

The Nova Scotia Chapter Canadian Counselling and Psychotherapy Association (CCPA-NS)

Preamble

The name of this Chapter shall be “The Nova Scotia Chapter of the Canadian Counselling and Psychotherapy Association”, hereafter abbreviated as CCPA-NS.

The Chapter is the Provincial representative of the national association, CCPA, which serves professional counsellors and psychotherapists, and which is dedicated to the enhancement of the counselling profession in Canada.

Objectives

The objectives of the Chapter are to:

1. Represent regional interests of the national association.
2. Promote public awareness and support for the practice of counselling and psychotherapy in the province through activities focused on advocacy and education.
3. Provide direct contact with all CCPA members in the province including our provincial CCPA Director who may attend CCPA-NS Executive meetings as an ex-officio member.
4. Promote the professional development of counsellors and psychotherapists through facilitation of ongoing information exchange, specialized learning (both knowledge and skill-focused), and critical consideration and discussion of issues relevant to counselling and psychotherapy.
5. Provide opportunities for practitioners, researchers, and educators in the field of counselling and psychotherapy to meet, interact, network, and share information and discuss best practices, clinical and research findings, viewpoints, and common concerns.
6. Promote the Ethical Principles of the CCPA; integrity, justice, client best interests, and responsibility to society in all counselling and psychotherapy practices.
7. Encourage and support cooperation among Nova Scotia-based counsellors and psychotherapists across mental health disciplines and practice settings (e.g. private practice, agency and school counsellors, counselling therapists, social workers, psychologists and other mental health workers).
8. Provide an opportunity for Nova Scotia-based CCPA members who have earned the Canadian Certified Counsellor designation to connect with other CCCs across the province.
9. Serve as a direct link with the national-level CCPA, thereby providing for the pursuit of mutually sought aims and objectives and the promotion of awareness of the purposes and activities of the national body.
10. Undertake any other activities that may be considered necessary to advance the purposes of the CCPA in Nova Scotia.

By-laws

Article 1: Membership

1:1 The membership of the CCPA-NS shall be open to all CCPA members in good standing who live and/or work in Nova Scotia and who pay the required CCPA-NS membership dues.

1:2 Members are entitled to:

- a) exercise full voting rights;
- b) nominate and vote for any office in the Chapter; and
- c) seek and hold any office in the Chapter.

Article 2: Officers

2:1 Executive Committee

The Executive Committee of the Chapter shall consist of the following officers:

- ❖ President
- ❖ President-Elect
- ❖ Executive Secretary
- ❖ Executive Treasurer
- ❖ CCPA Provincial Director (ex-officio)
- ❖ Coordinator for Professional Development
- ❖ Coordinator for Professional Identity and Advocacy
- ❖ School Counsellor Liaison
- ❖ Student Representative
- ❖ three Members-at-Large (one of whom is the immediate past president)

2:2 Elections

Elections shall normally take place at the Annual General Meeting of the Chapter.

2:3 Terms of Office

2:3.1 The President-Elect shall be elected to office by the members of the Chapter. The President-Elect shall hold office for one year or until a successor is elected. In the event that the President-Elect is not able to serve out his or her term, a by-election shall take place for a replacement who shall succeed to the Presidency at the following Annual General Meeting.

2:3.1b In the inaugural year, the President shall be elected for a term of one year in a manner similar to the election of the President-Elect.

2:3.2 The Executive Secretary and Executive Treasurer shall each be a member, shall be elected to office, and shall hold office for two years or until a successor is appointed. The Executive Secretary and the Executive Treasurer may be elected for a second consecutive two-year term.

2:3.3 The Coordinator for Professional Development and the Coordinator for Professional Identity and Advocacy shall each be a member and shall be elected to office by the members of the Chapter for terms of two years and may be elected for a second consecutive two-year term.

2:3.4 The School Counsellor Liaison shall be a member who is a school counsellor. The School Counsellor Liaison shall be appointed for a two-year term by the executive and may be elected for a second consecutive two-year term. The Executive may receive nominations from the Chapter membership and from the Nova Scotia School Counsellors Association.

2:3.5 The Student Representative shall be a student enrolled in graduate program in counselling or equivalent at the time of election and shall be a Professional Member of CCPA and member of CCPA-NS and shall be elected by members of the Chapter for a one-year term.

2:3.6 Terms for Executive Secretary, Executive Treasurer, Coordinators for Professional Developmental and Professional Advocacy may be lengthened or shortened by one year at the discretion of the Executive, so that the terms may become staggered.

2:3.7 The CCPA Director for Nova Scotia is elected for a two-year term by CCPA members who reside in Nova Scotia.

2:4 Duties of the Officers

2:4.1 **The President** shall preside at all general meetings of the Chapter and of the Executive Committee. The President shall be charged with the general supervision of the affairs and operation of the Chapter. In the event of the President's absence or inability to carry out the prescribed duties, the President's powers shall be exercised by the President-Elect. In the event that both the President and the President-Elect are absent from any meeting of the Chapter, the members present may elect a chairperson who shall exercise the powers of the President during that meeting.

2:4.2 **The Executive Secretary** shall act as Secretary at every meeting of the Chapter and of the Executive Committee. The Executive Secretary shall maintain and have custody of all records of the Chapter, prepare the minutes of all meetings, and carry out such other duties as the Executive Committee deems appropriate. In the event of the absence of the Executive Secretary, a secretary *pro tempore* shall be appointed by the Executive.

2:4.3 **The Executive Treasurer** shall keep a full and accurate account of all receipts and disbursements and shall deposit all funds in the name of and to the credit of the Chapter in the bank designated by the Executive Committee. The Executive Treasurer shall disburse the funds under the direction of the Executive Committee, and shall present and distribute, at the Annual General Meeting, a financial statement for the fiscal year ending the 31st day of January of each year.

2:4.4 **The Coordinator for Professional Development** shall chair the Professional Development Committee. The Professional Development Coordinator/Committee shall also be responsible for planning promoting and providing professional development activities and coordinating with other organizations in offering professional development activities.

2:4.5 **Coordinator for Professional Identity** shall chair the Professional Identity Committee. The Professional Identity Coordinator shall also shall keep the Board informed of any concerns including increasing professional recognition, increasing access to Employee Assistance counselling contracts, employment opportunities and third party payer recognition, and increasing networking possibilities. This position may involve working with the National Office of CCPA in an advocacy position.

2:4.6 **The President-Elect** shall assist the president in the performance of his/her duties, keep informed on key issues, carry out other duties as assigned by the Board, and shall, by appointment, assume all responsibilities of the President in the latter's absence.

Article 3: Annual General Meeting/Board Meetings

3:1 The Executive Committee shall determine the time and place of general meetings of the Chapter, and at least one general meeting shall be called each year within 90 days of the fiscal year end, which is January 31st of each year.

3:2 The Executive Committee shall be required to call a general meeting within 60 days of receipt of a petition for such a meeting signed by at least 50 percent of the voting members.

3:3 The Executive Committee may convene a special general meeting of the Chapter at such time and place as the Executive Committee shall determine.

3:4 The Executive Secretary shall forward to every Member a notice of every general meeting not fewer than 14 days before the scheduled date of the meeting.

3:5 The Executive Committee shall meet at the call of the President.

Article 4: Voting Procedures

4:1 A quorum at any meeting of the Chapter shall consist of the fewer of 12 voting members or 25 percent of the voting members.

4:2 Every question at a general meeting shall be decided by a majority of the members present unless otherwise required by these by-laws.

4:3 A quorum of the Executive Committee shall consist of 25 percent of the committee members. Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes of the Executive members present, unless otherwise required by the by-laws.

Article 5 – Alteration of By-laws

5:1 The Constitution and By-laws of the Chapter shall not be amended except by a resolution passed by the membership of the Chapter at any general meeting of the Chapter. Notice specifying the intention to propose the resolution must be provided, through reasonable effort, to each member at least fourteen days in advance of the general meeting.

5:2 Amendments to the Constitution or By-laws of the Chapter must be approved by the CCPA Board of Directors.

Article 6 – Books and Records

6:1 The Chapter's Constitution and By-laws shall be available on the CCPA website's Chapter page. The minutes from the Chapter's Annual General Meeting shall be available upon reasonable request.