

**CANADIAN COUNSELLING AND PSYCHOTHERAPY ASSOCIATION
SPIRITUALITY IN COUNSELLING CHAPTER**

**CONSTITUTION AND BY-LAWS
CCPA-SCC**

I. Constitution

- 1.1 Name of the Chapter: *Spirituality in Counselling Chapter of CCPA*
- 1.2 Definition of Spirituality in Counselling: *a group of counsellors with a special interest in responding to clients who desire to have spirituality included in the counselling process.*
- 1.3 Spirituality in Counselling Chapter's Mission Statement: *our commitment is to offer a sacred space to our clients while listening to 'their story' and to value compassion, empathy and respect to all people.*

II. Goals & Objectives of the Chapter

- 2.1 To provide an opportunity for Chapter members to meet and discuss pertinent issues related to spirituality in counselling.
- 2.2 To provide a forum for ongoing information exchange and professional development.
- 2.3 To work collaboratively as Chapter and Executive members and with the Canadian Counselling and Psychotherapy Association for the greater good of mutually sought aims and objectives.
- 2.4 To provide an opportunity for the Chapter members to collaborate with faith groups in open dialogue for the purpose of enhanced client care.

III. Membership

- 3.1 Membership shall consist of those members of the Canadian Counselling and Psychotherapy Association who pay the additional fee as established by the Spirituality in Counselling Chapter.

- 3.2** Any Chapter member, whether an individual or a group, shall have one vote in all proceedings at which members shall be entitled to vote.
- 3.2.1** Members may not vote by proxy.
- 3.2.2** Every question submitted to any meeting of members shall be decided by a majority of votes by members present except where otherwise provided in the By-Laws.
- 3.3** There shall be an Annual General Meeting of members of the Chapter, in person or by electronic means, for the purpose of electing the Executive and carrying out any business proposed by the Executive or by resolution from members. Only votes cast at the time of the duly called AGM shall be considered valid.
- 3.3.1** a quorum is equivalent to 51% of Chapter members present.
- 3.3.2** Notice of AGM shall be given at least fifteen (15) days in advance determined by the Executive.
- 3.3.3** Meetings of the Chapter held by teleconferencing shall be considered to be truly constituted and valid meetings of the Chapter.
- 3.3.4** Other general meetings may be called at any time by the Executive or at least ten (10) members.
- 3.4** The Chapter will submit to the CCPA the names of its officers upon election or appointment.
- 3.5** The Chapter shall submit an Annual Report and Plan of Action to the CCPA Board of Directors.
- 3.6** Membership can be terminated for any of the following:
- 3.6.1** Personal request
- 3.6.2** Non-payment of annual dues or other debts to the Chapter
- 3.6.3** A decision of the voting members
- 3.6.4** Failure to adhere to Chapter's Constitution, By-Laws or CCPA's Code of Ethics.

IV. The Executive Members

4.1 Function

The Executive Members shall be responsible to the membership for the management and conduct of the affairs of the Spirituality in Counselling Chapter. The Executive Members

shall exercise all such powers and do all other functions which further the goals and 3

objective of the Chapter, subject to policy and procedures that the Chapter may adopt at its AGM or general meetings.

4.2 Composition

The Executive Members shall consist of a President, Vice-President, Past President, Secretary, Treasurer, and one (1) member at large. With the exception of President, any two roles may be combined when deemed necessary. When a position is vacated, the president has the right to appoint a Chapter member to fill the position until the next AGM.

4.3 Election and Terms of Office

At the AGM, the Executive positions shall be filled for a two (2) year term by means of a vote of members.

4.4 Philosophy and Decision-Making

The Executive shall participate fully in all activities of the Chapter as required. Executive Members are expected to commit to attend and participate in all Executive meetings.

4.5 Vacancies

Any position shall be vacated upon 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.

4.6 Remuneration

The elected Executive Members shall serve on the Executive without remuneration. However, the Executive member may be paid or reimbursed for reasonable expenses incurred in the performance of the duties of the position, approved by the Executive.

4.7 Duties of the Executive shall be:

4.7.1 The President or delegate shall:

4.7.1.1 *Preside* at all meetings of the Chapter.

4.7.1.2 Be responsible for the general management and supervision of the affairs and operations of the Chapter and its committees.

4.7.1.3 Sign contracts, documents or instruments in writing as require a signature.

4.7.1.4 Be a signing officer for financial purposes.

4.7.1.5 Respond to specific inquiries regarding the CCPA-SCC.

4.7.1.6 Promote membership to the CCPA and SCC.

4.7.1.7 Prepare and submit an Annual report, including the Chapter's plan, prior to the CCPA Annual General Meeting and an interim report as requested by CCPA.

4.7.2 The Vice- President shall:

4.7.2.1 Assist the President in the performance of his/her duties.

4.7.2.2 Assume all responsibilities of the President in the absence of the latter.

4.7.2.3 Be a signing officer for financial purposes.

4.7.3 The Secretary shall:

4.7.3.1 Keep the Minutes of all meetings.

4.7.3.2 Maintain the records and documents of the Chapter such as Constitution, By-Laws, past minutes, etc.

4.7.3.3 Send a copy of all the above mentioned documents to the CCPA President and Executive Director for information and distribution to CCPA and CCPA-SCC members as required.

4.7.3.4 Send a copy of its Executive Officers list, including regular updates, to the CCPA President and Executive Director for information and distribution to CCPA as required.

4.7.4 The Treasurer shall:

4.7.5.1 Be a signing officer for financial purposes.

4.7.5.2 Oversee the Chapter's financial affairs by keeping accurate accounts of monies received and dispensed by the Chapter.

4.7.5.3 Present a financial report at the Annual General Meeting and as part of the President's report to CCPA have said report prepared by March 31 and October 31.

4.7.5.4 Prepare the Chapter's annual budget to be presented to CCPA.

4.7.5 The Past President shall:

4.7.5.1 Assist the President

4.7.5.2 Serve as Chair of the Nominating Committee for Board officers.

4.7.6 The Member at Large shall:

4.7.6.1 Attend all Executive Board meetings

4.7.6.2 Be entitled to vote

4.7.6.3 Hold no specific responsibility

V. Meetings of the Executive

5.1 Meetings: The Executive shall meet a minimum of once each year in conjunction with the Annual General Meeting of the CCPA or by electronic or conference meeting or as is deemed appropriate.

Meetings of the Executive held by teleconferencing shall be considered to be truly constituted and valid meetings of the Executive.

5.2 Minutes: The Minutes of the meetings will be circulated to members of the Executive following the meetings.

VI. Committee

6.1 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 (50%+ 1) 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.

VII. Indemnities to the Executive Members and Others

7.1 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:

7.1.1 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.

7.1.2 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 willful neglect.

VIII. Financial Matters

- 8.1 Fees: The Chapter authorizes the Canadian Counselling and Psychotherapy Association to collect the fee for membership in the Chapter. The CCPA-SCC Fee will be \$15.00 or as determined by the Executive.
- 8.2 General: The Executive shall approve such financial procedures and controls as necessary to ensure the sound financial management of the Chapter.
- 8.3 Fiscal Year: The fiscal year of the Chapter shall run from April 1st of a given year to March 31st of the following year.
- 8.4 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.
- 8.5 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 CCPA's general account.
- 8.6 The books and records of the Chapter may be inspected by any Chapter member in good standing or any CCPA official, upon written request to the Executive.

IX. Contracts

- 9.1 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.

X. Constitution

- 10.1 Amendments to this constitution may be made at any Annual General Meeting of the CCPA-SCC.
- 10.2 Amendments may be made in accordance with the following:

10.2.1 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.

10.2.2 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.

10.2.3 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.

XI. By-Laws

11.1 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.

11.2 The By-Laws of the CCPA-Spirituality in Counselling Chapter and any amendments to the By-Laws must be approved by the Board of the CCA.

SCC (Last edited April 2, 2017, C.U.)
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