



PRINCE EDWARD ISLAND COUNSELLING ASSOCIATION

CONSTITUTION AND BY-LAWS

Revised November, 2020

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, businesses 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 President Elect.

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 and Psychotherapy 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 studies 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 specialized 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: An additional membership fee shall be collected for 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, Communications Officer, Treasurer & Membership Coordinator, 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.

4:04 The Executive shall serve without remuneration including but not limited to stipends, honoraria, and gifts for their service. Executive members shall be reimbursed for reasonable expenses incurred in the performance of the duties of the position, as pre-approved by the Executive

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, an 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.

ARTICLE IX

9:00 DUTIES OF THE EXECUTIVE

9:01 - President: The President shall preside at all general meetings. The President shall be charged with the general supervision of the affairs and operation of the Association, sign contracts, documents or instruments in writing as require a signature, be a signing officer for financial purposes, and prepare and submit an Annual report. In the event of the President's absence or inability to carry out the prescribed duties, the President's powers shall be exercised by the President-Elect. In the event that both the President and the President-Elect are absent from any meeting of the Chapter, the members present may elect a chairperson who shall exercise the powers of the President during that meeting. The President holds tie-breaking decision making on business matters with the executive, and is responsible for ensuring a news bulletin is distributed at least twice per year. The President is primarily responsible for email communication, however, will delegate with the Executive when necessary.

9:02 - 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. The Past President shall act as a resource person to the president and to the Executive.

9:03 - President-Elect shall assist the president in the performance of their duties, keep informed on key issues, carry out other duties as assigned by the Executive, and shall, by appointment, assume all responsibilities of the President in the latter's absence. The President-Elect will share responsibility for email communication on behalf of the organization.

9:04 - Communications Officer: The Communications Officer shall keep minutes at every meeting of the Association and Executive and distribute to the Executive prior to the next meeting, maintain and have custody of all records of the Association such as Constitution, Bylaws, past minutes, and carry out such other duties as the Executive deems appropriate. In the event of the absence of the Communication Officer, a pro tempore shall be appointed by the Executive.

9:05 - Treasurer and Membership Coordinator: Treasurer and Membership Coordinator shall be a signing officer for financial purposes, oversee the Association and Executive financial affairs by keeping accurate accounts of monies received and dispensed by the Association, present a financial report at the Annual General Meeting, receive and maintain Association memberships, send out membership reminders at least 1-months in advance of the membership fee's due date, generate a receipt for the member once the membership has been paid in full, ensure member's contact information is up-to-date, correspond with CCPA regarding finance and membership information and correspond with both members and the public regarding membership.

9:06 - Member-at-Large: Member-at-Large shall perform tasks and duties as the Executive deems appropriate. This may include but is not limited to website maintenance and assisting with Chapters and/or Committees.

9:07 - All Executive members shall act honestly, in good faith, and be available for tasks and duties that serve the best interests and functions of the Association, disclose a conflict of interest respecting the intents and purposes of the Association, commit themselves to attend all Executive meetings, participate fully in all activities of the Association as required and as deemed appropriate.

ARTICLE X

10:00 Meetings of the Executive

10:01- The Executive shall meet a minimum of twice each year outside of the AGM and any other members' meetings.

10:02- A quorum for meetings of the Executive shall consist of half + one member of the Executive.