

**July 2006**

**Prince Edward Island  
Teachers' Federation:  
Special Association of School Counsellors**

**Constitution and Bylaws**

**PEITF - SCA**

**1. Constitution**

**1.1** The name of the Association is the "Prince Edward Island Teachers' Federation: Special Association of School Counsellors"  
- PEITF - SCA.

**2. Objectives**

**2.1** To provide an opportunity for school counsellors to meet for discussion of critical issues in the area of school counselling.

**2.2** To provide a forum for ongoing information exchange and professional development (skill and knowledge based).

**2.3** To serve as a vehicle for lobbying appropriate university departments and faculties, governments and agencies to help school counselling programs and services meet their primary goal of providing professional counselling for public school students, teachers, administrators and staff.

**2.4** To provide a means by which school counsellors can support one another provincially and federally through increased collaboration.

**2.5** To serve as a link to the Provincial and National Counselling Associations, thereby providing for the opportunity to address mutually sought aims and objectives.

**2.6** To serve as a direct link with the Prince Edward Island Teachers' Federation as a PEITF Special Association.

**2.6.1** Communicate specific concerns of school counsellors to the Federation

2.6.2 Act as a resource for the Federation in matters of interest to the Association

2.7 To serve as a direct link to the PEI Department of Education through liaison with the Counselling Specialist, appointment of school counsellors to Standing and ad hoc committees of the Department and responding to other requests for collaboration as they arise.

2.8 To promote the improvement of instruction, curriculum and school counsellor competence.

### 3. Membership and Meetings

3.1 Membership shall consist of those members of the Prince Edward Island Teachers' Federation who are involved in school counselling and others interested in school counselling. Current PEITF members that are former school counsellors and/or students of a Masters in Counselling Program may be included in this membership category.

3.2 Each full member, whether an individual or a group (each Association), shall have one vote in all proceedings at which members shall be entitled to vote. Members may not vote by proxy.

3.3 Every question submitted to any meeting of members shall be decided by a majority of votes of members present except where otherwise provided in the By-Laws or by Statute. In case of a tie vote, the designated chair of the meeting will cast a second or deciding vote. On every question submitted to a general or special meeting, a declaration by the Chairperson that a resolution has

been carried or lost shall be conclusive evidence of the fact, unless poll is demanded.

3.4 There shall be Meetings of members of the Association for the purpose of electing the Executive and carrying out any other business proposed by the Executive or by resolution from the members. A quorum is equivalent to 50% plus 1 of the members of this Association. Notice of meetings shall be given at least fifteen (15) days in advance in the manner determined by the Executive.

The Association will convene a Fall and Winter Meeting.

Other general meetings of the members may be called at any time by the Executive, or by at least ten (10) members, for reasons provided in writing to the Association. At least fifteen (15) days notice of such meeting shall be given to the members.

3.5 The Association shall transmit to the Prince Edward Island Teachers' Federation the names of its officers upon election or appointment.

The Association shall submit to the the Federation and to PEICA an annual report as well as an annual plan of action.

3.5.1 The Annual Report will include to meet PEITF requirements:

- 3.5.1.1 *an account of in-service projects conducted during the year;*
- 3.5.1.2 *the number of meetings (Executive and other) held during the year;*
- 3.5.1.3 *the total attendance at workshops sponsored by the*

- association;*
- 3.5.1.4 a description of the internal and external communication activities of the association;*
- 3.5.1.5 any recommendations the association may wish considered by the Federation; and*
- 3.5.1.6 a list of officers of the association.*

- 3.6** Membership can be terminated for any one of the following reasons:
- 3.6.1* Personal request
- 3.6.2* Non-payment of annual dues or other debts to the Association or to PEICA
- 3.6.3* A decision of the voting membership
- 3.6.4* Failure to adhere to the PEITF's Codes of Ethics and Standards of Practice.

## **4. The Executive**

**4.1** Function: The Executive shall be responsible to the membership for the management and conduct of the affairs of the Association. The Executive shall exercise all such powers and do all other acts which further the objective of the Association, subject to any resolutions of policy or procedures that the Association may adopt at its Annual or General Meetings.

**4.2** Composition: The Executive shall consist of a President, Vice-President, Secretary, Treasurer, Past President and at least one Member-at-Large.

**4.3** Election and Terms of Office: On the occasion of a general meeting of the members, the positions of President, Vice-President, Secretary, Treasurer, and Members at Large shall be filled for a two (2) year term by means of an election.

**4.4** Philosophy and Decision-Making: The Executive shall participate fully in all activities of the Association as required and as deemed appropriate. Members of the Executive are expected to commit themselves to attend and to participate fully in all Executive meetings.

**4.5 Vacancies:** The office of any position on the Executive shall automatically be vacated if, by notice in writing to the President, a member resigns the office, or, if the member fails to attend three (3) consecutive meetings of the Executive without reasonable explanation, the latter to be determined by the Executive.

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

**4.6 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 approved by the Executive.

## **5. Meetings of the Executive**

**5.1 Meetings:** The Executive shall meet a minimum of once each year and as often as is deemed appropriate. Meetings are open to all members of the Association.

**5.2 Composition:** The Executive is comprised of four (4) or five (5) sitting members: President, Vice-President, Past President, Secretary and Treasurer. With the exception of President, any two roles may be combined when there is not enough interest expressed by members to sit on the executive.

**5.3 Minutes:** The minutes of the meetings will be circulated to members of the executive following the meetings.

## **6. The Association Executive**

**6.1** The Executive shall be responsible to the membership for the management and conduct of the affairs of the Association. The Executive shall exercise all such powers and do all other acts which further the objective of the Association, subject to any resolutions of policy or procedures that the Association may adopt at its meetings.

**6.2** Duties of the Executive shall be:

**6.2.1** The President or delegate shall:

- 6.2.1.1* preside at all meetings of the Association.
- 6.2.1.2* be responsible for the general management and supervision of the affairs and operations of the Association and its committees.
- 6.2.1.3* sign contracts, documents or instruments in writing as require a signature.
- 6.2.1.4* be a signing officer for financial purposes.
- 6.2.1.5* respond to specific inquiries regarding the PEITF School Counsellor Association.
- 6.2.1.6* prepare and submit an Annual report, including the Association's plan.
- 6.2.1.7* prepare and submit an Annual report to PEITF no later than March 31 which will include - the Annual Report of activities and plans; the treasurer's report; and a list of all members in good standing.

**6.2.2** The vice president shall:

- 6.2.2.1* assist the president in the performance of his/her duties.
- 6.2.2.2* assume all responsibilities of the president in the absence of the latter.
- 6.2.2.3* be a signing officer for financial purposes.

**6.2.3** The Past President shall:

**6.2.3.1** attend meetings and carry out those duties as assigned from time to time by the Executive.

**6.2.4** The secretary shall:

**6.2.4.1** keep the minutes of all meetings.

**6.2.4.2** maintain the records and documents of the Association such as Constitution, Bylaws, past minutes, etc.

**6.2.4.3** send a copy of its Executive/Board Officers list, including regular updates, to PEITF as required.

**6.2.5** The treasurer shall:

**6.2.5.1** be a signing officer for financial purposes.

**6.2.5.2** oversee the Association's financial affairs by keeping accurate accounts of monies received and dispensed by the Association.

**6.2.5.3** present a financial report at an annual meeting and as part of the President's report to PEITF have said report prepared by March 31.

## **7. Committees**

**7.1** The Executive may from time to time constitute such 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 think fit, provided, however, that a simple majority of fifty percent plus one of the members of each committee shall constitute a quorum thereof. 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.

## **8. Indemnities to the Executive Members and Others**

Every Executive member of the Association or other person who has undertaken or is about to undertake any liability on behalf of the Association and their heirs, executors, administrators and estate, respectively, shall at all times be indemnified and saved harmless out of the funds of the Association from and against:

a. 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 him or her in or about the execution of the duties of the office.

b. All other costs, charges, expenses, which he or 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 or her own wilful neglect.

## **9. Financial Matters**

**9.1** Fees: The PEITF-SCA Fee will be \$5.00 or as determined by the executive.

**9.2** General: The Executive shall approve such financial procedures and controls as necessary to ensure the sound financial management of the Association.

**9.3** Fiscal Year: The fiscal year of the Association shall run from April 1st of a given year to March 31 of the following year.

**9.4** Monies: 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), whether or not members of the Executive and in such manner as the Executive may from time to time designate.

**9.5** In the event of winding up or dissolution of the Association funds and assets remaining after the satisfaction of its debts and liabilities will be returned to PEITF.

**9.6** The books and records of the Association may be inspected by any Association member in good standing, or by PEITF officials upon written request to the Executive/Board.

## **10. Contracts**

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

Contracts and other documents requiring the signature of the Association must be previously approved by the Executive.

Contracts required in the ordinary day-to-day operations of the Association will not require previous approval.

## **11. Constitution**

**11.1** Amendments to this constitution may be made at any meeting of the Association.

**11.2** Amendments may be made in accordance with the following:

*11.2.1* Notice of the proposed amendments, additions and/or deletions shall be presented to the Secretary not less than thirty

(30) days prior to the date of the meeting.

*11.2.2* Copies of the proposed changes shall be prepared by the Secretary for distribution to the active members fifteen (15) days prior to the meeting.

11.2.3 A simple vote of fifty percent plus one (50% + 1) of the active members present at the meeting is required in support of the proposed change.

## **12. By-Laws**

**12.1** The By-Laws under this Constitution may be adopted, amended or rescinded by a simple majority vote of the active members present at the general meetings. Notice of the proposed change shall be presented to the Secretary at least thirty (30) days prior to the meeting.

**12.2** The By-Laws of the PEITF School Counsellors Association and any amendments to them must be approved by the Prince Edward Island Teachers' Federation.