

# CONSTITUTION OF AN UNINCORPORATED ASSOCIATION

## 1. Name

The name of the Association is **Counsellors and Psychotherapists in Private Practice (CAPPP)**. (“The Association”)

## 2. Objects

The object of the Association is to provide a forum for counsellors and psychotherapists from a range of theoretical disciplines, who are working in private practice in the South West of England (known as the area of benefit), to develop a supportive professional network and to promote their professional development.

## 3. Powers

The powers of the organisation shall be as follows:

3.1 To hold regular meetings to progress its aims

3.2 To organize and manage social and professional development events and exhibitions.

3.3 To apply for and raise funds to be used for furthering its aims

3.4 To employ or contract paid staff and follow any legal requirements

3.5 To acquire or hire property of any kind

3.6 To let or dispose of property of any kind

3.7 To deposit or invest funds in any lawful manner.

3.8 To take out insurances to protect the income and property of the Association and members of the Committee where required.

3.9 To enter into contracts to provide services to or on behalf of other bodies.

3.10 To co-operate with other bodies.

3.11 To pay a reasonable fee to members who lead workshops, lectures and seminars on behalf of the Association

3.12 To pay a reasonable fee to a non-CAPPP member who leads a workshop, lecture or seminar on behalf of the Association.

3.13 To do anything else within the law which promotes or helps to promote the objects.

#### **4. Membership**

4.1 Membership will be open to any individual aged 18 years and over living in the area of benefit who is interested in promoting the Objects of the Association and have been approved by the Committee.

4.2 The criteria for membership will be that:

- a) CAPPP will be open to all counsellors and psychotherapists, aged 18 years and over, in private practice provided that they
- have completed and passed a practitioner diploma level training in counselling and/or psychotherapy of at least 2 years duration and in a face to face context
  - are working in private practice or are in the process of setting up in private practice
  - are receiving regular clinical supervision for this work
  - belong to a counselling and/or psychotherapy professional body e.g. BACP, UKCP or other equivalent and to adhere to their Code of Ethics and Professional Practice.
- b) The Committee of CAPPP may establish different classes of membership and set appropriate rates of subscription.
- c) The Committee must keep a register of members
- d) Should CAPPP receive a complaint about a member, this would be referred to their professional organisation(s) to investigate. Continued membership of CAPPP would thereafter be contingent upon their continued membership of the professional counselling/psychotherapy organisation(s).

4.3 The Committee may terminate the membership of any individual whose continued membership would, in the reasonable view of the Committee be harmful to the Association.

4.4 Every member will be entitled to one vote at an AGM or General Meeting.

#### **5. General Meetings**

5.1 All members are entitled to attend general meetings of the Association in person

5.2 General meetings are called by 14 clear days' written notice to the members specifying the business to be transacted

5.3 There is a quorum at a general meeting if the number of members personally present is at least 10

5.4 The Chair or (if the Chair is unable or unwilling to do so) some other member elected by those present presides at a general meeting

5.5 Except where otherwise provided in this Constitution, every issue at a general meeting is determined by a simple majority of the votes cast by the members present in person

5.6 Except for the chair of the meeting, who has a second or casting vote, every member present in person is entitled to one vote on every issue

5.7 An AGM must be held in every year (except that the first AGM may be held at any time within 18 months after the formation of the Association)

*16.09.02 2*

5.8 At an AGM the members:

- a) Receive the accounts of the Association for the previous financial year
- b) Receive the report of the Committee on the Association's activities since the previous A.G.M.
- c) Elect elected Committee members to replace those retiring from office
- d) Appoint an independent examiner for the Association where required
- e) May confer on an individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Association
- f) Discuss and determine any issues of policy or deal with any other business put before them

5.9 An E.G.M. may be called at any time by the Committee and must be called within 14 days after a written request to the Committee from at least 20 members

## **6. The Committee**

6.1 The Committee have control of the Association and its property and funds and are responsible for overseeing the day to day operation of the business of the Association

6.2 The Committee will be elected by the membership at its AGM.

6.3 The Committee will consist of at least four and no more than ten individuals

6.4 The quorum of the Committee will be four members.

6.5 The Committee will have the authority to co-opt up to five additional Committee members.

6.6 At least four Committee meetings will be held each year.

6.7 The Committee will determine, from time to time, the level of remuneration to members who lead workshops, seminars or lectures

## **7. Income and Property**

7.1 The property and funds of the Association must be used only for promoting the Objects and do not belong to the members of the Association or the Committee.

7.2 No Committee member may receive any payment of money or other material benefit (whether direct or indirect) from the Association except: 7.3 (expenses) and 7.4 (fees)

7.3 Committee members may be paid reasonable out of pocket expenses.

7.4 As with the case of members of the Association (CAPPP), a Committee member who leads workshops, seminars or lectures can receive a sum by way of remuneration on the instructions of the other Committee members but a. only if the procedure prescribed by clause 7.5 is followed in selecting the member and setting the fees and  
16.09.02 3

B. provided that this provision may not apply to more than one half of the Committee members in any financial year

7.5 Whenever a Committee member has a personal interest in a matter to be discussed at a Committee meeting,

(a) The Committee member must:

- (i) Declare an interest before discussion begins on the matter
- (ii) Withdraw from that part of the meeting unless expressly invited to remain in order to provide information
- (iii) Not be counted in the quorum for that part of the meeting
- (iv) Withdraw during the vote and have no vote on the matter

(b) The maximum fees that a Committee member can receive leading workshops, seminars or lectures will be determined from time to time by the Committee and shall not exceed any fees paid to ordinary members of CAPPP who have received payment/fees for similar work.

7.6 The Association will keep a record of all income and expenditure and will ensure that these accounts will be verified annually at the AGM

## **8. Changes to the constitution**

The constitution may be amended by a resolution passed by not less than two thirds majority of the members present and voting at a general meeting.

Members must be given at least two weeks' notice of the meeting. The notice of the general meeting must include notice of the resolution setting out the terms of the amendment proposed.

## **9. Dissolution**

The organisation can be dissolved at a general meeting with at least two thirds of the members in attendance in agreement to dissolve. After making provision for all

outstanding liabilities of the Association, the Committee may transfer all the remaining property and funds to an organisation with the same or similar objects.

**Adopted at a meeting held**

At ..... (Place) On ..... (Date)

**Signed    Witnessed**

**NAME**..... **Name**.....

**Position**..... **Address**.....

**Signature**.....

(Name and signature of chair of meeting) **Signature**.....

(Name, address and signature of witness)

16.09.02 4