

Interfaith Chaplains' Association at the University of Alberta

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Bylaws and Policies

Bylaws

1. Membership

a. Qualifications for Membership

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

- i. **Called**
 1. Genuine interest in serving the well-being of the University and its unique challenges and needs as an academic community, as a place of teaching, learning and research.
 2. Commitment to working collaboratively with the other members of the Association to offer spiritual care, without proselytizing, to students and staff at the University.
- ii. **Experienced**
 1. Experience of academic life through post-secondary, undergraduate or graduate degree studies.
 2. Recognition of the value of questioning and doubting as an important part of personal growth and development.
- iii. **Educated and Trained**
 1. Education and training in the practical work of spiritual leadership, care and guidance according to the requirements of their faith or religious community.
 2. Clergy or staff of a faith or religious community that is registered with the provincial government and whose beliefs, faith statements and financial records are transparent and open to public scrutiny.
- iv. **Appointed and Accountable**
 1. Appointed by and continually accountable to an appointing faith or religious community that is also responsible for membership dues and liability insurance.
 2. Commitment to attending the Regular General Meetings and the Annual General Meeting of the Association.

2. Applications for Membership

- a. The steps of the Application for Membership shall be as follows:
 - i. A faith or religious community sends a letter to the Chair appointing the candidate for membership in the Association, including the following information:
 1. The name of the appointing faith or religious community and the contact information of the person who has the authority to represent that faith community.
 2. The name of the candidate being appointed and their physical presence on campus, i.e., full time (20 hours or more); part time (5 to 19 hours); or visiting (4 hours).
 3. An articulation how the candidate fulfills each of the four Qualifications for Membership as outlined in 1.a. of the Bylaws, i.e., Called, Experienced, Educated and Trained, and Appointed and Accountable.
 4. A clear statement that the candidate shall abide by the Bylaws and Policies of the Association and University Policies and Procedures.
 - ii. The candidate being appointed sends to the Chair a *curriculum vitae* and a letter of introduction stating reasons for wishing to serve the University with the Association.
 - iii. The Chair forwards all documents from the candidate and appointing faith or religious community to the Association's Members and Directors, Associate Members, and Chaplain Emeriti Members, inviting feedback around the received documents and how the candidate and appointing faith or religious community fulfill the four Qualifications for Membership as outlined in Section 1.a. of the Bylaws, i.e., Called, Experienced, Education and Trained, and Appointed and Accountable.

- iv. The Association appoints an *ad hoc* committee, including a convenor, to arrange for and conduct the interview of the candidate and a representative of the appointing faith or religious community, ensuring that the Qualifications for Membership are met, and raising any questions from the feedback of the Association's Members and Directors, and Associate Members, and Chaplain Emeriti Members.
- v. A summary of the interview is sent online to Members and Directors, Associate Members, and Chaplain Emeriti Members, by the convenor of the *ad hoc* committee along with a recommendation to accept or reject the appointment of the candidate.
- vi. The Chair calls for a motion, online, to accept or reject the appointment of the candidate for membership, followed by discussion and a vote by the Association's Members and Directors.
- vii. The Chair informs the appointing faith or religious community of the decision.
- viii. A record of the motion, including mover and seconder, and the vote to accept or reject the appointment of the candidate is included in the minutes of the next Regular General Meeting.
- b. When a candidate is accepted into Membership in the Association, they become 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 or religious community is a matter of public record.

3. Application for Associate Membership

To maintain equity among the different faith or religious communities within the Association, only one representative of a faith or religious community may be appointed as a Member and Director with voting privileges. However, a faith or religious community may wish to appoint an Associate Member to work with the Member and Director. When a candidate is accepted as an Associate Member, they shall be granted voice but not vote at meetings of the Association. Associate Members will be provided with the same administrative support as Members and Directors (Bylaws, 10.a.) except office space, which will be shared with the appointing faith or religious community's Member and Director.

- a. The steps of the Associate Membership application shall be as follows:
 - i. A faith or religious community sends a letter to the Chair appointing the candidate for membership in the Association, including the following information:
 - 1. The name of the appointing faith or religious community and the contact information of the person who has the authority to represent that faith community.
 - 2. The name of the candidate being appointed and their physical presence on campus, i.e., Full-Time (20 hours or more); Part-Time (5 to 19 hours); or Visiting (4 hours).
 - 3. An articulation how the candidate fulfills each of the four Qualifications for Membership as outlined in Section 1.a. of the Bylaws, i.e., Called, Experienced, Educated and Trained, and Appointed and Accountable.
 - 4. A clear statement that the candidate shall abide by the Bylaws and Policies of the Association and University Policies and Procedures.
 - ii. The candidate being appointed sends to the Chair a *curriculum vitae* and a letter of introduction stating reasons for wishing to serve the University with the Association.
 - iii. The Chair forwards all documents from the candidate and appointing faith or religious community to the Association's Members and Directors, Associate Members, and Chaplain Emeriti Members, inviting feedback around the received documents and how the candidate and appointing faith or religious community fulfill the four Qualifications for Membership as outlined in Section 1.a. of the Bylaws, i.e., Called, Experienced, Education and Trained, and Appointed and Accountable.
 - iv. The Association appoints an *ad hoc* committee, including an organizer, to arrange for and conduct the interview of the candidate and appointing faith or religious community, ensuring that the Qualifications for Membership are met, and raising any questions from

the feedback of the Association's Members and Directors, Associate Members, and Chaplain Emeriti Members.

- v. A summary of the interview is sent, online, to Members and Directors, and Associate Members, and Chaplain Emeriti Members by the organizer of the *ad hoc* committee along with the committee's recommendation to accept or reject the appointment of the candidate.
 - vi. The Chair calls for a motion, online, to accept the appointment of the candidate for membership, followed by discussion and a vote, only by the Association's Members and Directors.
 - vii. The Chair informs the appointing faith or religious community of the decision.
 - viii. A record of the motion, including mover and seconder, and the vote to accept or reject the appointment of the candidate is included in the minutes of the next Regular General Meeting.
- b. The letter of appointment from a member's faith or religious community is a matter of public record.

4. Application for Chaplain Emeriti Membership

The title of "Chaplain Emeriti" recognizes meritorious service through the Interfaith Chaplains' Association at the University of Alberta and allows a past Member and Director, or Associate Member, continued membership after retirement. An individual who has served in good standing as a Member and Director, or Associate Member, within the Association for a minimum of five years is eligible to be appointed for Chaplain Emeriti Membership by a faith or religious community. Chaplain Emeriti Members shall be granted voice but not vote at meetings of the Association and cannot serve as Officers of the Association. Chaplain Emeriti Members will be provided with the same administrative support as Members and Directors (Bylaws, 10.a.), except that office space must be shared.

- a. The steps of the Chaplain Emeriti Membership application shall be as follows:
 - i. A faith or religious community sends a letter to the Chair appointing the candidate for membership in the Association, including the following information:
 - 1. The name of the appointing faith or religious community and the contact information of the person who has the authority to represent that faith community.
 - 2. The name of the candidate being appointed.
 - 3. A clear statement that the candidate shall abide by the Bylaws and Policies of the Association and University Policies and Procedures.
 - ii. Because the candidate being appointed as Chaplain Emeriti Member has already met the requirements of an Application for Membership (Bylaws, 2.) or Associate Membership (Bylaws 3.), the Chair calls for a motion, online, to accept or reject the appointment of the candidate for Chaplain Emeriti Membership, followed by discussion and a vote by the Association's Members and Directors.
 - iii. The Chair informs the appointing faith or religious community of the decision.
 - iv. A record of the motion, including mover and seconder, and the vote to accept or reject the appointment of the candidate is included in the minutes of the next Regular General Meeting.
- b. The letter of appointment from a member's faith or religious community is a matter of public record.

5. Conflict Resolution

In situations where there is conflict between Members, the Member 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 within the Association to mediate the negotiation.

- c. If this mediation fails, then request that the Chair add the matter to the agenda of the next Regular General 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.

6. Removal from Membership

- a. Any Member and Director or Associate Member or Chaplain Emeriti Member 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 Member or Chaplain Emeriti Member is in arrears for membership dues for any year, they 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 Member or Chaplain Emeriti Member 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 or religious community of the Member and Director or Associate Member or Chaplain Emeriti Member, 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 Member or Chaplain Emeriti Member, persists in the conduct in question, the Chair shall call a special meeting of the Executive with that Member and Director or Associate Member or Chaplain Emeriti Member and a representative from their appointing faith or religious community to seek resolution.
 - iii. In cases where the Member and Director or Associate Member or Chaplain Emeriti Member, 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 Member or Chaplain Emeriti Member, from the Association.
 - iv. Any Member and Director or Associate Member or Chaplain Emeriti Member, 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.

7. Meetings

Fifty percent plus one of the Members and Directors shall constitute a quorum at any meeting of the Association. The Chair shall notify Members and Directors, and Associate Members, and Chaplain Emeriti Members, 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 appointments of Members and Directors, or Associate Members, or Chaplain Emeriti Members.

b. Annual General Meeting

The Association shall meet for an Annual General Meeting on or before April 30th 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 determine office allocation (Policies, 3.)
- vii. To assign responsibilities for the various programs and to appoint committees to guide participation in any long-term commitments.
- viii. 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.

8. 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.

9. 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/they 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 the University administration and 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 the absence of the Chair.
- 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/they circulate(s) the minutes to Members and Directors, and Associate Members, and Chaplain Emeriti Members, 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 Associate Members, and Chaplain Emeriti Members, of the Association and their contact information.
- iv. He/she/they 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.

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- v. In case of the absence of the Secretary, his/her/their 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/they 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/they shall also draft an annual budget for consideration by the Association at the Annual General Meeting.

10. Appointed Positions

At each Annual General Meeting, the Association shall appoint an Association Administrator, Scheduler of the HUB Multi-Faith Prayer and Meditation Space and the SUB Interfaith Centre, Email Receiver, and Liaisons to committees within the University in which the Association participates (e.g., Campus Food Bank).

a. Association Administrator

- i. The Association Administrator shall submit to the Office of the Dean of Students such registration documents as required for new Members and Directors, and Associate Members and Chaplain Emeriti Members to secure a CCID (Campus Computing ID), e-mail address, and ONEcard.
- ii. The Association Administrator shall submit a Key Requisition to the Office of the Dean of Students for office and other keys as needed by each Member and Director, and Associate Member, and Chaplain Emeriti Member.
- iii. The Association Administrator shall solicit information and photos from new Members and Directors, and Associate Members, and Chaplain Emeriti Members for submission to the university's Digital Workfront, for inclusion on the webpages of the Association provided by the University.
- iv. 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 HUB Multi-Faith Prayer and Meditation Space and SUB Interfaith Centre

- i. Schedules the booking of the HUB Multi-Faith Prayer and Meditation Space and SUB Interfaith Centre according to Policies, 5.

c. Email Receiver

- i. Receives messages sent to the Association's email address, and replies, when able, on behalf of the Association, or forwards information (e.g., event invitations) relevant to the Members and Directors, Associate Members, and Chaplain Emeritus Members.

d. Liaisons

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

11. 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 any time upon giving

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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.

12. Remuneration

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

13. 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.

14. 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.

15. 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 King'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 (hereinafter, the Association) 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.
- c. Teamwork, interfaith co-operation and respect for the other members of the Association.
- d. Cooperation with and support of the other service agencies at the University.

2. Statement on Proselytizing Activities:

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 faith or religious community to drop that affiliation and join the faith or religious community of the Member.
- b. Any attempt by a Member to target individuals not affiliated with their faith or religious 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.

3. Office Allocation

- a. 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 Member 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 or religious community or Member regardless of seniority.
 - iv. Allocation will be based on the actual presence of Members 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 Members will be allocated individual offices; Part-Time Members may need to share an office; and Visiting Members 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.

4. HUB Multi-Faith Prayer and Meditation Space and the SUB Interfaith Centre Booking Policy

- a. The Association will appoint a Member and Director or Associate Member or Chaplain Emeriti Member as Scheduler to book the HUB Multi-Faith Prayer and Meditation Space and the SUB Interfaith Centre.
- b. The booking of the HUB Multi-Faith Prayer and Meditation Space and the SUB Interfaith Centre will accommodate insofar as possible the requests of the Members and Directors, Associate Members, and Chaplain Emeriti Members of the Association and registered religious student clubs

at the University of Alberta.

- c. The HUB Multi-Faith Prayer and Mediation Space and the SUB Interfaith Centre will be booked on an equitable basis.
- d. When the HUB Multi-Faith Prayer and Mediation Space and the SUB Interfaith Centre cannot accommodate all requests, the Association will assist in finding alternate space.
- e. Emergent requests to book the HUB Multi-Faith Prayer and Mediation Space and the SUB Interfaith Centre (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.
- g. Groups are required to leave the space clean and in good condition including the removal and storage of objects used in religious activities (e.g. altars, candlesticks, prayer mats, musical instruments, tables and chairs, etc.), and to vacate and clean the space in time to accommodate the next scheduled group.
- h. Room 175 includes additional guidelines to those mentioned above: groups using this space are required to remove footwear before entering the carpeted area, and to ensure that food and beverages (including water bottles) are not brought into the carpeted area.
- i. Groups that do not abide by these guidelines or who are in breach of the Student Code Policy (SCP), Student Groups Procedure (SGP),

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

- a. Each Member and Director, and Associate Member, and Chaplain Emeriti Member of the Association 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, Scheduler, or Liaisons of the Association, or crisis intervention.)

6. Communication, E-mail and Advertising Policy:

- a. Members and Directors, Associate Members, and Chaplain Emeriti Members of the Association, 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. When approached by the media or communicating with the University, Members and Directors, Associate Members, and Chaplain Emeriti Members, shall identify the faith or religious community of their appointment and clarify whether their views represent that faith or religious community alone or a position agreed upon by the Association, ordinarily at a Regular General Meeting.
- c. Members and Directors, Associate Members, and Chaplain Emeriti Members, 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, Associate Members, and Chaplain Emeriti Members, 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 online 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 online shall ordinarily be limited to Members and Directors, Associate Members, and Chaplain Emeriti Members.
- f. To ensure that online discussion of Association matters maintains confidence, Members and Directors, Associate Members, and Chaplain Emeriti Members, shall endeavour to keep their directories of the membership current, according to the Association directory provided by the Secretary at the Annual General Meeting.
- g. To be informed of alerts issued by the university community, Members and Directors, and Associates, shall use the server provided by the university.

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- h. Correspondence of the Association shall ordinarily be distributed via the 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, Associate Members, and Chaplain Emeriti Members, 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.