

The Indigenous Circle Chapter of the Canadian Counselling and Psychotherapy Association

Constitution and By-Laws

Preamble

The following shall comprise the constitution of the Indigenous Circle Chapter of the Canadian Counselling and Psychotherapy Association (CCPA). The Indigenous Circle Chapter exists according to the Letters of Patents and Constitution of the parent organization – the Canadian Counselling and Psychotherapy Association. The Indigenous Circle Chapter includes all people who work for and with the Indigenous Peoples of Canada. Circle Chapter members may be of Indigenous descent, though it is not required for membership.

Note: Indigenous includes all People of the Land in Canada, First Nations (both Status and Non-Status), Métis, and Inuit.

Mission

The Chapter's mission is to support the work of CCPA members who join or may consider joining the Indigenous Circle Chapter in order to identify, promote, and meet the needs of Indigenous practitioners and their colleagues. This includes advancing culturally congruent counselling and psychotherapy member services and related resources for CCPA members who work for and with Indigenous Peoples in Canada.

1.0 Objectives

- 1.1 To provide opportunities for the Indigenous Circle Chapter to meet, discuss, promote, and share ideas, knowledge, resources, and issues concerning Indigenous practitioners.
- 1.2 To provide a forum for critical discussion of issues of interest to Indigenous practitioners.
- 1.3 To facilitate the ongoing exchange of information among Indigenous practitioners.
- 1.4 To provide opportunities by which practitioners can become aware of safe, effective, and culturally appropriate ways of assisting Indigenous Peoples, as well as develop their counselling and psychotherapy skills as practitioners working with Indigenous Peoples.
- 1.5 To promote the acceptance of counsellors and psychotherapists as mental health professionals in the eyes of government and insurance companies.
- 1.6 To look after the interests of Indigenous practitioners in the CCPA through such means as webinar training and increasing cultural awareness for best practices when counselling or working with Indigenous Peoples.

- 1.7 To serve as a direct link with the national association, CCPA, in presenting, recognizing, and achieving mutually sought aims and objectives; including but not limited to providing an advisory role to the CCPA Board on culturally congruent services for the CCPA membership, and providing an Indigenous voice in the Association.
- 1.8 To raise awareness and create a network for Indigenous and non-Indigenous counsellors and psychotherapists to work together on issues affecting Indigenous clients, families, and communities.

2.0 Membership

- 2.1 Membership is open only to members in good standing of CCPA, as well as student members who also have a direct or indirect relationship with Indigenous Peoples.
- 2.2 Chapter members are required to pay an additional fee as determined from time to time by the Circle Executive for membership in the Indigenous Circle Chapter of CCPA.
- 2.3 Membership in the Indigenous Circle Chapter can be terminated for any one of the following reasons:
 1. A personal request,
 2. Non-payment of annual dues or other debts to this Chapter or to its parent organization, the CCPA,
 3. A decision of the voting membership as per the By-Laws and Code of Ethics of the CCPA that includes failure to adhere to the Chapter's Constitution, By-Laws, policies and/or the CCPA Code of Ethics.

3.0 Meetings

- 3.1 There shall be an Annual General Meeting [herein termed "AGM"] 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 Chapter members. A quorum is the minimum number of two Executive members, and one Chapter member present.
- 3.2 The Executive will invite a local Elder who is knowledgeable in assisting and providing guidance with knowledge of Indigenous Peoples to advise the Chapter at the AGM. The honorarium in kind deemed culturally appropriate will be decided upon and presented by the Chapter President with Executive input.
- 3.3 Another Executive Chapter member designated by the Executive shall chair the AGM in the event that the Chapter President is unavailable to chair the AGM.
- 3.4 The traditions and virtues of Indigenous Peoples, such as caring, sharing, giving, and honouring shall govern procedures at all meetings.

- 3.5 Notice of the place, date, hour, and agenda of the AGM 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.
- 3.6 The accidental omission of given meeting notice or non-receipt of meeting notice by any members entitled to receive it does not invalidate proceedings at that meeting.
- 3.7 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, signed by any member in good standing.
- 3.8 The minutes of the AGM will be posted on the Chapter's website following the meeting.

4.0 Voting Procedures

- 4.1 Each full member shall have one vote in all proceedings at which members shall be entitled to vote.
- 4.2 Members may not vote by proxy.
- 4.3 Every question submitted to a vote shall be decided by a majority of votes, and in the case of a tie vote, the President or designated chair of the meeting shall cast the deciding vote.
- 4.4 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.

5.0 Chapter Executive

- 5.1 The Chapter Executive shall consist of a President, President-Elect, Past President, Treasurer, Secretary, Website Liaison, and up to four Members-at-Large.
- 5.2 At least one of the members holding the positions of President-Elect, President, or Past President should be of Indigenous ancestry.
- 5.3 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 resolutions of policy or procedures that the Chapter may adopt at its meetings.
- 5.4 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 fully participate in all Executive meetings.

6.0

Duties of the Executive

6.1 The President shall:

- 6.1.1 Share preparing for and chairing meetings of the Chapter with the Past President and President-Elect.
- 6.1.2 Share responsibility for the general management and supervision of the affairs and operations of the Chapter and its committees with the Past President and President-Elect.
- 6.1.3 Sign contracts, documents, or instruments requiring a written signature.
- 6.1.4 Be a signing officer for financial purposes.
- 6.1.5 Along with the Past President and President-Elect, respond to specific inquiries about the Chapter or general inquiries regarding CCPA.
- 6.1.6 Along with the Past President and President-Elect, promote membership to CCPA and the Indigenous Circle Chapter.
- 6.1.7 With the input of the Past President and President-Elect, prepare and submit an Annual Report each year, prior to the CCPA National Board's Spring meeting, and an interim report prior to the CCPA National Board Fall meeting.
- 6.1.8 Attend CCPA Board meetings whenever possible.
- 6.1.9 Be mentored by the Past President and mentor the President-Elect in a process of sharing leadership tasks related to the activities of the Chapter.

6.2 The Past President shall:

- 6.2.1 Share preparing for and chairing meetings of the Chapter with the President and President-Elect.
- 6.2.2 Share responsibility for the general management and supervision of the affairs and operations of the Chapter and its committees with the President and President-Elect.
- 6.2.3 Be a mentor for both the President and President-Elect.

6.3 The President-Elect shall:

- 6.3.1 Share preparing for and chairing meetings of the Chapter with the President and Past President.
- 6.3.2 Share responsibility for the general management and supervision of the affairs and operations of the Chapter and its committees with the President and Past President.
- 6.3.3 Be mentored by the President and Past President in taking on leadership tasks related to the activities of the Chapter.

6.4 The Treasurer shall:

- 6.4.1 Be a signing officer for financial purposes.
- 6.4.2 Oversee the Chapter's financial affairs by keeping accurate accounts of money received and dispensed by the Chapter.

6.4.3 Prepare a financial report for presentation at the AGM, or for presentation via the President or designated Chair at the AGM in the event that the Treasurer is unavailable at the AGM.

6.4.4 Prepare the Chapter's annual budget to be presented to the Executive, the Chapter, and CCPA National Board by the Chapter President.

6.5 The Secretary shall:

6.5.1 Keep and distribute the minutes of all meetings to the Executive prior to the next meeting.

6.5.2 Maintain the records and documents of the Chapter such as Constitution, By-Laws, and past minutes.

6.5.3 Send a copy of its Executive Officers list, including regular updates, to the CCPA National Office.

6.5.4 The Executive Council-At-Large shall perform tasks and duties as needed.

6.6 All Executive Members shall:

6.6.1 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.

6.6.2 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 intentions and purposes of the CCPA Indigenous Circle Chapter.

6.6.3 Commit to attend all Executive meetings.

6.6.4 Participate fully in all activities of the Chapter as required and as deemed appropriate.

7.0 Terms of Office

7.1 On the occasion of the AGM of the Chapter members, the vacated or previously vacant positions of the Executive shall be filled by means of an election. The method of the election shall be determined by the members present. If there is only one candidate for a position, this candidate shall be acclaimed.

7.2 The terms of office for all positions are as follows:

7.2.1 The terms of office for the President, President-Elect, and Past President shall be a one year term.

7.2.2 The position of the Past President will be filled by the person who was the President for the previous year and shall be a one year term.

7.2.3 The terms of office for all other Executive positions will be two years.

7.3 The offices of any position on the Executive shall automatically be vacated by:

7.3.1 Notice in writing to the President,

7.3.2 A member resigns the office, or if

7.3.3 A member fails to attend three consecutive meetings of the Executive without reasonable explanation, as determined by the Executive or

7.3.4 When the individual is no longer a member in good standing with CCPA.

7.4 Should a vacancy occur for any of the above-named reasons, prior to an AGM, the Executive may by resolution, fill the vacancy with any person who would qualify as a member at an AGM. Such a person shall hold office until the next AGM.

7.5 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 pre-approved by the Executive.

8.0 Meetings of the Executive

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

8.2 A quorum for meetings of the Executive shall consist of the President and at least two other members of the Executive.

9.0 Chapter Committees

9.1 The Indigenous Circle Chapter acts in alignment with the Canada Not for Profit Corporations Act, and as dictated by the parent Not for Profit corporation, CCPA. This includes specific functions such as office term length and voting within the Chapter.

9.2 The Executive may, from time to time, establish committees as it deems necessary and it shall prescribe the committee 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 establish a quorum for committee meetings.

9.3 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.

10.0 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:

10.1.1 All costs, charges, and expenses whatsoever which such members of the Executive or other person sustains or incurs in or about an action,

10.1.2 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,

10.1.3 All other costs, charges, 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.

11.0 Financial Matters

11.1 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.

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

11.3 The fiscal year of the Chapter shall coincide with the fiscal year of the CCPA.

11.4 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.

11.5 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.

11.6 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.

11.7 The Chapter's Executive Council shall have at least three designated members who may sign any cheque requests with a minimum of two signatures on the actual cheque.

11.8 The Chapter's Executive shall have the proper documentation to bring before an Executive meeting regarding any financial matters.

11.9 Remuneration: The elected Executive shall serve on the Board 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 pre-approved by the Executive.

12.0 Contracts

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

12.2 All such contracts will be made under the name of the Indigenous Circle Chapter of CCPA.

12.3 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 shall not require previous approval.

13.0 Amendments

13.1 Amendments to this Constitution and By-laws may be made at any AGM of the Chapter provided the following conditions are met:

13.1.1 To make amendments the majority of the participating voting members who are in attendance at the AGM agree to the amendment, addition, or deletion.,

13.1.2 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 AGM,

13.1.3 Copies of the proposed changes shall be prepared by the Secretary for distribution to the active members fifteen (15) days prior to the AGM,

13.1.4 A 2/3 majority vote of the Chapter members who are in good standing with the Chapter present at the AGM is required in support of the proposed change.

Approval of this Chapter Constitution and its Related By-Laws by the CCPA Board of Directors occurred on March 15, 2017.