

The Bylaws for the (Antigua and Barbuda) Association for Mental Health Counsellors Inc.

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Bylaws (Antigua and Barbuda) Association for Mental Health Counsellors Inc.

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PREAMBLE

The bylaws contained within this document serve as the constitution for (Antigua and Barbuda) Association for Mental Health Counsellors Inc. and supersede all ABAMHC (hereafter termed Association) regulations, policies, or guidelines that may conflict with it. These bylaws are determined by the Executive Board and presented to the membership and become effective after a majority vote. However, changes to the bylaws shall be presented to the membership, so it can be repealed, amended and/or adopted by the membership with a majority vote. The repeal or amendment of any Association rule, or the addition of a new rule, becomes effective at the close of the day at which it was adopted or repealed.

ARTICLE 1: VISION, MISSION, CORE VALUES, & OBJECTIVES

1.1 Vision:

The Association aims to be the national professional body for mental health counselors who provide mental health counselling, in Antigua & Barbuda. The Association strives to advance the development of quality mental health care and support by upholding ethical standards for practice, providing continuing education, ensuring public awareness, promoting inclusivity, and exemplifying high professional standards.

1.2 Mission:

To promote the professional development of mental health counsellors in Antigua & Barbuda while enhancing the provision of quality mental health counselling and services.

1.3 Core Values:

Professionalism, Transparency, Integrity, Inclusivity, Cultural Relevance, Accountability, Confidentiality, and Collaboration

1.4 The Strategic Goals of the Association are:

1.4.1 Advancement of the Counselling Profession: Promote the advancement of the knowledge base of counseling and its practice through support for research, education and professional training.

1.4.2 Capacity Building for Mental Health Professionals: Develop the counseling knowledge and professional skills of our members.

1.4.3 Improvement in Public Policy and Mental Health Legislation: Maximise the impact of counselling on public policy and mental health legislation.

1.4.4 Awareness Raising and Advocacy: Increase the visibility of counseling and raise public awareness of its contribution to society.

1.4.5 Promote Membership within the Association: Attract new members and broaden our membership base.

1.4.6 Data Collection and Reporting: Expand and improve the data collection, analysis, evaluation, and dissemination of information related to mental health disorders and receipt of counselling services and services for these conditions to inform policy and programmatic efforts, to assess the effectiveness and quality of services, and to determine the impacts of policies, programs, and practices.

1.4.7 Organizational Advancement: Develop our organisation to support change in order to achieve the substantive strategic goals.

ARTICLE 2: MEMBERSHIP

2.1 The Association shall consist of two classes of members: Full members and Student members.

2.2 Membership rights and privileges include the right to vote, to hold office and to benefit from privileges extended to the Association's members. These rights and privileges are subject to the respective categories of membership.

2.3 Membership will be conferred to candidates at an Executive Board meeting, after thorough evaluation of the candidate's application as per the minimum requirements for memberships and upon the recommendation of the Director of Membership. Upon approval of membership status, the full payment of membership fees becomes due. Membership then becomes effective upon the payment of membership fees.

2.4 Types of mental health counselling recognized within the Association include, but are not limited to:

1. Addiction counselling
2. Education/ School counselling
3. General professional counselling (e.g. MFT, child/adolescent, trauma, etc.)
4. Social psychology
5. Psychiatric counselling

2.5 Membership fees become due for each member on the 1st of July of each year and cover fees associated with their membership until June 30th of the following year. Fees paid at any point following July 1st stand only for the period indicated above, with the exception being fees paid within four (4) weeks prior to the end of the membership year; as this payment will also serve for the subsequent year.

2.6 All members are expected to adhere to high ethical standards. Therefore, once found guilty of a criminal offence, membership only becomes available five (5) years after the

conviction/imprisonment (whichever is more recent) for a non-violent crime, unrelated to the practice of counselling; with there being no ethical or legal breaches occurring within the past five years.

2.7 Full Members are entitled to the rights and privileges associated with membership without restriction.

2.8 The minimum requirement for Full membership status shall include:

- (a) An accredited Doctoral or Masters Level, Counselling-Psychology, Social Work, or Counselling degree that is recognized by the Association's Education Committee;
- (b) Inclusive of program required direct internship/practicum and practical experience;
- (c) Post-graduate supervision by a relevant masters or doctorate level supervision; and
- (d) Nationals, naturalized citizens, and legal residents.

2.9 Affiliate members are entitled to the rights and privileges associated with membership without restriction.

2.10 The minimum requirement for Affiliate Membership status shall include:

- (a) An accredited Bachelor's Level, Counselling-Psychology, Social Work, or Counselling degree that is recognized by the Association's Education Committee;
- (b) Inclusive of program required direct internship/practicum and practical experience;
- (c) Post-graduate supervision by a relevant masters or doctorate level supervision;
- (d) Nationals, naturalized citizens, and legal residents; and
- (e) Payment of annual dues.

2.11 Student Members are entitled to all rights and privileges of the Association and are entitled to sit on all of the Association's committees. Student members are able to become a member of the Executive Board, as a Student Representative. Student members do not have voting rights, except in relation to the selection of the Student Representative.

2.12 The minimum requirement for Student membership status shall include:

- (a) Current enrollment, evidenced by an enrollment letter from their Institution, in an accredited relevant Associates or Bachelors program in Counselling-Psychology, Social Work, or Counselling degree that is recognized by the Association's Education Committee;
- (b) Resides in Antigua & Barbuda or studying abroad; and
- (c) Nationals, naturalized citizens, or legal residents.

2.13 A member's membership ceases:

2.13.1 After nonpayment of subscription dues. Provided that there be no other compelling reason, nothing shall prevent such former member from reapplying for readmission to membership;

2.13.2 If a person has been admitted to membership and the data and particulars submitted to the Association by the candidate has been subsequently found to be false or is declared to be untrue;

2.13.3 If a member is deceased or declared mentally incapacitated by a licensed medical or psychiatric doctor.

2.13.4 If upon the findings of the Ethics Committee, whose findings have been duly ratified by the Executive Board, a member has been found to be in serious breach or disjunction of the Association's Code of Ethics and professional conduct or if the member's general behaviour or reputation makes it, in the interest of the majority of membership that the member's membership be discontinued;

2.13.5 If at the relevant date of enforcement of any Act or legislation a member fails to meet the criteria of such legislation of persons permitted and or to be licensed under the Act to engage in the practice or to participate in the field of counselling in Antigua and Barbuda or subsequent to such relevant date they were so permitted or could have been so permitted but have been later debarred or their names removed from the list of persons permitted under such Act or Statute from practicing or engaging in the field of counselling in Antigua and Barbuda.

2.13.6 A person who has been dropped from membership pursuant to the rules and procedures of the Ethics Committee may reapply for membership after three years have elapsed from the date of termination of his/her membership unless another time frame was specified when they were dropped from the membership.

2.14 Only the Executive Board may accept the resignations of members.

2.14.1 The Executive Board can use its discretion to refuse the acceptance of a tendered resignation, particularly in situations wherein the member may be under the scrutiny of the Ethics Committee.

2.14.2 Reapplications for membership by previous members should be evaluated as thoroughly as if they were new members to ensure that they are ethically and technically qualified.

2.14.3 The Executive Board shall have the power to designate additional or remove existing requirements for membership status.

2.14.4 A person may be refused membership into the Association upon application if said person is found by the Ethics Committee of Association to be in breach of the Association's Ethical Code of Conduct. The burden of proof lies with the person seeking membership to disprove the evidence presented.

ARTICLE 3: MEETINGS

3.1 The General Meetings are held for the conduct of the general business of the Association, including the determination of the Association's policies, carrying out such tasks and

responsibilities as the full membership is empowered to carry out under this Constitution and Bylaws and also the election of the Executive Board.

3.2 The General Meetings will be held at least twice per year at a location and date proposed by the Executive Board. The Executive Meetings will be held once per quarter.

3.3 General Meetings are open to all members, however only Full Members and Professional Advocates are eligible to vote and be elected to the Executive Board, with the exception of the Student Representative.

3.4 The President shall chair the General Meetings, however, in the event the President is unable to do so, the Vice President, or an executive member designated by the President, shall chair the meeting.

3.5 Observers and speakers may be invited to the General Meeting at the discretion of the Executive Board.

3.6 The Secretary will develop a provisional agenda, to be approved by the Executive Board by a majority vote prior to General Meetings.

3.7 A quorum for general meetings and voting is defined as 60% of voting members.

3.8 Decisions will be made by a simple majority of those present and eligible to vote, conducted by open or secret ballot.

3.9 Decisions by voting which require immediate action may be conducted electronically.

3.10 The membership should be advised of an upcoming General Meeting at least three weeks prior to the date of the General Meeting.

3.11 Special Meetings may be held throughout the year in the event that urgent decisions must be made by the membership. The notice that should be given to the membership prior to Special Meetings should be no less than three (3) days with the decision-making quorum for these meetings being a minimum 60% of the voting members.

ARTICLE 4: EXECUTIVE BOARD

4.1 There shall be an Executive Board, which shall be the legislative body of the Association and shall have full power and authority over the affairs and funds of the Association, including the power to review, upon its own initiative, the actions of the Executive Board or any Association Committee.

4.2 The President shall serve as Chair for the Executive Board and General Meetings. However, the Vice-President will chair these meetings in the event the President is unable to do so for all or part of a meeting. If the Vice-President is unable to chair the meeting an Executive member, designated by the President, shall chair the meeting.

4.3 The Executive Board shall meet on a quarterly basis after their election at a General Meeting. Special meetings may be called by vote of the members of the Executive Board. These special meetings shall be called provided that a majority of executive members agree to such a request.

4.4 Minutes shall be taken at each Executive Board meeting and made available to the membership upon request. The Association's Secretary will be responsible for said task.

4.5 The presence of at least six (6) executive members shall constitute a quorum, for an Executive Board meeting.

4.6 Unless otherwise specified in these Bylaws, Executive Board decisions shall be made by a majority of those voting. In the case of a tie, the President has the deciding vote. Decisions shall be taken by open or secret ballot.

4.7 A primary representative and a substitute representative shall be selected from the Executive Board, by the President, to represent the business of Association on the Medical Association of Antigua and Barbuda (MAAB).

4.8 The Executive Board is responsible for the selection of members to sit on external boards or committees, as the Association's representatives. This selection process is typically conducted by a majority vote and each representative must be a Full member of the Association.

4.9 The Executive Board is responsible for revising the Scope of Practice for Counsellors and providing guidance and regulation of counselling practice in Antigua and Barbuda.

4.10 Members of the Executive Board

4.10.1 Only Full members of the Association can become a member of the Executive Board, with the exception of the Student representative. In the initial instance, the Executive Board will consist of the Association's four (4) founding members and Professional Advocates of their choosing. After time served, Executive Board members will be selected based on a nomination and majority voting with all voting-eligible members of the Association.

4.10.2 The Executive Board shall consist of the President, Vice President, Immediate Past President, Student Representative, Treasurer, Secretary, Director of Public Relations, Director of Membership, Director of Research, and Professional Advocates (to allow a multi-sectoral approach to governance of the Association). Appointment to the Executive Board will ordinarily occur through an election at a General Meeting, with the exception of Professional Advocates, who will be selected by the Executive Board.

4.10.3 Regular meetings of the Executive Board shall be held quarterly at a time and place specified by the President.

4.10.4 The Executive Board shall also establish a mechanism to provide continuing and prompt attention to such problems as may arise. A quorum at any meeting shall consist of at least 60% of the members on the Executive Board.

4.10.5 In the case of incapacitation or resignation of an Executive Board member more than two months away from the next General Meeting, the Executive Board may vote to fill the vacancy for the unexpired term.

4.10.6 A no-confidence motion can be brought at any Executive Board meeting, in relation to any executive member who is believed to have failed to carry out their obligations, acted unethically or failed to perform in accordance with the objectives of the Association. If the President allows this motion to be voted on, and at least a two-thirds vote of no-confidence is found, then the executive member is required to immediately submit a letter of resignation, and the Executive Board may fill the vacancy for the unexpired term as per 4.10.1.3.

4.11 Duties of the Executive Board

4.11.1 The President shall be a Full Member of the Association and shall serve as presiding officer of the Association and the Executive Board. The President shall perform such duties as are prescribed in the Bylaws, as are incident to the office, or as may properly be required of the President by vote of the Executive Board.

4.11.1.1 The President, with the assistance of the Secretary, manages the effective functioning of the Association's Secretariat.

4.11.1.2 The President will be in charge of the Certification Committee.

4.11.2 The Immediate Past President (IPP) shall be a Full member of the Association and shall serve as a representative for continuity and transition from one Executive Board to the next. The IPP shall perform such duties in support of any other Executive Member.

4.11.3 The Vice President shall be a Full Member of the Association. During the term of office, the Vice President shall serve as presiding officer of the Association and the Executive Board in the absence of the President.

4.11.3.1 In the event that the President is unable to serve his/her full elected term, for any reason, the Vice President shall succeed the President for the unexpired time, and shall assume the duties of the President as well as the Vice President.

4.11.3.2 In the event that both the President and the Vice President are unable to serve and the next General Meeting is more than two months away, the Executive Board shall

elect one of its members to serve as President of the Association until the next General Meeting.

4.11.3.3 The Vice President shall serve as Chair of the Ethics Committee of Association.

4.11.4 The Secretary shall be a Full Member of the Association, typically elected at a General Meeting. During the term of office, the Secretary shall serve as Secretary of the Executive Board and shall perform such duties as may be prescribed in these Bylaws.

4.11.4.1 It shall be the duty of the Secretary to keep the records of all meetings of the Executive Board Meetings and General Meetings; to file and hold subject to call, all and to direct the publication of such records, reports, and proceedings as are authorized by these Bylaws and by vote of Executive Board; and to perform all other secretarial duties for the Committee.

4.11.4.2 The Secretary along with the President shall facilitate the effective functioning of the Association's Secretariat.

4.11.4.3 The Secretary is responsible for maintaining accurate documentation and the meeting of any legal requirements such as annual filing deadlines. The Secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

4.11.5 The Treasurer of the Association shall be a Full member of the Association. During the term of office, the Treasurer shall serve as the financial officer of the Association and shall perform such duties as may be prescribed in these Bylaws. The Treasurer along with the President and Vice President, shall have authority to sign cheques on behalf of the Association for disbursement of funds for duly authorized purposes of the Association as decided by the Executive Board.

4.11.5.1 Areas of fiscal control under the supervision of the Treasurer include: (a) banking and investment of funds; (b) auditing, accounting, and the preparation of reports covering receipts and expenditures; (c) business management of publications, services, and properties of Association and (d) preparation of an annual budget including such schedules of personnel, salaries, rentals, contracts, and other major expenditures as may be desired by the Executive Board.

4.11.5.2 The Treasurer is required to present the financial status of the Association at each General Meeting.

4.11.5.3 The Treasurer shall serve as Chair of the Fundraising Committee of the Association.

4.11.6 The Director of Membership shall be a Full Member of the Association. During the term of office, the Director of Membership shall serve as the arbiter of all matters relating to membership and shall perform such duties as may be prescribed in these Bylaws.

4.11.6.1 The Director of Membership is responsible for the processing of all applications for membership to the society. He/ She has the authority to make recommendations for appointment to membership after vetting an application, but the Executive Board must approve this recommendation by unanimous vote.

4.11.6.2 The Director of Membership is responsible for communicating the decision/s of the Executive Board to all applicants. He/she is also responsible for handling general queries and concerns expressed by the membership on an on-going basis and relay relevant concerns to the Executive Board for resolution or response.

4.11.6.3 The Director of Membership shall serve as head of the Membership Committee of the Association.

4.11.7 The Director of Public Relations shall be a Full member of the Association. During the term of office, the Public Relations Director shall serve as the arbiter of all matters relating to public relations for the Association,

4.11.7.1 The Director of Public Relations is responsible for designing and executing an annual programme to inform and educate the general public in keeping with the Association's strategic plan and objectives.

4.11.7.2 The Director of Public Relations is responsible for the public image of the Association and is the liaison between the Association and all mass media houses and shall perform such duties as may be prescribed in these Bylaws.

4.11.7.2 The Director of Public Relations shall serve as Chair of the Public Relations Committee for the Association.

4.11.8 The Director of Research shall be a Full Member of the Association. During the term of office, the Research Director shall serve as the arbiter of all matters relating to research and publication for the Association, for its Members, and for the Public with outside bodies or agencies and shall perform such duties as may be prescribed in these Bylaws, with specifics found in the Code of Ethics.

4.11.8.1 The Director of Research will monitor the activities of the Research Committee and review gathered research, analyze various sets of data, interpret data and write reports.

4.11.8.2 The Director of Research shall serve as Chair of the Research Committee.

4.11.9 Professional Advocates shall serve as the arbiters of all matters relating to community mental health concerns within various professional arenas such as law, business, medicinal, communications, and so forth.

4.11.9.1 Professional Advocates are not required to meet the criteria for membership but must be adept within their professional arena.

4.11.9.2 The Professional Advocate Members are not required to be Full Members of the Association.

4.12 Terms of Office for Executive Board members

4.12.1 The terms of office for members of the Executive Board will be two (2) years. This period can only be extended, for one more term, by a vote of the membership at a General Meeting.

4.12.2 If a member of the Executive Board is unable to serve out their term or is required to resign as a result of a no confidence vote, (s)he shall be replaced as per article 4.10.1.3 of the Association's Bylaws.

4.13 Functions and Responsibilities of the Executive Board Members are as follows:

4.13.1 To initiate and stimulate the Association's activities.

4.13.2 To monitor and evaluate the Association's and the Committees' activities.

4.13.3 To propose major policy guidelines for ratification by the Association's members at the General Meetings.

4.13.4 To execute the decisions taken at the General Meetings.

4.13.5 To identify and plan for the effective utilization of resources.

4.13.6 To identify mechanisms for generating funds for the Association and its activities.

4.13.7 To appoint ad hoc task forces or working groups to undertake specific tasks.

4.13.8 To bring to the attention of members operational guidelines developed by the Secretariat and approved by the Executive Board.

4.13.9 To act on behalf of, and in the best interest of, the general membership as well as the counselling professions in Antigua and Barbuda.

4.13.10 Make decisions regarding the Association's business that requires immediate action.

ARTICLE 5: THE SECRETARIAT

5.1 The Administrative office shall be located at a place decided upon by the Executive Board for their 2-year period.

5.2 The President in conjunction with the Secretary provides oversight for the Secretariat.

ARTICLE 6: COMMITTEES

6.1 The Association comprises eight (8) committees. The committees are currently Membership, Certification, Education, Ethics, Advocacy, Public Relations, Fundraising, and Research. Each committee shall be Chaired by a member of the Executive Board, as outlined in the Bylaws, and reports directly to the Executive Board. The specific role of each committee is stated below and is outlined by the Executive Board.

6.2 Executive Board Members of the various Committees are required to form their committee from the membership community.

6.3 Members who may seek to join any of the Committees must have paid in full for the current year of membership with the Association.

6.4 Membership Committee

6.4.1 The Membership Committee shall be Chaired by the Director of Membership. This committee shall consist of the Director, the Student Representative, and a minimum of two Full Members, as outlined in Article 2.

6.4.2 The Membership Committee shall oversee the Association's membership retention and recruitment activities. This committee is also responsible for vetting the documentation of all membership candidates prior to presentation at an Executive Meeting.

6.4.3 In carrying out its mission, the Membership Committee will present membership candidates at Executive Meetings.

6.4.4 Executive members will vote indicating acceptance of the presented candidates. Only unanimously accepted candidates will be awarded membership.

6.4.5 The Membership Committee must investigate all concerns of the Executive Board, with regards to the suitability of any candidate. The Membership committee must confirm the suitability of the candidate before representation at an Executive Meeting.

6.4.6 The Membership committee may remove members from the membership list, as per the instructions of the Executive Board. For a member to be removed from the membership list there must be evidence of illegal and or unethical activities.

6.4.7 Membership obtained on the basis of false or fraudulent evidence may be voided at any subsequent time by the Executive Board. Action to void would be brought by the Membership Committee.

6.5 Certification Committee

6.5.1 The Certification Committee shall be Chaired by the President. This committee shall consist of the President, the Director of Membership, and a minimum of two Full Members, as outlined in Article 2.

6.5.2 The Certification Committee shall be responsible for reviewing all new applicants for certification, and the development and implementation of all matters related to Certification in conjunction with the Ministry of Health, Wellness, & the Environment of Antigua & Barbuda.

6.6 Education Committee

6.6.1 There shall be an Education Committee consisting of one Executive Board member who will Chair the Committee and at least two Full Members from the Association, as outlined in Article 2.

6.6.2 The Education Committee will strive to provide annual scholarships/awards to counselling students to assist with research or tuition.

6.6.3 The Education Committee shall be the body responsible for evaluating and endorsing short courses, workshops, seminars, conferences, self-study programmes and assign professional/continuing education credits as deemed appropriate.

6.6.4 The Education Committee is also the arm of the Association responsible for the creation and delivery of professional/continuing education training and are responsible for providing sufficient training to maintain the amounts required for certification.

6.6.5 The Education Committee also oversees educational communications or journals that are affiliated with, sponsored, or created by the Association.

6.6.6 The Education Committee works in conjunction with the Membership Committee, to assess the degree equivalency for the educational credentials submitted by applicants to the Association as well as applicants for Certification.

6.7 Advocacy Committee

6.7.1 There shall be an Advocacy Committee consisting of one Executive Board member who will Chair the Committee and at least two Full Members, as outlined in Article 2.

6.7.2 The Advocacy Committee is responsible for generating support for the Association and to advocate on behalf of the Association's members as well as the Public for general health and wellness.

6.7.3 The Advocacy Committee shall be responsible for developing and implementing the Association's policies, standards and guidelines, relating to the profession of Counselling.

6.8 Public Relations Committee

6.8.1 The Public Relations Committee shall be Chaired by the Director of Public Relations. This committee shall consist of the Director of Public Relations and at least two Full Members from the Association, as outlined in Article 2.

6.8.2 The Public Relations Committee is responsible for ensuring that the public image of the Association is in accordance with the Vision, Mission, Core Values, and Strategic Objectives of the Association.

6.8.3 The Public Relations Committee strives to achieve local, regional, and international recognition for the Association.

6.8.4 The Public Relations Committee fosters knowledge of counselling in order to promote public welfare.

6.8.5 The Public Relations Committee is responsible for crafting media comments, press releases, briefs, and press conferences on behalf of the Association for topical issues and shall be the Association's liaison with all mass media houses. The Committee shall maintain relationships with other professional organizations and groups appropriate to the Association's mission and shall perform such duties as may be prescribed in these Bylaws.

6.9 Fundraising Committee

6.9.1 The Fundraising Committee shall be Chaired by the Treasurer. This committee shall consist of the Treasurer and at least two Full Members from the Association, as outlined in Article 2.

6.9.2 The Fundraising Committee is responsible for raising funds outside of membership dues to meet the financial obligations and demands of the Association's annual budget and strategic plans.

6.9.3 The Fundraising Committee works in conjunction with the Education Committee in order to facilitate the workshops, seminars, webinars and so on as a revenue stream.

6.10 Ethics Committee

6.10.1 The Ethics Committee shall be Chaired by the Vice President. This committee shall consist of Vice President and at least two Full Members from the Association, as outlined in Article 2.

6.10.2 The Ethics Committee shall formulate and enforce rules and procedures governing the conduct of the ethics and disciplinary process in accordance with the Association Code of Ethics. However, such rules and procedures and any changes therein, must be approved by the Executive Board.

6.10.3 The Ethics Committee, acting at its own discretion or under the direction of the Executive Board, and Chaired by the Vice President, shall review such rules and procedures periodically and may amend them from time to time, subject to the approval of the Executive Board, provided, however, that no such amendment shall adversely affect the substantive rights of a Member whose conduct is being investigated or against whom formal charges have been filed at the time of amendment.

6.10.4 The Ethics Committee considers all written complaints made against a member, by an identified, directly affected individual. Directly affected individuals also include other members who become aware of the alleged ethical breach. However, not all complaints are investigated. If a complaint is deemed to be frivolous, irrelevant, vexatious, or an abuse of the process, the complainant will be advised of the Committees intention to take no action. The complainant will then be invited to make further relevant submissions for the Committee to consider; which the Committee may decide to investigate or take no further action.

6.10.5 The Ethics Committee will advise the member when they are the subject of an investigation and the member and will be provided with a copy of the complaint. The member will be given the opportunity to respond and to provide documentation to the contrary, that may include where applicable, the complainants clinical file. Usually the member's response to the complainant is shared with the complainant, unless the member believes this may be harmful for the complainant. In that case, the release of the members response will be decided by the Ethics committee. The complainant is usually given the opportunity to respond to the member's submission.

6.10.6 The Ethics Committee upon considering or investigating a complaint as well as the member's response and other relevant documents, decides on when to close an investigation and when the member is required to present before the committee for a hearing.

6.10.7 The Ethics committee upon considering or investigating a complaint may recommend to the Executive Board one or more of the following actions:

- Take no action
- Provide Advice
- Provide Oral Caution
- Provide Oral Caution upon the member's agreement to make specific improvements
- Provide Written Caution
- Provide Written Caution upon the member's agreement to make specific improvements
- Termination of membership

6.10.8 The complainant will be advised of the action to be taken after an investigation. The complainant must also be advised that information in the complaints process is usually protected from public access except when termination of membership is recommended as the information relied upon will be made available to the public. However, the client's name would not be included, only the names of the members involved.

6.11 Research Committee

6.11.1 The Research Committee shall be Chaired by the Director of Research. This committee shall consist of the Director of Research and at least two Full Members from the Association, as outlined in Article 2.

6.11.2 The Research Committee will identify project goals, research methods, variables, and other test parameters. They also choose how to collect data and offer recommendations on the collection of data and evaluation of Association projects.