

## CONSTITUTION

### ARTICLE I

#### NAME, DEFINITIONS, OBJECTIVES AND POWERS

##### SECTION 1

###### NAME:

THE NAME OF THE ASSOCIATION SHALL BE 'JAMAICA ASSOCIATION OF GUIDANCE COUNSELLORS IN EDUCATION', HERE IN AFTER REFERRED TO AS "THE GUIDANCE ASSOCIATION." THE GUIDANCE ASSOCIATION WILL MEET AT A VENUE, WHICH MAY BE DESIGNATED FROM TIME TO TIME BY THE EXECUTIVE MEMBERS OF THE GUIDANCE ASSOCIATION.

THE GUIDANCE ASSOCIATION SHALL BE IN AFFILIATION WITH THE JAMAICA TEACHERS' ASSOCIATION.

##### SECTION 2

###### DEFINITIONS:

Executive, him/himself/his, Constitution

##### SECTION 3

###### OBJECTIVES:

The Guidance Association is committed to the belief that guidance and counselling is essential to the total development of the whole person. The objectives of The Guidance Association shall therefore be:

1. To be recognized as a professional body.
2. To define the role and responsibilities of Guidance Counsellors in Educational Institutions.
3. To have established minimum qualification for entry into Guidance and Counselling and to provide for continued training upgrading of skills by:
  - (a) In-service training for Guidance Counsellors.
  - (b) Scholarship and fellowship for continuing education.
4. To promote and encourage the study of Guidance and Counselling.
5. To have established a salary scale commensurate with qualification and duties.
6. To define and establish a professional Code of Ethics which will be binding on all members.
7. To provide legal and professional advice and/or support for Guidance Counsellors.
8. To provide a mutual support system for Counsellors at a social, psychological and professional level.
9. To establish a representative body to deal with concerns of particular interest to Guidance Counsellors – e.g. Salary, working conditions etc.
10. To be constantly aware of the continuing changes within our society and to endeavour to become a vibrant and useful organ of that change by:
  - (a) Becoming significantly involved in national policy making with regard to issues affecting the profession of Guidance and Counselling.
  - (b) Holding regular meetings and/or other meetings, conferences, workshops, seminars of the Guidance Association internally or in conjunction with other Associations within or outside of Jamaica.
  - (c) By providing such information as may be desirable in form of periodicals, journals or news etc.

##### SECTION 4

###### POWERS:

To acquire, purchase, rent or take on lease any property of any kind, sell mortgage or lease the whole or any part of such property and enter into contracts. In order to achieve this, the Guidance Association may act through Trustees or may establish a corporation.

- When necessary make regulations for the better carrying out of these aims and objectives.
- To take such actions as may appear necessary and desirable to do all other things as may be incidental or conducive to the furtherance of the above aims and objectives or any of them.
- To promote activities to raise funds to facilitate training programmes in the organizations.
- To enter into financial transactions with Financial Institutions to raise funds for the benefit of the Guidance

- Association.
- To appoint an Auditor as seem necessary by the Executive from time to time (preferably on a yearly basis).
- To amend the constitution as deemed necessary. In order to do this at least two thirds of the membership must be present. One third of the members present must vote.
- To be a source agent for counsellors locally and to be a link with other national and international counselling bodies and professional agencies.
- To incorporate existing Parish and Regional Guidance Association as divisions of the Jamaica Association of Guidance Counsellors.

## **ARTICLE II MEMBERSHIP**

### **SECTION 1**

#### ***TYPES OF MEMBERSHIP***

1. Ordinary Membership - shall be individual members and shall constitute persons working as either full time or part time Guidance Counsellors in recognised Educational Institutions in Jamaica.
2. Associate Members - shall be individual members and shall constitute
  - (a) Certified person involved in Guidance and Counselling outside of the Educational system
  - (b) Pre-trained counsellors working in the education system.
3. Honorary Members - shall be individual members and shall constitute persons eminent in related or allied areas, whether or not such persons are involved in Guidance Counselling, and who, by their interest or ability to contribute are recommended for the approval of the Executive and General assembly.
4. Member association - shall be any properly constituted Association of Guidance Counsellors.
5. Students Members - shall be individual members and shall constitute any student at college or University level having an interest in the area of Guidance and Counselling.

### **SECTION 2 PROCEDURE FOR MEMBERSHIP**

1. Ordinary Members - any counsellor desiring to be a member shall make written application to the Association. The applicant shall become a member of the Association upon approval of the application and the payment of the required fee.
  3. Associate Members - Application for membership in the association shall be the same as that for ordinary members.
  4. Honorary Members - These shall be approved by the association upon recommendation made by the
- EXECUTIVE**
5. Member Associations - Every association for admission as member shall be recommended by a minimum of three ordinary members of the JAGCE.

### **SECTION 3 WITHDRAWAL AND EXPULSION OF MEMBERS**

1. Any member of the Association may withdraw from the association by signifying their intention in writing to the Association. Conference 2002(2003.2.20)
1. Any ordinary member who has ceased practicing guidance and counselling in a recognised educational institution forfeits their right to such membership. Should any person so affected wish to continue their membership; such a person shall apply in writing to the Association to have their case reviewed.
3. Any ordinary member, associate member, student member, member association who shall in respect of one years, omit after a special application of the treasurer to pay the annual membership fee shall be reported by the treasurer to the Executive Committee who may give directions for the removal of the name of the defaulting member Association from the register of this association or may take such action with regard to the member or the member association as is decided upon.
4. Any member may be asked to resign or be expelled from the association for reasons of:

- a. Conduct, which tend to injure the association or to adversely affect its' reputation.
- b. Infractions of the Constitution or the Code of Ethics of the Guidance Association.

Such a member shall be given written notice of the charge against him and shall be invited to a hearing of the charge and given the opportunity to defend himself before a disciplinary committee, duly constituted for the purpose. The member may further appeal to the Executive, but the decision of the Executive is final. A legal advisor may be co-opted to either of those committees for the purpose of the issues if this is deemed necessary.

## **SECTION 4**

### **FEES AND PRIVILEGES OF MEMBERS**

1. There shall be an annual subscription of \$1000 subject to the approval of the association. Conference 2002(2003.2.20)
2. Ordinary members shall pay the stated subscription and shall be entitled to all rights and privileges of the Association including the right to become officers of The Guidance Association or members of the Executive.
3. Associate Members shall pay the stated subscription and shall be entitled to all the privileges of The Guidance Association, but shall not be eligible to become officers of The Guidance Association or members of the Executive.
4. Honorary Members shall be exempted from all payments but may contribute meaningfully if they so desire to The Guidance Association and shall enjoy all the privileges of ordinary members, but shall not be eligible to become officers of The Guidance Association or members of the Executive nor have voting rights in any matter concerning The Guidance Association.
5. Member association(s) shall pay an annual subscription of 50% per member of the approved subscription for members. Such member(s) shall be entitled to all the privileges of The Guidance Association but shall not be entitled to hold any office in The Guidance Association nor have voting rights in any matter concerning the Association. Conference 2002(2003.2.20)
6. Student Members shall pay 50% of the approved annual subscription

## **SECTION 5**

### **MEMBERSHIP FEES**

The annual membership fee shall be paid through salary deductions from the Ministry of Education, or through a voucher system payable through the bank or directly to The Guidance Association. Conference 2002(2003.2.20)

## **SECTION 6**

### **RESIGNATION**

Any member shall have the right to resign from The Guidance Association. This shall be done in writing to the executive and shall indicate the reasons for resignation.

## **ARTICLE III OFFICERS**

### **SECTION 1:**

#### **OFFICERS AND TERMS OF OFFICE**

1. **The President**
  - a. Shall preside at all meetings of the Association and its Executive
  - b. Shall be ex-officio on all other committees of the Association
  - c. Shall be liaison officer between the Association and the Ministry of Education and Culture

- d. Shall delegate duties as directed by the Executive and shall give guidance to the General Secretary in the preparation of the Agenda. Shall perform any additional duties as may rightly fall within his/her portfolio, required by the constitution or may be prescribed by the Executive from time to time.
- e. Shall serve as an advisor to the executive for a period of one (1) year after the demitting office.

In such an event as the sudden removal of the President in Office or of his incapacity to perform through any cause, the Vice-President shall undertake the duties of this office. The now acting President shall hold office until the next general meeting or until the President is able to resume office.

**2. Vice President**

- a. In the absence of the President, the Vice-President shall assume the responsibility of the President.
- b. The Vice President shall also perform duties as may be designated to him by the President or the Executive Committee, or required him by the constitution
- c. The Vice President when acting on the President's behalf has all rights and privileges of the office of the President
- d. Shall supervise all committees

**3. The General Secretary**

- a. Shall deal with all correspondence of the Associations
- b. Shall call all meetings of the Association and prepare an agenda after consultation with the President and assistant General Secretary
- c. Shall be responsible for the delegation of devotional duties
- d. Shall keep a proper and accurate record of all members of the Association

**4. Assistant General Secretary**

- a. Shall record all minutes of the Association and its Executive
- b. Shall assist the General Secretary in the execution of his duties

**5. The Treasurer**

- a. Shall be responsible for all the finances of the association
- b. Shall pay and disburse all sums of money that may be incurred by the Association
- c. Shall keep accurate accounts of all his receipts and payments on behalf of the Association
- d. Shall present a financial statement of the Association's account to the Annual General Meeting Conference 2002(2003.2.20)
- e. Shall prepare an official membership list stating the various category of membership
- f. Shall be the chairman of the Finance Committee
- g. Shall be an Ex-officio of all fundraising committees
- h. Present a half yearly report to the membership or upon request by the Executive
- i. Report to the Executive Committee the names of all members who have failed to discharge their obligations to Association
- j. All cheques for payment on the behalf The Guidance Association and withdrawals from the Account(s) of The Guidance Association shall be signed by the Treasurer and counter-signed by the President or his nominee
- k. The Association may engage the services of an accountant to assist the Treasurer in preparing the yearly balance sheet or to perform other duties as deemed necessary by The Guidance Association from time to time.
- l. Shall collect all dues and notify members whose dues are in arrears

**6. Assistant Treasurer**

- a. To assist the treasurer in all his duties

7. **Public Relations officer**
  - a. Shall be responsible for public relations on behalf of The Guidance Association.
8. **Assistant Public Relations Officer**
  - a. Shall assist the Public Relation officer in his duties.
9. **Regional Presidents**
  - a. Shall represent their respective region on the executive committee.

## SECTION 2

### NOMINATION AND ELECTION OF OFFICERS

The nomination and election of officers of The Guidance Association shall be carried out in the following manner:

- i) A Nomination and Elections committee shall be constituted to conduct the nomination and elections of officers
- ii) Officers of The Guidance Association shall be elected from among paid up members at the AGM.
- iii) The nominees shall be selected by the Parish and Regional Associations and voted on at the AGM by way of ballots.
- iv) No officer shall serve in the same office for a period of more than three years consecutively, consistent with the other provisions of the constitution. Conference 2002(2003.2.20)

## ARTICLE IV

### THE EXECUTIVE

#### SECTION 1

##### COMPOSITION

1. The Executive shall consist of all the officers of The Guidance Association and not more than twelve (12) non-official members.
2. The President of The Guidance Association shall be the Chairperson of the Executive committee.
3. The Presidents of all the regional Associations shall automatically be members of the Executive in a representative capacity
4. The chairpersons of each of the following committees shall be members of the Executive; who is appointed by the Nominations Committee and accepted by the general Body at the AGM.
  - i) Finance Committee -: Fund Raising
  - ii) Sports Committee / Entertainment
  - iii) Publication Committee -: Newsletter
  - iv) Constitution Committee / Code of Ethics
  - v) Education Committee /Training
  - vi) Media Watch
  - vii) Negotiation
  - viii) Dispute Resolution Committee Conference 2002(2003.2.20)

#### SECTION 2

##### POWERS AND FUNCTIONS OF THE EXECUTIVE

- (a) To propose policies of The Guidance Association and recommend such to the association for consideration, approval and execution.
- (b) Control and manage all the properties of The Guidance Association.
- (c) Recommend the discipline of any member to the Dispute Resolution Committee.
- (d) Use its discretion on any question or matter that is not explicitly provided for in the Constitution.
- (e) The Executive shall be in its rights to request reports from any committee of The Guidance

Association at any time, if deemed necessary for the management of or effective exercising of The Guidance Association's business.

### **SECTION 3**

#### **MEETINGS OF THE EXECUTIVE**

1. The Executive shall meet at least once every two months of the academic year or as is deemed necessary for the purpose of executing the business of The Guidance Association.
2. For all meetings of the Executive one third of the members shall constitute a quorum.
3. The assistant General Secretary shall send an agenda to each member of the Executive before each meeting.
4. Any member of the Executive can make suggestions for the Agenda.
5. Any member of the executive who is absent for three consecutive meetings without communication shall be deemed to have abandoned his position on the Executive.

### **SECTION 4**

#### **NOMINATIONS AND ELECTIONS TO THE EXECUTIVE**

1. Nominations for the Executive shall be duly proposed at an Executive meeting and submitted to the Nomination Committee.
2. The nominations committee shall bring the names of the nominees to the Annual General Meeting for Election and Voting.
3. Only paid up members shall hold positions on the Executive.
4. Elections shall take place at the annual General Meeting The Guidance Association.

### **ARTICLE V**

#### **CHANGES IN THE CONSTITUTION**

1. Changes in the constitution shall be made at the duly constituted general meeting of The Guidance Association.
2. The proposed changes in the constitution shall be documented and circulated to all members of The Guidance Association not less than one month before the General Meeting by the chairman of the Constitution Committee.
3. These changes shall be presented to the meeting and voted on and not less than two thirds of the members present shall decide such a change.

#### **ADDENDUM**

1. The Parish Association and Regional Association should adhere to the constitution of The National Guidance Association.
2. A President, Secretary and Treasurer elected by each parish Association shall have direct relation to the National Executive by way of reporting. These officers should be members of the Association for a minimum of two (2) years Conference 2002(2003.2.20)

*Revised and adopted at our Annual General Meeting held in December 2000 at Jamaica Grande.  
Amended at the Annual General Meeting held February 19-21, 2003.*