

## **CHAPTER**

To establish the State Chapters of the Counsellor Council of India (CCI), it's essential to ensure uniformity in governance, promote professional standards, and cater to the specific needs of Counsellors within each state. Below is a comprehensive guideline to establish these chapters across India:

### **1. Objective and Purpose**

- **Mission:** The primary mission of the state chapters is to promote professional standards, ethical practices, continuing education, and advocacy for counselling professionals.
- **Purpose:**
  - To provide a platform for Counsellors in each state.
  - To ensure on-going professional development through workshops, training, and conferences.
  - To advocate for the recognition and regulation of counselling as a profession.
  - To ensure ethical standards and accountability among Counsellors.

### **2. Structure of State Chapters**

- **Leadership Team:** The state chapter should have a governing body that includes:
  - **President:** To lead and represent the chapter at the state level.
  - **Vice President(s):** To assist and act as a deputy in the absence of the president.
  - **Secretary:** To handle communication, documentation, and meeting minutes.
  - **Treasurer:** To manage funds, accounts, and financial reporting.
  - **Committee Members:** For specific tasks such as education, ethics, membership, etc.
- **Advisory Board:** An advisory panel consisting of senior Counsellors, educators, and experts from the field to offer guidance and ensure adherence to national standards.

### **3. Membership Criteria**

- **Eligibility for Membership:**
  - Counsellors must be registered with the Counsellor Council of India (CCI).
  - Holders of relevant educational qualifications in counselling (e.g., Master's in Psychology, Counselling, Social Work and Education, etc.).
  - Professional experience in counselling practice, training, or education.
  - Adherence to the ethical guidelines and standards set by the CCI.
- **Types of Membership:**
  - **Regular Member:** Active practicing Counsellors.
  - **Associate Member:** Aspiring Counsellors or those in training.
  - **Honorary Member:** For distinguished individuals contributing to the field.
- **Annual Membership Fee:** Establish a nominal annual fee for operational costs, event hosting, and other activities.

## 4. Local Chapter Formation Process

- **Proposal Submission:** Any individual or group of Counsellors interested in forming a chapter must submit a proposal to the CCI headquarters. This proposal should outline:
  - The rationale for forming the chapter.
  - Expected benefits to the local counselling community.
  - Proposed office-bearers and leadership structure.
- **Approval Process:** After evaluating the proposal, the CCI's national body will approve or reject the formation of the chapter. Upon approval, the state chapter can start functioning.
- **Charter and Regulations:** Each chapter will receive a charter document outlining its mission, vision, and operational guidelines aligned with the national CCI framework.

## 5. Roles and Responsibilities of State Chapters

- **Professional Development:** Organize workshops, conferences, and seminars to promote skills development, ethical practices, and counselling research.
- **Advocacy and Awareness:** Raise awareness of the importance of counselling in the community and push for recognition and regulation at the state level.
- **Collaboration:** Foster partnerships with educational institutions, mental health organizations, and government bodies.
- **Regulation and Ethics:** Ensure Counsellors within the state follow the ethical guidelines and offer support for Counsellors facing professional challenges.
- **Reporting and Accountability:** Submit annual reports to the CCI headquarters on activities, memberships, and finances.

## 6. Administrative Guidelines

- **Meeting Frequency:** State chapters should hold regular meetings (at least quarterly) to ensure continuous communication, planning, and collaboration.
- **Annual Conference:** Organize an annual state-level conference or gathering to share knowledge, update on new developments in counselling, and network with professionals.
- **Online Presence:** Maintain an official website or social media presence for each state chapter to promote activities, news, and resources for members.

## 7. Financial Management

- **Budgeting:** The state chapter should prepare an annual budget to manage funds effectively. This should cover:
  - Operational costs (e.g., office supplies, travel expenses).
  - Event hosting (workshops, conferences).
  - Membership benefits.
- **Transparency:** Financial records should be transparent and audited regularly to ensure accountability.

## 8. Ethical and Professional Standards

- **Code of Ethics:** Adherence to the CCI's national code of ethics is mandatory. Each state chapter should promote ethical conduct among Counsellor s.
- **Complaint Mechanism:** Set up a grievance redressal system where members can report unethical practices or issues with other Counsellor s.
- **Certification:** The chapter should support the CCI's certification process and work with state authorities to promote better work opportunity for Counsellors.

## 9. Collaborations and Partnerships

- **Collaborate with Educational Institutions:** Work with universities and training centres to improve the curriculum and increase access to quality Counsellor education.
- **Link with Government & NGOs:** Build relationships with governmental and non-governmental organizations to promote mental health awareness and advocacy.
- **Public Health Initiatives:** Engage with state and national public health campaigns on mental health, stress management, and other counselling-related concerns.

## 10. Monitoring and Evaluation

- **Annual Review:** The national body of the CCI will conduct annual reviews to assess the performance and activities of the state chapters.
- **Member Feedback:** Collect feedback from members on the chapter's performance, events, and overall satisfaction with services.

## 11. Future Growth and Expansion

- **Regional Development:** Encourage the formation of regional sub-chapters if the state is large or has diverse needs.
- **Inclusivity:** Ensure the chapter is inclusive of different types of Counsellor s, including those in education, clinical, corporate, or community settings.
- **International Collaboration:** Explore opportunities for international collaborations, certifications, and conferences to keep Counsellor s updated with global best practices.

## 12. Submit the Proposal to the CCI Headquarter

- Any member who wishes to establish the State Chapter shall submit a proposal to the **Counsellor Council of India (CCI)** headquarters. You can either:
- **Email the proposal** to the CCI's official email address : [info@cci.org.in](mailto:info@cci.org.in)

### Document required

1. Consent of at least 10 members to setting up the State Chapter.
2. Application Form
3. Payment Receipt of INR. 20000/- (For State Chapter Set up ) Annually

## 13. Payment Link: <https://rzp.io/l/frcONrD>