



# PRINCE EDWARD ISLAND COUNSELLING ASSOCIATION

## CONSTITUTION AND BY-LAWS

Revised July 2018

# PRINCE EDWARD ISLAND COUNSELLING ASSOCIATION CONSTITUTION

### **ARTICLE I**

#### 1:00 NAME

1:01 The official name of this association shall be: PRINCE EDWARD ISLAND COUNSELLING ASSOCIATION.

### **ARTICLE II**

#### 2:00 MISSION STATEMENT

2:01 To promote counselling services on Prince Edward Island by providing support to the membership.

### **ARTICLE III**

#### 3:00 OBJECTIVES

3:01 To unite in one local organization all those persons who are engaged or interested in Counselling in the Province of Prince Edward Island.

3:02 To promote contacts amongst diverse persons, agencies, organizations, professional associations, business and institutions participating directly and actively in the work of educational, vocational, and personal counselling for youth and adults.

3:03 To provide facilities for an exchange of information relating to Counselling services.

3:04 To work toward the development and co-ordination of existing counselling services.

3:05 To work through community and private agencies and governmental and educational authorities, and to collaborate with other professional associations towards improved conditions, resources, research and facilities. Such efforts shall be consistent with the Guidelines for Ethical Behaviour as stated by the Canadian Counselling Association.

3:06 To provide an official voice for persons engaged in the delivery of counselling services in the Province of Prince Edward Island.

3:07 To encourage legislation and public support of guidance and counselling in the Province of Prince Edward Island.

#### **ARTICLE IV**

##### **4:00 OPERATION OF THE ASSOCIATION**

4:01 The Association shall operate without pecuniary gains to its individual members, and moneys entrusted to the Association shall be used in promoting its objectives.

#### **ARTICLE V**

##### **5:00 MEMBERSHIP**

5:01 Membership shall be defined in the By-laws.

#### **ARTICLE VI**

##### **6:00 STRUCTURE**

6:01 The general body shall consist of the members of the Association.

6:02 The right to vote shall be specified in the By-laws

6:03 There shall be a general meeting at least twice annually: the first between September and December, the second between January and June.

6:04 The President shall chair all meetings. In case of his/her absence, he/she will be replaced by the VicePresident.

6:05 The affairs of the Association shall be governed by the executive elected by the voting members of the Association. The members of this executive shall be elected following the procedure outlined in the By-laws.

6:06 The executive may appoint committees as outlined in the By-laws.

## **ARTICLE VII**

### **7:00 DUES, SUBSCRIPTIONS AND EXPENDITURES**

7:01 Dues and subscriptions as required shall be established by the By-laws.

7:02 Expenditures shall be dispensed as outlined in the By-laws.

## **ARTICLE VIII**

### **8:00 AMENDMENTS**

8:01 The Association may at any General Meeting, by affirmative vote of two-thirds of the members present, adopt such amendments to this constitution or its By-laws as it deems necessary for the management of the affairs of the Association, provided that notice of motion is given to the membership in writing at least ten days prior to the meeting at which the amendment is proposed.

8:02 Seven members will be necessary for a quorum and thus constitute a general meeting.

## **ARTICLE IX**

### **9:00 STANDARDS AND CERTIFICATION**

9:01 The Prince Edward Island Counselling Association shall establish, encourage and promote minimum standards for counsellors seeking employment in Prince Edward Island.

9:02 The Prince Edward Island Counselling Association will promote Counsellor Certification as established by the Canadian Counselling Association.

# PRINCE EDWARD ISLAND COUNSELLING ASSOCIATION BY-LAWS

## ARTICLE I

### 1:00 MEMBERSHIP

1:01 Full membership shall be reserved for those persons involved in the practice, direction, instruction or research in the field of counselling in the Province of Prince Edward Island.

1:02 Associate membership will be available to individuals who are interested in furthering the purposes and objectives of the Association.

1:03 Student membership will be available to persons engaged in full time students in a recognized graduate program.

1:04 Retired membership will be available to persons who have reached the age of 55 and have retired from work.

1:05 PEICA will provide a structure through which groups can link to PEICA:

1:05:1 Membership has the option of forming Chapters of specialised interests. Each Chapter will be required to apply to the PEICA executive with:

1:05:1:1 Completed application form

1:05:1:2 Signatures of at least (7) seven PEICA members

1:05:1:3 A draft constitution The PEICA executive retains the right to accept or reject such applications

1:05:2 Chapters must abide by the PEICA constitution and by-laws, submit annual reports 1 month prior to the PEICA Annual General Meeting, hold meetings in conjunction with PEICA general meetings and call themselves 'PEICA- Chapter.'

## ARTICLE II

### 2:00 MEMBERSHIP FEES

2:01 Membership fees will be proposed by the executive and subject to ratification by the full membership at a general meeting.

2:02 A portion of the membership fee shall be allocated to each Chapter to which the member belongs.

### **ARTICLE III**

#### **3:00 THE PRIVILEGE OF VOTING**

3:01 The privilege of voting on matters related to the Association shall be restricted to full members.

### **ARTICLE IV**

#### **4:00 EXECUTIVE**

4:01 The executive shall consist of the President, Past President, President Elect, Secretary, Treasurer and one member-at-large. The following positions will be invited to serve in an ex-officio capacity: the CCPA National Director from PEI, any executive member of a CCPA Chapter, PEICA Chapter Chairs and one other who may be designated by the chair from time to time. The executive shall manage the affairs of the Association.

4:02 All members of the executive shall be members in good standing of the Association.

4:03 Members of the executive shall take office at an annual meeting and hold office for a two year term.

### **ARTICLE V**

#### **5:00 FINANCIAL TRANSACTIONS**

5:01 Any financial transaction requires two signatures, usually the president and secretary-treasurer. An alternative third person is to be named by each incoming executive. Each year, and audit will be carried out on the books of the Association at the end of each two-year term.

### **ARTICLE VI**

#### **6:00 COMMITTEES**

6:01 A Professional Development Standing Committee will be established by the executive. This Committee will be responsible for collecting and distributing information concerning professional development relevant to Counsellors. The executive will appoint a member of the Association to be chairperson of the Professional Development Committee.

6:02 The executive may establish additional committees at their discretion.

6:03 Where possible a member of the Executive shall sit on each established committee.

## **ARTICLE VII**

### 7:00 EXPENDITURES

7:01 PEICA may provide financial incentives to attend regional and national professional development opportunities.

7:02 The PEICA Executive may vote to make a donation and/or send a card to recognize significant milestones in the life of its members.

## **ARTICLE VIII**

### 8:00 COMMUNICATIONS

8:01 The president shall ensure the circulation of a news bulletin at least twice yearly to all members of the Association.