

CCPA Technology in Counselling Chapter Constitution and By-Laws

Constitution

1. The Name of the Chapter: Technology in Counselling Chapter of the Canadian Counselling and Psychotherapy Association.
2. Mission: We envision inspiring the legal and ethical use of technology to enhance the therapeutic experience of counsellors and clients everywhere.

3. Objectives:

- 3.1 To provide opportunities for Chapter members to meet, discuss, and share ideas and concerns of interest.
- 3.2 To provide a forum for critical discussion of issues of interest to members.
- 3.3 To facilitate the ongoing exchange of information among members.
- 3.4 To provide a means by which members can help one another develop their use of technology in their professional practices.
- 3.5 To serve as a direct link with the National Association, CCPA, thereby providing for the presentation and the achievement of mutually sought aims and objectives.

Approval: This Constitution and the related Bylaws have been amended and approved by members at the May 11, 2018 AGM.

By-laws

1. Membership

- 1.1 Membership is open only to members in good standing of the Canadian Counselling and Psychotherapy Association.
- 1.2 Membership shall consist of any members of CCPA who have an interest in the Chapter's mission.
- 1.3 Chapter members are required to pay an additional fee of \$15 for membership in the Technology in Counselling Chapter.
- 1.4 Membership with the Chapter can be terminated for any one of the following reasons:
 - Personal request,
 - Non-payment of annual dues or other debts to the Chapter or to CCPA,
 - A decision of the voting membership,
 - Failure to adhere to the Chapter's Constitution, Bylaws or CCPA's Code of Ethics.

2. Meetings

- 2.1 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 (minimum two members), either in-person or via the synchronous technological media selected by the Executive.
- 2.2 A member designated by the Executive shall chair the Annual General Meeting. Normally, the chair of the meeting will be the President of the Chapter.
- 2.3 Robert's Rules of Order shall govern procedure at all meetings.

2.4 Special meetings can be called at any time, at the discretion of the Executive or upon receipt by the Executive of a written request for a special meeting by any member in good standing.

2.5 Notice of the place, date, hour and agenda of Annual General Meeting or of a special meeting shall be communicated to all Chapter members at least 15 days in advance, in the manner determined by the Executive.

2.6 The accidental omission to give notice to any of the members entitled to receive it, or the non-receipt of a notice by any member, does not invalidate proceedings at that meeting.

2.7 The minutes of the Annual General Meeting will be posted on the Chapter's website, following the meeting.

3. Voting Procedures

3.1 Each full member shall have one vote in all proceedings at which members shall be entitled to vote.

3.2 Members may not vote by proxy.

3.3 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.

3.4 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.

4. The Chapter Executive

4.1 The Executive shall consist of a President, President Elect, Past-President, Treasurer, Secretary, Member Liaison, and up to four Directors-at-large.

4.2 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.

5. Duties of the Executive

5.1 The President shall:

5.1.1 preside at all meetings of the Chapter,

5.1.2 be responsible for the general management and supervision of the affairs and operations of the Chapter and its committees,

5.1.3 sign contracts, documents or instruments in writing as require a signature.

5.1.4 be a signing officer for financial purposes,

5.1.5 respond to specific inquiries regarding Technology in Counselling Chapter or direct general inquiries to the CCPA National Office,

5.1.6 promote membership to CCPA and Technology in Counselling Chapter,

5.1.7 prepare and submit a bi-annual report, and any other reports required by the CCPA,

5.1.8 attend CCPA National Board meetings whenever possible.

5.2 The Past President shall act as a resource person to the president and to the Executive.

5.3 The Treasurer shall:

5.3.1 be a signing officer for financial purposes,

5.3.2 oversee the Chapter's financial affairs by keeping accurate accounts of monies received and dispensed by the Chapter,

5.3.3 present a financial report at the Annual General Meeting,

5.3.4 prepare the Chapter's annual budget, as required, to be presented to the CCPA National Board.

5.4 The Secretary shall:

5.4.1 keep the minutes of all meetings and distribute to the Executive prior to the next meeting,

5.4.2 maintain the records and documents of the Chapter such as Constitution, Bylaws, past minutes,

5.4.3 send a copy of all the above mentioned documents to the CCPA National office for information,

5.4.4 send a copy of its Executive Officers list, including regular updates, to the CCPA national office.

5.5 The Directors-at-large shall perform tasks and duties as needed.

5.6 All Executive members shall:

5.6.1 act honestly, in good faith, and be available for tasks and duties that serve the best interests and functions of the Chapter and the public,

5.6.2 report to the Executive any matter or thing, or legal proceedings in which s/he has been named as defendant or that may constitute a conflict of interest respecting the intents and purposes of CCPA and Technology in Counselling Chapter,

5.6.3 commit themselves to attend all Executive meetings,

5.6.4 participate fully in all activities of the Chapter as required and as deemed appropriate.

6. Terms of Office

6.1 On the occasion of the Annual General Meeting of the members, the vacated positions of the Executive shall be filled for a two (2) year term by means of an election by secret ballot.

6.2 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.

6.3 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.

6.4 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.

7. Meetings of the Executive

7.1 The Executive shall meet a minimum of once each year.

7.2 A quorum for meetings of the Executive shall consist of half + one members of the Executive.

7.3 Votes by email are acceptable, as long as they are received by a specified deadline.

8. Chapter committees

8.1 The Executive may from time to time constitute 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.

8.2 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.

9. Indemnities to the Executive members and Others

9.1 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:

9.2 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/her or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of the office. All other costs, charge, expenses, which he/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/her own wilful neglect.

10. Financial Matters

10.1 Membership fees are levied by the CCPA National office on behalf of the Chapter and a cheque is sent to the Chapter treasurer every six months.

10.2 The Executive shall approve such financial procedures and controls as necessary to ensure the sound financial 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.

10.4 All cheques, drafts, orders for the payment of money, and all notes and acceptances of bills of exchange, shall be signed by such officers or persons as designated by the Executive.

10.5 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.

10.6 The books and records of the Chapter may be inspected by any Chapter member in good standing, or any CCPA executive member in good standing, upon written request to the Executive.

11. Contracts

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

11.2 All such contracts will be made under the name of Technology in Counselling Chapter.

11.3 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.

12. Amendments

12.1 Amendments to this constitution or its related bylaws may be made at any Annual General Meeting of the Chapter, provided the following conditions are met:

12.2 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.

12.3 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.

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

Approved by TIC Executive April 16, 2015

Amended and approved by members at the May 11, 2018 AGM.