

SSMLT Bylaws

SECTION 2 - Counselling and Investigation Committee:

- (1) The members of the Counselling and Investigation Committee shall be:
 - (a) three registered practicing members appointed by the Council, one of whom shall be designated as Chairperson;
 - (b) in the event of a conflict of interest, a Committee member will step down, and the Council shall appoint a replacement member to deal with the specific complaint.
- (2) The term of office for members of the Counselling and Investigation Committee shall be for three (3) years.
- (3) The duties of this Committee shall be:
 - (a) to prepare for the Council an annual report of the number of inquiries;
 - (b) to receive and review complaints brought against any member in writing;
 - (c) to make written reports to the discipline committee recommending:
 - i. that the discipline committee hear and determine the formal complaint set out in the written report; or
 - ii. that no further action be taken with respect to the matter under investigation because:
 - a. the matter has been resolved with the consent of the complainant and the member who is the subject of the complaint; or
 - b. in the opinion of the counselling and investigations committee, no further action is warranted on the facts of the case; and
 - (d) to hold in confidence all sessions and documentation.

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Section 4.7 Counselling and Investigation Committee

The Council shall appoint a Counselling and Investigation Committee Chairperson.

- 4.7.1 The Chairperson of the Counselling and Investigation Committee shall be responsible for conducting all meetings of the Committee and shall submit written reports to the Discipline Committee following the investigation of each Complaint and an Annual Report to the Annual Meeting.
- 4.7.2 The Chairperson shall report through the Executive Director to the Council.
- 4.7.3 The Chairperson shall be invited to attend the Fall Council Meeting and the Annual Meeting. Expenses for meals, travel, and accommodation for up to three (3) nights shall be provided by the Society.
- 4.7.4 The members of the Counselling and Investigation Committee shall be as outlined in the Act, Section 21, and as outlined in the Bylaws, Bylaw VIII, Section 2(1).
- 4.7.5 The term of office for Committee members is three years with one new member appointed in each year to replace the retiring member.

- 4.7.6 The duties of the Counselling and Investigation Committee shall be as outlined in the Act, Section 22, and as outlined in the Bylaws, Bylaw VIII, Section 2(3).
- 4.7.7 The Counselling and Investigation Committee Chairperson attends the October Council Meeting and the Annual Meeting and submits a written report to the Annual Meeting.
- 4.7.8 The retiring Counselling and Investigation Committee Chairperson passes all files to the incumbent and whenever possible, meets with the incumbent to facilitate a smooth transition.
- 4.7.9 The term of the appointment for the Counselling and Investigation Committee Chairperson is one year.