

Counsellor Educators and Supervisors Chapter Constitution and By-Laws

Previous revisions: May, 1998; November, 2006; July, 2009; July, 2015

Current version approved by the CCPA Board of Directors on July 16, 2015; 3.1 approved as a friendly amendment August 31, 2018

1. Preamble:

The following shall comprise the constitution of the Counsellor Educators and Supervisors Chapter of the Canadian Counselling and Psychotherapy Association. The Counsellor Educators and Supervisors Chapter exists according to the Letters of Patents and Constitution of the parent organization - the Canadian Counselling and Psychotherapy Association.

2. Objectives

2.1 To provide an opportunity for members of the Canadian Counselling and Psychotherapy Association to meet for discussion of critical issues in teaching, supervision, and research in the area of counsellor education.

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 counsellor education programs meet their primary goal of preparing professionally competent counsellors.

2.4 To provide a means by which counsellor educators and clinical supervisors 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

3.1 Membership shall consist of those members of the Canadian Counselling and Psychotherapy Association who are involved in the teaching or clinical supervision of individuals preparing to become professional counsellors and in the professional development of counsellors across the career span (e.g., entry to practice, mid-career, and beyond) and in diverse academic and non-academic work settings. Retired counsellor educators and clinical supervisors are also welcomed as members.

3.2 Student Membership is available to members of the Canadian Counselling and Psychotherapy Association who are currently registered in a doctoral degree program in

counselling or a related field. This is a non-voting class of membership. Student members are exempt from annual chapter fees.

3.3. Associate Membership is available to all members of the Canadian Counselling and Psychotherapy Association not meeting the requirements identified in Article 3.1. This is a non-voting class of membership.

4. Meetings

4.1 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 the number of members present.

4.2 A member designated by the Executive shall chair the Annual General Meeting. Normally, the chair of the meeting will be the President of the Counsellor Educators and Supervisors Chapter.

4.3 Notice of the Annual General Meeting shall be given at least fifteen (15) days in advance, in the manner determined by the Executive.

5. Voting Procedures

5.1 Each full member, whether an individual or a group, shall have one vote in all proceedings at which members shall be entitled to vote.

5.2 Members may not vote by proxy.

5.3 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.

5.4 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 poll is determined.

6. The 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 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.

6.3 The Executive shall consist of a President-Elect; President; Past-President; Secretary-Treasurer; Director, Counsellor Educators; Director, Clinical Supervisors; and a Doctoral Student.

6.4 On the occasion of the Annual General Meeting of members, the position of President-Elect shall be filled for a one (1) year period by means of an election by secret ballot and a Doctoral Student representative will be elected, also for a one (1) year period, by secret ballot. At every second Annual General Meeting of the members, the position of Secretary-Treasurer shall be filled for a two (2) year period by means of an election by secret ballot. In alternating years to the Secretary-Treasurer election, the positions of Director, Counsellor Educators and Director, Clinical Supervisors will be filled for two (2) year periods each, through election by secret ballot.

6.5 The offices 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.

6.6 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.

6.7 The 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.

7. Meetings of the Executive

7.1 The Executive shall meet a minimum of twice per year and at any additional occasions as determined by the Executive.

7.2 There shall be at least three (3) sitting members of the Executive. A quorum for meetings of the Executive shall consist of two (2) members of the Executive.

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

8. Duties of the Officers

8.1 President: The President of the Chapter, as authorized by the Executive, shall sign contracts, documents or instruments in writing as require a signature, shall have such powers and duties which may from time to time be assigned by the Executive or as are required by the office.

8.2 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.

8.3 Secretary-Treasurer: The Secretary-Treasurer shall keep minutes of the Executive, general, and annual general meetings, shall conduct all ordinary correspondence, shall keep accurate accounts of monies received and dispensed by the Chapter, and shall be responsible for the preparation and presentation to the Executive of an annual budget.

8.4 President-Elect: The President-Elect shall attend all meetings of the Chapter Executive and shall accept duties and responsibilities from time to time for which there is mutual agreement to do so.

9. Committees

9.1 The Executive may from time to time constitute such committees as it deems necessary and it shall prescribe their duties and responsibilities. The committee 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.

9.2 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.

10. Indemnities to the Executive members and Others

10.1 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:

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 his or her in or about the execution of the duties of the office; and

b. all other costs, charges, expenses, which he or she sustains or incurs about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect.

11. Financial Matters

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

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

11.3 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.

12. Contracts

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

12.2 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.

13. Constitution

13.1 Amendments to this constitution may be made at any Annual General Meeting of the Counsellor Educators Chapter of the Canadian Counselling and Psychotherapy Association, provided the following conditions are met:

a. 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.

b. 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.

c. A simple majority vote of the active Full members presented at the Annual General Meeting is required in support of the proposed change.

14. By-Laws

14.1 The By-Laws under this Constitution may be adopted, amended or rescinded by a simple majority vote of the active Full 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 the Annual General Meeting and circulated to the members fifteen (15) days prior to the Annual General Meeting.