



Alberta/NWT Chapter of CCPA Charter & Bylaws

1. The name of the Chapter is the "Alberta/NWT Chapter: Canadian Counselling and Psychotherapy Association".

2. Objectives

2:1 To provide a forum for discussion of issues related to counselling and psychotherapy (local, regional, national).

2:2 To encourage and provide opportunities for the professional development of counsellors and psychotherapists in Alberta and the Northwest Territories.

2:3 To facilitate connection, collaboration and support amongst practitioners in the counselling field in Alberta and the Northwest Territories.

2:4 To develop networks with other counselling-related associations in the region.

2:5 To promote and be involved in public, organizational and legislative support of professional counselling and psychotherapy in Alberta and Northwest Territories, including efforts towards provincial/territorial regulation of the profession.

2:6 To serve as a direct link with the national association (CCPA), in a reciprocal exchange, toward the achievement of mutually desired aims and objectives.

BYLAWS

Article 1: Membership

1:1 Membership in good standing shall consist of those members of the Canadian Counselling and Psychotherapy Association (CCPA) who pay an additional fee for membership in the Alberta/ Northwest Territories Chapter (the Chapter).

1:2 Members shall conduct business in accordance with these bylaws and guidelines, and with the by-laws and guidelines established in the Constitution of the CCPA.

Article 2: Board of Directors

2:1 Any member in good standing may be nominated and subsequently elected to the Board of Directors.

2:2 The Board of Directors of the Chapter will consist of a President-Elect, President, Past President,

Secretary-Treasurer, Student Liaison, a Member-at-Large, and four Coordinators (Professional Development; Advocacy and Professional Identity; Regulation; and Member Communications).

2:3 Two persons may share one position on the Board, if both are elected to the position together, and if that position may require an extraordinary commitment of time, or specialized skill and knowledge not held by one person, over the next term. This does not apply to the positions of President-Elect, President, or Past-President.

2:4 Directors of the Board will perform the duties that pertain to their respective offices. They shall also be available for general tasks and duties delegated by the Board that serve the current interests and functions of the Chapter.

2:5 Directors of the Chapter shall:

- act honestly, and in good faith, and in the best interests of the Chapter;
- and exercise the care, diligence and skill of a reasonably prudent person, in exercising their powers and performing their functions as a Director.

2:6 The Board of Directors shall serve without remuneration. However, Board members may be paid or reimbursed for reasonable expenses incurred in the performance of the duties of the position, as approved by the Board of Directors.

2:7 Duties of the Directors:

- The **President** shall generate and distribute an agenda prior to each called meeting preside at all meetings of the Chapter, including the Annual General Meeting, be responsible for the general management and supervision of the affairs and operations of the Chapter and all Chapter committees, and be a signing officer.
- 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 and be a signing authority. The President-Elect will also serve as the chair of the Nominations Committee in the transition (from President-Elect to President) year where there is no Past-President.
- The **Past-President** shall act as a resource and consultant to the President and assist the President in the performance of his/her duties and may, by appointment, assume all responsibilities of the President in the latter's absence. The Past-President will also serve as the chair of the Nominations Committee.
- The **Secretary-Treasurer** shall keep the minutes of all meetings of the Directors and all General Meetings and shall circulate Board meeting minutes to the Directors electronically and General Meeting minutes to members electronically. The Secretary-Treasurer shall also be responsible in all matters pertaining to the funds of the Chapter. He/she shall be a signing officer for cheques drawn on funds of the Chapter and shall present a concise financial report at each Board meeting and at the Annual General Meeting.
- The **Student Liaison** must be currently enrolled in an educational program pertaining to counselling and psychotherapy at time of election. S/he shall promote the Chapter to students and bring student concerns and questions to the Board for consideration, while participating in the general duties of Directors.
- The **Professional Development Coordinator** shall be responsible for initiating and maintaining professional development activities, applying for Continuing Education Credits (CEC's) where

appropriate, and coordinating with other organizations in offering professional development activities.

- The **Regulation Coordinator** shall be responsible for creating alliances with other counselling-related associations in Alberta, for attending meetings related to Regulation as our representative, and for informing the Board of regulatory changes across Canada.
- The **Coordinator of Advocacy and Professional Identity** shall keep the Board informed of any pressing concerns include obtaining professional recognition under the Health Professions Act, increasing access to Employee Assistance counselling contracts, and increasing networking possibilities. This position may involve working with the National Office of CCPA in an advocacy position.
- The **Coordinator of Member Communications** shall be responsible for informing chapter members of the activities of the Board, as well as professional development and other events in the region that may be of interest to members and are consistent with the objectives of the Chapter. This may be done through a newsletter, website updates and other means of communication.
- The **Member-at-Large** shall be responsible to attend all Board meetings and assist other members in completing duties if needed. Member at large may also serve as the Chair of committees that the Board strikes.

Further all members shall:

- Reply to all meeting requests with an accept or decline
- Attend all scheduled meetings (unless declined), and be prepared for discussion and/or decision-making as outlined in the agenda to ensure efficient use of meeting time.
- If declined and unable to attend a Board meeting, members are expected to submit any reports or written correspondence; stay abreast of all minutes; and respond to other forms of communication as requested. Communicating directly with the President to ensure the member is updated is required.
- Complete a written report of the duties performed over the previous year to the Board at least one month prior to the Annual General Meeting, to be distributed to the membership with the Agenda and any proposed bylaw changes. All written reports will be presented at the Annual General Meeting.

Article 3: Appointment and Removal of Board Members

3:1 During the Annual General Meeting of members, the positions of Secretary-Treasurer, Student Liaison and Coordinators shall be filled for a two (2) year period by means of an election and are eligible for re-election for another two (2) years. In the event that a majority of positions are being vacated at the same time, the Board may propose to the membership to alter the length of some positions to ensure a smooth transition.

The position of **President-Elect** shall be filled for a **one (1) year period**, with the understanding that the individual will then continue to serve **as President for a further two (2) year term, and then Past-President for a final (1) year**. There will be an election of President-Elect when a Past-President's term is ended.

3:2.1 If any member of the Board of Directors fails to attend three consecutive Board meetings without reasonable explanation (as determined by the Board), the Directors may declare a vacancy on the Board in respect of such Director and 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.

3:2.2 The Directors may fill any vacancy occurring on the Board due to resignation or any other reason by inviting the appointment of any person who would qualify as a member at an Annual General Meeting. Such person shall hold office until the next Annual General Meeting.

3:3 An Elected Director may be removed from office by a resolution passed by a special meeting of the General Assembly. An Elected Director may be removed from office by a resolution passed by the Voting Members of the Chapter.

Article 4: Removal of Chapter Members

4:1 The Board shall have authority to suspend or expel any member from the Chapter for any one or more of the following grounds:

- a. violating any provision of the articles, by-laws, or written policies of the Chapter;
- b. violating CCPA's Constitution or Code of Ethics;
- c. carrying out any conduct which may be detrimental to the Chapter as determined by the Board in its sole discretion;

4:1.1 In the event that the Chapter Board determines that a Chapter member should be expelled or suspended from Chapter membership as a result of the occurrence of an event described in **(a)** or **(c)**, the Chapter President, or such other officer as may be designated by the Chapter Board, shall provide twenty (20) days' notice of suspension or expulsion to the Chapter Member and shall provide reasons for the proposed suspension or expulsion. The Chapter Member may make written submissions to the Chapter President, or such other officer as may be designated by the Chapter Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the Chapter President, or such other officer as may be designated by the Chapter Board, the Chapter President, or other such Officer designated by the Chapter Board may proceed to notify the Chapter Member that the Chapter Member is suspended or expelled from membership in the Chapter. If written submissions are received in accordance with this section, the Chapter Board will consider such submissions in arriving at a final decision and shall notify the Chapter Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Chapter Board's decision shall be final and binding on the Chapter Member, without any further right of appeal.

4:1.2 In the event that the Chapter Board determines that a Chapter member should be expelled or suspended from Chapter membership as a result of the occurrence of an event described in **(b)**, the matter shall be dealt with in accordance with the policies, procedures, and guidelines established by the Association from time to time.

4:2 In the event that a Chapter Member who is expelled or suspended is a licensed practitioner in a province/territory in which titles or activities related to counselling are regulated, the Chapter President or designate will notify the National Office who will inform the appropriate Regulatory College of its actions related to the expelled or suspended Member if warranted.

4:3 In the event that a Chapter Member who is expelled or suspended holds liability insurance through the Association, the National Office will inform the insurance company of its actions related to the

expelled or suspended Member.

Article 5: Committees

- 5:1** The Board of Directors may constitute committees as it deems necessary and it will prescribe their duties and responsibilities, including naming the Chair who may or may not be a member of the Board. The committee may convene and regulate their meetings as they see fit. All committees constituted by the Board will be accountable to the Board and will make regular reports in terms of progress/activities.
- 5:2** All decisions made by a committee related to policy or finance must be ratified by a simple majority of votes by the Board.
- 5:3** Any committee member may be suspended and/or removed from office by the Board of Directors by a simple majority of votes by the Board. A committee may be disbanded by a resolution of the Board of Directors.
- 5:4** A simple majority of the members of the committee shall constitute a quorum for meetings.

Article 6: Board of Director Meetings

- 6:1** The Board of Directors will meet a minimum of twice each year and at any additional occasions as determined by the Board.
- 6:2** Meetings of the Board of Directors held in person or with the assistance of multimedia conferencing technology, shall be considered to be truly constituted and valid meetings of the Board. A simple majority of the members of the Board shall constitute a quorum for meetings.

Article 7: Annual General Meeting

- 7:1** The Annual General Meeting shall be held annually on a day to be fixed by the Board of Directors.
- 7:2** Notice of the Annual General Meeting and the business to be conducted at the meeting shall be provided electronically (unless a paper copy has been previously requested) thirty (30) days in advance to every member in good standing.
- 7:3** The rules of procedure at the Annual General Meeting shall be determined by the Board of Directors.
- 7:4** The Annual General Meeting shall be chaired by the Chapter President or designate.
- 7:5** Quorum for the transaction of business at any Annual General Meeting shall be constituted by the number of members who attend the meeting.
- 7:6** Each member, with the exception of the chair (unless in the case of a tie) shall have one vote in all proceedings at which members shall be entitled to vote.
- 7:7** Members may not vote by proxy or by e-mail.

7:8 Every question submitted to a vote shall be decided by a majority of votes and in the case of a tie vote, the designated chair of the meeting shall cast the deciding vote.

7:9 On every question submitted to a vote, a declaration by the designated chair of the meeting that a resolution has been carried or lost shall be conclusive evidence of the fact, unless a poll is requested.

Article 8 – Special Meetings

8:1 Special meetings may be called on the initiative of the Board of Directors or by written request of five or more Chapter members addressed to the Board of Directors.

8:2 Notice shall be given two weeks in advance of any special meetings electronically (unless a paper copy has been previously requested).

Article 9 - Alteration of Bylaws

9:1 The Constitution and Bylaws of the Chapter shall not be amended except by a resolution passed by the membership of the Chapter at a general meeting. Notice specifying the intention to propose the resolution must be provided at least thirty (30) days prior to the Annual General Meeting and circulated to the members fifteen (15) days prior to the Annual General Meeting.

9:2 A two-thirds majority vote of members present at the Annual General Meeting is required in support of the proposed change.

9:3 Amendments to the Constitution or By-Laws of the Chapter must be approved by the CCPA Board of Directors.

Article 10 - Books and Records

10:1 The Chapter's Constitution and Bylaws, and the minutes from the Chapter's Annual General Meeting, shall be available on the Chapter's website.

10: 2 The Board of Directors shall approve such financial procedures and controls as necessary to ensure the sound management of the Chapter.

10: 3 The fiscal year of the Chapter shall coincide with the fiscal year of the Canadian Counselling and Psychotherapy Association.

Approved at the October 16th, 2016 AGM