



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

BY-LAWS



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By-Law One
MEMBERS

Responsibilities

1. It is a condition of membership that all members:
 - a. support the objects of the Association,
 - b. support and abide by the Constitution and Code of Ethics of the Association,
 - c. support the Philosophy of the Association,
 - d. accept the Association's Definition of Counselling and the Counselling Profession,
 - e. are subject to the Complaints Procedures of the Association,
 - f. abide by the requirements for renewal of membership,
 - g. accept the conditions of termination of membership.

Entitlements

2. **Honorary Members** of the Association are entitled to -
 - a. a certificate of membership;
 - b. the use of the post nominal MCASA.
 - c. attend and speak in general meetings of the Association;
 - d. have one vote in general meetings of the Association;
 - e. may nominate to serve on the Executive Committee and/or sub- committees of the Association;
 - f. receive circulars, notices, and minutes of general meetings of the Association;
 - g. subscription to the Association newsletter;
 - h. opportunities to network with like professionals;
 - i. access at a subsidised fee any seminars, conferences, workshops or training sessions that may be made available by the Association;
 - i. eligibility for inclusion in the Association's Counsellor Directory (only those with Professional Indemnity Insurance can be included); and
 - k. eligibility for inclusion in any Group Advertising arranged by the Association (only those with Professional Indemnity Insurance can advertise);
 - l. eligibility for inclusion in the Human Services Finder, a free internet-based service directory organized by the South Australian Government (only those with Professional Indemnity Insurance can be placed on the database).
3. **Clinical Members** of the Association are entitled to -
 - a. a certificate of membership;
 - b. the use of the post nominal MCASA.
 - c. attend and speak in general meetings of the Association;
 - d. have one vote in general meetings of the Association;
 - e. may nominate to serve on the Executive Committee and/or sub- committees of the Association;
 - f. receive circulars, notices, and minutes of general meetings of the Association;
 - g. subscription to the Association newsletter;
 - h. opportunities to network with like professionals;
 - i. access at a subsidised fee any seminars, conferences, workshops or training sessions that may be made available by the Association;
 - j. eligibility for inclusion in the Association's Counsellor Directory (only those with Professional Indemnity Insurance can be included); and



By-Law One
MEMBERS

- k. eligibility for inclusion in any Group Advertising arranged by the Association (only those with Professional Indemnity Insurance can advertise);
 - l. eligibility for inclusion in the Human Services Finder, a free internet-based service directory organized by the South Australian Government (only those with Professional Indemnity Insurance can be placed on the database).
4. **Professional Members** of the Association are entitled to -
- a. a certificate of membership;
 - b. the use of the post nominal MCASA.
 - c. attend and speak in general meetings of the Association;
 - d. have one vote in general meetings of the Association;
 - e. may nominate to serve on the Executive Committee and/or sub- committees of the Association;
 - f. receive circulars, notices, and minutes of general meetings of the Association;
 - g. subscription to the Association newsletter;
 - h. opportunities to network with like professionals;
 - i. access at a subsidised fee any seminars, conferences, workshops or training sessions that may be made available by the Association;
 - i. eligibility for inclusion in the Association's Counsellor Directory (only those with Professional Indemnity Insurance can be included); and
 - k. eligibility for inclusion in any Group Advertising arranged by the Association (only those with Professional Indemnity Insurance can advertise);
 - l. eligibility for inclusion in the Human Services Finder, a free internet-based service directory organized by the South Australian Government (only those with Professional Indemnity Insurance can be placed on the database).
5. **Affiliate Members** of the Association are entitled to -
- a. a certificate of membership;
 - b. attend and speak in general meetings of the Association;
 - c. may nominate to serve on sub- committees of the Association;
 - d. receive circulars, notices, and minutes of general meetings of the Association;
 - e. subscription to the Association newsletter opportunities to network with like professionals;
 - f. access at a subsidised fee any seminars, conferences, workshops or training sessions that may be made available by the Association;
6. **Associate Members** of the Association are entitled to -
- a. a certificate of membership;
 - b. attend and speak in general meetings of the Association;
 - c. may nominate to serve on sub- committees of the Association;
 - d. receive circulars, notices, and minutes of general meetings of the Association;
 - e. subscription to the Association newsletter;
 - f. opportunities to network with like professionals; and
 - g. access at a subsidised fee any seminars, conferences, workshops or training sessions that may be made available by the Association.



By-Law One
MEMBERS

Renewal of Membership

7. The Executive Committee is not obliged to accept any renewal of membership when the membership is due if the member
 - a. is subject to any disciplinary proceeding
 - b. has been expelled or suspended from membership, or
 - c. has failed to meet any of the requirements for renewal of membership.

Reinstatement of Membership

8. A member who failed to renew their Professional or Clinical membership may have their membership reinstated at the same membership level providing that:
 - a. application for reinstatement is within 24 months of the membership expiry
 - b. any disciplinary proceeding at the time of non-renewal has been satisfactorily resolved
 - c. evidence of supervision and PD arrangements are provided with application
 - d. payment of the reinstatement fee of \$50.00 accompanies the application.

Access To Records

9. Members of the Association may at all reasonable times and subject to not less than seven days written notice to the Executive Committee inspect their records concerning their own membership and financial status.

Certificates Of Membership

10. A Certificate of Membership, in the form prescribed by the Executive Committee from time to time, shall be issued to each member
 - a. on admission to the Association, and
 - b. upon meeting all requirements for renewal of membership.
11. Certificates of Membership shall clearly state the category of membership and the period for which membership is current, plus any other details as the Executive Committee so determines from time to time.
12. Every Certificate of Membership shall be signed by the President and countersigned by the Convener of the Membership Committee.

Post Nominals

13. The post nominal MCASA, for Member of the Counselling Association of South Australia Inc, may be used by individual members who hold membership within the following categories:
 - Honorary
 - Clinical
 - Professional
14. To retain the use of the Association's post nominal, a member must have current membership status.
15. It is convention that the listing of a professional membership post nominal follows the listing of academic post nominals.



By-Law Two
PROFESSIONAL PRACTICE

Practicing Counsellors

1. It is recommended that all members practicing counselling shall be covered by professional indemnity insurance.

Renewal Supervision and Professional Development Requirements

2. For ongoing Clinical or Professional membership of the Association members are required to participate in professional supervision and appropriate professional development activities, and to complete every financial year:
 - a. a minimum of 10 hours of ongoing professional supervision, and
 - b. a minimum of 15 hours in other professional development activities.
3. It is necessary that members maintain both a Supervision Log which is signed regularly by the Supervisor and a Professional Development Log in which such activities are appropriately documented with supporting evidence such as certificates of attendance and/or receipts.
4. A random audit of professional development records of full members may be conducted from time to time. Refer to pages 13-15 for the Sample Audit Forms.

Professional Development

5. Professional Development activities are to be relevant to clinical practice and to core competencies of counselling and psychotherapy.
6. Such activities may include workshops, seminars, lectures, courses and conferences presented by appropriately qualified practitioners who are recognised by our profession as having advanced expertise in the topic being addressed.

Supervision

7. The Counselling Association of South Australia identifies supervision as conducive to the counselling task and one of the principal means of ensuring ongoing counsellor development.
8. Supervision is the process entered into by a counsellor (or group of counsellors) with a supervisor for the purpose of integrating theory and practice in response to specific counselling situations.
9. It is a professional opportunity for the counsellor to present their learning successes and difficulties with clients, identify their learning needs, become aware of their personal responses to counselling situations, and develop and clarify about self in order to be able to respond effectively.



By-Law Two
PROFESSIONAL PRACTICE

Supervisees

10. Members are encouraged:
- a. to seek out, either through their work place, professional networking or the CASA website, a supervisor who meets their personal and professional requirements, and who meets CASA's supervision eligibility criteria as listed below;
 - b. to negotiate a contract with their supervisor specifying duration, frequency and cost of sessions;
 - c. to maintain relevant records of supervision and client contact;
 - d. to discuss with their supervisor, CASA's information relating to supervisors as listed below;
 - e. to inform their clients that they undertake supervision; and
 - f. to advise their employer or organization of their supervision arrangement.

Supervisors

11. Supervisors are to be mindful of the counsellor, the counsellor's clients, and the context in which the counsellor works. They are to undertake responsibility for the quality of the supervision provided. Their commitment to personal and professional development in the practice of supervision is required.
12. Ideally, a supervisor should be able to offer in supervision:
- a. a therapeutic approach including, respect, empowerment, genuineness, congruence, confidentiality, and clear self boundaries;
 - b. counselling skills including empathy, immediacy, questioning, confronting, informing, guiding, and contracting;
 - c. specific supervisory skills such as process orientation, maintaining the focus on the client/counsellor system, awareness and use of parallel process, appropriate didactic input, hypothesising, checking out and offering choices, refusal to collude, flexibility, appropriate integration of agency accountability and guidelines within the supervisory process;
 - d. an integrated personal model of both counselling and supervision;
 - e. the capacity to use his/her personal history and personality in shaping supervisory style;
 - f. an awareness of the diversity of personal development paths;
 - g. an ability to work with supervisees presenting from a range of models of counselling;
 - h. competence in identifying and evaluation of supervisee's personal and professional resources and performance; and
 - i. the ability to negotiate an appropriate programme to meet the particular developmental needs of the supervisee.



By-Law Two
PROFESSIONAL PRACTICE

Eligibility To Supervise

13. A supervisor shall:
- be a Clinical or Professional Member of this Association or of a relevant professional association.
 - have a minimum of 5 years counselling experience and have logged a minimum of 750 post training client hours and 75 related professional supervision hours.
 - have professional indemnity insurance which includes cover for supervision.

The Supervision Policy is based on documentation of the Australian Association of Marriage and Family Counsellors Inc
Used With Permission

Training Supervision

14. Training Supervision is undertaken during and if required, immediately after a Counselling Training Course.
15. Training Supervision may consist of:
- reflection on counselling practice*: one supervisor to one trainee counsellor
 - reflection on counselling practice*: one supervisor to a group of not more than 6 trainee counsellors
 - observed live counselling session involving a real client*: one supervisor to one trainee counsellor
 - observed live counselling session involving a real client*: one supervisor to a group of not more than 6 trainee counsellors one of whom is counselling with the client.
16. 50 hours of Training Supervision relating to 200 client hours is required for admission to Professional Membership of CASA.
17. Training Completion is when 200 hours of Client Contact and 50 hours of Training Supervision are completed in or after the Counselling Training Course.

Professional Supervision

18. Professional Supervision is supervision undertaken post-training, and is referred to in some literature as Post-Training or Clinical Supervision.
19. Professional Supervision is a formal process in which the focus is upon case material from the counsellor's own client work.
20. Professional Supervision is undertaken on a regular basis according to the counsellor's level of counselling experience, case load and case load difficulty.
21. Professional Supervision may consist of:
- reflection on counselling practice*: one supervisor to one counsellor either face to face or by telephone
 - reflection on counselling practice*: one supervisor to a group of not more than 6 counsellors
22. A minimum of 10 hours of Professional Supervision is required per financial year for renewal of Professional and Clinical Membership of CASA.



By-Law Two
PROFESSIONAL PRACTICE

Peer Supervision

23. Peer Supervision does not require the presence of a designated supervisor, and is a formal collaborative process in which case material from the supervisee's own practice experience is reflected upon and reviewed by peer(s).
24. Peer Supervision may consist of:
 - a. *reflection on counselling practice*: one counsellor to one counsellor either face to face or through the use of synchronous technology (e.g. telephone);
 - b. *reflection on counselling practice*: a group of not more than ^ counsellors.
25. Peer Supervision may be used subsequent to five years since eligibility for Full Membership of the Association as long as those five years involved Professional Supervision of practice of not less than 10 hours annually.
26. Peer Supervision may be used by Professional Members for up to half of the Professional Supervision requirement for Clinical Membership of the Association and for the annual renewal of membership of the Association provided the Peer Supervision took place subsequent to five years since eligibility for Full Membership of the Association, and is interspersed with regular Professional Supervision.
27. Peer Supervision may be used by Clinical Members for all of the Professional Supervision component for annual renewal of membership of the Association provided the Peer Supervision took place subsequent to five years since being admitted to Clinical Membership of the Association and as long as those five years involved Professional Supervision of practice of not less than 10 hours annually.
28. A peer is a counselling colleague whose training provides eligibility to be a Full Member of the Association, and whose involvement in Peer Supervision is taking place at least five years after the peer has completed the required training for Full Membership of the Association, and as long as those five years involved Professional Supervision of practice of not less than 10 hours annually.



By-Law Two
PROFESSIONAL PRACTICE

Accreditation of Supervisors

1. The Association may accredit suitably qualified members as supervisors.
2. A listing of accredited supervisors will be made available to members via the Association website.
3. To maintain accreditation status ongoing commitment to personal and professional development in the practice of supervision is required, as is professional indemnity insurance cover for supervisory practice.
4. In the event that circumstances change in regard to the accreditation, the member must advise the Association.

Criteria for Accreditation

5. The criteria for accreditation by CASA of counselling supervisors require that the candidate:
 - a. Is a current Clinical member of CASA
 - b. Has had full membership of CASA or an equivalent professional body for a minimum of 5 years
 - b. Has demonstrated ability to provide counselling supervision as evidenced by the provision of a minimum of 60 hours of supervision over a maximum of three years immediately prior to application
 - c. Training in Supervision
Has satisfactorily completed a substantial structured training program in counselling supervision (minimum 30 hours)
Or
Has satisfactorily completed some training in counselling supervision through short courses or workshops (minimum 10 hours) *
 - d. Has undertaken a Child Safe Environment (Mandatory Reporting) workshop in the past two years.
6. An application for accreditation by CASA as a counselling supervisor is to be supported by the following documentation:
 - a. Copy of Certificates relating to any Counselling Supervision Training undertaken plus a copy of the course/workshop outline including contact hours
 - b. Log of Supervision provided to counsellors distinguishing between training and professional supervision and individual and group supervision (if group please provide the number of participants)
 - c. Letter of Recommendation from your current Supervisor including the following statement:

“ XXX has a demonstrated capacity to work autonomously and ethically as a counselling supervisor and I see no obstacle to listing the Applicant as an accredited counselling supervisor..”



By-Law Two
PROFESSIONAL PRACTICE

Accreditation of Supervisors cont

- d. Copy of Professional Indemnity Insurance which includes cover for counselling supervision
- e. Certificate of completion of Child Safe Environment (Mandatory Reporting) Training (within past 2 years)
- f. Police Check (not more than 6 months old).

* There may be those members who are currently acting as supervisors and who do not yet meet the training requirements. Such members may apply for accreditation and be listed under a Provisional Category, on the condition that they meet the training criteria and upgrade their status within 18 months of their original application.

In the event that an applicant applies in line with government guidelines relating to Recognition of Prior Learning, it is the responsibility of the applicant to produce material evidence of having attained supervision competence equal to that learned in formal supervision training such as knowledge of models of supervision, matching supervision interventions to supervisee learning styles, consideration of the role of power in supervision, contracting in supervision, feedback in supervision, facilitating supervisee reflection, evaluation in supervision, and applying theory to practice in supervision.



By-Law Two
PROFESSIONAL PRACTICE

APPLICATION FOR ACCREDITATION AS A SUPERVISOR

The contents of this Application, when completed, are CONFIDENTIAL, and are to be viewed only by those appointed by the Counselling Association of South Australia Inc to conduct the Application Assessment and surrounding processes.

These office bearers are bound to keep all knowledge acquired in this process strictly confidential.

Name	
------	--

- I am a current Clinical Member of CASA. My CASA Membership No is:
- I have had full membership of CASA or an equivalent professional body for a minimum of 5 years.
- I have provided a minimum of 60 hours of supervision over a maximum of three years immediately prior to this application.
- I include with this Application a Log of a minimum of 60 hours of Supervision provided to counsellors over a maximum of three years distinguishing between training and professional supervision and individual and group supervision (if group please provide the number of participants). [Notated as Appendix A]

Total Hours Logged:

- I include with this Application a Letter of Recommendation from my current Supervisor [Notated as Appendix B] including the following statement:

"XXX has a demonstrated capacity to work autonomously and ethically as a counselling supervisor and I see no obstacle to listing the Applicant as an accredited counselling supervisor."
- I have satisfactorily completed a substantial structured training program in counselling supervision (minimum 30 hours)
Or
- I have satisfactorily completed some training in counselling supervision through short courses or workshops (minimum 10 hours)
Or
- I do not yet meet either of the above counselling supervision Training Requirements but undertake to satisfactorily complete some training in counselling supervision to meet the Training Requirements within 18 months of this Application *



I include a copy of Certificates relating to any Counselling Supervision Training undertaken [Notated as Appendix C]

I include a copy of the course/workshop outline relating to any Counselling Supervision Training undertaken including contact hours [Notated as Appendix D]

Training Provider:Contact Hours:.....

Course Name:

I include a copy of Professional Indemnity Insurance which includes cover for counselling supervision [Notated as Appendix E]

I include a copy of a Certificate of Completion of a Child Safe Environment (Mandatory Reporting) workshop as undertaken in the past two years. [Notated as Appendix F]

I include a Police Check (not more than 6 months old). [Notated as Appendix G]

I, (name) _____

of (address) _____

do solemnly and sincerely declare that:

all of the information provided in and with this Application is in all respects true; and I know no reason why I should not be accredited as a supervisor by CASA.

Signed _____ Date: _____

* There may be those members who are currently acting as supervisors and who do not yet meet the training requirements. Such members may apply for accreditation and be listed under a Provisional Category, on the condition that they meet the training criteria and upgrade their status within 18 months of their original application.

In the event that an applicant applies in line with government guidelines relating to Recognition of Prior Learning, it is the responsibility of the applicant to produce material evidence of having attained supervision competence equal to that learned in formal supervision training such as knowledge of models of supervision, matching supervision interventions to supervisee learning styles, consideration of the role of power in supervision, contracting in supervision, feedback in supervision, facilitating supervisee reflection, evaluation in supervision, and applying theory to practice in supervision.

**Please forward your Application and Supporting Documentation to the
CASA Secretary
PO Box 30 Kent Town SA 5071**



By-Law Two
PROFESSIONAL PRACTICE

SAMPLE PROFORMA: PROFESSIONAL DEVELOPMENT/ SUPERVISION AUDIT

SAMPLE LETTER



Dear Member

As part of CASA's commitment to professionalism, a **random audit** of professional development records for the past year is being conducted. This means that 20 randomly selected Professional and Clinical members are being asked to supply full details and certification of all professional development and supervision undertaken from 1st July 2009 to 30th June 2010.

You are one of the 20 members who have been selected. Enclosed you will find two forms for completion which are to be returned by 31st October 2010 along with original documentation relevant to PD and supervision for this period. A stamped, addressed envelope is included for your convenience. After sighting, your original logs, certificates and/or receipts will be returned to you.

We understand that this may be an inconvenience, but greatly appreciate your support in this matter.

The CASA mission states that we are about promoting excellence in counselling standards, practice and service, and the random audit is an expression of our commitment to our mission.

If you have any queries please feel free to contact me directly on 8331 2255.

Warmest Regards

Membership Committee Convener



By-Law Two
PROFESSIONAL PRACTICE

SAMPLE PROFORMA: PROFESSIONAL DEVELOPMENT/ SUPERVISION AUDIT

PROFESSIONAL SUPERVISION AUDIT

Please Include Your Signed Supervision Log

COUNSELLOR DETAILS

Name	
------	--

PROFESSIONAL SUPERVISION UNDERTAKEN FROM 1st JULY 2009 – 30th June 2010

Number of supervision sessions	
Duration of supervision sessions	Minutes
Total supervision hours	Hours
Type of supervision	Individual: <input type="checkbox"/> Group: <input type="checkbox"/>
If group, how many participants?	Participants
If group, on average what proportion of time per session was allocated for you personally?	
Were your case notes sighted by your supervisor?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Did you present session tapes to the supervisor?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Were your Client Logs signed by your supervisor?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

SUPERVISOR

Name										
Qualifications										
Professional Memberships										
Postal Address								Post Code		
	()								
Telephone Work	()								



By-Law Two
PROFESSIONAL PRACTICE

SAMPLE PROFORMA: PROFESSIONAL DEVELOPMENT/ SUPERVISION AUDIT

PROFESSIONAL DEVELOPMENT AUDIT

**Please Include Original Attendance Certificates and/or Receipts
For Each PD Activity Listed**

COUNSELLOR DETAILS

Name	
------	--

PROFESSIONAL DEVELOPMENT UNDERTAKEN FROM 1st JULY 2009 – 30th June 2010

Date (s)	Hosting Organisation	Name of Event	Conference	Workshop Seminar	Study Course	Conference Workshop Presentation	Hours
TOTAL HOURS							hours

Please Return These Forms With The Listed Evidence before 31st October
In The Stamped Envelope Provided

(Your documented evidence will be returned to you once sighted)



By-Law Three
EXECUTIVE COMMITTEE

1. All officers and office bearers of the Association are required to operate according to the Philosophy and Code of Ethics of the Association, and within the law.

Duties Of Executive Committee Members

2. All Members shall:
 - a. Attend all meetings of the Executive Committee and General Meetings of the Association
 - b. Participate in decision making.
 - c. Fulfil management tasks.
3. The President shall:
 - a. Prepare the agenda for the Executive Committee and General Meetings, together with Secretary.
 - b. Organise the chairing of all meetings of the Executive Committee and General Meetings of the Association.
 - c. Prepare an annual report of the Association and present it to the Annual General Meeting.
4. The Secretary shall:
 - a. Manage and keep all correspondence and documents of the Association.
 - b. Prepare an agenda for the Executive Committee and General Meetings together with the President.
 - c. Distribute notices of meetings of the Executive Committee and General Meetings to members.
 - d. Ensure a record of the minutes of the Executive Committee and General Meetings is maintained.
 - e. Maintain a register of members.
5. The Treasurer shall:
 - a. Manage and supervise the financial activity of the Association.
 - b. Document and keep all records of financial transactions of the Association.
 - c. Prepare an annual budget for presentation to the Executive Committee.
 - d. Prepare invoicing for renewal of membership.
 - e. Prepare the yearly financial report.
 - f. Organise for the annual audit of the financial records to be conducted.
 - g. Distribute copies of the financial report and audit to members of the Association and present them to the Annual General Meeting.
6. The Public Officer shall:
 - a. hold office until the Executive Committee appoints another person to the position
 - b. notify the Corporate Affairs Commission of their appointment and file all returns and notices as required by law.



By-Law Three
EXECUTIVE COMMITTEE

Meetings of the Executive Committee

7. The President or two other members of the Executive Committee shall have power to call a meeting of the Executive Committee.
8. Notice of meetings shall be given at the previous Executive Committee meeting or by seven days written notice distributed to all Executive Committee members or in an emergency by such other notice as shall be ratified by the Executive Committee.

First Meeting Following the Annual General Meeting

9. The Executive Committee shall determine what subcommittees need to be established.
10. From amongst its membership the Executive Committee shall appoint Conveners to each subcommittee.
11. The membership of each subcommittee shall be appointed.
12. The Public Officer of the Association shall be appointed.
13. The two Association delegates to PACFA shall be appointed.
14. Executive Committee Members shall be advised of the insurance cover held by the Association.
15. A membership and address listing of the Executive Committee shall be distributed to its members.
16. A schedule of meetings, times and location shall be decided upon.

Meeting Process

17. Members shall engage in a consultative and collaborative approach to decision making.
18. Members shall respect the authority of the President.
19. Any matters not dealt with in the above procedures shall be governed by the principles set out in the latest edition of Hocking's Rules, authored by Don Hocking and published by Simon & Schuster.

Minutes

20. The Minutes must be entered within one month of the relevant meeting in a minute folder kept for that purpose.
21. Copies of the minutes shall be distributed to all members of the Executive Committee within 14 days of the meeting to which they refer.
22. The minutes kept pursuant to this procedure must be signed on each page by the President at the next succeeding meeting.



By-Law Three
EXECUTIVE COMMITTEE

Correspondence Out

23. The writer of correspondence shall circulate a draft copy to all Executive Committee members.
24. Comments on the draft correspondence shall be returned to the writer within two days from the time of circulation.
25. The final draft of any correspondence shall be ratified by either the Executive Committee or by the President.

Appointments

26. Spokesperson
 - a. The Executive Committee may appoint a Spokesperson who shall be a member of the Association but not an Executive Committee member.
 - b. When required the Spokesperson shall on behalf of the Association, make public statements which are congruent with the policy of the Association.
27. Returning Officer

The Executive Committee shall appoint a Returning Officer who shall:

 - a. Not be a member of, or seeking a position on the Executive Committee
 - b. Conduct and oversee the ballots at General Meetings of the Association.

Invited Persons

28. Persons with special interests or knowledge relevant to the Association may be invited by the President to attend any meeting of the Association and to speak at the discretion of the President but such persons may not vote.



By-Law Four
ELECTIONS

Nomination Of A Member To Office

1. Nominations for all positions to be filled by election at the annual general meeting as provided for in the Constitution of the Association, shall be called for by the secretary by notice in writing attached to the notice calling the annual general meeting.
2. All nominations shall be in writing, and shall be -
 - a. signed by a proposer and a seconder who shall be voting members of the Association, and
 - b. signed by the nominee to indicate their willingness to act in such position, and
 - c. accompanied by a brief personal statement in support of their nomination, and
 - d. be lodged with the secretary not later than fourteen days before the date of the annual general meeting. (refer Appendix A)
3. The secretary shall compile a list of nominations together with the personal statements, which shall be distributed to members not later than seven days before the date of the annual general meeting.
4. If no valid nomination for any position is received, the President shall call for nominations at the annual general meeting and such nominations shall be proposed and seconded as provided herein.
5. In the event that only one nomination for a position is received, the nominee is declared elected to the position unopposed.
6. If there be more than the required number of candidates nominated for any position, an election by ballot shall be held.
7. Any position not filled by election at the annual general meeting shall be dealt with by the Executive Committee.



By-Law Four
ELECTIONS

By-Law Three : Appendix A



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

NOMINATION PROFORMA
FOR MEMBERSHIP OF THE EXECUTIVE COMMITTEE

I nominate the following person

being an eligible member of the Association

to the position of:
(please tick where relevant)

- President
- Secretary
- Treasurer
- Executive Committee Member

Nominated by : _____ Signature _____
(being an eligible member of the Association)

Seconded by : _____ Signature _____
(being an eligible member of the Association)

I confirm that I am willing to stand for membership of the Executive Committee

Signature of nominee : _____

To be lodged with the Secretary
not later than fourteen days before the date of the annual general meeting

Please Note:

1. Candidates for the Executive Committee of the Counselling Association of South Australia may either self nominate or be nominated.
2. Candidates are asked to provide a brief personal statement in support of their nomination.

Counselling Association of South Australia Inc : PO Box 30 Kent Town SA 5071



By-Law Five
APPEALS PANEL

Membership

1. Membership of the Panel is an honorary position.
2. Appointments may be made at anytime by invitation of the President of the Executive Committee on the recommendation of the Executive Committee or members at a general meeting.
3. Appointment shall be for three years and may be renewed by invitation. Resignation of Panel members may be received during that period.

Appointment Procedure

4. Potential members of the Appeals Panel shall be contacted initially by telephone. Following an expression of interest, a package shall be sent including:
 - a. guidelines for the Appeals Panel
 - b. the official Documentation of the Association
 - c. the Association's Application for Membership Packages
 - d. a letter of acceptance.On receipt of the letter of acceptance, a letter acknowledging the appointment shall be forwarded to the Panel member by the President.
5. Members of the Panel shall not participate in any process where there is potential conflict of interest.
6. The Panel in processing an appeal shall utilise the Association's procedures with objectivity and fairness.



By-Law Five
APPEALS PANEL

PROCEDURE FOR PROCESSING AN APPEAL

1. In this By-law –
“Appellant” means the person who is appealing a decision of the Association;
“Respondent” means the person (if any) whose complaint has been upheld by the Association.
2. A person against whom a complaint has been upheld by the Association may appeal the decision of the Association. The appeal must be on one or more of the following grounds:
 - a. that the decision resulted from an error of law;
 - b. that the decision was against the weight of the evidence;
 - c. that the Appellant was denied natural justice.
3. An applicant for membership of the Association may appeal a decision of the Association denying membership or granting membership in a category other than the category applied for. The appeal must be on one or more of the following grounds:
 - a. that the decision resulted from an error of law;
 - b. that the decision was against the weight of the evidence;
 - c. that the Appellant was denied natural justice.
4. The notice of appeal must be in writing, signed by the Appellant, addressed to the President of the Executive Committee and marked confidential. The notice of appeal must state the grounds of appeal and give concise statements of the facts relied on in support of each ground.
5. The notice of appeal must be lodged with the President of the Executive Committee within 21 days from service on the Appellant of notice of the decision of the Association and the reasons for the decision.
6. The President of the Executive Committee must convene an Appeals Panel within 14 days of lodgment of a notice of appeal. The members of the Appeals Panel must elect one of their number to preside.
7. Proceedings of the Appeals Panel must be in camera unless the Appeals Panel decides otherwise.
8. Each member of the Appeals Panel must, within seven days of the Appeals Panel being convened, be given copies of all materials available to the Association when it made its decision; a copy of the hearing transcript if a hearing was held; and a copy of the notice of appeal.
9. The Appeals Panel may, and must if so requested by the Appellant in the notice of appeal, invite the Appellant to make oral submissions in support of the appeal. If oral submissions are to be made by the Appellant, then the Appeals Panel must invite the Respondent (if any) to be present and to make oral submissions in reply.
10. The Appeals Panel must decide the appeal by a simple majority of its members and must give written reasons for its decision.



By-Law Five
APPEALS PANEL

11. The Appeals Panel must deliver its decision within sixty days of being convened.
12. The Appeals Panel may -
 - a. dismiss the appeal, in which case the decision of the Association will stand;
or
 - b. allow the appeal, in which case the decision of the Association will be quashed and the matter remitted to the Association for reconsideration.
13. Notice of the decision of the Appeals Panel, together with the written reasons for the decision, must be served on the Appellant and the Respondent (if any) forthwith after the decision is delivered.



By-Law Five
APPEALS PANEL

By-Law Five : Appendix A



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

A PROFORMA LETTER OF APPOINTMENT TO THE APPEALS PANEL

Date

Member
Address

Dear ,

Thank you for being prepared to be a member of the Appeals Panel of the Counselling Association of South Australia Incorporated (CASA).

Enclosed you will find a:

- broad outline of the concept of the Panel and the role, functions, rights and responsibilities of members
- official documentation of the Association
- application for membership packages
- copy of the President's report from the last Annual General Meeting
- copy of our last newsletter.
- An acceptance letter

I should be grateful if you would sign and return the enclosed acceptance letter and also send either a brief statement or resume, about yourself which we can keep 'on file'. On receipt of your acceptance we will send a Certificate of Membership of the Appeals Panel.

A very sincere thank you for your willingness to be a part of the developing profession of counselling.

Yours sincerely

President, Executive Committee



By-Law Five
APPEALS PANEL

By-Law Five : Appendix B



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

APPEALS PANEL ACCEPTANCE LETTER PROFORMA

Date

The President
Executive Committee
Counselling Association of South Australia Inc
PO Box 30
KENT TOWN 5071

To the Executive Committee,

Re. Appeals Panel, Counselling Association of South Australia Inc

This is to certify that I accept the honorary position of member of the Appeals Panel. I understand that the appointment is normally for three years and that renewal of the appointment is by invitation of the Executive Committee.

I enclose a brief statement / copy of my resume for your information.

Signed:

Date

Address

Home Phone

Work Phone

Mobile

Fax

Email



By-Law Five
THE APPEALS PANEL

By-Law Five : Appendix C



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

STATUTORY DECLARATION

I, (name) _____

of (address) _____

do solemnly and sincerely declare:

1. that all copy documents furnished by me to the Counselling Association of South Australia Incorporated for the purposes of the appeal concerning -
_____ are true copies of the original documents;
2. that I will produce the originals of all such documents if requested to do so;
3. that I honestly believe all other evidence furnished by me for the purposes of the appeal is in all respects true.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

Declared at _____ in the State of South Australia

this _____ day of _____ 20____

(Signature of person making the declaration)

Before me

(Signature of the qualified witness before whom the declaration is made)

(Printed name of witness)

(Printed address of witness)

(Title/Qualification of witness)

Please note:

- *A Statutory Declaration is a written statement of facts which the declarant (the person making it) signs and declares to be true.*
- *As a Statutory Declaration is a document, the contents of which are required by legislation to be declared honestly, there can be serious consequences and/or penalties at law for anybody who knowingly makes false or dishonest statements.*
- *People who are qualified to witness a Statutory Declaration in South Australia include: a Justice of the Peace, a Notary Public or other officer by law authorised to administer an oath or affirmation, members of the Police Force and bank managers.*

Counselling Association of South Australia Inc : PO Box 30 Kent Town SA 5071

NOTE :This document has received legal approval



By-Law Six
SUB COMMITTEES

Structure

1. The Executive Committee must at its first meeting after the annual general meeting establish and appoint such sub-committees as are deemed necessary to facilitate the objects of the Association.
2. The Executive Committee shall at such other times as may be necessary or desirable, appoint other sub-committees as may be required.
3. Sub Committees shall consist of the convener and not less than one and no more than four other members.
4. Members appointed to sub-committees shall hold office until the first meeting of the Executive Committee after the next annual general meeting, provided that any member of any sub-committee who fails to give proper attention to the duties of such sub-committee may be removed from office by the Executive Committee.
5. Subsequent appointment of a member to a sub-committee shall be made by the Executive Committee.
6. Upon any resignation of the Convener of a sub-committee, meetings shall be adjourned until the matter has been dealt with by the Executive Committee.

Operation Of Sub-Committees

7. A sub-committee shall meet as often as required to conduct its delegated business.
8. The committee Convener shall either chair or delegate a member to chair the proceedings of the sub-committee.
9. Each sub-committee must elect other officers as become necessary for the operation of the sub-committee, for example – a minutes secretary.
10. The committee Convener, upon resignation, retirement or non-election shall ensure that all minutes, paperwork and/or computer discs are forwarded to the incoming Convener, or secretary of the Association.

Liability

11. A sub-committee must obtain the written approval of the Executive Committee to incur any liability for the Association.

Reporting Procedures

12. Each sub-committee shall forward a written report or copy of the minutes of each of its meetings to each member of the Executive Committee within seven days of the meeting.
13. Minutes and/or reports shall include any matter relating to:
 - a. delegated tasks undertaken by the subcommittee
 - b. the development of a new strategy,
 - c. the development or amending of any procedure or policy of the sub-committee
 - d. the changing or adding to an existing Association document.



By-Law Seven
THE COMPLAINTS COMMITTEE

1. The Complaints Committee is responsible for:
 - a. processing complaints received against current members of the Association or those who were members of the Association when the alleged breach occurred.
 - b. periodically reviewing and recommending to the Executive Committee changes to the Association's Procedure For Processing A Complaint.
2. The President of the Executive Committee shall be the Convener of the Complaints Committee which shall also include the Convener of the Ethics Committee and at least one other member.
3. Members of the Committee shall not participate in any process where there is potential conflict of interest.
4. In processing complaints, the Committee will compile an objective, factual account of the dispute in question and make the best possible recommendation for the resolution of the case.
5. The Committee in taking any action shall:
 - a. utilise the Association's procedures with objectivity and fairness,
 - b. only recommend to the Executive Committee the degree of disciplinary action that is reasonable, and in general
 - c. act only to further the interests and objectives of the Association.



By-Law Seven
THE COMPLAINTS COMMITTEE

PROCEDURE FOR PROCESSING A COMPLAINT

1. Members of the Counselling Association of South Australia are committed to accept the judgement of other members as to standards of professional ethics and practice, subject to the procedures that follow. Refusal or failure to cooperate with an investigation of a complaint at any point may be considered grounds for expulsion from membership.
2. In this By-law -
“Committee” means the Complaints Committee of the Association;
“Complainant” means the person who has filed a complaint;
“Respondent” means the person against whom a complaint has been filed.

Who May File A Complaint

3. The following persons may file a complaint:
 - a. a member of the public;
 - b. a member of the Association;
 - c. the President of the Executive Committee on behalf of the Association.

Jurisdiction

4. The Association may consider a complaint against –
 - a. a current member of the Association; or
 - b. a person who was a member of the Association when the subject matter of the complaint occurred.

Filing Complaints

5. A complaint must be in writing, signed by the Complainant, addressed to the President of the Executive Committee and marked confidential. The complaint must state the grounds of complaint and give concise statements of the facts relied on in support of each ground.

Time Limits

6. The time limits in this By-law must be adhered to in the interests of fair and timely resolution of complaints.
7. A Complainant or a Respondent may request the Committee to extend a time limit. The Committee should only grant an extension where it would promote the fair and timely resolution of the complaint concerned.

Upon Receipt Of A Complaint

8. Forthwith upon receipt of a complaint, the President must –
 - a. by letter to the Complainant, acknowledge receipt of the complaint;
 - b. call a meeting of the Committee which must be held within 14 days of receipt of the complaint.



By-Law Seven
THE COMPLAINTS COMMITTEE

PROCEDURE FOR PROCESSING A COMPLAINT

9. The Committee must determine, upon its first consideration of the complaint –
 - a. whether the Respondent is a person in respect of whom the Association may consider a complaint; and
 - b. whether the conduct alleged in the complaint, if proved –
 - (1) would constitute a breach of the Constitution; or
 - (2) would constitute a breach of a condition of membership; or
 - (3) would be contrary to the interests or objectives of the Association.

If the Committee determines either of these matters in the negative, it must report accordingly to the Executive Committee, which must advise the Complainant that the complaint is declined and the reasons therefor.

If the Committee determines both of these matters in the affirmative, it must report accordingly to the Executive Committee, which must advise the Complainant that the complaint is accepted and will be dealt with by the Complaints Committee as the delegate of the Association.

When A Complaint Is Accepted

10. The Committee must by letter forthwith after determining that the complaint is accepted –
 - a. request that the Complainant furnish to the Committee within 14 days all evidence in support of the complaint;
 - b. request that the Complainant verify all such evidence by statutory declaration in the form annexed to this By-law;
 - c. request that the Complainant authorise the release of all such evidence to the Respondent by signing an “Authorisation For The Release Of Information” in the form annexed to this By-law;
 - d. inform the Complainant that these requirements must be complied with before the Complaint will be dealt with.

Notification of Respondent

11. The Committee must by letter sent within seven days of receipt of the evidence and documents referred to in the previous clause:
 - a. inform the Respondent of the complaint;
 - b. provide the Respondent with a copy of the complaint;
 - c. provide the Respondent with copies of all evidence and documents furnished in support of the complaint;
 - d. request the Respondent within 28 days to file a written response to the complaint, responding to each ground of complaint and giving concise statements of any facts relied on in support of each response;
 - e. request that the Respondent furnish to the Committee within 28 days all evidence on which the Respondent wishes to rely in defence of the complaint;
 - f. request that the Respondent verify all such evidence by statutory declaration in the form annexed to this By-law;
 - g. inform the Respondent that if these requirements are not complied with, the Committee may proceed to deal with the complaint without further reference to the Respondent.



By-Law Seven
THE COMPLAINTS COMMITTEE

PROCEDURE FOR PROCESSING A COMPLAINT

12. Within seven days after the time for filing a response has expired, the Committee must schedule a meeting at which the complaint will be dealt with. Written notice of the meeting must be served on the parties and must give them at least 42 days' notice of the meeting.
13. The Committee may, and must if so requested by the Complainant in the complaint, or by the Respondent in the response, invite the Complainant or the Respondent or both to make oral submissions. If oral submissions are to be made by either party, then the Committee must invite the other party to be present and to make oral submissions in reply.
14. The Committee may of its own motion receive evidence other than that provided by the parties.
15. The Committee must decide the complaint by a simple majority of its members and must give written reasons for its decision.
16. The Committee must, within 14 days of the conclusion of its meeting, deliver its decision, its written reasons and (if applicable) its recommendation as to penalty, to the Executive Committee.
17. The Executive Committee must, within 14 days after receipt of the decision of the Committee, ratify the decision and the reasons for decision, but may substitute its own decision as to penalty.
18. Notice of the decision of the Executive Committee, together with the written reasons for the decision, and notice of penalty (if any) must be served on the Complainant and the Respondent forthwith after the decision has been ratified.
19. Notification of the withdrawal of a member from the Association following a complaint, must be given by the Executive Committee to all organisations on whose register the person is listed.



By-Law Seven
THE COMPLAINTS COMMITTEE

By-Law Seven : Appendix A



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

STATUTORY DECLARATION

I, (name) _____

of (address) _____

do solemnly and sincerely declare:

1. that all copy documents furnished by me to the Counselling Association of South Australia Incorporated for the purposes of the complaint concerning:
_____ are true copies of the original documents;
2. that I will produce the originals of all such documents if requested to do so;
3. that I honestly believe all other evidence furnished by me for the purposes of the complaint is in all respects true.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

Declared at _____ in the State of South Australia

this _____ day of _____ 20____

(Signature of person making the declaration)

Before me

(Signature of the qualified witness before whom the declaration is made)

(Printed name of witness)

(Printed address of witness)

(Title/Qualification of witness)

Please note:

- *A Statutory Declaration is a written statement of facts which the declarant (the person making it) signs and declares to be true.*
- *As a Statutory Declaration is a document, the contents of which are required by legislation to be declared honestly, there can be serious consequences and/or penalties at law for anybody who knowingly makes false or dishonest statements.*
- *People who are qualified to witness a Statutory Declaration in South Australia include: a Justice of the Peace, a Notary Public or other officer by law authorised to administer an oath or affirmation, members of the Police Force and bank managers.*

Counselling Association of South Australia Inc : PO Box 30 Kent Town SA 5071

NOTE : This document has received legal approval



By-Law Seven
THE COMPLAINTS COMMITTEE

By-Law Seven : Appendix B



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

AUTHORISATION FOR THE RELEASE OF INFORMATION

I, (name) _____

of (address) _____

Give permission to the Counselling Association of South Australia Incorporated to release to the member against whom I have made a complaint, all my written information relating to the complaint.

Signed _____ Date _____

Counselling Association of South Australia Inc : PO Box 30 Kent Town SA 5071

NOTE : This document has received legal approval



By-Law Eight
PUBLICATIONS COMMITTEE

1. The Publications Committee is responsible for:
 - a. publication of the Association Newsletter two times per year;
 - b. publication of the Email News on a periodic basis determined by the need for dissemination of information to members and subscribers
 - c. periodically reviewing and recommending to the Executive Committee changes in the advertising policies of the Newsletter and Email News.

2. **Roles Of Members Of Publications Subcommittee**

Members of the Publications Subcommittee share responsibility for the roles described below.

 - a. **Convener**
 - i. Invites and organises contributions and articles for both Association publications
 - ii. Receives and edits all contributions and articles
 - iii. Handles enquires from and liaison with potential contributors
 - iv. Coordinates content and production
 - v. Liaises with Executive Committee
 - vi. Organises resources and materials as needed
 - vii. Organises subcommittee meetings and working parties
 - viii. Liaises with the Administrator regarding final publication and distribution.

 - b. **Interviewer/Writer**
 - i. Organises and conducts interviews and research
 - ii. Transcribes interviews
 - iii. Writes interviews, articles and collects photographs where applicable
 - iv. Submits all material to the Convener and consults on final publication format

 - c. **Desktop Publisher**
 - i. Liaises with Convener on design, production and deadlines
 - ii. Receives all material for publication from the Convener
 - iii. Lays out material in publication format
 - iv. Forwards copy to Convener for approval

 - d. **Editor**
 - i. Additional persons on subcommittee are named editors and assume a support role to the Convener in responsibilities described at 2a points I, II and III.
 - ii. Provide other support to Publications Committee as needed and discussed.



By-Law Eight
PUBLICATIONS COMMITTEE

- 3. Role of Association Administrator**
- a. receives enquiries for marketing or advertising in the Association publications;
 - b. responds to advertising enquiries by directing advertiser to the Association website;
 - c. receives payment for advertising;
 - d. issues receipt to advertiser;
 - e. forwards advertisement document to Convener and advises re receipt of payment;
 - f. distributes electronic publications to members, and to others as directed by the Convener.



By-Law Eight
PUBLICATIONS COMMITTEE

EDITORIAL POLICY

Purpose of Newsletter and Email News

- 1 The Association Newsletter and Email News are published:
 - a. to provide information to members
 - b. to provide a forum for members to communicate with each other and with the Executive Committee
 - c. to inform and educate subscribers and other readers about the counselling profession and about the Association.
2. Members are invited to submit articles, book reviews, letters to the Editor and appropriate accompanying visual material (eg: photographs and illustrations) on subjects that are relevant to the counselling profession and/or newsletter topic.
3. Material submitted may be published at the discretion of the Publications Committee.

Disclaimer

- 4 The views expressed in articles submitted to the newsletter are those of the contributor and are not necessarily endorsed by Counselling Association of South Australia.
5. The Publications Committee reserves the right to edit, abridge or not publish any material submitted for publication.

Subscriptions

6. A newsletter subscription is included in the membership fee of Association members.
7. Individuals and organisations may subscribe to the bi-annual newsletter for an annual fee of \$25.00.
8. The Email News is distributed at no cost to members of the Association and interested individuals and organisations.



By-Law Eight
PUBLICATIONS COMMITTEE

PROCEDURE FOR PUBLICATION OF THE ASSOCIATION NEWSLETTER

1. **Deciding on Newsletter Content:**
 - a. The Convener receives and reads all material submitted for publication by the submission deadline.
 - b. Material received after the submission deadline will be considered at the discretion of the Convener.
 - c. Depending on their content relevance, length and adherence to CASA Editorial and Advertising Policies, submissions may be accepted for publication with or without editorial amendment.
 - d. If the Convener is in doubt about policy matters or relevancy in relation to specific submissions, the Executive Committee may be consulted regarding the advisability of publications.
 - e. Overall policy matters may also be raised for the Executive Committee to discuss and decide upon.
2. **Editing:**
 - a. All material is proofread and edited for spelling, style, grammar and accuracy.
 - b. Some material may be cut in length or otherwise amended with permission from the author or provider of the material.
3. **Handover to Desktop Publisher:**

When all material is edited and ready for layout, it is forwarded to the Desktop Publisher in a Word document, together with any photos or specific instructions for layout.
4. **Desktop Publishing:**
 - a. Design and layout in accordance with the current Newsletter 'shell' takes place.
 - b. The number of pages, number and size of illustrations and design details are decided on at this stage, in consultation with the Convener.
 - c. Successive drafts are submitted to and discussed with the Convener until the final product is achieved.
5. **Proofreading:**

The Convener is responsible for the final proofing of the Newsletter, and sends a copy to the Association President for final authorisation.
6. **Distribution:**
 - a. Once approved, the Newsletter is submitted to the Administrator for electronic distribution.
 - b. Complimentary copies of the Newsletter may be sent to advertisers and other interested parties at the discretion of the Convener and/or Publications Committee.



By-Law Eight
PUBLICATIONS COMMITTEE

SUBMISSION OF ARTICLES FOR THE NEWSLETTER

1. Association members and interested parties are invited to submit articles for publication in the Association Newsletter.
2. Articles may be based on:
 - a. research,
 - b. personal experience,
 - c. a book review or
 - d. a 'Letter to the Editor.'
3. Articles are to be submitted electronically to editor@casa.asn.au in Word 2003 version or later.
4. Submission of relevant photographs to accompany the article, or a photo of the writer is encouraged. Photos of a high resolution (300 dpi or higher) are to be submitted along with the article.
5. Convener to liaise with contributor and advise contributor electronically that article has been received.
6. Articles can be up to 1800 words in length. However the contributor may be asked to reduce the length, or recommendations may be made for editing if:
 - a. space is limited
 - b. the article is considered too lengthy.
7. The Publications Committee reserves the right to publish an article in a later publication.
8. The contributor may choose to discuss the length, content and topic with the Convener prior to writing or submitting an article. This can be arranged by sending an email to the Association or to the Convener at editor@casa.asn.au .
9. Any contributions based on work and ideas from other sources must be acknowledged in the article.
10. The Association takes no responsibility for plagiarism of any specific article.
11. No payment is given for articles contributed, however full acknowledgement goes to the author / contributor in the newsletter



By-Law Eight
PUBLICATIONS COMMITTEE

PROCEDURE FOR PUBLICATION OF THE ASSOCIATION EMAIL NEWS

1. **Deciding on Email News Content:**
 - a. The Convener receives and reads all material submitted for publication by the submission deadline.
 - b. Material received after the submission deadline will not be considered.
 - c. Depending on their content relevance, length and adherence to CASA Editorial and Advertising Policies, submissions may be accepted for publication with or without editorial amendment.
 - d. If the Convener is in doubt about policy matters or relevancy in relation to specific submissions, the Executive Committee may be consulted regarding the advisability of publications.
 - e. Overall policy matters may also be raised for the Executive Committee to discuss and decide upon.

2. **Editing:**
 - a. All material is proofread and edited for spelling, style, grammar and accuracy.
 - b. Some material may be cut in length or otherwise amended with permission from the author or provider of the material.

3. **Handover to Administrator for Web Layout:**

When all material is edited and ready for layout, it is forwarded to the Administrator in a Word document, together with any photos or specific instructions for layout.

4. **Web Layout:**
 - a. Design and layout in accordance with the previous web layout takes place, performed by the Administrator.
 - b. The design and order of materials for inclusion is determined by the Convener.
 - c. Upon completion of web layout, the Email News is sent to the Convener for proofreading.

5. **Proofreading:**

The Convener is responsible for the final proofing of the Email News, and sends a copy to the Association President for final authorisation.

6. **Distribution of the Email News:**

Upon receipt of final approval, the Administrator emails copies of the Email News to all Association members, subscribers and advertisers and to other individuals at the discretion of the Convener and/or Publications Committee.



By-Law Eight
PUBLICATIONS COMMITTEE

ADVERTISING POLICY FOR NEWSLETTER AND EMAIL NEWS

Policy Guidelines

1. All advertising is to be in keeping with the objectives of the Association:
 - a. to promote understanding and awareness of counselling in South Australia;
 - b. to define, maintain and expand standards of practice, training and supervision;
 - c. to foster an association which includes the wide range of counselling theories and therapeutic approaches and practice;
 - d. to provide a supportive network for organisations, counsellors and other people using counselling skills;
 - e. to encourage the personal growth and professional development of counsellors and those people using counselling skills;
 - f. to represent counselling and counsellors at community, state, national and international levels;
 - g. to contribute to the counselling profession by supporting research and education;
 - h. to further the interests of counselling, clients and the community through pro-active sociopolitical activities.

2. Two kinds of advertising are available, namely calendar listings and advertisements:
 - a. Calendar listings provide information about forthcoming events such as conferences, public talks, seminars, and courses run by groups, organisations or individuals.

Calendar listings may be submitted by members and subscribers and are free of charge.

Submissions must include the following minimum information only:

 - i. event name
 - ii. day(s), date(s), and time(s),
 - iii. venue
 - iv. cost
 - v. contact names and details
 - b. Advertisements are charged according to the size of the advertisement (refer to cost of advertising).
 - i. The fee constitutes the purchase of advertising space only.
 - ii. The advertisement needs to be submitted ready for publishing. It is not the role of the Publications Committee to make amendments to advertising material.
 - iii. Any advertisements received after the respective submission deadlines will be published only at the discretion of the Convener.
 - iv. Payment for advertisements needs to have been made prior to the respective submission deadlines.
 - v. All advertisements are required to be submitted electronically in Microsoft Word version 2003 or later, or in Microsoft Publisher.

3. Advertising will be accepted at the discretion of the Publications Committee.



By-Law Eight

PUBLICATIONS COMMITTEE

ADVERTISING POLICY FOR NEWSLETTER AND EMAIL NEWS

4. The Association does not accept any responsibility for, nor does it endorse any advertising material printed in the Association publications.
5. No responsibility will be taken if the publication is delayed.

Bookings

6. Booking Forms are available to download from the Association web site.

Payment

8. Payment is to be made by cheque at the time of booking. Advertising will not be published if payment is not received prior to the submission date for any material.

Format and Rates

9. Advertisements are charged at \$100.00 per A4 page size or proportionally with a minimum fee of \$25.00.



By-Law Eight
PUBLICATIONS COMMITTEE

ADVERTISING POLICY FOR NEWSLETTER AND EMAIL NEWS



COUNSELLING ASSOCIATION OF SOUTH AUSTRALIA INC

ADVERTISING BOOKING FORM

Name _____

Company/Association _____

Mailing Address _____

Telephone _____ Fax _____

Email _____

Issue: Bi-annual Newsletter Monthly eNews

Size: Full page (A4) - \$100.00
 Three Quarter page - \$75.00
 Half page - \$50.00
 Quarter page or less - \$25.00

- I accept the conditions governing advertising in CASA Publications.
- I understand that the fees constitute the purchase of advertising space only.
- I have included a hard copy of the advertisement as I would like to see it published, including all art work. All advertisements are also required to be submitted electronically in Microsoft Word or Microsoft Publisher. Adobe PDF documents are not acceptable.
- A cheque to the value of \$ is included.

Signed _____ Date _____

Please post and email to
The Editor, Counselling Association of South Australia Inc
PO Box 30 KENT TOWN SA 5071
editor@casa.asn.au



By-Law Nine
ETHICS COMMITTEE

1. The Ethics Committee is responsible for:
 - a. educating the membership as to the Association's Code of Ethics;
 - b. actively promoting ethical behaviour within the membership;
 - c. promoting the ethical standards of the counselling profession to the community;
 - d. periodically reviewing and recommending to the Executive Committee changes in the Code of Ethics of the Association;
 - e. receiving from members and processing questions or requests for interpretations of the Code of Ethics of the Association for the purpose of guiding the member's own professional behaviour.



By-Law Ten
MEMBERSHIP COMMITTEE

1. The Membership Committee is responsible for:
 - a. processing applications for membership;
 - b. checking supervision and professional development requirements for annual renewal of membership;
 - c. ensuring that the Association documentation reflects current membership policy;
 - d. maintaining regular contact with training providers.

PROCESSING MEMBERSHIP APPLICATIONS

2. The Membership Committee shall appoint an Assessor who shall be responsible for assessing the eligibility of applicants for membership.
3. The Committee in processing an application for membership shall utilise the Association's procedures with objectivity and fairness.
4. The Committee shall periodically review and recommend to the Executive Committee suggested changes to the procedure for processing membership applications.

ANNUAL RENEWAL OF MEMBERSHIP

5. The Committee shall:
 - a. annually review and recommend to the Executive Committee any changes to the requirements for the renewal of membership;
 - b. ensure that any changes agreed to by the Executive Committee are reflected in the renewal documentation that is sent to members;
 - c. process any queries from members relating to meeting or not meeting the renewal requirements, and advise the Executive Committee if a time extension is recommended;
 - d. from time to time conduct a random audit of members relating to the professional development and supervision requirements for renewal of membership being met.

ASSOCIATION DOCUMENTATION

6. The Committee shall:
 - a. ensure that the membership application forms reflect clearly the information required;
 - b. maintain the currency of correspondence sent to applicants either upon receipt of application or to advise the outcome of the application;
 - c. periodically review all Association documentation to ensure that it reflects current membership policy, and advise the Executive Committee accordingly.

TRAINING PROVIDERS

7. The Committee shall:
 - a. maintain regular contact with training providers and inform them of any changes in training standards;
 - b. maintain an up-to-date file of relevant training programs available in South Australia.



By-Law Ten
MEMBERSHIP COMMITTEE

ACCREDITED COURSES

8. The Association recognises courses that satisfy PACFA's Professional Training Standards (www.pacfa.org.au), and recommends that such courses become accredited by PACFA (www.pacfa.org.au/files/EPAC20Accreditation%20Guidelines%20April%202007.pdf)
9. The Association does not accredit courses. It is the responsibility of the Training Provider to provide the Membership Committee with evidence that their course meets the criteria listed in the previous clause.

RECOGNITION OF LEARNING

10. 'Recognition of Learning (RL) is a process to recognise the skills and knowledge a person has as a result of one or some of the following:
 - formal study
 - work experience
 - informal study for recreation or personal interest,
 - company-based training,
 - industry-based training,
 - working with experts in the field,
 - life experienceRL assesses and recognises a person's current skills and knowledge based on evidence of a person's past achievements or demonstrations of his/her skills and abilities'. (www.dest.gov.au)
11. In line with RL principles, if an applicant's formal qualifications do not meet the entry requirements for Professional Membership of the Association, the applicant may prepare a case for presentation to the Membership Committee that he/she qualify for Professional Membership on the basis of RL.
12. It is the applicant's responsibility to produce a portfolio of work, learning and experience, which demonstrates a level of competence equal to that of applicants who become Professional Members of the Association without the application of RL.
13. The following list of competencies shall guide an applicant in his/her provision of evidence for Professional Membership on the basis of RL, and the Membership Committee in the assessing process.



By-Law Ten
MEMBERSHIP COMMITTEE

Competence criteria	Assessed by
Have self awareness	capacity to: reflect on and examine the impact of behaviour and actions reflect on and learn from experience be open to positive and negative feedback be aware of times in need of personal therapy or support be aware of own competence and learning needs.
Understand and practice ethical behaviour	capacity to: declare ethical position follow a code of ethics
Have knowledge of relevant models and schools of thought about counselling interventions and assessment	capacity to: outline the major aims, processes and strategies of several different and major counselling approaches apply some of these counselling interventions in practice
Have knowledge of relevant models and schools of thought about human development and functioning	capacity to: outline several major theories and schools of thought about human development and functioning apply some of these theories in practice
Have knowledge of systems and social contexts	capacity to: evidence understanding of the impact and importance of contexts and social systems in clinical practice work
Commit to ongoing professional development	capacity to: provide evidence of ongoing learning and personal and professional development request and organise appropriate supervision
Be skilled interpersonally	demonstrate capacity to: listen accurately understand what has been heard respond in a clear and accurate way to what has been heard and understood
Be able to form constructive relationships with peers, managers etc	capacity to: manage self and relate to others constructively - especially in conflict situations
Use the self within counselling process	capacity to: care for self be organised be authentic recognize positive and negative transference in the counselling relationship
Manage the counselling process	capacity to: outline essential elements of management of the counselling process (eg termination, records) demonstrate application of these principles to practice.

14. As assessment of applications for membership of the Association via RL requires additional assessment, RL applications shall attract an Application Processing Fee of \$50.00.



By-Law Ten
MEMBERSHIP COMMITTEE

PROCEDURE FOR PROCESSING AN APPLICATION FOR MEMBERSHIP

1. The Association Administrator shall, on receipt of an application for membership, create a new entry for the applicant in the *Membership Application Tracking System*. The Application documentation shall be scanned and forwarded via email to the appointed Assessor.
2. The Assessor shall:
 - a. check email at least weekly to collect any Applications for Membership that have been scanned and forwarded by the Association Administrator.
 - b. check Applications to ensure that all necessary documentation is included.
 - c. if the Application is incomplete, advise the applicant by phone or email within 2 days that processing of the Application cannot proceed until additional documentation is provided
3. The Assessor shall assess the application within 7 days of its receipt against the criteria designated for the applicant's chosen category of membership, and shall:
 - a. If the application is straightforward,
 - i. email to the members of the Committee the Applicant's details and recommendation for approval of membership
 - b. If the application is not straightforward,
 - i. discuss with at least one other member of the Committee to arrive at a decision.
 - ii. If no decision can be made, the matter shall be referred to the Executive Committee.
4. Approval of not less than two thirds of the Membership Committee is required to determine whether or not to recommend to the Executive Committee to either accept the applicant into membership, or reject the application as not meeting the necessary criteria.
5. The Convener of the Committee shall email its recommendations to members of the Executive, who shall reply within a designated time frame.
6. The Convener shall convey the Executive Committee's decision to the Association Administrator who shall forward to the applicant a *Letter of Approval* and *Fee Invoice* and update the *Membership Application Tracking System* appropriately.
7. The Association Administrator shall, on receipt of advice of fee payment, add the applicant's details to the Master Database, denoting him/her as a financial member. Details shall also be added to the Association Contact List and MYOB. A Membership Pack containing the membership certificate, congratulatory letter, receipts for payment of fees, plus relevant brochures and flyers, shall then be mailed to the new member. The application documents shall be stored and The *Membership Application Tracking System* shall be updated to reflect completion of the process.
8. If advice of payment is not received within thirty days of sending the *Letter of Approval* and *Fee Invoice*, the Association Administrator shall send a reminder notice to the applicant. If a further thirty day period elapses without receipt of advice of payment, the Association Administrator shall send a letter to the applicant advising that membership has ceased due to non-payment of fees. The Association Administrator shall advise the Convener of this outcome.



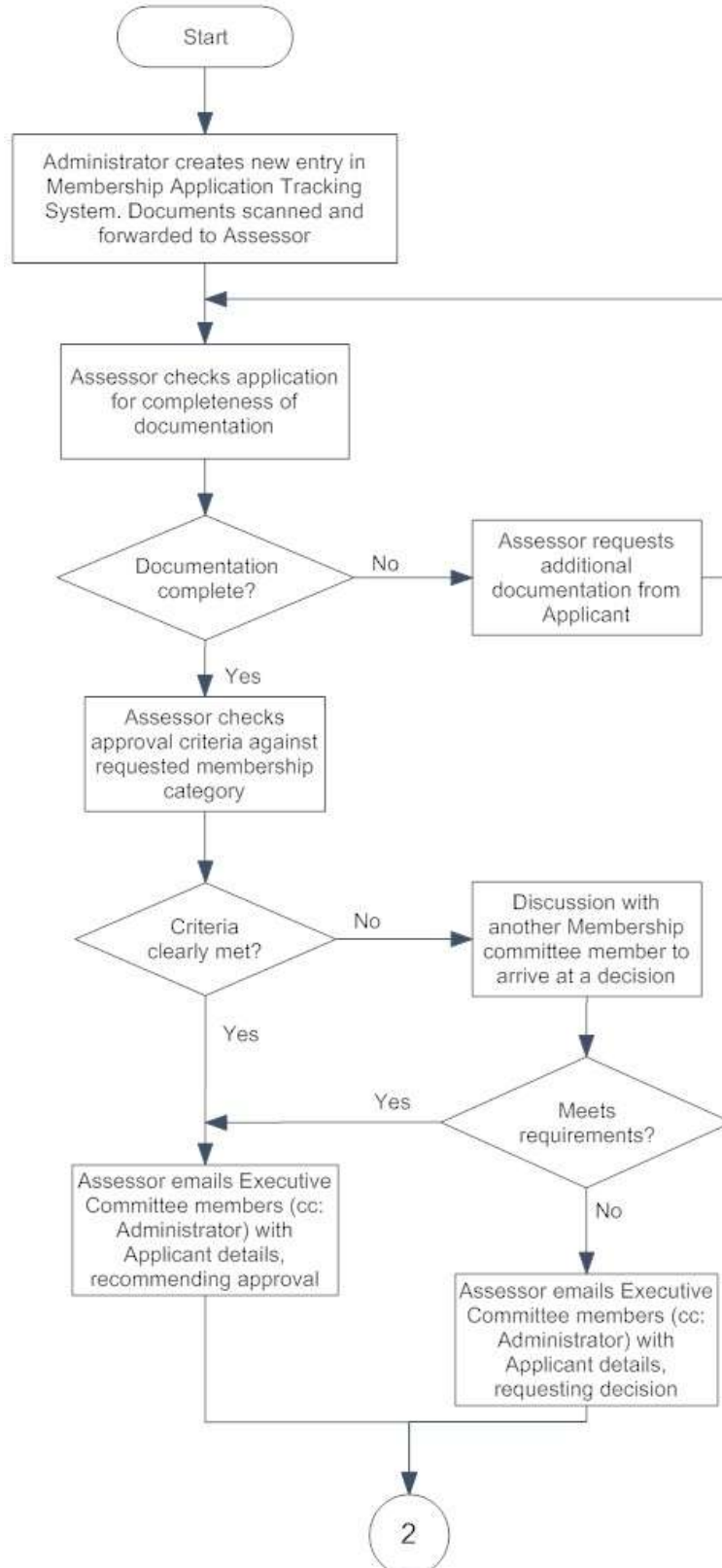
By-Law Ten
MEMBERSHIP COMMITTEE

9. The Convener shall present a summary of approved applications in the next Committee Report to the Executive Committee.
10. The Convener shall at the next Executive Meeting hand to the Association Administrator any other documentation received since the initial application forms, for storage.



By-Law Ten
MEMBERSHIP COMMITTEE

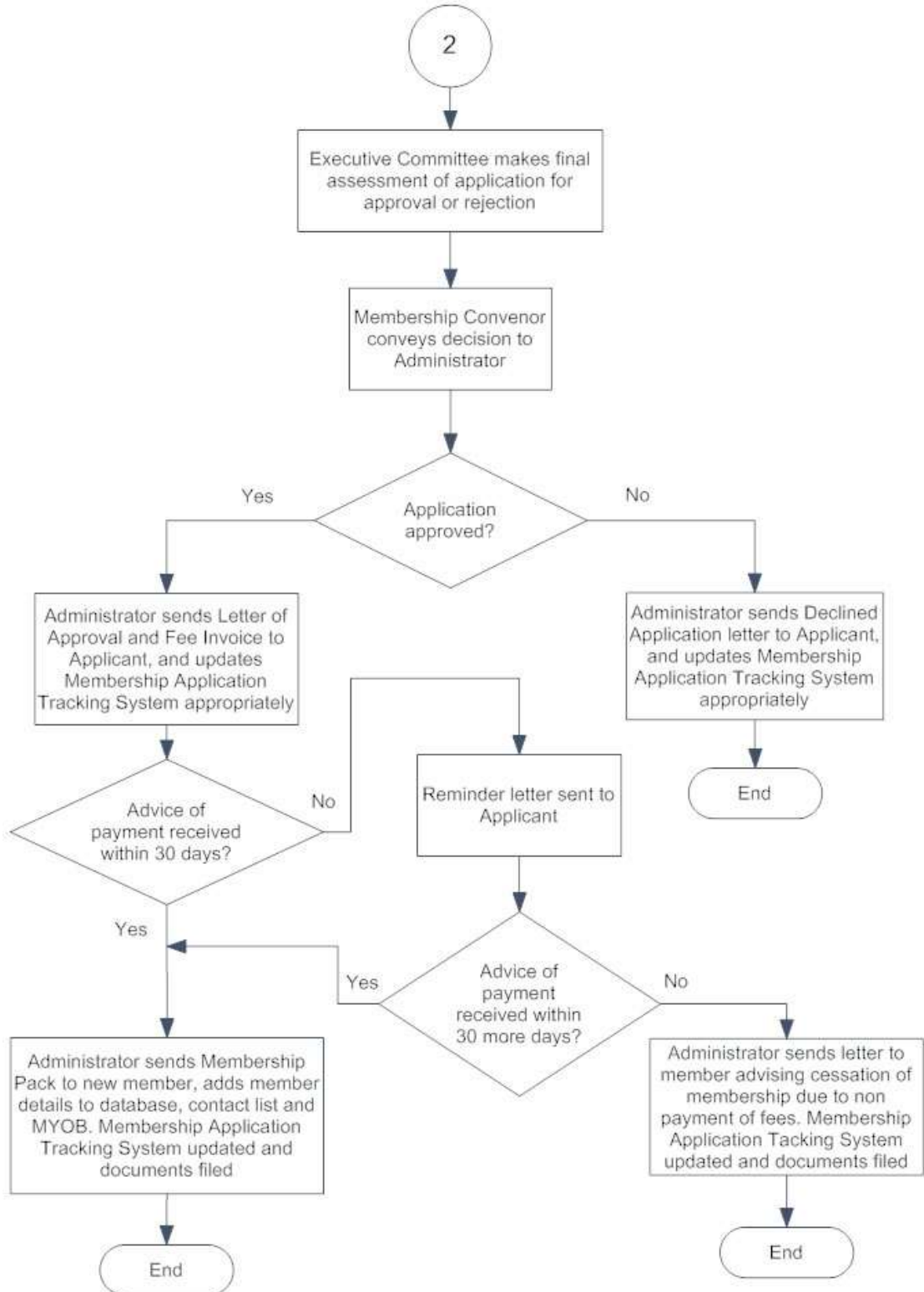
PROCEDURE FOR PROCESSING AN APPLICATION FOR MEMBERSHIP





By-Law Ten
MEMBERSHIP COMMITTEE

PROCEDURE FOR PROCESSING AN APPLICATION FOR MEMBERSHIP (CONT.)





By-Law Ten
MEMBERSHIP COMMITTEE

Honorary Membership

Processing A Nomination

1. A person may be nominated by a full member of the Association
2. The nomination shall be in writing and lodged with the secretary of the Association.
3. The nomination must
 - a. indicate the basis for the nomination as outlined in the Constitution (Clause 8a);
 - b. be accompanied by documentary evidence in support of the nomination;
 - c. propose a term for which the honorary membership is to run.
4. The Executive Committee shall review a nomination and if accepted, the nomination shall be considered at the next available general meeting.



By-Law Ten
MEMBERSHIP COMMITTEE

Clinical Member

Procedure For Admittance To The Clinical Category Of Membership

1. The criteria for the category of Clinical Member shall be in line with the minimum training standards currently specified by PACFA.
2. Applicants should have successfully completed either:
 - a. a *Postgraduate Equivalent qualification*, as listed under Professional Member, plus:
 - i. 750 hours client contact with 75 hours post-training supervision (minimum) over two years (minimum)
 - b. an *Undergraduate Equivalent qualification*, as listed under Professional Membership, plus
 - i. 750 hours client contact with 75 hours post-training supervision (minimum) over two years (minimum)
3. Where an applicant's professional training and formation does not fit the above, but is based on extensive training, practice and supervision over several years, it may be possible to be admitted to Clinical Membership based on recognition of this prior learning (RPL). Higher hours of client contact and post training supervision may be required. For example:
 - a. Advanced Diploma in Wholistic Wellness (VET Accredited): The College for Actualising Human Potential
+ 850 hours client contact with 85 hours post-training supervision (minimum) over two years (minimum)
 - b. Advanced Diploma of Counselling and Communication: Kranz International College (2+ years and 520+ hours)
+ 850 hours client contact with 850 hours post-training supervision (minimum) over two years (minimum)
 - c. Diploma of Counselling and Communication: Kranz International College (2 years and 520 hours)
+ 1000 hours client contact with 100 hours post-training supervision (minimum) over two years (minimum)
 - d. Diploma of Counselling and Group Work: Australian Institute of Social Relations (200 hours)
+ 1200 hours client contact with 120 hours post-training supervision (minimum) over two years (minimum)
 - e. Diploma in Psychospiritual Development (VET Accredited) (200 hours): Psychospiritual Development Centre
+ 1200 hours client contact with 120 hours post-training supervision (minimum) over two years (minimum)
 - f. Narrative Therapy: Dulwich Centre (2 year Training Course)
+ 1200 hours client contact with 120 hours post-training supervision (minimum) over two years (minimum)



By-Law Ten
MEMBERSHIP COMMITTEE

Professional Member

1. The criteria for the category of Professional Member shall be in line with the minimum training standards currently specified by PACFA.
 - a. Applicants should have successfully completed either:
 - i. a *Postgraduate Equivalent qualification*, over a minimum of two years which comprises 200 hours of person-to-person psychotherapy and/or counselling training and 50 hours of supervision relating to 200 hours of client contact. A minimum of 10 hours of supervision relating to 40 client hours must have taken place within the training program (These 10 hours are part of the 50 hours of supervision), or
 - ii. an *Undergraduate Equivalent qualification*, over a minimum of three years which comprises 350 hours of person-to-person psychotherapy and/or counselling training and 50 hours of supervision relating to 200 hours of client contact. A minimum of 10 hours of supervision relating to 40 client hours must have taken place within the training program (These 10 hours are part of the 50 hours of supervision).
 - b. Client contact is defined as a client who has no pre-existing personal/nonprofessional relationship with the counsellor or psychotherapist.
 - c. Client contact hours comprise live contact with the client only. Case presentation, supervision, observation, note taking and role plays are not part of the client contact hours.
2. The Checklist
 - a. Training Course: Postgraduate Equivalent Qualification
 - not less than 200 hours
 - minimum of 2 years duration
 - minimum of 10 hours of supervision relating to 40 client hours
 - b. Training Course: Undergraduate Equivalent Qualification
 - not less than 350 hours
 - minimum of 3 years duration
 - minimum of 10 hours of supervision relating to 40 client hours
 - c. Training
 - successfully completed.
 - d. Additional Supervision and Client Contact
 - minimum of 40 hours of supervision
 - minimum of 160 hours of client contact
 - supervisor, if external to the training, meets CASA's eligibility to supervise.



By-Law Ten
MEMBERSHIP COMMITTEE

Affiliate Member

1. The Affiliate category of membership is open to any person who having been a Clinical or Professional member is no longer practicing as a counsellor due to retirement, sabbatical leave, full time study, or for an extended period of time for any other reason (CASA Constitution Clause 8).
2. Affiliate membership allows the Affiliate Member to be reinstated on recommencement of counselling practice in the vacated category of membership without the full submission of a new Application for Membership.
3. Application for transference into the Affiliate category is to be made in writing to the Convener of the Membership Committee, along with the return of any current Professional or Clinical Membership Certificate, and involves the relinquishing of the use of the post-nominals MCASA.
4. Renewal of Affiliate Membership does not require evidence of supervision or professional development.
5. Any breach of the non-active status of the Affiliate category brought to the attention of the Executive Committee is to be investigated in the first instance by the Convener of the Ethics Committee, and if not resolved, to subsequently follow the procedure outlined in the Complaints procedure.
6. Application from an Affiliate Member to be reinstated into their previously vacated category of membership, must be in writing and accompanied by:
 - a. payment of any applicable membership fee (difference between fee rate of the affiliate category and the reinstating category), and
 - b. evidence that the member has established a relationship with a supervisor who will supervise his/her ongoing counselling.

Associate Member

1. The Associate category of membership is open to any person:
 - a. who is a student enrolled in formal training in counselling or psychotherapy;
or
 - b. who has completed formal training in counselling or psychotherapy but is not yet eligible for Professional or Clinical membership. (Constitution Clause 8e)
2. Any client work undertaken by an Associate member is to be supervised as per the Association's Training Supervision requirements.



By-Law Eleven
PROFESSIONAL DEVELOPMENT COMMITTEE

1. The Professional Development Committee is responsible for:
 - a. provision of opportunities for the ongoing professional development of members of the Association;
 - b. organisation of seminars including guest speakers for the purpose of providing information to members and the public on new approaches, new developments and on research in counselling, psychotherapy and other counselling related fields;
 - c. the development of networking opportunities amongst members and/or other human service providers.



By-Law Twelve
PUBLIC RELATIONS COMMITTEE

1. The Public Relations Committee is responsible for promotion of the Association and its members through: -
 - a. maintaining information on the Association website,
 - b. managing the Counsellor Directory on the Association website,
 - c. promoting relevant events on the Association website,
 - d. arranging Group Advertising opportunities,
 - e. alerting members to the benefits of, and opportunities for continuous professional development and supervision,
 - f. raising and maintaining awareness in the community of the profession and the integrity of its standards.

2. Roles of Members of the Public Relations Committee
 - a. Members of the Committee share responsibility for the activities undertaken by the Committee.
 - b. The Committee shall seek the assistance of Association members as the need arises to complete projects.
 - c. When necessary, the Committee shall acquire the expertise of specialist people outside the Association to fulfil the obligations.

3. Association Website
 - a. References will be updated as soon as practicable when new or changed details are made available.
 - b. Responsibility for forwarding new or changed details to the Committee rests with Association members.
 - c. Liaison with the website manager will enable technical maintenance regularly.
 - d. The Committee will confer with the Executive Committee regarding structural development of the website.

4. Counsellor Directory
 - a. Review of components of the Counsellor Directory will occur regularly to ensure effective promotion.
 - b. Responsibility for provision of details and confirming accuracy rests with Association members.

5. Event Promotion on the Association Website
 - a. Information about forthcoming events such as conferences, public talks, seminars, and courses run by groups, organisations or individuals which are in keeping with the objectives of the Association may be listed free of charge on the Association website.



By-Law Twelve
PUBLIC RELATIONS COMMITTEE

5. Event Promotion on the Association Website cont.
 - b. Submissions must include the following minimum information only:
 - i. event name
 - ii. day(s), date(s), and time(s),
 - iii. venue
 - iv. cost
 - v. contact names and details
 - c. The events accepted for listing are not necessarily endorsed by the Association. The Committee reserves the right to not list on the website any material submitted.

6. Group Advertising
 - a. The Committee will alert eligible Association members on at least an annual basis of the opportunity to join any Group Advertising arranged by the Association.
 - b. Such block advertisements will afford benefits to the community as well as to members of high standards of counselling services.
 - c. Payment will be received before entries are processed to appear in any Group Advertising.

7. Continuous Professional Development and Supervision Information
 - a. The Committee will facilitate publication of information on the website to enhance opportunities for continuous professional development and supervision for the benefit of members.
 - b. The Committee will regularly encourage members to work towards becoming professional members and maintain the benefits of professional membership.

8. Raising and Maintaining Community Awareness
 - a. The Committee will devise strategies to raise and maintain awareness in the community of the profession and the integrity of its standards.
 - b. The Committee may co-opt more members to form further groups for specific purposes such as conferences, public events, social events, etc.



By-Law Thirteen
PRIVACY POLICY

1. The Association shall comply with the National Privacy Principles stated in the Privacy Act 1988 (Cth).



By-Law Fourteen
CODE OF PRACTICE

The Counselling Association of South Australia (CASA) is committed to ensuring that the working environment is free from discrimination and harassment. CASA believes Equal Opportunity can deliver advantages to our service provision and workplace. Treating people fairly has a positive impact on staff and members and enhances our reputation as a professional counselling body.

Equal Opportunity principles are in line with our aim to get the best from our people and give them the greatest opportunity to do their work well. All employees and CASA members are covered by federal and state Equal Opportunity law and by this policy.

Discrimination and harassment will not be tolerated under any circumstances. Disciplinary action will be taken against any employee, Executive Committee Member or agent who breaches the policy.

The Counselling Association of South Australia aims to:

- create a working environment which is free from discrimination, harassment, bullying and victimisation and where all Executive Committee Members, members of staff, and members are treated with dignity, courtesy and respect
- implement training and awareness raising strategies to ensure that all employees know their rights and responsibilities
- provide an effective procedure for complaints, based on the principles of natural justice
- treat all complaints in a sensitive, fair, timely and confidential manner
- guarantee protection from any victimisation or reprisals
- encourage the reporting of behaviour which breaches the discrimination and harassment policy
- promote appropriate standards of conduct at all times
- allow all employees and Executive Committee members to work to their full potential
- make decisions based on merit.

Definition of discrimination and harassment

Discrimination can be direct or indirect. Indirect discrimination is treatment which appears to be equal but is unfair on certain people. To be *unlawful* it must also be *unreasonable*.

Sometimes discriminating behaviours are referred to as bullying. Bullying is behaviour which makes people feel offended, afraid or humiliated and in the circumstances it is reasonable to feel that way.

Bullying behaviour relating to **age, sex, race, disability, sexuality, marital status** or **pregnancy**, is unlawful.

Legitimate comment on performance or work related behaviour is not unfair treatment. Executive Committee members can give full and frank feedback in a constructive and sensitive way.



By-Law Fourteen
CODE OF PRACTICE

Discrimination and harassment occur when a person is discriminated against or harassed in the workplace and in certain areas of public life:

- because of their race, colour, descent or national or ethnic origin, as defined under the Commonwealth Racial Discrimination Act 1975
- or because of their sex, marital status, pregnancy as defined under the Commonwealth Sex Discrimination Act 1984
- or because of a disability as defined under the Commonwealth Disability Discrimination Act 1992
- or because of age as defined under the Commonwealth Age Discrimination Act 2004
- and some grounds under the Commonwealth Human Rights and Equal Opportunity Act 1986.

South Australian legislation relating to discrimination and harassment includes the:

- Equal Opportunity Act 1984
- Racial Vilification Act 1996 (SA) and the racial victimisation provisions in the Civil Liability Act 1936 (SA)
- Whistleblowers Protection Act 1993 (SA)

Sexual Harassment

Sexual harassment is sexual behaviour which makes people feel offended, afraid or humiliated and in the circumstances, it is reasonable to feel that way.

Both men and women can sexually harass or be harassed.

Sexual harassment is determined from the point of view of the person feeling harassed.

It is how the behaviour is received not how it is intended.

Sexual harassment can be:

- unwelcome touching or kissing
- comments or jokes, leering or staring
- sexual pictures, objects, emails, text messages or literature
- direct or implied propositions, or requests for dates
- questions about sexual activity.

Mutual attraction or friendship with consent is **not** sexual harassment.

Victimisation

Victimisation is unfairly treating people for complaining or helping others to complain, within CASA, or to PACFA, the Equal Opportunity Commission or the Human Rights and Equal Opportunities Commission.

Unlawful victimisation is unfair treatment for complaints about discrimination or sexual harassment.



By-Law Fourteen
CODE OF PRACTICE

The President and the Convener of the Ethics Committee of the Counselling Association of South Australia have the responsibility for ensuring workplace harassment and discrimination does not occur.

CASA Executive Committee members have a primary role in ensuring Executive Committee members, staff and members are not harassed or discriminated against within the workplace or "in connection with" the person's employment or unpaid work. It is the responsibility of every Executive member and employee to not participate in discriminatory or harassing behaviour within the workplace.

Rights and Responsibilities

Equal Opportunity law gives rights and responsibilities to employees, current and potential, and to employers.

Employees have:

- the right for employment decisions to be made on merit
- the right not to be discriminated against, sexually harassed or victimized at work
- the right to be protected by their employers from these behaviours
- the right to complain
- the right to work in an environment free of discrimination and sexual harassment
- the responsibility not to discriminate against, sexually harass or victimise other employees or clients
- the responsibility to be familiar with Equal Opportunity policies and complaint procedures.

Customers, clients and CASA members have:

- the right not be discriminated against, sexually harassed or victimised by the providers of goods and services.

Employers have:

- the right to control, direct and monitor work performance
- the right to give legitimate comment on performance or work related behaviour
- the responsibility to ensure that the workplace and goods and services offered are free from discrimination, sexual harassment and victimisation
- the responsibility to take all reasonable steps to prevent these behaviours
- the responsibility to respond quickly, seriously and effectively to any complaints.

Likely consequences of unlawful discrimination or harassment

In the circumstances where CASA staff member(s), Executive Committee member(s) or member(s) of the Association believe themselves to be victims of unlawful discrimination or harassment, they are encouraged, in the initial instance, to personally approach the person(s) they consider to be the perpetrators of the discrimination or harassment, and pursue a course of conflict resolution.



By-Law Fourteen
CODE OF PRACTICE

Should the victimised person(s) believe that this approach would either place them at risk of further victimisation or be unsuccessful, or if the attempt to resolve the conflict has been unsuccessful, the next step is to approach either the CASA President or Convener of the Ethics Committee to act in the role of mediator between the parties. If both the President and Ethics Convener be either unavailable or personally involved in the case, the person(s) believing themselves to be victimised may approach any other member of the Executive Committee to perform this role.

If mediation is unsuccessful, the CASA President will convene a Complaints Committee consistent with CASA By-Law Seven. In the event of both either the President or Ethics Convener being either unavailable or personally involved in the case, they shall be excused from the Complaints Committee, and other CASA Executive Committee member(s) shall take their place(s).

Should the Complaints Committee find that unlawful discrimination or harassment has occurred, it will report the findings and recommend disciplinary action, which may include a range of outcomes, such as the following: ordering an apology; issuing a reprimand; ordering the perpetrator to attend further training to be specified; the dismissal of employee(s) or Executive Committee member(s); suspension of membership for a period not exceeding three months; or termination of membership of the Counselling Association of South Australia.

This document is informed by the following sources:

- *The Counselling Association of South Australia Constitution and By-Laws*
- *The PACFA Code Of Good Governance, 2005, Psychotherapy and Counselling Federation of Australia, URL:
<http://www.pacfa.org.au/files/PACFA%20Code%20of%20Good%20Governance%20Aug05.pdf>*
- *Documents accessed from the Human Rights and Equal Opportunities Commission website, URL: http://www.humanrights.gov.au/info_for_employers/index.html*
- *Documents accessed from the South Australian Equal Opportunities Commission web site URL: <http://www.eoc.sa.gov.au/site/home.jsp>*
- *Documents accessed from the SafeWork SA website, URL:
<http://www.safework.sa.gov.au/>*
- *Documents accessed from the American Psychological Association, URL:
<http://www.apa.org/monitor/julaug06/bullies.html>*



By-Law Fifteen
BY-LAWS

1. By-Laws shall be made by the Executive Committee as required, to facilitate the internal organisation of the Association.
2. Members shall be notified of changes to the by-laws through the communication channels of the Association.
2. All by-laws shall be clearly distinguished and recorded and referred to as by-laws in the minutes of the meeting at which they are made, altered or repealed, and the motion shall include the date on which the by-law is to come into force.
3. By-laws so made shall be binding on all members of the Association until 31st December of each year.
4. The Executive Committee shall as soon as practicable after 31st October each year ratify or amend the existing by-laws, a complete list of which together with any additions that may then be made, shall be inserted in the Minute Folder next to the minutes of the meeting at which they are discussed, and such list shall be the by-laws of the Association effective as at 1st January of the following year.
5. A complete list of the by-laws currently in force as at the 1st January each year shall be printed annually and available to members.