responsibilities for the various programs and to appoint committees to guide our participation in any long term commitments;
- vii. To elect an Executive, consisting of Chair, Vice-Chair, Secretary and Treasurer, and to appoint an Association Administrator and Liaisons to University committees in which the Association participates.

**c. Special Meetings:**

A special meeting shall be called by the Chair:

- i. To deal with ad hoc matters;
- ii. Upon receipt of a petition signed by one-third of the Members and Directors of the Association setting forth the reasons for calling such meeting.

## 7. Voting

Any Member and Director who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the Association. Such votes must be made in person and not by proxy or otherwise.

## 8. Officers and Elections

Officers shall be elected annually by vote of the Members and Directors of the Association at the Annual General Meeting. The Officers, namely, Chair, Vice-Chair, Treasurer, and Secretary, shall comprise the Executive which manages the affairs of the Association between its Regular General Meetings. Any vacancy occurring during the year shall be filled at the next Regular General Meeting, provided it is so stated in the notice calling such meeting. Any Member and Director shall be eligible to any office in the Association. Any Officer, upon a majority vote of all Members and Directors, may be removed from office for any cause that the Association may deem reasonable. The term of office shall begin upon election until the next Annual General Meeting.

**a. Chair**

- i. The Chair shall be ex-officio a member of all Committees of the Association;
- ii. He/she shall, when present, preside at all meetings of the Association and the Executive;
- iii. The Chair shall be responsible for drafting agendas and sending notice of all meetings as required;
- iv. The Chair shall serve as liaison with University administration and also has charge of correspondence of the Association as a whole;
- v. An individual may not hold this office for more than three consecutive terms.

**b. Vice-Chair**

- i. The Vice-Chair presides at meetings of the Association and the Executive in place of the Chair when he/she is absent.
- ii. In the absence of both Chair and Vice-Chair, a chairperson may be elected at the meeting to preside.

**c. Secretary**

- i. The Secretary attends and records the minutes of all meetings of the Association and the Executive.
- ii. He/she circulates the minutes to Members and Directors, and Associates, within two weeks following the meeting, and is responsible for internal correspondence under the direction of the Chair.
- iii. The Secretary shall also keep a current directory of all Members and Directors, and Associates, of the Association and their contact information.
- iv. He/she shall have charge of the Seal of the Association which whenever used shall be authenticated by the signature of the Secretary and the Chair, or, in the case of the death or inability of either to act, by the Vice-Chair.
- v. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Association.

## **d. Treasurer**

- i. The Treasurer handles all finances of the Association, including the collection of membership dues and their deposit at whatever financial institution the Association may order;
- ii. He/she shall properly account for the funds of the Association and keep such books as may be directed.
- iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Association whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the Association.
- iv. He/she shall also draft an annual budget for consideration by the Association at the Annual General Meeting.

## **9. Appointed Positions**

At each Annual General Meeting, the Association shall appoint an Association Administrator, Scheduler of the SUB Interfaith Chapel, and Liaisons to committees within the University in which the Association participates (e.g., Campus Food Bank, Visiting Lectureship in Human Rights).

### **a. Association Administrator**

- i. The Association Administrator shall secure the following for new Members and Directors, and Associates: office keys, telephone, name tag, CCID (Campus Computing ID), e-mail address, and ONEcard. (Each Member and Director, and Associate, is obligated to renew thereafter his/her own CCID, e-mail address and ONEcard.)
- ii. The Association Administrator shall send an annual reminder to each Member and Director, and Associate, to provide him/her with a letter from his/her faith community confirming appointment to the Association and proof of liability insurance (due at the same time as the annual membership dues).
- iii. The Association Administrator shall maintain documentation relating to all administrative matters as well as the books and records of the Association.

### **b. Scheduler of the Interfaith Chapel**

- i. Schedules the booking of the Interfaith Chapel according to Policies, 5.

### **c. Liaisons**

- i. Liaisons to committees in which the Association participates shall bring a report of their committee activities to the Regular General Meetings of the Association.

## **10. Auditing**

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two Members and Directors of the Association elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Association. The fiscal year end of the society in each year shall be July 31. The books and records of the society may be inspected by any Member and Director of the Association at the Annual General Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Executive shall at all times have access to such books and records.

## **11. Remuneration**

Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director and Member, or Associate Member of the Association shall receive any remuneration for his/her services.

## **12. Borrowing Powers**

For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a "Special Resolution" of the Association.

## 13. Amendments

The Bylaws and/or Objectives may be rescinded, added to or altered by a "Special Resolution" of the Members and Directors of the Association, requiring 21 days advance notice and a vote in favour by 75% of the membership

## 14. Arbitration

- a. The bylaws of this Association may provide that a dispute arising out of the affairs of the Association and between any Members and Directors of the Association or between
  - i. a Member and Director or a person who is aggrieved and who has for not more than 6 months ceased to be a Member and Director, or
  - ii. a person claiming through the Member and Director or aggrieved person or claiming under the bylaws of the Association, and the Association or an officer of the Association, shall be decided by arbitration, which shall be under the *Arbitration Act* unless the bylaws prescribe some other method.
- b. A decision made pursuant to an arbitration is binding on all parties and may be enforced on application to the Court of Queen's Bench, and unless the bylaws otherwise provide there is no appeal from it.

## Policies

### 1. Guiding Principles

The Interfaith Chaplains' Association at the University of Alberta is guided by the following principles:

- a. Value for individual spiritual growth and personal authenticity within the university environment, without aggression or coercion.
- b. Respect for the religious freedom, human dignity, conscience, personal spiritual welfare and religious tradition of every person to whom they minister.
- c. Teamwork, interfaith co-operation and respect for the other chaplains.
- d. Cooperation with and support of the other service agencies at the University.

### 2. Code of Conduct:

Members of the Interfaith Chaplains' Association at the University of Alberta agree to the following:

- a. To honour the religious freedom, human dignity, conscience, personal spiritual welfare and religious tradition of every person to whom they minister;
- b. To refrain from proselytizing (Policies, 3);
- c. To abide by the Guiding Principles (Policies, 1) understanding that disclosure requirements will nevertheless respect the seal of the Sacrament of Confession as practised in the Roman Catholic, Anglican, and Orthodox Churches;
- d. To familiarize themselves with relevant University regulations;
- e. To be accountable to their faith communities, have liability insurance, and pay annual membership dues.

### 3. Statement on Proselytizing Activities:

Members of the Interfaith Chaplains' Association at the University of Alberta (hereinafter, the Association) agree to honour the religious freedom, human dignity, conscience, personal spiritual welfare, and religious tradition of every person to whom they minister. Therefore, members of the Association agree to abstain from proselytizing within the University.

The Association defines "proselytizing" as:

- a. Any attempt by a member to induce a person who is actively affiliated with another religious group to drop that affiliation and join the faith community of the member.
- b. Any attempt by a member to target individuals not affiliated with their faith community, when such individuals have not taken the initial step of seeking information or dialogue.
- c. Any attempt to conceal or obfuscate a member's sponsorship of an event, or to hide the religious intention of an event.

### 4. Office Allocation

- a. The Interfaith Chaplains' Association at the University of Alberta (hereinafter, the Association) will be responsible to allocate the offices provided by the university.
- b. These offices will be allocated solely to members of the Association.
- c. Office keys are for the exclusive use of the chaplain to whom an office has been allocated; no duplicate keys may be made for others.
- d. The Association will allocate the offices based on these criteria:
  - i. Office allocation will be determined annually for the upcoming academic year—ordinarily, at the Annual General Meeting of the Association—and will be reviewed and revised each year;
  - ii. In accord with the Memorandum of Agreement between the university and the Association, offices will be allocated so as "to maximize the physical presence of chaplains on campus";
  - iii. Offices will be allocated according to usage by the members of the Association and do not 'belong' to any faith community or chaplain, regardless of seniority;

- iv. Allocation will be based on the actual presence of chaplains on campus including regular office hours: namely, "full-time" (more than 20 hours per week); "part-time" (5 to 19 hours per week); and "visiting" (4 hours per week);
- v. As office space provided allows, full-time chaplains will be allocated individual offices; part-time chaplains may need to share an office; and visiting chaplains will have shared office space made available as their usage requires.
- e. The Dean of Students, or a designate, will be asked to arbitrate if a dispute over office allocation cannot be resolved. The ruling of the Dean will be final.

## 5. Interfaith Chapel Booking Policy

- a. The Interfaith Chaplains' Association at the University of Alberta (hereinafter, the Association) will appoint a Member and Director as Scheduler to book the Interfaith Chapel.
- b. The booking of the Interfaith Chapel will accommodate insofar as possible the requests of the Members and Directors of the Association and registered religious student clubs at the University of Alberta.
- c. The Interfaith Chapel will be booked on an equitable basis.
- d. Where the Interfaith Chapel cannot accommodate all requests, the Association will assist in finding alternate space.
- e. Emergent requests to book the Interfaith Chapel (e.g., for Memorials) will be dealt with on a case-by-case basis.
- f. The booking(s) of the Scheduler can be appealed to the Executive of the Association through the Chair for arbitration. The decision of the Executive will be final.

## 6. Member Participation in Activities or Events sponsored by the Interfaith Chaplains' Association:

- a. Each Member and Director, and Associate, of the Interfaith Chaplains' Association at the University of Alberta is expected to participate each year in, at minimum, two activities or events sponsored by the Association. (This does not include serving as Officers, Association Administrator or Liaisons of the Association, or crisis intervention.)

## 7. New Appointment Procedure:

- a. Step 1—The Chair receives from the appointing faith community all documents with regards to the new appointment and forwards all documents to Members and Directors, and Associates.
- b. Step 2—The Chair includes the new appointment on the agenda of the next Regular General Meeting of the Association. At that meeting the following takes place:
  - i. There is a general discussion around the received documents and how the candidate fulfills the four criteria (Called, Experienced, Educated & Trained, and Appointed & Accountable) required for acceptance of the appointment.
  - ii. The Association appoints an *ad hoc* committee who will interview the appointing faith community and provides that *ad hoc* committee with questions, concerns, and issues that are to be raised with the appointing faith community.
  - iii. The *ad hoc* committee arranges the interview with the appointing faith community and ensures that it takes place before the next Regular General Meeting of the Association. Minutes of the interview are taken and sent to Members and Directors, and Associates, with a recommendation from the *ad hoc* committee to accept or reject the appointment with rationale.
- c. Step 3—The recommendation from the *ad hoc* committee is received and discussed at the next Regular General Meeting of the Association. The Association votes whether to:
  - i. Accept the appointment;
  - ii. Accept the appointment with conditions;
  - iii. Reject the appointment.
- d. Step 4—The Chair informs the appointing faith community of the decision.

## 8. Communication, E-mail and Advertising Policy:

- a. Members and Directors, and Associates, when approached by the university on matters impacting the Association, shall communicate that contact to the Association, unless bound by confidentiality, ordinarily at the next Regular General Meeting.
- b. Members and Directors, and Associates, when approached by the media or communicating with the university shall identify the religious community of their appointment and clarify whether their views represent that religious community alone or a position agreed upon by the Association, ordinarily at a Regular General Meeting.
- c. Members and Directors, and Associates, may determine that an issue warrants a spokesperson to talk or write to the media on behalf of the Association. In that case, ordinarily at a Regular General Meeting, the Association will designate a spokesperson to whom Members and Directors, and Associates, shall refer media.
- d. If the Executive determines that a vote on a matter by the Association is required between Regular General Meetings, and there is not the likelihood of quorum for a Special Meeting of the Association, the Chair will ask the membership via e-mail for a mover and a seconder, discussion, and then a vote. So that there is a written record, this motion, discussion, and the results of the vote will be entered into the minutes of the next Regular General Meeting.
- e. Discussion of Association matters via e-mail shall ordinarily be limited to Members and Directors, and Associates.
- f. To ensure that e-mail discussion of Association matters maintains confidence, Members and Directors, and Associates, shall endeavour to keep their e-mail directories of the membership current, according to the Association directory provided by the Secretary at the Annual General Meeting.
- g. In order to be informed of alerts issued by the university community, Members and Directors, and Associates, shall use the e-mail server provided by the university.
- h. Correspondence of the Association shall ordinarily be distributed via the e-mail server provided by the university; and parties named other than those corresponding shall ordinarily be cc'd as a matter of professional courtesy.
- i. Advertising of events sponsored by Members and Directors, and Associates, shall clearly identify the sponsoring body or bodies. No event shall claim sponsorship by the Association unless agreed upon by the Association, ordinarily at a Regular General Meeting.