

Climate-Informed Counsellors Chapter - Constitution and By-Laws

1. The name of the Chapter is the "Climate-Informed Counsellors: Canadian Counselling and Psychotherapy Association".

2. Objectives

2:1 To provide a forum for discussion and action related to local, national and international environmental issues in counselling and psychotherapy and support progressive initiatives addressing the climate-crisis

2:2 To be accountable to objective 2:1 with timely responses to critical issues raised with evidenced social action. Such actions will be directed toward the fair treatment of individuals and groups, and equitable distribution of the benefits of society.

2:3 To raise critical consciousness of counsellors and psychotherapists regarding the social, structural, systemic, global equity, human and other-than-human rights aspects of the climate-crisis.

2:4 To promote education and skills training as well as support for members:

- To address climate-crisis issues in local, national and international contexts.
- To conscientiously object to activities and organizations that deny the climate-crisis or capitalize upon it to deny the principles of social justice for humans and other-than-humans described in this constitution.
- To offer CEC programming and networking opportunities for members of CCPA and the general public

2:5 To collaborate, when possible, with civil society partners and non-governmental organizations outside of the CCPA that share similar objectives with the Climate-Informed Counsellors chapter.

2:6 To encourage advocacy that promotes public, organizational and legislative action related to the climate-crisis.

2:7 To collaborate as appropriate with the CCPA Board for the purposes of taking a public stance on issues related to the climate-crisis

2:8 To collaborate with the national Association (CCPA), in a reciprocal exchange, toward the achievement of mutually desired aims and objectives

Article 1 Membership

1:1 Membership in the chapter shall consist of those members who are in good standing with the CCPA who pay an additional yearly fee for membership in Climate-Informed Counsellors

Chapter.

1:2 Members shall conduct business in accordance with these by-laws and guidelines, and with the by-laws and guidelines established in the Constitution of the CCPA.

Membership in the Chapter may be terminated by:

- a) Personal request. A Membership refund for the past year will be granted for requests to terminate membership by making a request within 30 days of purchase to the Chapter Executive.
- b) Failure to adhere to the Chapter's Constitution and Bylaws, to be determined by a majority vote of members present at a meeting. In the case of a tie vote, the designated chair of the meeting shall cast the deciding vote,

Article 2 The Board

The Board shall consist of the Executive and a maximum of six (6) Directors.

- b) Two volunteer Student Liaison positions in addition to the 6 Directors.
- c) The Executive shall consist of a Chair, Chair-Elect, Secretary/Communications Officer, and Treasurer.
- d) The Board shall be responsible to the membership for the management and conduct of the affairs of the Chapter. The Board 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.

Meetings of the Board

- f) The Board shall meet a minimum of five (5) times per year and on any additional occasions as determined by the Board.

Article 3 Attendance of Board Members

- a) Attend sixty percent (60 %) of the meetings and activities of the Chapter and fully participate in tasks and duties that serve the best interests and functions of the Chapter. From a total of approximately thirteen (13) meetings and activities in any given year, said percentage shall represent attendance at eight (8) activities or meetings,
- b) Be excused from no more than two (2) executive meetings in a row without reasonable explanation, the merits of said explanation to be determined by the Executive,

c) Be aware that attendance at Chapter Planning Meetings for the purpose of organizing the Chapter's Professional Development Program, while not mandatory, is both highly recommended and valued,

d) Attend the Annual General Meeting.

Article 4 Executive

2:1 Any member in good standing may be nominated and subsequently elected to the Executive.

2:2 The Board of the Climate-Informed Counsellors Chapter will be as follows:

1. Past Chairperson
2. Chairperson
3. Chair Elect
4. Secretary/Communications
5. Treasurer,
6. Directors at Large (6).
7. Other positions as voted on by the Executive.

2:3 Executive members shall perform the duties that pertain to their respective offices. They will participate fully in all activities of the Climate-Informed Counsellors Chapter as appropriate including attending virtual and in-person meetings, completing documentation in a timely manner, and participation in other events and initiatives.

2:4 Executives of the for the Climate-Informed Counsellors chapter shall:

- a) act honestly, and in good faith, and in the best interests of the Chapter; and
- b) exercise the care, diligence and skill of a reasonably prudent person, in exercising their powers and performing their functions as a Executives.

2:5 Duties of the Board shall be:

1. Chairperson

Shall preside at all meetings of the Climate-Informed Counsellors Chapter, shall be responsible for the general management and supervision of the affairs and operations of the Chapter and all Chapter committees. They shall be signing officers.

2. Chair Elect

Shall assist the Chairperson in the performance of his/her duties and shall, by appointment, assume all responsibilities of the Chairperson in the latter's absence. He/She/They shall be a signing officer.

3. Secretary/Communications Officer

Shall keep the minutes of all meetings of the Executive. He/She/They shall make available at all Chapter meetings a list of all standing or special committees and their members. The Secretary/Communications officer shall maintain records in which the Constitution, Bylaws, and minutes are entered, with any amendments to these documents properly recorded, and to have current records on hand at every meeting. He/She/They shall send notification of Executive meetings and Annual General Meetings and facilitate the communication of Chapter activities and special events with the national association (CCPA).

4. Treasurer

Shall be responsible in all matters pertaining to the funds of the Chapter. The Treasurer shall be one of the three signing officers for payments drawn on funds of the Chapter. He/She/They shall be required to present a concise financial report at each Executive meeting and at the Annual General Meeting.

5. The Directors at Large

Shall be available for tasks and duties that serve the current interests and functions of the Chapter. These tasks and duties shall be delegated by the Executive. The Directors at Large shall fulfill the general duties as printed in the Constitution and Bylaws of the Climate-Informed Counsellors Chapter.

Article 5 Terms of Office

5.1 Appointment to the Board shall be by election at the Annual General Meeting (AGM). The AGM may be in person or by teleconference. All Executive Members shall be elected to office for a two-year term. The Executive shall then elect Individuals to the respective positions on the Executive which must include a Chairperson, Chair Elect, Secretary/Communications Officer, and Treasurer.

5.2 On the occasion of the Annual General Meeting of the members, the various positions of the Executive and Directors shall be filled for a two (2) year term by means of an election.

5.3 Six of the Elected Executive shall serve their two-year term of office beginning in an even numbered year. The remaining five of the Executive shall serve their two-year term beginning in an odd numbered year. The exception will be the first year the Executive is being formed.

5.4 The offices of any position on the Board shall automatically be vacated if a member resigns the office by notice to the Chair in writing, or, if the member fails to attend two (2) consecutive meetings of the Board without reasonable explanations relating to personal or family emergency, the latter to be determined by the Board.

5.5 Should a vacancy occur for one of the above-named reasons prior to an Annual General Meeting, the Board may, by resolution, fill the vacancy with any person who would qualify as a member at an Annual General Meeting. Such a person shall hold office until the next Annual General Meeting. Application forms for board membership shall be made available to interested nominees.

5.6 A member of the Executive may be removed from office by a vote at a meeting of Climate-Informed Counsellors Chapter membership. A quorum will be constituted by the 2/3 of the total number of board members. A majority vote will stand.

5.7 The members of the board shall have the responsibility of inviting the appointment of another member to fill any vacancy occurring on the Executive due to resignation or any other reason during its term of office.

5.8 Should a Chapter member seek election for Board membership prior to an Annual General Meeting, application forms shall be made available to interested nominees and the Board may, by resolution, fill the position 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.

5.9 Executive Members are eligible for re-election for 2 consecutive terms.

5.10 The Executive shall serve without remuneration. Executive members shall be reimbursed for reasonable expenses incurred in the performance of the duties of the position, as approved by the Executive.

Article 6 Committees

6:1 The Executive may constitute committees as it deems necessary and it will prescribe their duties and responsibilities. The committee may convene and regulate their meetings as they see fit. All committees constituted by the Executive will be accountable to the Executive.

6:2 All decisions made by a committee related to policy or finances must be ratified by the Executive.

6:3 Any committee member may be suspended and/or removed from the office by the Executive. A committee may be disbanded by a resolution of the Executive.

Article 7 Annual General Meeting

7:1 The Annual General Meeting shall be held annually at the CCPA Conference or by teleconference.

7:2 Notice of the Annual General Meeting and the business to be conducted at the meeting shall be provided in advance to every member in good standing.

7:3 The rules of procedure at the Annual General Meeting shall be determined by the Executive.

7:4 A quorum for the transaction of business at any annual general meeting shall be constituted by the number of Climate-Informed Counsellors Chapter members who attend the meeting.

Indemnities to the Board members and Others

- a) Every Board 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:
- b) 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
- c) 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.

Financial Matters

- a) Membership fees are levied by the CCPA National office on behalf of the Chapter and a deposit for chapter membership fees is sent to the Chapter Treasurer twice a year.
- b) The Executive shall approve such financial procedures and controls as necessary to ensure the sound financial management of the Chapter.
- c) The fiscal year of the Chapter shall coincide with the fiscal year of the Canadian Counselling and Psychotherapy Association.
- d) 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), as designated by the Executive.

Reimbursement for conference fund costs

For the purpose of providing reimbursement to executive or board members regarding CCPA Annual

Conference costs, the following bylaw stands:

- a) All expenses for the Chair will be covered to a maximum of \$1000. This includes travel, hotel accommodation, food and conference registration fee.
- b) On the year prior to the transition between Chair-Elect and Chair, part of the Chair-Elect's registration cost will be covered, up to \$350.
- c) If able to attend, the board shall send the Chair to represent the CIC chapter at the conference.
- d) If the Chair or Chair-Elect is unable to attend, the board may vote to send another chapter executive or director in the Chair's place.
- e) The Chair, must provide proof of payment of all expenses prior to receiving reimbursement from the chapter.
- f) Reimbursement to the Chair will only be given if financially viable for the chapter.

Contracts

- a) Any persons so authorized by the Executive may enter into contracts on behalf of the Chapter.
 - b) Any such contracts shall be made under the name of the Climate-Informed Counsellors Chapter.
 - c) Contracts and other documents requiring the signature of the Chapter (such as room rentals for the professional development program) must be previously approved by the Executive.
- Contracts required in the ordinary day-to-day operations of the Chapter will be exempt from previous approval.

Constitution

- a) Amendments to this constitution may be made at any Annual General Meeting of the Climate-Informed Counsellors Chapter Chapter of the Canadian Counselling and Psychotherapy Association, provided the following conditions are met:
 - b) 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.

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

By-Laws

- a) 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.
- b) Amendments to the Constitution or By-Laws of the Chapter must be approved by the CCPA Board of Directors.

Approval

- a) The Constitution and Bylaws have been approved by the CCPA Board of Directors on (insert date).
- b) 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.
- c) The books and records of the Climate-Informed Counsellors Chapter may be inspected by any Climate-Informed Counsellors Chapter member in good standing, upon written request to the Executive.