

Career Counsellors Chapter Constitution and By-Laws

1. Preamble

The following shall comprise the constitution of the Career Counsellors Chapter of the Canadian Counselling and Psychotherapy Association.

2. Objectives

The Career Counsellors Chapter is dedicated to people working in counselling-related roles in the field of career development regardless of training or background and the specific work functions they perform. Specifically, the objectives of the Career Counsellors Chapter are as follows:

- 2.1 To promote the practice of career development in Canada.
- 2.2 To provide a forum for discussion of issues important to the field of career development.
- 2.3 To provide professional development in the area of career development.
- 2.4 To provide a forum for mentoring practitioners, researchers, and policy makers new to the field of career development.
- 2.5 To provide a means by which practitioners, researchers, and policy makers working areas of career development can assist one another in developing new programs, methods, or research proposals pertinent to career development.
- 2.6 To serve, with full collaboration and consultation with the Canadian Counselling and Psychotherapy Association, as a means to interact with government departments and/or other groups for the purpose of promoting career development.
- 2.7 To serve as a link with the Canadian Counselling and Psychotherapy Association, thereby providing for the presentation of mutually sought aims and objectives.

3. Membership

Membership is open to all members of the Canadian Counselling and Psychotherapy Association upon payment of an additional chapter membership fee, established by the Career Counsellors Chapter.

4. Meetings

- 4.1 There shall be an Annual General Meeting of the members of the Chapter for the purpose of electing the Executive and carrying out other business of the Career Counsellors Chapter. This meeting normally will be held in conjunction with the annual conference of the Canadian Counselling and Psychotherapy Association. A member designated by the Executive shall chair the Annual General Meeting. Normally, the chair of the meeting will be the President of the Career Counsellors Chapter.
- 4.2 Notice of the annual general meeting shall be given at least fifteen (15) days in advance, in the manner described by the Executive.
- 4.3 Other meetings of the members may be called from time-to-time by the Executive, or by a petition of at least ten (10) members who shall provide the reasons for the meeting in writing to the President of the Career Counsellors Chapter.

5. Voting Procedures

- 5.1 Each member of the Career Counsellors Chapter shall be entitled to one vote.
- 5.2 Members may not vote by proxy.
- 5.3 Every question submitted to a vote shall be decided by a simple majority of the votes cast. In case of a tie vote, the designated chair of the meeting shall cast the deciding vote.
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6. Executive

- 6.1 The management and conduct of the Chapter shall be the responsibility of the Executive.
- 6.2 The Executive shall consist of seven (7) Officers: President, President-Elect, Past President, Treasurer and three (3) Members-at-Large.
- 6.3 The Executive shall be elected for a two (2) year term of office by means of a secret ballot.
- 6.4 Should a vacancy arise in the Executive, the President shall be authorized to appoint a member to fill the vacated position for the remainder of term.
- 6.5 The Executive shall meet as often as required to carry out the business of the Chapter.
- 6.6 A quorum for meetings of the Executive shall be two (2) members of the Executive.
- 6.7 The Executive shall participate fully in all activities of the Chapter as required and deemed appropriate. They are expected to commit to attend and participate in all executive meetings.
- 6.8 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 objectives of the Chapter, subject to any resolution of policy or procedures that the Chapter may adopt at its meetings.
- 6.9 The elected Executive shall serve 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. The Executive may approve up to a maximum of 10% of the Chapter asset and to a maximum of \$ 1000 to reimburse expenses for the President or delegate to attend the Annual CCPA conference and the Chapter AGM.

7. Duties of the Officers

- 7.1 **President:** The President of the Chapter, as authorized by the Executive, shall sign all contracts, documents, or instruments in writing as require a signature, shall have powers and duties which may from time to time be assigned by the Executive or the annual general meeting.
- 7.2 **President-Elect:** The President-Elect shall preside at any meeting in the absence of the President and shall assist and act in place of the President as required.
- 7.3 **Treasurer:** The Treasurer shall keep accurate accounts of monies received and dispersed by the Chapter and shall be responsible for the preparation and presentation of the Executive of an annual budget.
- 7.4 **Past President:** The Past President shall preside at any meeting in the absence of the President and shall assist and act in place of the President as required.
- 7.5 **Member-at-Large:** The Member-at-Large shall be a full voting member of the Executive.

8. Committees

- 8.1 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 deem fit. A simple majority of the members of the committee shall constitute a quorum for committee meetings.

8.2 All committees shall be accountable to the Executive. All decisions made by the committees related to policy or finance must be ratified by the Executive.

9. Indemnities to the Executive Members and Others

9.1 Every Executive member of the Chapter 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:

- all costs, charges, and expenses whatsoever which such members of the Executive, or other persons, sustains or incurs in or about an action, suite, and proceeding which is brought or prosecuted against him or her 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; and
- all other costs, charges, expenses, which he or she sustains or incurs in or about, or in relation to, the affairs therefore, except such costs, charges, or expenses as are occasioned by his or her willful neglect.

10. Finances

10.1 The Executive shall approve such financial procedures and controls as necessary to ensure the sound management of the Chapter.

10.2 The fiscal year of the Chapter shall coincide with the fiscal year of the Canadian Counselling and Psychotherapy Association.

10.3 The Executive shall propose to the Annual General Meeting an appropriate fee for membership in the Career Counsellors Chapter. This fee shall be charged in addition to the regular fee for membership in the Canadian Counselling and Psychotherapy Association.

10.4 All cheques, drafts, order 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.

11. Contracts

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

11.2 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 by the Executive.

12. Constitution

12.1 Amendments to the constitution may be made at any Annual General Meeting of the Career Counsellors Chapter of the Canadian Counselling and Psychotherapy Association, provided the following conditions are met:

- Notice of the proposed amendments, additions, and/or deletions shall be presented to the Executive not less than thirty (30) days prior to the date of the Annual General Meeting.
- Copies of the proposed changes shall be circulated to the members fifteen (15) days prior to the Annual General Meeting.
- A simple majority vote of the members present at the Annual General Meeting approves the proposed change.

13. By-Laws

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 Executive at least thirty (30) days prior to, and circulated to the members fifteen (15) days prior to, the Annual General Meeting.