

CONSTITUTION OF THE INSTITUTE OF PSYCHOTHERAPY AND SOCIAL STUDIES
Redrafted February 2018 - As revised and reviewed on behalf of Council –
Approved at IPSS EGM, 24th June 2018.

1. NAME

The name of the Institute is: The Institute of Psychotherapy and Social Studies.

2. OBJECTS and POWERS

(A) The Institute is established to:

- 1) Admit as Members
 - a. those who have satisfactorily completed their training in psychoanalytic psychotherapy and who satisfy the accreditation and subsequent 5 yearly re-accreditation requirements of UKCP college, CPJA.
 - b. Those psychoanalytic psychotherapists, upon a satisfactory application, who are currently accredited members of a member organization of UKCP within CPJA.
- 2) provide a forum for the Members that will facilitate their professional development.
- 3) work with other organisations, professions and individuals engaged in psychotherapy to discuss issues of common interest and to ensure the maintenance of professional standards.
- 4) provide a clinical service in the community.

(B) In furtherance of the above objectives but not otherwise, the Institute may:

- 1) appoint any person or persons to organise and carry on the work of the Institute, and shall
- 2) bring together in conference representatives of other mental health organisations and the public.
- 3) promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the results thereof.
- 4) arrange and provide for or join in arranging and providing for, the holding of exhibitions, meetings, lectures, workshops, seminars and training courses.

- 5) collect and disseminate information on all matters affecting the said objectives and exchange such information with other bodies having similar objectives whether in this country or overseas.
- 6) undertake, execute, manage or assist any charitable trusts which are appropriate for the Institute.
- 7) procure to be written and printed, published, issued and circulated gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents, films or recorded tapes as shall further the said objectives.
- 8) purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objectives and construct, maintain and alter any buildings necessary for the work of the Institute.
- 9) make regulations for any property which may be so acquired.
- 10) sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Institute.
- 11) subject to such constraints as may be required by law, borrow or raise money for the objectives of the Institute and to accept gifts on such terms and on such security as shall be deemed to be necessary.
- 12) raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise, provided that any profits are used to further the objectives of the Institute.
- 13) invest the moneys of the Institute not immediately required for the said objectives in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- 14) do all such other lawful things as are necessary for the attainment of the said objectives.

3. MEMBERSHIP

(A) Members:

- 1) Full Members: through training, qualification and accreditation within the UKCP college CPJA: Full membership of the Institute shall be open to individuals through training and qualification and UKCP accreditation within

its college CPJA and who have paid the annual subscription as laid down from time to time by the Council.

- 2) Life Members: full members honoured by the Council for life.
- 3) Overseas Members
- 4) Retired members
- 5) Accreditation Candidate Member

(B) Council shall have the right:

- 1) to approve or reject applications for membership.
- 2) for good and sufficient reason, to suspend or terminate the membership of any individual provided that the individual shall have the right to be heard by the Ethics Committee before a final decision is made.

4. GENERAL MEETINGS OF THE INSTITUTE

(A) Once in each year an Annual General Meeting (AGM) of the Institute shall be held at such time not being more than 15 months after the holding of the preceding AGM and at such a place as Council shall determine. At least 28 clear days' notice shall be given to the membership. At such AGM's the business shall include the election or confirmation of Council Members, the consideration of an annual report of the work done by, or under the auspices of, the Institute and of the auditable accounts and the transaction of such other matters as may from time to time be necessary.

(B) An Extraordinary General Meeting (EGM) may at any time within a period of no less than 28 days be called by the Council. An EGM may also be called by the Honorary Secretary within 48 days of receipt of a request in writing to call an EGM signed by no less than a quarter of the total current full members stating the purpose for which such a meeting is called and setting out any resolution which is to be proposed thereat. No business shall be transacted at any EGM other than that specified in the notice and no amendment to any resolution proposed to be voted on at the meeting shall be allowed. The Chair person of the EGM shall be the Chair of the Institute or such person as may be nominated by the Council.

(C) Rights of procedure at AGM and EGM:

- 1) Every full member shall have one vote at any AGM or EGM.
- 2) Quorum: for any AGM or EGM of the Institute a quorum of twenty per cent of full membership is required.
- 3) Voting: all questions arising at any meeting shall be decided by simple majority of those present and entitled to vote
- 4) Proxy voting: at any AGM or EGM any full member who is unable to be present may execute a form of proxy in favour of a full member who is present authorising that member to vote on their behalf. A proxy shall be appointed in writing under the hand of the appointer and this instrument of proxy given to their representative to take to the meeting as evidence.
- 5) In the case of an equality of votes, the chair of the meeting shall have a second or casting vote.
- 6) Minutes: shall be recorded at each meeting and circulated.
- 7) Standing orders and rules: the Council shall have power to adopt and issue standing orders and rules of the Institute. They shall come into operation immediately, provided that they shall be subject to review and not be inconsistent with the provisions of this Constitution.

5. COUNCIL

(A) Membership of Council

The Council is the executive body of IPSS and shall be composed of the Chair of IPSS and the Chairs or 'lead persons' of the following Committees: Ethics, Membership, Finance and Accreditation, the Honorary Secretary of the Organisation and the Chairs and Officers of any of the other committees.

- 2) The Chair of IPSS will be elected/confirmed at the AGM or EGM and if this post falls vacant at any time, the Council shall elect/confirm one of their members to be Chair and represent the organization as and when required.
- 3) Any member, one year after qualification, may put themselves forward to fill one of the above posts as they become vacant. All posts will be confirmed on a yearly basis at the AGM
- 4) Any member may join a committee at any time.
- 5) In the case of a member not being confirmed in a post at the AGM they will then vacate that post.

(B) The policy, operation and general management of the affairs of the Institute shall be directed by Council which shall meet as and when necessary and at least three times a year.

(C) Council shall hold ultimate responsibility for the Institute on behalf of its Members, staff and students and in particular (but not limited thereto) shall be responsible for ensuring that:

- 1) the Institute is properly run and administered.
- 2) all activities of the Institute are properly carried out by all committees, bodies and persons in compliance with the terms of this Constitution.
- 3) the interests of members, staff and accreditation candidates are properly safeguarded.
- 4) there is sound financial management of the Institute such responsibility to be exercised by the Hon Treasurer and the Finance Committee.
- 5) appropriate responsibility is taken for all matters which are not otherwise specifically provided for in this Constitution.

(D) Election and co-option

- 1) Council has the right to co-opt further members
- 2) The proceedings of Council shall not be invalidated by any failure to elect or appoint, or any defect in the appointment, co-option or qualification of any members.
- 3) Council may appoint such special or standing committees as may be deemed necessary by Council and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to Council.
- 4) If and when a vote is taken all Council members are eligible to vote
- 5) Voting is by simple majority of Council members present and eligible to vote and if there is a tied vote, the Chair, or the person acting as the Chair has a deciding vote.
- 6) Any major executive decision can only be made if at least three members of the Council are present.

6. COMMITTEES OF THE INSTITUTE

The various Committees shall meet as and when required to carry out their work.

8. TRUST PROPERTY

The title to all real or personal property which may be acquired by or on behalf of the Association shall be vested in a Trust lawfully entitled to act as Custodian.

9. ALTERATIONS TO THE CONSTITUTION

Any alteration of this Constitution shall receive the assent of not fewer than a 30% of the voting members of the Institute and voting at a meeting especially called for that purpose. At least 28 clear days notice in writing of such a meeting setting forth the terms of the alteration(s) to be proposed shall be sent *by* the Council to each of the Members.

10. DISSOLUTION

- 1) A motion to dissolve the Institute may only be proposed by Council and made at an EGM and shall not come into effect unless two thirds of the members vote for the motion. The winding up of the organisation shall be administered by the Council
- 2) The Council will organize the distribution of all remaining funds.