

**Animal Assisted Therapy in Counselling Chapter**  
Constitution and By-Laws (approved, AGM 2020, sent to Board)

---

**1. Preamble**

The following shall comprise the constitution of the Animal Assisted Therapy in Counselling Chapter of the Canadian Counselling and Psychotherapy Association.

**2. Objectives**

The Animal Assisted Therapy in Counselling Chapter is dedicated to people working in counselling roles who are interested in training, certification and in developing a forum for critical discussion of issues of interest to Counsellors working in and/or interested in the field of Animal and Equine Assisted Therapy in Counselling.

- 2.1 To advocate and educate for the care, respect, and ethical treatment of animal co-workers in Animal and Equine Assisted Therapy in Counselling.
- 2.2 To provide a forum for the critical discussion of issues of interest to Counsellors working in Animal and Equine Assisted Therapy in Counselling.
- 2.3 To facilitate the ongoing exchange of information pertaining to ethics, guidelines and welfare of animals on Animal and Equine Assisted Therapy in Counselling.
- 2.4 To network with other organizations and professionals interested in Animal and Equine Assisted Therapy in Counselling.
- 2.5 To promote, and advocate, with full consultation with the Canadian Counselling and Psychotherapy Association, for the acceptance of Counsellors working in Animal and Equine Assisted Therapy in Counselling as mental health professionals.
- 2.6 To inform the CCPA of the need for training and certification for both professionals and animals in the mediums of Animal and Equine Assisted Therapy before they practice with animals.
- 2.7 To provide information to Chapter members on certification in programs that would assist those working in Animal and Equine Assisted Therapy in Counselling and to assist in the recognition of such certifications.

- 2.8 To provide information to Chapter members about the need for Scope of Practice understanding and documentation, training, certification and continued competence for them and their animals if working in the field of Animal and Equine Assisted Therapy.
- 2.9 To work towards certification of Counsellors working in Animal and Equine Assisted Therapy in Counselling.

### **3. Membership**

Membership is open to all members of the Canadian Counselling and Psychotherapy Association upon payment of the chapter membership fee, established by the Animal and Equine Assisted Therapy in Counselling Chapter.

### **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. This meeting will normally be held in conjunction with the annual conference of the Canadian Counselling and Psychotherapy Association. A member designated by the Executive will chair the meeting; normally the chair is the President of the Chapter. A quorum is the number of members present.
- 4.2 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.
- 4.3 The minutes of the Annual General Meeting will be posted on the Chapter's website, following the meeting.
- 4.4 The schedule of other meetings of the Executive will be determined by the Executive, or by a petition of at least ten (10) members who will provide the reasons for the meeting in writing to the President of the Executive.

### **5. Voting Procedures**

- 5.1 Each member of the Animal Assisted Therapy in Counselling Chapter 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 simple majority of votes cast 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.

## **6. The Chapter Executive**

6.1 The management and conduct of the Chapter will be the responsibility of the Executive.

6.2 The Executive shall consist of a President, President-Elect, Treasurer, Secretary, Communications/Education Coordinator, Animal Voice Coordinator, Student Representative and from 2-4 Members-at-large.

6.3 The immediate past President will serve as a consultant to the President but will not have a vote on the Executive.

6.4 The Executive will be elected for a 2-year term. This term is accepted for renewal upon an executive majority vote.

6.5 The Executive will meet as often as required to carry out the business of the Chapter.

6.6 A quorum for the Executive shall be a simple majority. Votes shall be held on financial, issues related to changing the constitution and/or disciplinary issues. Votes can be conducted by email.

6.7 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 objectives of the Chapter, subject to any resolution of policy or procedures that the Chapter may adopt at its meetings.

6.8 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. The Executive may approve up to a maximum of 10% of the Chapter assets and to a maximum of \$1000 to reimburse expenses for the President or designate to attend the Annual Canadian Counselling and Psychotherapy Association Conference and the Chapter Annual General Meeting.

6.9 When possible, election of Executive Members will be staggered with the President and the Secretary/Treasurer being elected in one year and the President-Elect in the alternate year.

## **7. Duties of the Executive**

7.1 The President shall chair all general meetings of the Chapter and the Executive Committee. The President will be charged with the general supervision of the affairs and operation of the Chapter.

- 7.2 The President-Elect shall assist the President in her/his duties, keep informed of 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.
- 7.3 The Secretary shall serve as Secretary at every meeting of the Chapter and the Executive. The Secretary shall maintain and have custody of all records of the Chapter, prepare the minutes of all meetings, and carry out such duties as the Executive deems appropriate.
- 7.4 The Treasurer shall keep full and accurate account of all receipts and disbursements and shall deposit all funds in the name of and to the credit of the Chapter. The Treasurer shall disburse the funds under the direction of the Executive Committee, and shall present and distribute, at the Annual General Meeting, a financial statement for the fiscal year ending the 31<sup>st</sup> of January every year.
- 7.5 The Communications/Education Coordinator shall coordinate communications/education as mandated by the Executive. This may include designing materials for the Chapter website, articles and educational sessions for the Executive, workshops at the annual conference as well liaisons to the CCPA authorities for communications from the executive.
- 7.6 The Animal Voice Coordinator will research and report back to the Executive current work on the ethical treatment of animal co-workers in Animal and Equine Assisted Therapy in Counselling.
- 7.7. The Student Liaison Executive Member must be a student in a counselling related program and will represent the needs and interests of student members as well as disseminate information to and from the executive
- 7.8 The 2-4 Members-at-large shall participate in the Executive as discussed and agreed upon by the Executive.

## **8. Chapter Committees**

- 8.1 The Executive may from time to time establish 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 deem fit. A simple majority of the members of the committee shall constitute a quorum for committee meetings.
- 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**

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 :

- 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 willful neglect.

## **10. Finances**

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

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

10.3 The Executive shall propose to the Annual General Meeting an appropriate fee for membership in the Animal Assisted Therapy in Counselling Chapter. This fee shall be charged in addition to the regular fee for membership in the Canadian Counselling and Psychotherapy Association.

10.4 All cheques, drafts, order for the payment of money, and all notes and acceptances of bills of exchange, shall be signed by the President and the Treasurer and electronic signatures are acceptable.

## **11. Contracts**

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

11.2 Contracts and other documents requiring the signature of the Chapter must be previously approved in writing by the Executive. Contracts required in the ordinary day-to-day operations of the Chapter will not require previous approval by the Executive.

## **12. Constitution**

12.1 Amendments to the Constitution and By-Laws may be made at any Annual General Meeting of the Animal Assisted Therapy in Counselling Chapter of the Canadian Counselling and Psychotherapy Association, 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. Copies of the proposed changes shall be circulated to the members fifteen (15) days prior to the Annual General Meeting.

12.3 A simple majority vote of the members present at the Annual General Meeting approves the proposed change.

### **13. By-Laws**

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 Executive at least thirty (30) days prior to, and circulated to the members fifteen (15) days prior to, the Annual General Meeting.