

Creative Arts in Counselling and Psychotherapy Chapter - Constitution and By-Laws

Chapter Constitution and By-laws accepted 2003. Amended in 2020 at the Creative Arts in Counselling Chapter at the Annual General Meeting (AGM) over Zoom, an online video conferencing platform.

For the purpose of drafting the following document, the title "Creative Arts in Counselling Chapter and Psychotherapy Chapter" and "CACCP Chapter" has been employed.

1. Preamble: The following shall comprise the constitution of the "Creative Arts in Counselling and Psychotherapy Chapter" of the Canadian Counselling and Psychotherapy Association. The Creative Arts in Counselling Chapter exists according to the Letters of Patents and Constitution of the parent organization - the Canadian Counselling and Psychotherapy Association (CCPA).

2. Objectives

2.1 To provide an opportunity for chapter members to meet for discussion of critical issues in practice, supervision, and research on the use of the arts in/as therapy.

2.2 To provide a forum for ongoing information exchange and professional development.

2.3 To serve as a vehicle for lobbying appropriate university departments and facilities, governments and agencies to meet their primary goal of preparing professionally competent counsellors.

2.4 To provide a means by which counsellors who employ the systematic use of the arts in their practice 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.

2.6 To serve as an entity that recognizes, incentivizes and/or may reward chapter members, programs, initiatives or organizations for their contribution to the creative arts therapy profession.

3. Membership

3.1 Membership shall consist of Canadian Counselling and Psychotherapy Association (CCPA) members who employ the use of the arts in their practice. The arts may include, but are not limited to, the following: expressive arts, dance/movement, drama, music, art, play, photography, and creative writing.

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 Creative Arts in Counselling and Psychotherapy Chapter.

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

4.4 Non-members may join the Annual General Meeting, however they may not vote or pass motions.

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 Chapters 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, Past-President, Communications Director, Communications Specialist, Special Projects Coordinator, Secretary and Treasurer (or a combination of both roles Secretary-Treasurer).

6.4 On the occasion of the Annual General Meeting of the members, the positions of President, Communications Director, Communications Specialist, Special Projects Coordinator, Treasurer and Secretary shall be filled for a two (2) year term by means of an election by open majority vote.

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 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 at the CCPA's Annual Conference. Meetings are open to all members of the Chapter.

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.

8. Duties of the Officers

8.1 President: The President of the Chapter shall chair executive meetings and liaise with provincial representatives and governing bodies of the CCPA. The President, as authorized by the Executive, shall sign contracts, documents or instruments in writing that require a signature, shall have such powers and duties which may from time to time be assigned by the Executive or as are incident to 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 Treasurer: The Treasurer 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 Communications Director: The Communications Director will liaise with members of this chapter, collaborate closely with the Communications Specialist, communicate with creative arts therapy affiliated groups, associations, and educational institutions, and shall be responsible for the coordination and dissemination of the chapter newsletter.

8.5 Communications Specialist: The Communications Specialist oversees the Chapter's social media platforms (Facebook, Instagram, etc) and actively communicates with members through said platforms, collaborates closely with the Communications Director and creates innovative ways to market chapter material to the public.

8.6 Special Projects Coordinator: The Special Projects Coordinator leads the implementation of projects chosen by the Executive, responding to the needs of Chapter members.

8.7 Secretary: The Secretary shall keep minutes of the Executive, general, and annual general meetings, shall conduct all ordinary correspondence.

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 willful 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, e-transfers, 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 designate. Officer roles are typically held by the President and Treasurer, unless otherwise stated.

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 Creative Arts in Counselling and Psychotherapy Chapter of the Canadian Counselling and Psychotherapy Association, provided the following conditions are met, unless unprecedented

circumstances arise that will hinder the presentation of the proposed amendments within the deadlines outlined: 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.