



# UNIVERSITIES PSYCHOTHERAPY AND COUNSELLING ASSOCIATION

## CONSTITUTION

### **1. NAME**

- 1.1 The name of the body formed under this constitution shall be the Universities Psychotherapy and Counselling Association (hereinafter called “the Association”)
- 1.2 University shall here mean any UK institute of higher education legally entitled to call itself “University”.

### **2. OBJECTS OF THE ASSOCIATION**

- 2.1 To protect the public by promoting safe and ethical psychotherapy and counselling practice amongst its members.
- 2.2 To enhance and develop public confidence in members psychotherapy and counselling practice.
- 2.3 To promote high standards of psychotherapeutic training and education
- 2.4 To provide a forum for the exploration of the common ground of the psychotherapies and counselling.
- 2.5 To develop the academic and research base of psychotherapy and/or counselling.

### **3. ACTIVITIES OF THE ORGANISATION**

- 3.1 To sponsor collaborative ventures between universities, including conferences.
- 3.2 To assist academics in planning new courses
- 3.3 To assist universities in the validation and audit of existing courses.
- 3.4 To publish and maintain a Register of members;
- 3.5 To publishing annual conference papers;
- 3.6 To publishing a Newsletter
- 3.7 To employ and pay any person or persons to supervise, organise and carry on the work of the Association and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows widowers and other dependants.
- 3.8 To retain or employ skilled professional or technical advisers or workers in connection with the objects of the Association and to pay them fees, or remuneration; also to found, aid, maintain and endow scholarships and bursaries



for the remuneration, instruction and support of persons engaged in research work in the field of psychotherapy and/or counselling to employ and remunerate instructors and supervisors for such persons.

- 3.9 To undertake, execute, manage or assist any charitable trusts, which may lawfully be undertaken, executed, managed or assisted by the Association.
- 3.10 To procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further such objects.
- 3.11 To purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of such objects and construct, maintain and alter and buildings or erections necessary for the work of the Association.
- 3.12 To make regulations for any property, which may be so, required.
- 3.13 To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.
- 3.14 To accept gifts or borrow or raise money for such objects on such terms and on such security as shall be thought fit by the Council of the Association.
- 3.15 To procure contributions to the Association by personal or written appeals, public meetings or otherwise.
- 3.16 To invest the money of the Association not immediately required for such objects in or on such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may be for the time being imposed or required by law.
- 3.17 To do all such other lawful things as are necessary for the attainment of such objects.

#### **4. AFFILIATION**

- 4.1 University Departments, Research Centres or Institutions providing education programmes and training courses in psychotherapy and/or counselling validated by universities, may become affiliated to the Association.

#### **5. ACCREDITATION**

- 5.1 Courses in psychotherapy and/or counselling, belonging to or validated by a university that is an affiliated institution, may be accredited by the Association as clinical training courses if they meet the standards laid down in the Governing Documents of the Association, and after any inspection procedure



laid down in those documents is satisfactorily completed. Through this route clinical members who are graduates of accredited organisations will join the register held by UPCA, and be eligible to join the register held by UKCP.

- 5.2 Each affiliated institution with accredited courses will nominate two clinical members as Representatives (or as Representative and, as necessary, Deputy Representative) on UPCA Council.

## **6. INDIVIDUAL MEMBERSHIP**

- 6.1 There shall be five classes of individual membership

1. Clinical Member
  - 1.1 Accredited Clinical Member – MUPCA (Accred)
  - 1.2 Clinical Member - MUPCA
2. Research Member
3. Student Member
4. Associate member
5. Honorary member

- 6.2 Clinical or Research Membership of the Association shall be open to staff or graduates of UK University courses, centres, or departments whose subject, aim, or topic of research is psychotherapy and/or counselling, and who meet other criteria set out below. Where there is doubt about whether the terms 'psychotherapy and/or counselling', which are intended to be used broadly, should apply to a particular course or research centre, the Council of the Association will determine whether they should apply.

- 6.3 Clinical members shall be:

- a. staff as defined in 6.2 who are recognised by a UK University or a course in psychotherapy and/or counselling, validated by a university, to be therapists or clinical supervisors on a course at the University in psychotherapy and/or counselling at Masters or Doctoral level which is accredited by the Association; or
- b. graduates of a University training course in psychotherapy and/or counselling at Postgraduate Diploma or Masters or Doctoral level, which is accredited by the Association.
  - (i) Members who have successfully completed a final qualification (which includes a programme specific number of supervised placement and personal therapy hours) that UPCA accept as a necessary pre-requisite for applying for UPCA (and UKCP) registers, but has not yet met the full requirements to be awarded status as a psychotherapeutic counsellor or psychotherapist, are eligible to become a member of UPCA with the use of the designatory letters MUCPA; and
  - (ii) Members who have successfully completed and graduated from an approved UPCA counselling/psychotherapy qualification and have been awarded status as a Psychotherapeutic Counsellor or



Psychotherapist, can use the letters MUCPA (Accred) together with the relevant title.

The roll (list) of Clinical Members held by UPCA will be constituted as formal Registers of Psychotherapists and Psychotherapeutic Counsellors. Registrants, Clinical Members on the Register, will have formal obligations under UPCA Code of Ethics and Professional Conduct and under the auspices of UPCA Fitness to Practise Procedures

- 6.4. Research members shall be:
- a) staff of University research groups, departments, or centres as defined in 6.2; or
  - b) post-graduate research students registered with such a group, department or centre
- 6.5 In addition, members of the psychotherapy and/or counselling profession who have an appointment in a UK University and are of sufficient standing may be appointed by the Council to Honorary Clinical or Honorary Research Membership. To be considered for election, written notification must be sent to the Honorary Secretary of a proposer and a seconder along with notification that the candidate for Honorary Membership wishes to be considered by the Council and a memorandum prepared either by the proposer or the seconder giving evidence as to the grounds for considering the candidate for honorary membership. Honorary clinical members should be proposed and seconded by clinical members, and honorary research members should be proposed and seconded by research members.
- 6.6 Student members shall be bona fide current students of a University course meeting the criteria set out in 6.2. Student members shall be proposed for membership by a Clinical or Research member and elected by the Council.
- 6.7 There will be an additional category of Associate Membership open to any member of a UK University with an interest in psychotherapy and/or counselling or cognate studies, or to any psychotherapist or counsellor with a commitment to the academic development of the subject. Associate members will be proposed and seconded by either clinical or research members, and elected by Council.

## **7. OFFICERS**

- 7.1 The Officers of the Association shall consist of a Chairman, Vice Chairman, an Honorary Secretary and an Honorary Treasurer, who shall be either clinical or research members and who shall be elected by an Annual General Meeting of the clinical, research and associate members. The term of each office is three years and the Chairman, Honorary Secretary, and Vice-Chairman may stand for immediate re-election only once, thus giving a maximum consecutive term of office of six years.
- 7.2 The Treasurer may be re-elected without limit.



## **8. THE COUNCIL**

- 8.1 The governing body of the Association will be the Council.
- 8.2 The Council shall consist of:
- i The Officers of the Association as defined in 7.1 above.
  - ii Two Research Members who shall be elected every two years by the Research Members at the Annual General Meeting, at least one of whom shall not have previously held an officer post in the Association. They may not stand for immediate re-election more than twice, thus giving a maximum consecutive term of office of six years.
  - iii Two Clinical Members who shall be elected every two years by the Clinical Members at the Annual General Meeting, at least one of whom shall not have previously held an officer post in the Association. They may not stand for immediate re-election more than twice, thus giving a maximum consecutive term of office of six years.
  - iv Two Associate Members who shall be elected every two years by the Associate Members at the Annual General Meeting, and who may not stand for immediate re-election more than twice, thus giving a maximum consecutive term of office of six years.
  - v Two Student Members who shall be elected every two years by the Student Members at the Annual General Meeting, and who may not stand for immediate re-election, thus giving a maximum consecutive term of office of two years.
  - vi Representatives of affiliated organisations with accredited courses
  - vii The Chairpersons of Committees formed by the Council.
  - vii The Council shall also have the power to co-opt additional members, number not to exceed 25% of statutory members.
- 8.2 The Council of the Association shall have power to appoint to the offices of the Vice-Chairman, Honorary Secretary, and Treasurer should any of these offices fall vacant during the year of office.
- 8.3 The Council shall be quorate (at a General Meeting) whenever 6 members of Council are present, this number to include the Chair or a Deputy appointed by the Chair, at least one Clinical member, and at least one Research or Associate member.



- 8.4 Decisions of the Council shall be made on a simple majority. In the event of there being no majority, the Chair may exercise an additional, casting vote.
- 8.5 The Members of Council will have the power to review the functions and conditions of membership of Council
- 8.6 Any proposals to revise the functions and conditions of membership of Council shall be circulated to members in writing at least 28 days before a General Meeting, and shall only take effect if two-thirds of the votes taken at the General Meeting are in favour
- 8.7 The Council shall have the power to review and revise the functions and conditions of membership of all Committees and Sub-committees, and will report on any changes at the Annual General Meeting.
- 8.8 Any proposals to revise the functions or conditions of membership of any Committee or Sub-committee shall be put to the Council in writing at least 28 days before the Council meeting at which they are considered, and shall take effect if two-thirds of the votes taken at that meeting are in favour.
- 8.9 The Council of the Universities Psychotherapy and Counselling Association and such other persons as the Council shall admit to membership in accordance with Rule 4 shall comprise the Association.

## **9. COMMITTEES**

- 9.1 The Council shall appoint a publications committee, a membership committee, an ethics committee, a training committee, a professional standards committee, and a finance committee at its first meeting. The Chair and Secretary of any committee of Council will be elected by that committee at its first meeting and at the first meeting of every second year subsequently. Officers of committees will thus be elected every two years, and may not stand for reselection more than three times.
- 9.2 The Council of the Association shall have power to appoint such Committees as it deems necessary to conduct its business and shall determine the membership, duties and powers of each such Committee in accordance with Standing Orders.
- 9.3 The Council shall have the power to appoint members to Joint Committees with other organisations; shall determine with the executive body of those other organisations which have appointed members what shall be the duties and powers of each such Committee; and shall modify the Standing Orders accordingly.
- 9.4 The Council will ensure that the views and experiences of users of members' services are taken into account in its decision making by seeking lay input on appropriate committees.



## **10. RULES OF CONDUCT**

10.1 The Council of the Association shall have power to make such rules of conduct as it considers necessary to safeguard the good standing of the Association. This shall include the power to terminate individual membership, to withdraw the accreditation of a course, or to terminate the affiliate status of a course, centre, or institution after due enquiry in accordance with Standing Orders and the Governing Documents.

10.2 Council members shall themselves abide by the Code of Conduct for Council Members. Any changes to the Code of Conduct shall be circulated to members in writing at least 28 days before a General Meeting

## **11. GENERAL MEETINGS**

11.1 The Annual General Meeting of the Association shall be held at an interval of less than 15 months from the last Annual General Meeting and usually in the month of December each year, with due notice being given. The Annual General Meeting will consider reports from the Chair, the Treasurer, the Secretary, and the Chairpersons of Committees of Council.

11.2 Special General Meetings of the Association shall be convened, with due notice, by the Honorary Secretary upon a request by the Council or upon written request by six members of the Association.

11.3 At General Meetings only business for which due notice has been given may be conducted.

11.4 At General Meetings every Research, Clinical or Associate member, including the Chairman, shall have one vote, which may be enacted in person or proxy, appointed according to the Standing Orders of the Association. In the case of an equality of votes the Chairman shall have an additional, casting vote.

11.5 At General Meetings of the Association all matters, except changes to this Constitution or other Governing Documents, shall be decided by a simple majority of votes cast. In the event of an equality of votes the Chairperson of the meeting shall have an additional, casting vote.

11.6 A General Meeting of the Association shall be considered quorate if there is a total count of 20 votes in person or of proxies appointed in accordance with Standing Orders. In the event that a meeting is not quorate after 10 minutes of its published starting time, the members present may adjourn the meeting to another time and place of their choosing, and the members present at that adjourned meeting shall form a quorum for all purposes

11.7 All members of the Association shall receive written notice of General Meetings. Such notice shall be sent at least 28 days before the General Meeting.



11.8 The Annual General Meeting shall set the level of subscriptions to the Association and other charges where necessary.

## **12. CONSTITUTIONAL CHANGES**

12.1 Any changes to this Constitution or other Governing Documents must be ratified by means of a resolution passed by a majority of two-thirds of the total votes cast by either Clinical or Research members of the Association in person, or by duly appointed proxy, at an Annual General Meeting or a Special General Meeting, which has been duly convened and of which not less than 28 days notice has been sent to each member of the Association at his/her last known address in the United Kingdom.

## **13. FINANCE**

13.1 All sums collected shall be handed over to the Treasurer who shall pay the same into a bank account or accounts in the name of the Universities Psychotherapy and Counselling Association. All cheques drawn on this account shall be signed by two officers of the Association.

13.2 True accounts shall be kept of the sums of money received and expended by the Association, and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed, such accounts shall be open to the inspection of the members. Once at least in every year the accounts of the Association shall be examined and the correctness of the Income and Expenditure Account and Balance Sheet ascertained by an independent auditor, who shall be appointed biennially by the members of the Association at the Annual General Meeting.

13.3 All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose provided that nothing contained in this Constitution shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the repayment of reasonable out-of-pocket expenses.

13.4 No expenditure of the monies of the Association shall take place contrary to the expressed intentions of the Council of the Association.

## **14. SUBSCRIPTIONS and FEES**

14.1 All members shall be required to pay annual subscriptions, the amount of which shall be agreed by vote at an Annual General meeting. Failure to pay a subscription will, after a lapse of three months, may be deemed by the Council to indicate that the member has withdrawn from the Association.

14.2 Courses, centres, and institutions wishing to be, or to remain, affiliates of the Association will be required to pay an annual subscription, the amount of which shall be agreed by vote at an Annual General meeting. Failure to pay a subscription may result, after a lapse of three months, in the Council of the Association withdrawing affiliation.





14.3 Courses applying for accreditation will be required to pay an administrative fee and, once accredited, an annual subscription, the amount of which shall be agreed by vote at an Annual General meeting. Failure to pay a subscription may result, after a lapse of three months, in Council withdrawing accreditation.

**15. NOTICES**

15.1 Any notice may be served by the Secretary on any member personally or by sending it through the post in a pre-paid letter addressed to such member at his or her last known address; or the notice may be served on a representative appointed by the member. Any sent by post within the United Kingdom shall be deemed to have been received within six days of posting.

**16. DISSOLUTION OF THE ASSOCIATION**

16.1 A Special General Meeting to consider the dissolution of the Association shall be convened, with due notice, by the Honorary Secretary upon a request by the Council or upon written request by six members of the Association. The Association shall be dissolved if the resolution to do so is passed by a majority of two-thirds of the votes cast by Clinical or Academic members of the Association in person, or by duly appointed proxies at the Special General Meeting, and that this meeting has been duly convened and 28 days notice of it has been sent to each member of the Association at his/her last known address in the United Kingdom.

16.2 If upon dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to some other association or associations having objects similar to the objects of the Association, such association or associations to be determined by the members of the Association at or before the time of dissolution and if and so far as effect cannot be given to such provision, then to some other charitable object.