CANADIAN POLICE
CHAPLAIN ASSOCIATION
ASSOCIATION CANADIENNE
DES AUMÔNIERS DE POLICE

Canadian Police Chaplain Association

Constitution

Approved 2026-10-29

"Serving those who serve with excellence"
https://www.canadianpolicechaplainassociation.com/

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Canadian Police Chaplain Association Constitution

ARTICLE 1 - NAME
ARTICLE 2 - OBJECTIVES AND AIMS
ARTICLE 3 - MEMBERSHIP
ARTICLE 4 - TERMINATION OF MEMBERSHIP
ARTICLE 5 - ORGANIZATION
ARTICLE 6 - COMMITTEES
ARTICLE 7 – REGIONS
ARTICLE 8 - MEMBERSHIP DUES
ARTICLE 9 - ANNUAL MEETING
ARTICLE 10 - QUORUM
ARTICLE 11 – AMENDMENTS

ARTICLE 1 - NAME

The Canadian Police Chaplain Association (**CPCA**)

ARTICLE 2 - OBJECTIVES AND AIMS

Section 1:

To serve those elected or appointed to serve as police or law enforcement chaplains of the several law enforcement agencies and associations in Canada.

Section 2:

To establish standards, for police or law enforcement chaplain candidates in Canada and to ensure their maintenance and development.

Section 3:

To establish, and staff seminars in Canada, relating to chaplaincy training.

Section 4:

To encourage police or law enforcement authorities and associations to implement chaplaincy programs.

Section 5:

To establish and maintain a strong relationship with the International Conference of Police Chaplains (ICPC) for the promotion of police or law enforcement chaplaincy.

Section 6:

To support regional groups that operates in accordance with the Constitution of the CPCA.

ARTICLE 3 - MEMBERSHIP

Section 1: Full Membership

Full membership in the Canadian Police Chaplain Association is open to individuals who are persons in good standing who provide evidence of appointment as a chaplain by a police or law enforcement agency through a letter from their police service or law enforcement agency. An application shall be accompanied by a character reference or, if applicable, by a letter of reference from the religious body of which the applicant is a recognized leader.

Section 2: Liaison Officer

One employee of a police or law enforcement agency who is responsible for directing the agency's chaplaincy program may apply for membership with the same privileges as a chaplain member with the exception of voting or holding elected office.

Section 3: Retired Chaplain

A chaplain who has been a member of the Canadian Police Chaplain Association for at least three years prior to retirement and who retired as a member in good standing may apply for continued membership with the same privileges and opportunities afforded to active members.

Section 4: Honorary Member

An individual who through meritorious service or special interest in the Canadian Police Chaplain Association may be awarded the status of honorary member as bestowed by the organization upon recommendation of the Executive.

Section 5: Affiliate Member

An individual who has an interest in and is supportive of the objectives of the Canadian Police Chaplain Association who desires to affiliate with the association may apply to become an affiliate member. The affiliate member shall have the general privileges afforded to regular members but shall not be eligible to vote or hold elected office. An affiliate member can be appointed to a position but would not be part of the Executive or have a vote.

Section 6: Relocation

Chaplains who relocate outside the geographical region, they serve, and no longer serve as an appointed chaplain may retain membership for five years beyond the current membership to afford time to re-establish appointment with another police or law enforcement service.

ARTICLE 4 - TERMINATION OF MEMBERSHIP

Section 1: Letter of Resignation

Membership in the Canadian Police Chaplain Association shall terminate when a letter of resignation is received by the secretary.

Section 2: Unpaid Dues

After two years of unpaid dues, the member's name shall be removed from the roster of members.

Section 3: Revocation for Cause

Membership may be revoked for cause that is likely to bring discredit to a police or law enforcement agency or the Canadian Police Chaplain Association. Action under this section will be taken by the executive after having careful review of evidence delivered by another member or the police or law enforcement agency for which the member has served. The member whose membership is revoked under this section may appeal the action to the next Annual General Meeting.

ARTICLE 5 - ORGANIZATION

Section 1: National Training Seminar (NTS)

The Association shall hold Training Seminars on an annual basis, when possible, to provide training and to ensure continuation and growth. Such seminars shall be scheduled between the first full week after Thanksgiving up to the first full week before Remembrance Day. The Executive Officers (Elected Positions, President, 1st Vice President, 2nd Vice President, Secretary/Treasurer and Past President) and Registrar would have their registration to the NTS covered by the CPCA in appreciation for serving in their respective positions.

Section 2: Annual General Meeting

An Annual General Meeting shall be held each year to elect officers, to receive financial and other reports, and to conduct other business as necessary. If there is a Training Seminar the meeting shall be held at that time. If a Training Seminar is not held in a given year, the Annual General Meeting shall be held no later than the thirty first day of October and with thirty days' notice having been sent to the membership. This meeting would be done electronically and attendance would be taken.

Section 3: Officers

1. A President, First Vice President, Second Vice President, and Secretary Treasurer shall be elected every two years at the Annual General Meeting. The President, First Vice President, Second Vice President, and Secretary Treasurer are eligible to serve in their respective offices for unlimited terms (a term is two years) with a vote to take place every two years at the AGM.
   The Registrar shall be appointed by the Executive and may serve unlimited terms. The elected officers with the Immediate Past President shall form the Executive.

2. The Executive Officers (Elected Positions, President, 1st Vice President, 2nd Vice President, Secretary/Treasurer and Past President) and Registrar would have their membership fee and registration to the NTS covered by the CPCA in appreciation for serving in their respective positions.

Section 4: Interim Vacancy

Should a vacancy in any office occur between Annual General Meetings, the vacancy shall be filled by the next officer in rank succession. A President shall be replaced by the First Vice President and the First Vice President replaced by the Second Vice President. If a vacancy in the Secretary/Treasurer or Registrar occurs, an interim one may be appointed by the Executive. This is consistent with executive duties specified in Section 5: Duties of the Executive.

The Second Vice President position will remain vacant until the next Annual General Meeting when an election will take place to elect a new Second Vice President, to fill the unexpired term.

Section 5: Duties of the Executive

1. The President

a) Shall direct the planning and activities of CPCA with the counsel and support of the Executive.

b) Shall preside over all meetings of the CPCA and shall call special meetings when required.

c) Shall appoint chairpersons of committees and where required appoint members to said committees.

d) Shall function as the official representative of the CPCA in activities of a public and promotional nature and report to the membership at the Annual General Meeting.

e) Shall serve as the official liaison with law enforcement agencies and associations.

f) Shall serve as ex-officio member of all committees of the CPCA.

g) Shall take responsibility for recruiting and maintaining contact with police or law enforcement chaplains in Canada.

2. Immediate Past President

a) Shall provide continuity from their presidential term to the next Executive.

b) Shall provide guidance to the current President as requested.

c) Shall offer insight and wisdom on matters from past presidential experience as requested.

3. First Vice President

a) Shall assist the President in every way possible.

b) Should a vacancy occur in the office of President, the First Vice President shall assume the responsibilities of President until the next Annual General Meeting election.

c) Shall perform any task requested by the President in achieving the goals of the CPCA.

4. Second Vice President

a) Shall assist the President and First Vice President in every way possible.

b) Should a vacancy occur in the position of First Vice President, the Second Vice President shall assume the responsibilities of the first Vice President until the next Annual General Meeting election.

5. Secretary Treasurer

a) Shall provide oversight and safe keeping for all official documents and correspondence of the CPCA.

b) Shall record and keep the minutes of meetings of the CPCA including meetings of the Executive and the business sessions of the Annual General Meeting.

c) Shall send all necessary notices, conduct correspondence with members, potential members, businesses, and agencies which are involved in the functioning of the CPCA.

d) Shall provide a written report of the CPCA activities for presentation to the Annual General Meeting.

e) Shall handle the receipt and proper recording of all incoming monies, including dues, initiation fees and saleable items.

f) Shall pay all bills authorized by the Executive within the framework of the adopted budget, which includes writing of cheques and keeping of appropriate records.

g) Shall submit information to the Executive and membership to assist in planning for future budgets and current budget revisions.

h) Shall prepare appropriate financial reports and obtain an annual review of record; arrange for a review of financial statements when instructed by the Executive.

i) Should a vacancy occur in the position of Secretary/Treasurer, an interim one may be appointed by the Executive until one can be elected at the next Annual General Meeting.

Section 5A: Duties of the Registrar, Appointed Position

Registrar

a) Shall keep records of all membership matters.

b) Shall send out annual notices for dues.

c) Shall issue membership card.

d) Shall receive all applications for membership and forward them to the Executive for consideration.

e) Should a vacancy occur in the position of Registrar, an interim one may be put in place by the Executive until one can be appointed.

Section 6: Nominating Committee

a) The CPCA Executive shall enact members in good standing as the nominating committee, calling on members to forward nominations for election to executive positions at the Annual General Meeting. Those nominated shall provide a resume at least forty-five days prior to the Annual General Meeting (Nominated individuals are not eligible to serve on the nominating committee).

b) For the position of President, any nominee shall have served at least one prior term as a member of the Executive.

ARTICLE 6 - COMMITTEES

a) The Executive shall be responsible for providing leadership and developing programs necessary to carry out the objectives and aims of the CPCA.

b) The Executive shall establish such committees as may be deemed necessary to further the aims and objectives of the CPCA.

c) The Executive Committee shall consist of the President, 1st Vice President, 2nd Vice President and Secretary/Treasurer and Past President.

d) The National Leadership Team shall consist of the Executive, Academic Standards Committee Chair, Registrar, NTS Liaison Officer and CPCA Regional Directors.

ARTICLE 7 – REGIONS

a) Any group of CPCA chaplains from a clearly defined geographical sub-region of Canada may apply for registration as a Regional Group.

b) Groups shall be clearly defined as to membership, purpose and region to be served and must have the approval of the Executive of the CPCA prior to establishment.

c) Each regional group shall be designated as CPCA-(name) Region.

d) A region will be led by a Regional Director who is named and appointed by the President and Executive of the CPCA to whom they are accountable.

e) Regional Directors will be identified with the leadership shown on the CPCA website.

f) The Regional Director shall send a written report quarterly to the Executive. Regional director meetings will be encouraged at the discretion of the President.

g) A Regional Director shall have access to regional contact information on file with the Registrar.

h) Regional Directors will be encouraged to submit names for general elections after consultation with group members.

i) Funds for operation of the group may be approved by the Executive after submission of an annual budget prior to the end of March in any given year. An annual financial report shall be submitted to the Secretary/Treasurer by the end of September each year.

j) A regional group may meet regularly for mutual support and training of the members and will function at all times in keeping with the aims and objectives of the CPCA.

k) Members of a regional group shall be encouraged to be members in good standing of the CPCA.

l) All training in a regional group towards Basic CPCA Credential requirements shall first have the approval of the Academic Standards Committee.

ARTICLE 8 - MEMBERSHIP DUES

Section 1: Annual Dues

a) Annual dues shall be established by the Association at the Annual General Meeting. The fiscal membership year will be January 1 through December 31st.

b) Failure to pay said dues upon notice from the Registrar shall result in said member being declared delinquent and shall be prohibited from participation or voting at any meeting of the CPCA.

c) The Executive Officers (President, 1st Vice President, 2nd Vice President and Secretary/Treasurer and Past President) and Registrar would have their membership fee covered by the CPCA in appreciation for serving in their respective positions.

Section 2: Unrenewed Dues

a) A member may be reinstated upon proper application to the Registrar and such application shall be accompanied by payment of dues to the Secretary/Treasurer. Such reinstatement shall be subject to the approval of the Executive.

ARTICLE 9 - ANNUAL MEETING

An Annual General Meeting shall be held during the yearly training seminar.

If a Training Seminar is not held in a given year, the Annual General Meeting shall be held no later than the thirty first day of October and with thirty days' notice having been sent to the membership.

ARTICLE 10 - QUORUM

Those members in good standing present at the Annual General Meeting shall constitute a quorum with the addition of at least 50% plus one (1) of the Executive in attendance.

ARTICLE 11 - AMENDMENTS

The CPCA Constitution may be amended at any Annual General Meeting by a vote of two thirds (2/3) of the members present and eligible to vote, provided notice of the proposed change has been sent to members at least thirty (30) days prior to the meeting.

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