

**STANDARDS & PROCEDURES MANUAL**  
**FOR**  
**FIRST NATIONS WELLNESS/ADDICTION**  
**COUNSELLOR CERTIFICATION BOARD**



BRAD, STARR HAISLA, NATION 05

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# **STANDARDS AND PROCEDURES MANUAL FOR FIRST NATIONS WELLNESS/ADDICTION COUNSELLOR CERTIFICATION**

## **INTRODUCTION TO THE MANUAL**

The First Nations Wellness/Addiction Counsellor Certification Board, referred to hereafter as FNWACCB, offers certification to qualified Addiction Counsellors.

Certification attests to the professional qualifications and competence of the counsellor.

The standards for certification are those commonly recognized by various addiction counselling organizations and authorities on a National and International level.

The FNWACCB is in the process of gaining reciprocity with the national and international certifying bodies. Once completed, individuals certified Counsellor II & III through the FNWACCB, are eligible to apply for National and International Certification through the National Association of Alcoholism and Drug Abuse Counsellors, (NAADAC), and the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, (ICRC/AODA).

The FNWACCB was created at the direction of the Association of B.C. First Nations Treatment Programs in recognition of the need for competitive standards with other credentialing bodies, as well as the increasing accountability required by the federal government. The initial Certification requirements and guidelines were developed under a grant from Health Canada – First Nations & Inuit Health Branch.

All information regarding certification should be directed to the registrar, FNWACCB.

Manual Developed 2006

## **HOW TO APPLY FOR CERTIFICATION**

1. Study this manual to determine whether or not you might be eligible to qualify for certification. If you have not completed some of the requirements, use the certification standards as a guideline for your own training and preparation.
2. If you wish to make application for certification as a Wellness/Addictions Counsellor I, II, or III, write to the FNWACCB (address below) to request that you be sent the application packet.
3. After completing all the application forms and returning them to the FNWACCB, you will be notified as to a date and time for testing and an in-person interview with three representatives of the FNWACCB. If you meet the qualifications for certification, you will be awarded a certificate as Certified Addictions Counsellor I, II, or III, which is good for two years and attests to your competency as a Addictions Counsellor.
4. If you need additional information please contact:

First Nations Wellness/Addictions  
Counsellor Certification Board  
#119, 1989 Marine Drive  
North Vancouver, B.C.  
V7P 3N5

Phone: (604) 929-1877  
Fax: (604) 874-5235

## **FIRST NATIONS WELLNESS/ADDICTIONS COUNSELLOR CERTIFICATION BOARD**

### **OUR VISION**

The FNWACCB's Vision is to assist in the on-going development of prosperous, healthy, fully functioning First Nation Societies.

### **OUR MISSION**

To provide relevant certification and training that is specific to traditional First Nations healing philosophy.

### **OUR GOAL**

1. To ensure a level of excellence in individual performance.
2. To establish standards that are relevant to traditional First Nations' healing philosophy and which are comparable and generally accepted in the field.
3. To gain reciprocity with the National Association of Alcoholism and Drug Abuse Counsellors, (NAADAC), and the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, (ICRC/AODA).
4. To support the continuation of First Nations wellness programs, by providing a measure of competence which will be recognized locally, nationally and internationally.

### **OUR HISTORY**

The Association of First Nations Treatment Programs (hereafter referred to as ABCFNTTP) believes that it is important that the standards for First Nations Wellness/Addiction Counsellor practice be established by First Nations. They sought out funding to establish an independent society for the certification process which thus became known as the First Nations Wellness/Addictions Counsellor Certification Board. The founding board consists of:

One (1) Elder Delegate,  
Four (4) Treatment Program Representatives,  
One (1) Certified Counsellor from another agency,  
One (1) Delegate, Community Health Associates of B.C.  
One (1) Delegate from Aboriginal Mental Health, and  
One (1) Associate Member.

The Board first convened in March 2005, with the charge of developing the standards and procedures required for certification. After this initial developmental phase, the Board continues to be the body which grants certification and ensures the maintenance of competence among First Nations Wellness/Addiction Counsellors.

Certification for the First Nations Wellness/Addiction Counsellors was considered necessary because of the recognition that special skills and knowledge are needed to work effectively within the First Nations Community. Certification provides a measure of competence which will be recognized far beyond the First Nations community, and constitutes an important step to ensure the continuation of First Nations Wellness and Addiction Programs.

The procedure for certification was outlined in 2005, and the Certification Board began the awarding of certificates in 2006. A time-limited application period was set aside to permit applications from individuals who were eligible under the grand fathering guidelines (prior experience), closing on March 31, 2006.

The FNWACCB reports annually to the Registrar of Societies and its members.

The Board is actively engaged in relating its work to Provincial, Federal, National, and International endeavors, thus making certain that First Nations Certified Wellness/Addiction Counsellors are on par with their peers Internationally.

### **PRINCIPLES GOVERNING CERTIFICATION**

In developing the certification standards for First Nations Wellness/Addiction Counsellors, certain principles have been recognized:

1. Certification is based largely on competence and knowledge about alcoholism/ drug addiction and First Nations people rather than on emphasis on academic achievement.
2. Authority for this certification comes from the coalition of First Nations Addiction Program/Agencies, working in British Columbia, and is supported by professionals working in First Nations Addiction who share the concern of the First Nations programs for a standard of excellence and competence.
3. Certification will be offered to Wellness/Addiction Counsellors working with First Nations people.
4. FNWACCB recognizes the need for certification of all workers within the wellness field, i.e. Youth Workers, Family Support Workers, Program Elders, Community Health Representatives, Client Support Workers.

### **AUTHORITY GOVERNING CERTIFICATION**

The FNWACCB, created under the auspices of the ABCFNTP and connected to First Nations & Inuit Health Branch, the National Association of Alcoholism and Drug Abuse Counsellors, National Addictions Partnership Foundation and the International

Certification and Reciprocity Consortium, assumes the administrative responsibility for granting certification.

The Certification Board is governed by a set of By-Laws (herein appended) and is incorporated under the laws of the province of British Columbia as a non-profit society. All members of the Board serve without remuneration.

The certification of Wellness/Addictions Counsellors is completely voluntary. No Government agency requires this certification. Individuals seeking certification choose to do so of their own will, and must agree to accept the decision of the Certification Board.

Recognition of certification is voluntary. Any value of credence given to certification by addiction program/agencies or other programs is entirely at the discretion of that agency or program.

The credibility of this certification is derived from the maintenance of standards which the counsellor reflects in their practice, as well as the performance of the Certification Board itself.

### **GOALS OF CERTIFICATION**

In the establishment of a system for the Certification of First Nations Wellness/Addiction Counsellors, the FNWACCB recognizes the need to define the role of the addictions counsellor in a manner that is distinct from others who may provide additional services to the same client population.

The FNWACCB believes that addictions is a chronic, progressive, and potentially fatal disease, that effects the total person physically, psychologically, socially, culturally, and spiritually, and is characterized by tolerance, withdrawal, physical dependence, loss of control, denial, and pathological organ changes, (DSM IV).

The primary responsibility of the First Nations Addictions Counsellor is to deal with the relationship between a person's use of alcohol/drugs, and the problems experienced as a consequence of such use. Therefore, the Wellness/Addictions Counselling goals are centered around the following:

1. Assist the client to recognize that his/her use of alcohol/drugs is a primary and chronic illness rooted in bio-psycho-social impairment;
2. Assist the client and the family in gaining insight and motivation to make a commitment to resolve problems by taking appropriate action relative to the use of alcohol/drugs;
3. To provide experienced, culturally appropriate, professional guidance, assistance, and support for the client's efforts to establish a new lifestyle and value system

which is designed to achieve the fullest possible recovery from addiction which requires:

- a) Total abstinence from all mood altering drugs;
  - b) Replacement of self-defeating behavior and attitudes with healthy ones;
  - c) Treatment of physical deterioration;
  - d) The learning of healthy personal social skills;
  - e) Re-entry into society with a sense of self respect and personal well-being;
  - f) The spouse, children and individuals close to the addicted person whom have been affected by the addiction need also be provided with care and treatment;
  - g) Resolution of cultural, traditional, and spiritual conflicts.
  - h) The principles of harm reduction where appropriate.
4. To recognize problem areas which are beyond the scope of his/her training, skill or competence, and assist the addicted individual or his/her family in accessing and utilizing professional assistance appropriate to their identified needs.

Such activities will, of necessity, cover a broad range of activities equal to the infinite variety of the addicted person's problems such as physiology, age, sex, religion, spirituality, education, culture, economics, and social status.

### **STANDARDS FOR CERTIFIED ADDICTION COUNSELLORSS**

An addictions counsellor may be certified for three levels of knowledge and competence. Certified Addictions Counsellor: CAC I, CAC II, and CAC III.

The basic difference between CAC I, CAC II, and CAC III, lies in the length of supervised training and/or work experience, and differences in the amount of addiction counsellor education acquired.

It is not mandatory that an applicant attain certification as a CAC I before being certified as a CAC II, or CAC III. The important distinction to consider when making an application for either category is the qualifications for each level.

In developing a system for certification, the Certification Board must of necessity, be vested with broad powers to assess the applicant, his/her work experience, competencies, and training. The Certification Board may require additional information or evidence in some cases to make an adequate determination of the applicant's qualifications. If additional information is sought by the Certification Board, the applicant will be assessed a reasonable charge for obtaining the information. The applicant will be informed as to the charge and must remit in advance the amount necessary to conduct further investigation. Rather than proceeding, the applicant may withdraw his or her application for certification or re-certification.

Applicants must agree to waive the right to inspect the results of inquiries made of

employers, co-workers, references, or educational institutions which were sought and acquired in the process of making a determination on certification.

Certification Board members are required to respect the confidentiality of all material whether oral or written.

Certification will be awarded for a two-year period. Re-certification will be required every two years on the anniversary of the original certification.

There shall be no waiver or substitute for the one-year full time supervised work experience CAC I, three-year full time supervised work experience CDC II, or five year full time work experience CAC III, that involves providing direct counselling services to persons with primary problems of addiction in a First Nations approved addictions program, outpatient, recovery home or inpatient facility.

Standards for Wellness Counsellors are being developed and to be implemented 2007.

### **KNOWLEDGE AND COMPETENCE REQUIREMENTS**

Certified Addictions Counsellors possess a constellation of knowledge that is unique to the addictions counselling profession and distinguishes the addictions counselling profession from other related health care professions.

The FNWACCB has established that it will issue a Certified Addictions Counsellor, (CAC), certificate to those applicants who meet the following conditions, and who, in the opinion of the Board, are qualified to hold this credential.

Acceptance of and adherence to the Professional Code and Ethical Standards follow (Appendix 1), and possession of the abilities, knowledge and competencies outlined below are requirements essential to all levels of certification.

#### **Knowledge of Drugs/Alcohol and Addictions**

To counsel individuals and families with problems caused by the effects of drugs/alcohol, basic knowledge of the effects of drugs/alcohol and its impact and influence on human beings is a prerequisite. Knowledge of the effects of alcohol/drugs should fall into these major categories:

- a) Understand the pharmacology of psycho-active drugs and the physiological effects these drugs have on the total person, physically, psychologically, socially, culturally, and spiritually.
- b) Physiological and pharmacological effects of drug/alcohol on the human body, relationship between drug/alcohol intake levels and behavior, management of the illness and recovery process, and physiological mechanisms of addictions among other knowledge.

- c) Psychological dependence and complications, patterns of progression, relapse, recovery, and personal and social reconstruction.
- d) Psychological and Cultural aspects of recovery – family, community, cultural values, attitudinal, and spirituality – relating to drugs/alcohol use, abuse, addiction, and recovery.
- e) The synergistic potentiation of drugs/alcohol. The antagonistic potentiation of drugs/alcohol.

### **Addiction Theory and Concepts**

There is a theoretical basis to all addictions counselling. Example would be physiological, behavioral, humanistic, gestalt, existential, cognitive/rational emotive therapy, motivational enhancement therapy, physiological/biological perspectives, and the Twelve Step programs. First Nations counselling may involve the Medicine Wheel concept, or concepts that require traditional spiritual preparation for healing.

### **Counselling Special Populations and Cultural Diversity**

A counsellor must be knowledgeable and sensitive to the physical, social, ethnic, and or cultural factors which influence the values, characteristics, behaviors and needs of individuals from special populations and culturally diverse backgrounds.

### **Twelve Core Functions of The Addictions Counsellor**

1. **Screening:** The process by which a client is determined appropriate and eligible for admission to a particular program.
2. **Intake:** The Administrative and initial assessment procedure for admission to a program.
3. **Orientation:** Describing to the client:
  - clients' rights
  - the general nature and goals of the program
  - rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program
  - treatment costs to be borne by the client, if any
  - in a non-residential program, the hours during which services are available
4. **Assessment:** Those procedures by which a counsellor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan.
5. **Treatment Planning:** Process by which the counsellor and the client:
  - identify and rank problems needing resolution
  - establish agreed upon immediate and long-term goals

- decide on a treatment process and the resources to be utilized

**6. Counselling:** Individual, Family, and Group.

The utilization of special skills to assist individuals, families or groups in achieving objectives through:

- exploration of a problem and its ramifications
- examination of attitudes and feelings
- consideration of alternative solutions
- decision making

**7. Case Management:** Activities which bring services, agencies, resources or people together within a planning framework of action toward the achievement of established goals. It may involve liaison activities and collateral contracts.

**8. Crisis Intervention:** Those services which respond to an alcohol and or drug abuser's needs during acute emotional and/or physical distress.

**9. Client Education:** Provision of information to individuals and groups concerning alcohol and other drug abuse, and the available services and resources.

**10. Referral:** Identifying the needs of the client that cannot be met by the counsellor or agency and assisting the client to utilize the support systems and community resources available.

**11. Report and Record Keeping:** Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.

**12. Consultation With Other Professionals In Regard To Client**

**Treatment/Services:** Conferring with our own and other professionals to assure comprehensive, quality care for the client.

**Evaluation and Assessment:**

To insure appropriate services to meet the needs of the clients, the ability to evaluate and assess the needs of the clients, and the ability to evaluate and assess the needs and problem stage of the recipient of counselling is a prerequisite.

1. Knowledge of human growth and development.
2. Knowledge of family dynamics and interactions, with particular emphasis on the uniqueness of among First Nations families.
3. Knowledge of crisis intervention that includes initiating appropriate responses to a client's crisis situation.

4. Knowledge of environmental and socio-cultural aspects as they relate to First Nations people, including:
  - a) early, middle, and late signs and symptoms of addiction or polydrug abuse
  - b) signs and symptoms of problems needing other medical/psychological and/or social assessment
  - c) characteristics of family dysfunction
  - d) potential for FAS/D
  
5. Analytical skills, including:
  - a) assessing the stages of addiction in which the client's current behavior places him/her
  - b) case history methodology
  - c) ability to recognize appropriate treatment modalities
  - d) evaluation of the client's progress

### **Case Planning**

To assure healthy participation of individuals and families in the counselling/treatment process, counsellors should involve their clients in the counselling/treatment process in planning an individual treatment program, including:

1. Skill in sharing evaluation findings with the clients and in working through client response and/or resistance to this evaluation
2. Skill in involving clients in the process of individualized planning for counselling and treatment
3. Skill in informing clients of their legal rights
4. Skills in assessing clients' ability to resolve financial responsibilities while participating in a treatment process.
5. basic writing skills and documentation to effectively communicate necessary information to clients and other professionals

### **Referral Skills**

First Nations clients and their families have multiple needs that may require a multi-disciplinary approach. Appropriate agencies must be recognized and utilized by the counsellor if these needs are to be met:

1. Outreach skills: ability to choose appropriate methods of recruiting clients and mobilizing community resources;
2. Knowledge of referral sources and their eligibility requirements, services, treatment philosophies, administrative and contact procedures;

3. Skills in making referrals, including ability to:
  - a) contact and contract with other agencies, persons or groups, including those with different philosophies;
  - b) determine proper and suitable referral resources;
  - c) explain to the client the referral resources and their function in relationship to the client's needs and problems;
  - d) make referrals for other type of counselling and services, such as pastoral, mental health or occupational counselling.
  - e) elicit responsiveness of service providers.

### **Counselling and Treatment**

The counselling and treatment process relates to the primary direct delivery of service. Counselling constitutes a major portion of treatment; therefore, the skill and knowledge identified here are paramount:

1. Ability to establish a therapeutic relationship with a client;
2. Knowledge and ability to use individual counselling techniques, e.g. to educate, elicit feelings, facilitate self-understanding, and motivate the client;
3. Knowledge of and skill in goal setting, contracting and problem solving;
4. Ability to recognize and deal with an addict's defense mechanisms;
5. Ability to locate and/or develop and utilize basic information support systems, such as:
  - (a) materials, pamphlets, literature, films, research reports, internet, etc.;
  - (b) consultation services, such as medical, psychiatric, legal, vocational, etc.
6. Skills in group counselling to effectively facilitate the process and growth of client, family, and community groups;
7. Ability to participate in and coordinate a client's continuum of treatment and/or other services;
8. Knowledge of and ability to participate in various comprehensive treatment processes, knowledge of their rationale, relationship to other methods, and their limitations;
9. Be familiar with and understand the philosophy and process of recognized and accepted self-help groups such as mainstream and First Nations Alternative groups;
10. Knowledge and understanding of First Nations culture and tradition in relation to the client;

11. Ability to utilize First Nations culture, values and traditions in treatment;
12. Ability to assist clients in the spiritual aspects of recovery;
13. Knowledge of long-range rehabilitative processes including management of the problems attendant to recovery and to each of the stages of the recovery process, awareness of needs for medical care, post treatment crisis, and problems of readjustment.

### **Professional Integrity**

1. Ability to maintain confidentiality of all records, materials and communications concerning the identity of clients;
2. Ability to work under supervision and to cooperate with other personnel, as well as to function effectively with minimal supervision;
3. Evidence a genuine interest in helping the addicted individual and family to resolve their state, and dedication to helping that individual and family to ultimately help themselves;
4. Ability to assess one's own personal crisis, relapse, and new problems arising from recovery, and knowing when to seek help.

### **Family Counselling**

Demonstrate competence and a working knowledge of alcoholism and other chemical addiction problems in the First Nations family including the issues of co-dependence, intervention, treatment, and follow-up aftercare.

## **SPECIFIC QUALIFICATIONS**

### **Addiction Counsellor I**

**A Certified Addictions Counsellor I should possess the following qualifications in addition to those general qualifications and competencies already enumerated.**

1. Not have a history of alcohol or other drug misuse for a period of three years before employed as an Addictions Counsellor and not display evidence of misuse of alcohol or other drugs while an Addictions Counsellor;
2. Have a high school diploma, Adult Basic Education or GED;
3. Satisfactory completion of a minimum of 30 quarter credits hours or 300 contact hours of required addiction counsellor studies in an accredited institution of higher learning, that includes distinct courses in the following areas:

- a) Survey or Introduction to Addiction;
  - b) Physiological Actions of Alcohol and Drugs;
  - c) Interviewing and Diagnostic Skills;
  - d) Addictions Case Management and Treatment Planning
  - e) Addictions Counselling Techniques;
  - f) Group Facilitation;
  - g) Addictions and the Family;
  - h) Ethics and Addictions;
  - i) Relapse Prevention; and
  - j) Counselling Theories.
  - k) A minimum of 6 hours of specific HIV/AIDS training
  - l) FAS/D
4. Completed 2,000 hours (approximately one year) of supervised counselling experience. The Certification Board will scrutinize the documented background experience of each applicant to ensure that they have adequate prior experience with counselling clients with addictions.

### **Addictions Counsellor II**

**A Certified Addictions Counsellor II should possess the following qualification, these are in addition to those general qualifications and competencies already enumerated as applicable for Counsellor I.**

1. Have an Associates of Arts Degree in Human Services from an accredited Institute of higher learning, (college/university), plus the satisfactory completion of the 30 quarter credits hours or 300 contact hours of addiction studies required for Counsellor I.
2. Obtain completion of an additional 15 quarter credit hours or 162 contact hours of training in the following:
  - a) Crisis Intervention
  - b) Dual Disorders- Chemical Addiction & Mental Illness
  - c) Cultural Diversity
  - d) Dynamics of Grief
  - e) Human Growth and Development
  - f) A minimum of 6 contact hours of specific Ethics training
  - g) A minimum of 6 contact hours of specific HIV training.
3. Completed 6,000 hours ( 3 years) of preplanned, reported and supervised professional addiction counselling experience.

### **Addictions Counsellor III**

**A certified Addictions Counsellor III should possess the following qualifications, these are in addition to those general qualifications and competencies already enumerated as applicable for Counsellor 1 and II.**

1. Have a four year degree BS/BA in Human Services from an accredited institute of higher learning, plus the satisfactory completion of the 45 quarter credit hours or 460 of contact hours of addiction counselling studies required for Addictions Counsellor 1 and II.
2. Completed 8,000 hours (four years) full time work experience fulfilled by:
  - a) An A.A. degree in addiction studies will reduce the work requirement by 1000 hours.
  - b) A Bachelors degree with 30 semester hours or 40 quarter hours in addictions counselling studies will reduce work requirement by 2000 hours.
  - c) A Masters or higher degree with 30 semester or 40 quarter hours in addictions counselling studies will reduce the work requirement by 4000 hours.

**Certified Addictions Counsellor I, II and III, Certified by the FNWACCB should possess the following Qualifications in addition to those general qualifications and competencies already enumerated.**

1. Ability to speak knowledgeably on First Nations addictions problems.
2. Have knowledge/training of First Nations people specific to the impact of colonization, organized religion, and the disenfranchisement of First Nations people from lands/tribes.
3. Knowledge of different counselling philosophies and theories related to First Nations healing and recovery practices.
4. Ability to coordinate, manage and facilitate a continuance of treatment within the tribal health care delivery system.
5. Ability to assess the effectiveness of various treatment and program modalities as they apply to First Nations clients and their families.

### **REQUIREMENTS THAT APPLY TO ALL COUNSELLORS**

In addition to requirements for certification as listed in this manual, the applicant shall.

1. Submit an application for certification as an Addictions Counsellor I, II, III, accompanied by a bank certified check or postal money order for \$200.00 or a program/organization check in the amount of \$200.00 on behalf of the applicant if the program is sponsoring his/her application.  
**Fifty percent of this processing fee is refundable if the applicant does not qualify for certification, and withdraws their application.**

If a reasonable doubt arises as to the truthfulness or the completeness of the information provided by the applicant, the applicant may be assessed a reasonable charge and must remit in advance the amount necessary to conduct further investigations. Rather than proceeding, the applicant may withdraw his or her application for certification.

2. Arrange for the provision to the Certification Board:
  - Application Form
  - Initial Processing Fees
  - Job Description(s),
  - HIV/AIDS Training Certificate,
  - A copy of the applicant's Higher Education Transcripts,
  - Employment Verification Form(s),
  - One letter of Personal Reference,
  - Three letters of Endorsement from co-workers/ Counsellors who are knowledgeable about the applicant's performance as an Addictions Counsellor,
  - and a Supervisor's Evaluation.

The Certification Board shall not act upon the application for certification until the application file is complete.

3. Give consent to the Certification Board to seek specific information which will help clarify the applicant's qualifications. The Board may, without further permission from the applicant, approach the individuals who made personal and professional references for additional information.
4. Be free of the following conditions that have occurred or were not satisfactorily resolved when the applicant:
  - a) Had a license or certificate for addictions counselling denied, revoked, or suspended;
  - b) Was convicted of child abuse or adjudicated as a perpetrator of substantiated child abuse;
  - c) Obtained or attempted to obtain a health provider license, certificate, or registration by fraudulent means or misrepresentation;
  - d) Committed, permitted, aided, or abetted the commission of an illegal act or unprofessional conduct as defined under the B.C.'s professional code of conduct.
  - e) Demonstrated cruelty, abuse, negligence, misconduct or indifference to the welfare of a patient or displayed acts of discrimination;
  - f) Misappropriated patient property or resources or financially exploited the patient;
  - g) Knowingly, or with reason to know, made a false statement of fact or failed to submit necessary information for the application or any matter under Certification Board investigation;

- h) Failed to remain free from alcohol and or drug abuse for a period of three years immediately before the processing of the application.
5. Be prepared to pass a written examination to determine the level of knowledge concerning Chemical Addictions and Counselling at a time and place to be arranged by the Certification Board. An Oral examination will be arranged by the Board for applicants who are handicapped, or whose primary linguistic talents lie in their Native language.
  6. Be prepared to meet with the Certification Board Representative for the following purposes:
    - a) to allow the Certification Board Representative to meet the applicant;
    - b) to review the applicant's knowledge and competency in Addictions Counselling; and
    - c) to provide the applicant an opportunity for verbal expression with the Board representatives.

#### **PROCEDURES AND RESPONSIBILITIES OF THE CERTIFICATION BOARD**

1. When the application form, initial processing fee, job description, HIV/AIDs training certificate, higher education transcripts, college university degree, employment verification form, letter of personal reference, three letters of endorsement, and supervisor's evaluation have been received by the Certification Board, the applicant will be notified within thirty (30) days of the time and place where the final review of knowledge and competency will be held.
2. As far as possible, it is the intent of the Certification Board to arrange for examination at a site convenient to the applicants from each area of B.C.
3. Normally the examination will be conducted by three (3) members of the Board, none of whom will have any programmatic ties to the individuals being examined.
4. Upon completion of the examination that consists of review of application packet, testing, and interview, the testing team will make a written recommendation of approval or recommendation. The applicant will be immediately apprised of this recommendation.
5. Once the Executive Board Members are apprised of the testing team's recommendations, successful applicants will be issued a certificate signed by two Executive Board members.
6. If the applicant is found not to be eligible for certification at the completion of the examination, the applicant will be made aware of areas in which she/he is found deficient, so that remedial action can be taken by the applicant. The applicant can

then re-apply for the exam. **There will be a \$25.00 charge to re-apply for examination.**

7. The recommendation of the testing team will be reported at Board's next meeting.

### **RESPONSIBILITIES OF THE APPLICANT**

In addition to the Specific Procedures outlined for the applicant to follow in making application, the following guidelines are provided to help the applicant.

1. It is the responsibility of the applicant to meet all time deadlines.
2. The applicant is responsible for alerting references to return their recommendations and to respond to any additional inquiries from the Board as promptly as possible.
3. Applicants may not use a Certification Board member as one of their references. Any Certification Board member who is working with an applicant or engaged in personal or family relations with the applicant must remove himself or herself from all voting on the application or the applicant's testing team.
4. Applicants are responsible for advising the Board of the correct addresses, postal codes, email, and telephone numbers on their references. The applicants **HOME ADDRESS** and telephone numbers should be used for Board communication.
5. Applicants are expected to exercise patience in communication with the Board, recognizing that the certification process is an involved process that takes time and effort by the Board members on behalf of the applicant; that considerable distances are involved in selecting convenient testing sites; and the Board members are volunteers who receive no remuneration for their services.
6. Applicants will notified by the Certification Board to appear for testing.

### **RE-CERTIFICATION**

Initial certification is good for two years from the anniversary of the date of certification. After two years have passed, it will be necessary to reapply for certification. Requirements pertaining to application include:

1. Renewal of certification will be required every two years. Application for certification must be made thirty (30) days prior to the expiration of certification date and accompanied by a bank check, postal money order or program check in the amount of \$200.00, two hundred dollars, documentary evidence of 30 clock hours of continuing education per year, up-to-date and comprehensive job description, employment verification and supervisor's evaluation. If a

reasonable doubt arises as to the truthfulness or completeness of the information provided by the applicant, the applicant may be assessed a reasonable charge to obtain additional information. The applicant will be informed as to the charges and must remit in advance the amount necessary to conduct further investigations. Rather than proceeding, the applicant may withdraw his or her application for re-certification.

2. Applicants for re-certification shall have previously been certified by the FNWACCB and such certification shall still be in effect and good standing at the time of re-certification.
3. Certification that has lapsed, in excess of thirty days, or that has been withdrawn by the Certification Board for any reason whatsoever will not be subject to renewal. Applicants whose certification status falls under these two conditions must submit a new application subject to all provisions of such an application. Lapsed certification charge will be \$250.00.
4. Renewal applicants must provide documentation evidence of the following:
  - a) Applicants are required to obtain 30 clock hours of continuing education every year following initial certification in subject areas that will increase the counsellor's knowledge and skills in counselling and aiding the addicted person and their family in recovery.
  - b) For any portion of these thirty (30) clock hours of education, college credit-bearing courses will have the value of 10 hours of continuing education to one quarter college credit hour. Each college semester credit shall be equivalent to sixteen clock hours of continuing education.
  - c) No course or workshop previously taken may be repeated to meet these requirements.
  - d) An accepted workshop must be conducted by an instructor who is either qualified as an addictions counsellor or approved as a trainer by First Nations & Inuit Health Branch, the National or International certification bodies, or the Association of B.C. First Nations Treatment Programs.
  - e) Each course or training event taken to meet requirements shall be verified by a transcript or certificate of completion. In addition, a course/training description shall be attached which includes, at a minimum, the course title, course/training date(s), course/training site, the name of the instructor(s), the number of clock or credit hours, and a brief description of the course/training content if not specified on the certificate or transcript. In service training does not satisfy this requirement, but short courses, retreats or workshops which meet the above conditions may be used, **(Note: In-service is defined as courses/training that occurs within the applicant's agency for agency staff and conducted by agency staff);**
  - f) Up-to-date comprehensive job description, employment verification, and supervisor's evaluation.

5. The Board, at its discretion, will require a personal interview with the applicant.
6. The applicant must be free of the following conditions when applying for re-certification.
  - a) had a license or certification for addictions counselling denied, revoked or suspended;
  - b) was convicted of child abuse or adjudicated as a perpetrator of substantiated child abuse;
  - c) obtained or attempted to obtain a health provider license, certification, or registration by fraudulent means or misrepresentation;
  - d) committed, permitted, aided or abetted the commission of an illegal act or unprofessional conduct as defined by the professional code of conduct of B.C.;
  - e) demonstrated cruelty, abuse, negligence, misconduct or indifference to the welfare of a patient/client or displayed acts of discrimination;
  - f) misappropriated client/patient property or resources or financially exploited the client/patient;
  - g) committed sexual abuse, harassment, or exploitation of a patient;
  - h) knowingly, or with reason to know, made a false statement of fact or failed to submit necessary information for the application or any matter under Certification Board investigation;
  - i) failed to remain free from alcohol and/or drug abuse.

### **SUSPENSION OR REVOCATION OF CERTIFICATION**

The FNWACCB shall be empowered to revoke or suspend an individuals certification as an Addictions Counsellor I, II or II for just cause. Conditions for revocation or suspension shall include but not limited to:

- a) had a license or certification for addictions counsellor denied, revoked, or suspended;
- b) was convicted of child abuse or adjudicated as a perpetrator of substantiated child abuse;
- c) obtained or attempted to obtain a health provider license, certification, or registration by fraudulent means or misrepresentation;
- d) committed, permitted, aided or abetted the commission of an illegal act or unprofessional conduct;
- e) demonstrated cruelty, abuse, negligence, misconduct or indifference to the welfare of a client/patient or displayed acts of discrimination;
- f) misappropriated client/patient property or resources or financially exploited the patient;
- g) knowingly, or with reason to know, made a false statement of fact or failed to submit necessary information for the application or any matter under Certification Board investigation;
- h) failed to remain free from alcohol and/or drug abuse while certified as an addictions counsellor through the FNWACCB.

## **APPEAL PROCESS**

The appeal process for those refused certification or who have had certification revoked or suspended shall be as follows:

1. Appeals must be made to the FNWACCB by the person so affected, in writing, and within thirty (30) days of the action of denial, revocation or suspension;
2. A hearing date will be set not less than fifteen (15) days nor more than ninety (90) days from the date the letter was received by the Certification Board. Notification of the appeal date, time and place will be provided in writing to the person who has had certification denied, revoked or suspended;
3. Allegations should be directed to the Board and said allegations must be signed by the person bringing the charge plus any witnesses. Only written allegations will be recognized;
4. Notification of the charges shall be made by certified mail deliverable to addressee **ONLY**, with return receipt requested. A response shall be in writing within two (2) weeks after receipt of the formal hearing before the Board;
5. If the charges are not contested by letter, the certification of the individual in question will be revoked or suspended;
6. If the charge is contested, a hearing day shall be established, not less than fifteen (15) days nor more than ninety (90) days from the date of notification of contested action was received by the Board. Notification of the appeal date, time and place will be sent in writing to all parties concerned. The individual who is charged may be represented by an attorney;
7. The decision of a simple majority of those present from the FNWACCB will be binding. A quorum of the Board must be present.

## **RECIPROCITY**

The FNWACCB is establishing reciprocity and membership with the newly formed National and International Certification body. When this is achieved, individuals Certified Addictions Counsellor II and III, (CAC II and CAC III), will be eligible for International reciprocity.

**SCHEDULE A**

**CODE OF ETHICS:**

**Wellness and Addictions Counsellors I, II, III**

## **CODE OF ETHICS: Wellness and Addictions Counsellors I, II, III**

As Wellness and Addictions Counsellors, our “Code of Ethics” defines our responsibilities to ourselves, our families, our colleagues, our clients, our Nations and the public. It guides us in the performance of our professional duties and responsibilities. It also clearly defines our legal, ethical and professional conduct. This “Code of Ethics” that we choose to live by is built on the cultural integrity of traditional First Nations’ healing philosophy.

- ... Abstain from substance mis-use and process addictions during our tenure as Wellness and Addictions Counsellors.
- ... Strive to incorporate the spiritual teachings of our ancestors into our daily lives.
- ... Take personal responsibility for continued growth through education, training and a developmental wellness plan.
- ... Be dedicated to the concept that addictions are treatable and the primary goal is to maintain recovery and wellness of the client.
- ... Show a genuine interest in helping and serving persons with addictions issues and be dedicated to the concept of wellness, recovery and holistic healing.
- ... Honour cultural and traditional teachings that empower clients to choose a healthy lifestyle.
- ... Recognize the therapeutic value of humour.
- ... Accept and show respect for the diversity of all peoples and honour their race, colour, creed, age, sexual orientation, cultural/spiritual practices and views.
- ... Respect the client by maintaining an objective professional relationship at all times. Avoid dual relationships at all times.
- ... Protect the confidentiality of all professionally acquired information. Disclosure of such information is done only when required or allowed by law to do so, or when clients have consented to disclosure. This includes all records, materials, and communications.
- ... Make a commitment to provide the highest quality of service possible. This is evidenced by continued professional interaction with the client and, where necessary, the utilization of other health professionals and/or services to assist and guide the client in her/his recovery and wellness.
- ... Assess personal and vocational strengths, limitations, biases, and effectiveness and be willing to recognize when it is in the client’s best interest to refer or release them to other individuals and/or support programs.
- ... Be respectful of, work within, and strive to improve institutional policies and management functions.

## **SCHEDULE B**

### **CONSTITUTION AND BY-LAWS:**

#### **First Nations Wellness/Addiction Counsellor Certification Board**

## **I. CONSTITUTION**

1. The name of the Society is First Nations Wellness/Addictions Counselors Certification Board
2. The purposes of the Society are:
  - (a) to promote the wellness of First Nations people
  - (b) to promote respect and understanding of First Nations
  - (c) to facilitate and offer training for Wellness and Addiction counsellors
  - (d) to facilitate accredited training opportunities for Wellness and Addiction counsellors
  - (e) to certify Wellness and Addiction counsellors
  - (f) to create and maintain a Wellness and Addiction Counsellor Registry
  - (g) to negotiate reciprocity with educational institutions as well as prior learning assessments
  - (h) to lobby with D.I.A.N.D., Tribal Councils and First Nations bands to fund Wellness and Addiction Counsellor training
  - (i) to create a template of Safety and Ethical standards for Program Elders
  - (j) to collaborate with public and private agencies, departments of government and other organizations interested in and supportive of the objectives of the Society
  - (k) to seek support, financial and otherwise, from persons and organizations, governments, corporations and private foundations for the purposes of the Society
  - (l) to create affiliate agreements with provincial, national and international organizations in promoting the wellness of First Nations
  - (m) to promote and create networking opportunities for Wellness and Addiction Counsellors at local, regional, national and international levels
  - (n) to lobby for recognition of our certification process by provincial and federal governments and their designated agencies
  - (o) to own real and personal property and provide suitable buildings and other property for the use of First Nations that further the objectives of the Society
3. In the event of winding up or dissolution of the Society, all its remaining funds and assets after payment of liabilities shall be given or transferred to a British Columbia, that provides services to First Nations or some other charitable First Nations organization in British Columbia that promotes the same purposes of this Society and is a registered charity recognized by Revenue Canada as being qualified as such under the provisions of the Income Tax Act of Canada.
4. No director or officer shall be remunerated for being or acting as a director or officer, but a director or officer may be reimbursed for all expenses necessarily or reasonably incurred by her or him while engaged in the affairs of the Society and in the performance of duties.

5. Notwithstanding clause 2 of the Constitution, all purposes of the Society shall be organized and operated exclusively on a nonprofit basis.
6. The Society shall be carried on without purpose or gain for any member(s), proprietor, director, or officer; and no part of any income of the Society shall be payable or otherwise available for the personal benefit of the member(s) thereof, and any profits or other accretions to the Society shall be used for promoting its purposes.
7. Paragraphs 3, 4, 5, 6 and 7 of the Constitution are unalterable in accordance with the Society Act.

## **II. BY-LAWS**

BY-LAWS of First Nations Wellness/Addiction Counsellor Certification Board  
Here set forth, in numbered clauses, are the By-laws for the matters referred to in Section 6 (l) of the Society Act and any other By-laws.

### **Part 1: Interpretation**

1.
  - (i) In these By-laws, unless the context otherwise requires,
    - (a) "Directors" means the Board of Directors or the Society for the time being;
    - (b) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
    - (c) "Registered address" of a member means her/his address as recorded in the register of Members;
    - (d) "Term" means the time between the Annual General Meeting and the immediate next Annual General Meeting;
    - (e) "Officer term" has the same meaning as "term";
  - (ii) The definitions in the Society Act on the date these By-laws become effective apply to these by-laws.
2. Words importing the singular include the plural and vice versa; and words importing a person(s) include(s) a female(s), a male(s) a person(s) and corporation(s), government (s).

### **Part 2: Membership**

3. The members of the Society shall be the subscribers of the Constitution and By-laws. The Board will review applications for membership and upon acceptance, the applicants become members.
4. All applicants for membership shall be submitted to the Board of Directors and, upon approval by the Board, the applicant shall become a member.
5. A member shall be in good standing when s/he has paid her/his current annual membership fee, if any.

6. Every member shall uphold the Constitution and comply with these By-laws.
7. There shall be no dues or fees payable by members except such, if any, as shall from time to time be fixed by unanimous vote of the Board of Directors, which vote shall become effective only when confirmed by a vote of the members at an Annual or Special General Meeting.
8. The Secretary shall notify the members of the dues or fees at any time payable by them and, if any are not paid within 30 days of the date of such notice thereof, the members in default shall thereupon automatically cease to be members of the Society, but any such members may on payment of all unpaid dues or fees be reinstated by unanimous vote of the Board of Directors.
9. A person shall cease to be a member of the Society
  - (a) by delivering her/his resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society, or
  - (b) on her/his illness or death or in the case of a corporation on dissolution, or
  - (c) on being expelled.
10. The directors shall have the power, by a vote of three-fourths of those present, to expel or suspend any member whose conduct shall have been determined by the directors to be improper, unbecoming, or likely to endanger the interest or reputation of the Society or who willfully commits a breach of the constitution or by-laws of the Society. No member shall be expelled or suspended without being notified of the charge or complaint against her or him by the directors at a meeting called for the purpose.
11. Upon failure of any member to pay annual membership fee, any subscription, or indebtedness due to the Society, the directors may cause the name of such member to be removed from the register of members, but such member may be readmitted to membership by the directors upon such evidence as they may consider satisfactory.

### **Part 3: Meeting of Members**

12. The first Annual General Meeting shall be held not more than 15 months after incorporation and subsequent annual general meetings shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
13. Notice of a general meeting shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business. The accidental omission to give notice of a meeting to or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
14. Other meetings of the members, whether general or special may be convened by order of the board of directors for any time and at any place in British Columbia. Notice of such meetings including the annual general meeting shall state the time and place and the general nature of the business to be transacted and

- shall be communicated to each member at least fourteen days before the holding of such meeting.
15. At the annual general meeting of the Society reports of the officers and directors for the preceding year shall be received and dealt with, and such other business shall be presented to such meeting. At all meetings of the members every member present in good standing shall be entitled to one vote.
  16. Quorum: A simple majority of the directors, duly qualified shall constitute a quorum at a director's meeting and five members in good standing shall constitute a quorum at all extraordinary and general meetings of the Society provided all members of the Society shall have received due notice of such meeting.
  17. Method of Voting at Meetings - At every meeting every resolution shall be decided by a show of hands, the Chair shall have a vote and in the event of an equality of votes the Chair shall not have a casting vote or second vote.

#### **Part 4: Proceedings at General Meetings**

18. Special business:
  - (a) all business at an extraordinary general meeting except the adoption of rules of order and,
  - (b) all business that is transacted at an annual general meeting, except
    - i. the adoption of rules of order,
    - ii. the consideration of the financial statements
    - iii. the report of Directors,
    - iv. the report of the Auditor, if any,
    - v. the election of Directors,
    - vi. the appointment of the Auditor, if required, and
    - vii. such other business as, under these by-laws, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.
19. No business, other than the election of a Chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
20. If within 30 minutes from the time appointed for a members' meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum, provided there are at least 4 members present.

21. Subject to By-law 22, the President of the Society, the Vice-president, or, in the absence of both, the Treasurer or Secretary shall preside as Chairperson of a general meeting.
22. If at a general meeting:
  - (a) there is no President, Vice-president, or other Director present within 15 minutes after the time appointed for holding the meeting , or
  - (b) the President and all the other Directors present are unwilling to Act as Chairperson the members of those present shall choose one of their number to be the Chairperson.
- 23 . A General Meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Except as provided in this By-law, it is not necessary to give notice of adjournment or of the business to be transacted at an adjourned General Meeting.

#### **Part 5: Directors and Officers**

24. The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless, to
  - (i) The management and control of the Society shall be vested in a Board of Directors to consist of not less than nine members who shall be elected at the Annual General Meeting. All directors shall be elected for a term of five (5) years. No person shall be eligible to serve as a member of the Board of Directors for more than two (2) successive terms.
  - (ii) Officers of the Board of Directors shall be a President, Vice-president, Secretary and Treasurer and shall be elected from among their members at the first meeting of the Board of Directors following the Annual General Meeting. They shall act until the Annual General Meeting then they shall automatically retire and shall be eligible for re-election. No officers shall hold the same office for more than two (2) successive terms.
  - (iii) Honorary officers or Associates of the Society shall be appointed at the discretion of the Board of Directors.
25. No formal notice of any meeting of the Directors is necessary if all the Directors are present or if those absent have signified their consent to the meeting being held in their absence. A meeting of the Directors may be formally called by the President or Vice-president or by the Secretary on direction of the President or Vice-president, or by the Secretary on direction in writing, by two Directors. Notice of such meeting shall be delivered or telephoned to each Director not less than one day before the meeting is to take place or shall be mailed to each director not less than two days before the meeting is to take place. A

- Resolution in writing signed by all the directors personally shall be valid and effectual as if it had been passed at a meeting duly called and constituted.
26. The members of the Board of Directors of the Society shall continue in office until their respective successors are duly elected, appointed or otherwise designated in accordance with the Constitution and By-laws. If any member of the Board of Directors shall resign her or his office or without reasonable excuse absent her/himself from three or more directors meetings or be suspended or expelled from the Society, the directors may declare her/his office vacated and may appoint a successor in her/his place to hold office until the next Annual General Meeting. A member of the Board shall be deemed to have resigned after such written resignation addressed to the Secretary has been duly approved by the board at their next meeting.
  27. Subject to the Society Act, all acts done by the Directors shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any of them, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified as a Director.
  28. The qualifications for a Director shall be co-incident with qualifications for membership in the Society. A Director shall cease to be a Director at the time s/he ceases to be a member of the Society.
  29. The Directors of the Society may administer the affairs of the Society in all things and make or cause to be made for the Society in its name, any kind of contract which the Society may lawfully enter into and generally may exercise all such other powers and all such other acts and things as the Society is by its constitution or otherwise authorized to exercise and do.
  30. In observance of Article 4 of the Constitution, the directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as directors but may be paid expenses incurred in performance of their duties.
  31. Liability of Directors - Subject to the Society Act, every director of the Society shall be deemed to have assumed office on the express understanding and agreement and condition that every director of the Society and his/her heirs, executors and administrators and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Society from and against all costs, charges and expenses whatsoever which such Director sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done, or permitted by her/him or any other Director or Directors in or about the execution of the duties of his or their office, and also from and against all other costs, charges and expenses which s/he sustains or incurs in or about in relation to the affairs

- thereof except such costs, charges or expenses as are occasioned by his own willful neglect or default.
32. A Director of the Board may be removed by a Directors Resolution passed by the majority of the Board of Directors and with the approval of the Executive Director.

### **Part 6: Duties of Officers**

33. *President* - the president shall preside at all meetings of the Board of Directors and of the Society and shall call special meetings of the Board of Directors whenever s/he deems it necessary.
34. *Vice-President* - the vice-president shall perform the duties of the president in the event of her/his absence, resignation or inability to perform her/his duties.
35. *Secretary* - the secretary shall attend all meetings of the Society and Board of Directors and keep a clear record of all Minutes thereof. S/he will also issue notice of meetings to the Society and directors and maintain the Register of members.
36. *Treasurer* - the treasurer shall keep a clear and correct account of all receipts and expenditures, and perform any duties pertaining to the office not herein specified; and shall receive all money the property of the Society and deposit such money in the name of the Society in such bank or keeping, as the Directors may from time to time decide; and shall be custodian of the seal of the Society and all books, papers, records, correspondence, contracts and other documents belonging to the Society which s/he shall deliver up only when authorized by a resolution of the Board of Directors to do so. The treasurer shall also render financial statements to the Directors, members and others when required.
37. A member of the directors who is directly or indirectly in a proposed contract or transaction with the Society shall disclose fully and promptly the nature and extent of her/his interest to each member of the directors and otherwise comply with the requirements of the Society Act.
38. The Directors shall enter in the register the names of applicants for incorporation and the name of every other person admitted as a member of the Society, together with the following particulars of each:
- (i) the full name and residence address,
  - (ii) the date on which a person is admitted as a member
  - (iii) the date on which a person ceases to be a member.
39. The Directors shall on behalf of the Society file all financial reports and other reports that have to be filed after the annual meeting as required by the Society Act and Income Tax Act or other law.
40. The Directors shall ensure that the Society has at least one account with a chartered bank, credit union or trust company for the deposit of funds.
41. Directors may bond, at the Society's expense, any member or employee handling any of the funds of the Society as they may decide.

42. The Directors, on behalf of the society, shall keep proper accounting records in respect of all financial or other transactions and, without limiting the foregoing, shall keep records of:
- (i) all money received and disbursed by the Society and the manner in respect of which the receipt and disbursement took place;
  - (ii) every asset and liability of the Society;
  - (iii) every other transaction affecting the financial position of the Society.

### **Part 7: Seal**

43. The Directors may provide a common seal for the Society and they shall have the power from time to time to destroy and substitute a new seal in place of the seal destroyed.
44. The common seal shall be affixed only when authorized by a resolution of the Directors and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed in the presence of the President and Secretary.

### **Part 8: Borrowing**

45. For the purposes of carrying out the objects of the Society the Directors may borrow or raise or secure the payment of money, including investments in such manner as they think fit, and in particular by the issue of debentures; provided debentures shall not be issued without the sanction of a special resolution of the Society. A majority of at least 75% of those members present at a meeting is required to pass a special resolution.

### **Part 9: Auditor**

46. The Directors shall appoint an auditor no later than November 30 of each year to hold office until the next Annual General Meeting, unless previously removed by resolution, in which case the directors shall at the time the resolution is passed appoint another auditor.
47. The Directors may fill any casual vacancy in the office of auditor.
48. Rights and duties of Auditor - The auditor shall make a report to the Directors and members of the accounts examined by her/him and on every balance sheet and statement of income and expenditure laid before the Society at any annual meeting during her/his term of office, and the report shall state:
- (i) whether or not s/he has obtained all the information and explanations s/he has required and,
  - (ii) whether, in her/his opinion, the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the state of the Society's affairs as at the date of the balance sheet and the

result of its operations for the year ended on that date according to the best of her/his information and the explanations given to her/him as shown by the books of the Society.

- (iii) Audit will be completed 30 days prior to the Annual General Meeting of each year to enable directors to review the audit before the annual general meeting.

The rights and duties of an Auditor of the Society shall extend back to the date up to which the last audit of the Society's books, accounts, and vouchers were made, or where no audit has been made, to the date on which the Society was incorporated.

### **Part 10: Delegation of Authority**

- 49. In case of the absence or inability to act of any officer, agent or employee of the Society or for any reason that the board may deem sufficient the board may delegate all or any of the powers of such person or persons to any other person or persons after discussion in a cultural Circle.

### **Part 11: Amendments**

- 50. These by-laws shall not be altered or added to except by special resolution of the Society. For all purposes of the Society, "special resolution" shall mean a resolution passed by 75% of members entitled to vote as are at present in person at a General Meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given. Notice must be given to all members at least thirty days before such a meeting.