

CSRP Constitution

Introduction

The College for Sexual and Relationship Psychotherapy (CSRP) has been established to represent sexual and relationship psychotherapists and psychosexual counsellors within the UKCP community of psychotherapy. The college accommodates both organisational and individual members. At present there is one Organisational Member, (OM), the College of Sexual and Relationship Therapists, (COSRT), approximately 200 Individual Members, (IM), who are members of COSRT, and the College has the facility to accept Direct Members (DM) through COSRT. The personnel available to provide links between UKCP and CSRP and to perform the functions of the College are almost all members of COSRT.

Article 1 Name

1. The name of the College shall be the “College for Sexual and Relationship Psychotherapy”.

Article 2 Objects

2.1 To advance the education and training of persons who are engaged in sexual, couple and relationship psychotherapy for the benefit of the public.

2.2 To formulate and monitor standards of training, competence and professional conduct for those engaged in sexual, couple and relationship psychotherapy.

2.3 To promote research in the fields of marriage, civil partnerships and other intimate relationships, sexual, couple and relationship psychotherapy, and human sexuality.

2.4 To advance the education of the public about sexual, couple and relationship psychotherapy.

2.5 To further the objects of UKCP, as set out in UKCP Memorandum clause 3, with a specific focus on sexual, couple and relationship psychotherapy.

Article 3 Categories of membership

3.1 Organisational Members. The CSRP currently consists of one organisational member, the College of Sexual and Relationship Therapists, (COSRT) which has one representative to CSRP (and one representative to the UKCP Psychotherapy Council.)

3.2 Individual Members. a) COSRT members who are Individual Members of UKCP, and

b) Members of UKCP who join the College through the Organisational Member, and meet the criteria for UKCP registration, but then opt to leave the Organisational Member. These members are termed Direct Members.

Article 4 Financial management

4.1 CSRP receives an annual budget from UKCP, for 2011/2012 this is £2,500

4.2 CSRP presents to UKCP annually a business plan with anticipated budgetary requirements, identifying the process by which the College's obligations will be fulfilled.

4.3 The College treasurer is responsible for maintaining records of the College expenditure, and is accountable to the Executive and ultimately the UKCP Finance Committee.

Article 5 Structure of the college and its meetings

The College consists of Members, Officers and the Executive.

All members of the College are entitled to attend General Meetings. There will be one Annual General Meeting and such other meetings as are required to ensure College functions are carried out correctly.

5.1 Functions of the Annual General Meeting

5.1.1 To elect Chair, Vice Chair, Treasurer, Secretary (Officers), two additional elected Member Representatives to the College Executive (the Executive) and to elect one College Representative to the UKCP Psychotherapy Council. This group, with the addition of College Committee Chairs, will form the College Executive. Each member of the College will have one vote. Elections to take place as follows:

Officers of CSRP

The election of Chair and Vice Chair will take place every 3 years with the possibility of re-election for a second term of 3 years only. Secretary and Treasurer will be elected annually and may stand as many times as they wish. Nominations will be requested one month before the Annual General Meeting, or at the meeting if none has been received. Candidates may nominate themselves.

Executive Representatives

Two members to represent the members to the Executive will be elected annually for a maximum term of five years. Nominations will be requested one month before the meeting but further nominations can be made at the meeting if less than 2 nominations have been received.

Representative to the UKCP Psychotherapy Council

One representative of the College will be elected to represent the College on the UKCP Psychotherapy Council for a maximum term of five years. Nominations will be made one month before the meeting but further nominations can be made at the meeting if no nominations have been received.

5.1.2 To debate and discuss issues of importance to the members. The Annual General Meeting will be chaired by the Chair of the College or his or her representative and votes can be taken on issues and reported to the College Executive to guide their decisions.

5.1.3 To be consulted on issues in the field as required by members, UKCP Committees and other bodies.

5.1.4 To receive and approve reports from the College Executive and Committees including the annual Accounts and their submission to UKCP.

5.1.5 To place items on the agenda as required. Motions which attract the support of at least 10 members will be discussed at the Executive and a report made to the Annual General Meeting.

5.2 Executive

5.2.1 This consists of a) voting members who are the Officers, 2 elected additional Members, Representative to UKCP Council and Chairs of the College committees, and b) non-voting members who are representatives to committees, faculties and special interest groups of UKCP, and any other co-opted members. Co-opted members will have their membership renewed as required by the Executive.

5.2.2. This group will have 4-6 meetings a year, with one face to face Annual Meeting in advance of the Annual General Meeting, at which there will be a review of membership of committees and where nominations of Officers and Executive can take place in preparation for the College Annual General Meeting.

5.2.3 Functions of the College Executive:

- To define modality specific standards for education training and practice
- To assess Organisational Members and potential Organisational Members according to modality specific standards.
- To organise re-accreditation facilities and services through Organisational Members
- To agree the budget and accounts
- To decide and implement the procedure for CPD audit and re-registration of Members when relevant, and any other procedures as required.
- To appoint representatives to College Committees, and UKCP Committees and Faculties
- To ensure the work of ethics, diversity and equality, membership, education and training, research and other areas is carried out, making best and most efficient use of the UKCP members who are members of COSRT and the Direct Members.
- To review and further all areas of College work.
- To consult and report to the membership and other stakeholders appropriately
- To further relationships with outside bodies
- To develop and agree College policy.
- To amend and update Governing Documents when relevant.

- To carry forward specific areas of College work agreed by the Annual General Meeting.
- To keep abreast of new developments and consult and act appropriately, making reports to the Annual General Meeting and relevant bodies within UKCP.
- To ensure consultations with UKCP and College members are carried out effectively
- To be a forum to discuss any confidential or sensitive issues

Article 6 Rights and duties of members

6.1 All College Members have a right to vote at General Meetings

6.2 It is a duty and a requirement that all Members abide by the Governing Documents and Standing Orders of the College and of UKCP. (See 11.1.below)

6.3 Complaints concerning the conduct of Members will be considered and dealt with according to the College's "Procedure for dealing with infringements of the Codes of Ethics and Practice and other complaints", or the UKCP Complaints and Conduct Process where appropriate.

6.4 The UKCP Appeals Procedure is available to Members where necessary.

Article 7 Officers and executive

7.1 The Officers shall consist of a Chair, a Vice-Chair, an Honorary Secretary and an Honorary Treasurer.

7.2 The Executive shall consist of the Officers together with two Members elected by the Membership at the Annual General Meeting. The Executive may co-opt additional members at its discretion.

7.3 The Chair is the principal Executive Officer of the College and is empowered to act for the College when matters requiring immediate attention arise between meetings of the Executive. She or he is empowered to sign cheques disbursing College funds if the Treasurer is not available.

7.4 The Vice-Chair will act as Chair if the Chair is unable to carry out his or her normal duties.

7.5 The Secretary will be responsible for sending out such notices as are required by the Constitution or authorised by the Executive, and will carry out such other duties as are required by the Executive. She or he will maintain a list of the Membership and will be the custodian of the College's records, and ensure adequate notice of general meetings is given and elections are properly performed.

7.6 The Treasurer will keep the financial records of the College and prepare them for the UKCP Finance Committee. She or he will be responsible for managing the College's funds in

the interests of the College, and for preparing an annual business plan for presentation to the UKCP Finance Committee for its approval.

7.7 In the event of a vacancy occurring before the end of a term, the Executive may appoint a substitute to take the position until the next Annual General Meeting.

Article 8 Election of the officers and executive

8.1 Nominations for Officer posts and Elected Members of the Executive shall be invited by the Secretary at least twenty-eight days before an Annual Meeting, and nominations will be accepted until the start of the meeting. Election will be by the majority of votes by mailed and electronic ballot as well as votes cast at the Annual Meeting.

8.2 The Chair will be elected at an Annual General Meeting for a term of three years. She or he will be eligible for re-election for one further term of three years only then not eligible for a further three years.

8.3 The Vice-Chair will be elected at an Annual General Meeting for a term of three years. She or he will be eligible for re-election one further term of three years only then not eligible for a further three years.

8.4 Secretary and Treasurer. These Officers will be elected at each Annual Meeting, and may be re-elected without limit to the number of their years in office.

8.5 Election of the Member Representatives to the Executive. Other Elected Members of the Executive shall be elected at the Annual General Meeting and may stand for re-election for four further years, making five in all; they may not then stand for re-election for two years.

8.6 If an Elected Member of the Executive is incapable of performing her or his duties due to illness, or is disqualified such as by termination of membership, or fails to attend meetings for six consecutive months and is deemed to have vacated the post, then the Executive may appoint a temporary deputy. The post will be filled by election in the usual way at a the next Annual General Meeting.

8.7 Voting may be by mailed or electronic ballot in addition to show of hands at the meeting.

Article 9 Powers of the executive

9.1 Quorum of the Executive. Five non-co-opted voting Members of the Executive, of whom at least two are Officers, shall constitute a quorum.

9.2 Standing Orders. The Executive shall have power to adopt and issue Standing Orders and/or Rules of Procedure which may be subject to review at Annual General Meetings and shall be consistent with the Constitution.

9.3 Casual Vacancies on the Executive. If vacancies occur due to resignation, death or long term absence, the Executive may appoint replacements, and appoint new Officers to serve until the next Annual General Meeting. These appointees will have voting rights at Executive meetings.

9.4 Committees. The Executive may appoint such committees and working parties as it deems necessary. The Chairs of these bodies or other representatives will normally be co-opted onto the Executive and not able to vote, unless already voting members of it. All acts and proceedings of such bodies shall be fully and promptly reported back to the Executive.

9.5 Additional Members of the Executive. Additional members may be co-opted onto the Executive at its discretion. These co-opted members will not be entitled to vote at Executive meetings.

Article 10 General meetings

10.1 Annual General Meetings. The business shall include the election of the Officers and Executive, the presentation of the reports of the Chair and the Treasurer, (and the appointment of Auditors if necessary in the future)

10.2 Extraordinary General Meetings may be called by a decision of the Executive or at the signed request of a total of not less than twenty Members.

10.3 Notices for Annual General Meetings must be sent to Members by the Secretary at least twenty-eight days before the meeting.

10.4 Voting at Annual General Meetings. Except where the Governing Documents or Dissolution are concerned matters shall be decided by a simple majority vote of those present and voting. In the event of a tie, the Chair of the meeting will have an additional, casting vote.

10.5 Quorum at an Annual General Meeting. A total of twenty Members shall constitute a quorum.

10.6 Postal Ballots may be utilised as required by the Executive to conduct the business of the College.

10.7 Voting. The voting papers will be sent out not less than twenty-eight days before the appointed day of the ballot. A simple majority will decide each matter voted upon. In the event of a tie, the Chair will have an additional, casting vote.

Article 11 Governing documents of the college

11.1 The Governing Documents are the Constitution, the Code of Ethics and Practice, the Procedure for Dealing with Infringements of the Codes of Ethics and Practice and Other

Complaints, and such other documents as are so designated and adopted by the required procedures.

11.2 Procedure for Acceptance of New Governing Documents or Amendments to Existing Governing Documents is as follows:

11.2.1 There will be consultation with the membership who will receive a draft of the document concerned and asked for comments and feedback within a defined period.

11.2.2 The proposed final Governing Document will be circulated to the Members with a voting facility at least twenty-eight days before the General Meeting at which the matter will be decided. All members can vote.

11.2.3 Votes may be returned on line, by email or post, or handed in at the close of the debate, when all votes will be counted.

11.2.4 A two-thirds majority of votes cast is required for adoption of a new or modified Governing Document.

Article 12 Dissolution

12.1 Method of Dissolution. The College may be dissolved by the following procedure:

12.1.1 The Executive will inform UKCP and the Membership of the proposal to dissolve the College.

12.1.2 Members will be circulated with a voting facility at least twenty-eight days before the General Meeting at which the matter will be debated.

12.1.3 Votes may be returned on line, by email or post, or handed in at the close of the debate, when all votes will be counted.

12.1.4 A two-thirds majority of the votes cast is required to dissolve the College.

12.2 Disposal of Funds. The College is a non-profit making body. If it is dissolved at any time, all funds and property, after payment of all College debts, shall be given or transferred to UKCP

12.3 Dissolution by UKCP. If the College is found in breach of any of the regulations as found in the UKCP Articles or Bylaws, and the College fails to take action to rectify the situation, then the UKCP Board of Trustees may dissolve the College.

12.3.1 All Members of the College that has been dissolved may immediately apply for membership in another College. For a maximum duration of one year, while any such application is being resolved, such Members shall retain all rights held prior to the dissolution.