

SCHOOL COUNSELLORS' CHAPTER

Canadian Counselling Association

Constitution and Bylaws

Revised May, 2003

1. Constitution

- 1.1 The name of the Chapter is the "School Counsellors' Chapter: Canadian Counselling Association."

2. Objectives

- 2.1 To provide an opportunity for school counsellors to meet for discussion of critical issues in the area of school counselling.
- 2.2 To provide a forum for ongoing information exchange and professional development (skill and knowledge based).
- 2.3 To serve as a vehicle for lobbying appropriate university departments and faculties, governments and agencies to help school counselling programs meet their primary goal of preparing professionally competent school counsellors.
- 2.4 To provide a means by which school counsellors can help one another to develop and obtain research support provincially and federally through increased collaboration.
- 2.5 To serve as a direct link with the National Association, thereby providing for the presentation of mutually sought aims and objectives.

3. Membership and Meetings

- 3.1 Membership shall consist of those members of the Canadian Counselling Association who pay the additional fee as established by the School Counsellors Chapter Executive and who are involved in school counselling and others interested in school counselling. Retired school counsellors are included in this membership category.
- 3.2 Each full member, whether an individual or a group, shall have one vote in all proceedings at which members shall be entitled to vote. Members may not vote by proxy.
Every question submitted to any meeting of members shall be decided by a majority of votes of members present except where otherwise provided in the By-Laws or by Statute. In case of a tie vote, the designated chair of the meeting will cast a second or deciding vote. On every question submitted to a general or special meeting, a declaration by the Chairperson that a resolution has been carried or lost shall be conclusive evidence of the fact, unless poll is demanded.
- 3.3 There shall be an Annual General Meeting of members of the Chapter for the purpose of electing the Executive and carrying out any other business proposed by the Executive or by resolution from the members. A quorum is equivalent to $\frac{1}{4}$ of members of this Chapter. Notice of the Annual General Meeting shall be given at least fifteen (15) days in advance in the manner determined by the Executive.
Other general meetings of the members may be called at any time by the Executive, or by at least ten (10) members, for reasons provided in writing to the Chapter. At least fifteen (15) days notice of such meeting shall be given to the members.

- 3.4 The Chapter shall transmit to the Canadian Counselling Association the names of its officers upon election or appointment. The Chapter shall submit to the Association an annual report as well as an annual plan of action. The annual report and annual plan will be posted on the SC Chapter website.
- 3.5 Membership can be terminated for any one of the following reasons:
 - 3.5.1 Personal request
 - 3.5.2 Non-payment of annual dues or other debts to the Chapter or to CCA
 - 3.5.3 A decision of the voting membership
 - 3.5.4 Failure to adhere to the Chapter's Constitution, Bylaws or CCA's Code of Ethics

4. The Executive

- 4.1 *Function:* The Executive shall be responsible to the membership for the management and conduct of the affairs of the Chapter. The Executive shall exercise all such powers and do all other acts which further the objective of the Chapter, subject to any resolutions of policy or procedures that the Chapter may adopt at its annual or general meetings.
- 4.2 *Composition:* The Executive shall consist of a President, Vice-President, Secretary, Treasurer, Past President and at least one Member-at-Large.
- 4.3 *Election and Terms of Office:* On the occasion of the Annual General Meeting of the members, the positions of President, Vice-President, Secretary, Treasurer, and Members at Large shall be filled for a two (2) year term by means of an election by secret ballot.
- 4.4 *Philosophy and Decision-Making:* The Executive shall participate fully in all activities of the Chapter as required and as deemed appropriate. Members of the Executive are expected to commit themselves to attend and to participate fully in all Executive meetings.
- 4.5 *Vacancies:* The office of any position on the Executive shall automatically be vacated if, by notice in writing to the President, a member resigns the office, or, if the member fails to attend three (3) consecutive meetings of the Executive without reasonable explanation, the latter to be determined by the Executive.
Should a vacancy occur for any of the above-named reasons, prior to an Annual General Meeting, the Executive may, by resolution, fill the vacancy with any person who would qualify as a member at an Annual General Meeting. Such person shall hold office until the next Annual General Meeting.
- 4.6 *Remuneration:* The elected Executive shall serve on the Board without remuneration. However, an executive member may be paid or reimbursed for reasonable expenses incurred in the performance of the duties of the position, as approved by the Executive.

5. Meetings of the Executive

- 5.1 *Meetings:* The Executive shall meet a minimum of once each year at the National Conference of CCA. Meetings are open to all members of the Chapter.
- 5.2 The Executive is comprised of five (5) sitting members: President, Vice-President, Past President, Secretary, and Treasurer.
- 5.3 The minutes of the meetings will be circulated to all members and/or posted on the Chapter's website following the meetings.

6. The Chapter Executive:

- 6.1 The Executive shall be responsible to the membership for the management and conduct of the affairs of the Chapter. The Executive shall exercise all such powers and do all other acts which further the objective of the Chapter, subject to any resolutions of policy or procedures that the Chapter may adopt at its meetings.
- 6.2 Duties of the Executive shall be:
 - 6.2.1 The President shall:
 - 6.2.1.1 preside at all meetings of the Chapter.
 - 6.2.1.2 be responsible for the general management and supervision of the affairs and operations of the Chapter and its committees.
 - 6.2.1.3 sign contracts, documents or instruments in writing as require a signature.
 - 6.2.1.4 be a signing officer for financial purposes.
 - 6.2.1.5 respond to specific inquiries regarding the School Counsellor Chapter or general inquiries regarding CCA
 - 6.2.1.6 promote membership to CCA and the School Counsellor Chapter
 - 6.2.1.7 prepare and submit an Annual report, including the Chapter's business plan, prior to the CCA National Board Spring meeting and an interim report prior to the CCA National Board Fall meeting
 - 6.2.1.8 attend CCA Board meetings whenever possible
 - 6.2.2 The vice president shall:
 - 6.2.2.1 assist the president in the performance of his/her duties
 - 6.2.2.2 assume all responsibilities of the president in the absence of the latter
 - 6.2.2.3 be a signing officer for financial purposes
 - 6.2.3 The Past President shall:
 - 6.2.3.1 attend meetings and carry out those duties as assigned from time to time by the Executive
 - 6.2.4 The secretary shall:
 - 6.2.4.1 keep the minutes of all meetings
 - 6.2.4.2 maintain the records and documents of the Chapter such as Constitution, Bylaws, past minutes, etc
 - 6.2.4.3 send a copy of all the above mentioned documents to the CCA National office for information.
 - 6.2.4.4 send a copy of its Executive/Board Officers list, including regular updates, to the CCA national office
 - 6.2.5 The treasurer shall:
 - 6.2.5.1 be a signing officer for financial purposes
 - 6.2.5.2 oversee the Chapter's financial affairs by keeping accurate accounts of monies received and dispensed by the Chapter
 - 6.2.5.3 present a financial report at the Annual General Meeting
 - 6.2.5.4 prepare the Chapter's annual budget to be presented to the CCA National Board

7. Committee

- 7.1 The Executive may from time to time constitute such committees as it deems necessary and it shall prescribe their duties and responsibilities. The committees may convene, adjourn and otherwise regulate their meetings as they think fit, provided, however, that a simple majority of fifty percent plus one of the members of each

committee shall constitute a quorum thereof. All committees constituted by the Executive shall be accountable to the Executive.
All decisions made by the committees related to policy or finance must be ratified by the Executive.

8. Indemnities to the Executive members and Others

Every Executive member of the Chapter or other person who has undertaken or is about to undertake any liability on behalf of the Chapter and their heirs, executors, administrators and estate, respectively, shall at all times be indemnified and saved harmless out of the funds of the Chapter from and against:

- a. All costs, charges, and expenses whatsoever which such members of the Executive or other person sustains or incurs in or about an action, suit or proceeding which is brought or prosecuted against him or her or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of the office.
- b. All other costs, charges, expenses, which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect.

9. Financial Matters

- 9.1 The Chapter authorizes the Canadian Counselling Association to collect the fee for membership in the Chapter along with the Association membership fee. The fees for Chapter membership will be returned to the Chapter.
- 9.2 *General:* The Executive shall approve such financial procedures and controls as necessary to ensure the sound financial management of the Chapter.
- 9.3 *Fiscal Year:* The fiscal year of the Chapter shall run from April 1st of a given year to March 31 of the following year.
- 9.4 *Monies:* All cheques, drafts, orders for the payment of money and all notes and acceptances of bills of exchange shall be signed by such officer(s) or person(s), whether or not members of the Executive and in such manner as the Executive may from time to time designate.
- 9.5 In the event of winding up or dissolution of the Chapter funds and assets remaining after the satisfaction of its debts and liabilities will be transferred to CCA's general account.
- 9.6 The books and records of the Chapter may be inspected by any Chapter member in good standing, or any CCA member in good standing, upon written request to the Executive/Board.

10. Contracts

Any member of the Executive and any people so authorized by the Executive may enter into contracts on behalf of the Chapter.

Contracts and other documents requiring the signature of the Chapter must be previously approved by the Executive. Contracts required in the ordinary day-to-day operations of the Chapter will not require previous approval.

11. Constitution

- 11.1 Amendments to this constitution may be made at any Annual General Meeting of the School Counsellors Chapter of the Canadian Counselling Association.
- 11.2 Amendments may be made in accordance with the following:
 - 11.2.1 Notice of the proposed amendments, additions and/or deletions shall be presented to the Secretary not less than thirty (30) days prior to the date of the Annual General Meeting.
 - 11.2.2 Copies of the proposed changes shall be prepared by the Secretary for distribution to the active members fifteen (15) days prior to the Annual General Meeting.
 - 11.2.3 A simple vote of fifty percent plus one (50% + 1) of the active members present at the Annual General Meeting is required in support of the proposed change.

12. By-Laws

- 12.1 The By-Laws under this Constitution may be adopted, amended or rescinded by a simple majority vote of the active members present at the Annual General Meeting. Notice of the proposed change shall be presented to the Secretary at least thirty (30) days prior to the meeting.
- 12.2 The By-Laws of the School Counsellors Chapter and any amendments to them must be approved by the Board of Directors of the Canadian Counselling Association.