

UNIVERSITIES PSYCHOTHERAPY AND COUNSELLING ASSOCIATION

GOVERNANCE DOCUMENT

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 maintain a Register of members.
- 3.5 To sponsor research and publications (funds permitting).
- 3.6 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.

- 3.7 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.
- 3.8 To undertake, execute, manage or assist any charitable trusts, which may lawfully be undertaken, executed, managed or assisted by the Association.
- 3.9 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.
- 3.10 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.
- 3.11 To make regulations for any property, which may be so, required.
- 3.12 To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.
- 3.13 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.
- 3.14 To procure contributions to the Association by personal or written appeals, public meetings or otherwise.
- 3.15 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.
- 3.16 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 up to two 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

Accredited Clinical Member
Non-Accredited Clinical Member
Trainee Member
Student Member
Associate member

Clinical 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.

6.2 Clinical members shall be:

- a. staff as defined in 6.1 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 Non-Accredited Clinical 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 met the full requirements to be awarded status as a psychotherapeutic counsellor or psychotherapist, are eligible to become a Accredited Clinical Member of UPCA. They have been awarded status as a Psychotherapeutic Counsellor or Psychotherapist, and can use the letters MUCPA (Accred) together with the relevant title.

The 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, UPCA Fitness to Practise Procedures, and the UKCP Code of Ethics and Professional Practice.

6.3 Students of a University training course in psychotherapy and/or counselling at Postgraduate Diploma or Masters or Doctoral level, accredited by the Association are required to belong to UPCA as a Student member. At this stage they will not be non-practising.

6.4 Students of a University training course in psychotherapy and/or counselling at Postgraduate Diploma or Masters or Doctoral level, accredited by the Association are required to belong to UPCA as a Trainee member. At this stage they will be practising in an appropriate placement (or other context), in an arrangement agreed with the University. Trainee members are required to have their own professional indemnity insurance.

6.5 The category of Associate Membership is 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 clinical members, and elected by Council.

7. OFFICERS

- 7.1 The Officers of the Association shall normally consist of a Chairperson, Vice Chairperson, an Honorary Secretary and an Honorary Treasurer (if suitable people are available), who shall be either staff on UPCA accredited courses, and who shall be elected by an Annual General Meeting of all category of members. The term of each office is three years and the Chairperson, Honorary Secretary, and Vice-Chairperson 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 Up to two Trainee Members who shall be elected every two years 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.
- 8.3 The Council of the Association shall have power to appoint to the offices of the Vice-Chairperson, Honorary Secretary, and Treasurer should any of these offices fall vacant during the year of office.
- 8.4 The Council shall be quorate (at a General Meeting) whenever 4 members of Council are present, this number to include the Chairperson or a Deputy appointed by the Chairperson, and at least one Clinical member.
- 8.5 Decisions of the Council shall be made on a simple majority. In the event of there being no majority, the Chairperson may exercise an additional, casting vote.

- 8.6 The Members of Council will have the power to review the functions and conditions of membership of Council.
- 8.7 Any proposals to revise the functions and conditions of membership of Council shall be circulated to members in writing or e-mail 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.
- 8.8 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.
- 8.9 Any proposals to revise the functions or conditions of membership of any Committee or Subcommittee 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.
- 8.10 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 the committees it deems necessary to conduct its business and shall determine the membership, duties and powers of each such committee through agreed terms of reference.
- 9.2 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 terms of reference 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 wherever possible and subject to the availability of suitable persons.

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.

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 with due notice being given. The Annual General Meeting will consider reports from the Chairperson, the Administrator, and any relevant committees of Council, plus a financial statement.
- 11.2 Special General Meetings of the Association shall be convened, with due notice upon a request by the Council or upon written request by fifteen 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 member, including the Chairperson, shall have one vote, which may be enacted in person or proxy. In the case of an equality of votes the Chairperson shall have an additional, casting vote.
- 11.5 A proxy vote can be applied for from the administrator, no more than 14 days before the date of the General Meeting or the Special General Meeting.
- 11.6 At General Meetings of the Association all matters, except changes to this Governance document, 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.
- 11.7 A General Meeting of the Association shall be considered quorate if there is a total count of 20 votes in person or of proxies. In the event that a meeting is not quorate after 15 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
- 11.8 All members of the Association shall receive written or e-mail notice of General Meetings. Such notice shall be sent at least 28 days before the General Meeting.
- 11.9 The Annual General Meeting shall set the level of subscriptions to the Association and other charges where necessary.

12. GOVERNANCE CHANGES

- 12.1 Any changes to this 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 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 via their email address held by the administrator.

13. FINANCE

- 13.1 All sums collected shall be handed over to the Chair or another Council bank signatory who shall pay the same into a bank account or accounts in the name of the Universities Psychotherapy and Counselling 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 for Council members.
- 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/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.

15. DISSOLUTION OF THE ASSOCIATION

- 15.1 A Special General Meeting to consider the dissolution of the Association shall be convened, with due notice, by the Council or upon written request by twenty 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 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 email address.

- 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.

UPCA Constitution 2012 (Renamed Governance Document 12/2/20)

Revised September 2022

Ratified AGM November 2022