



CONSTITUTION

1. Name

The name of the Association is the Dorset Association of Counsellors and Psychotherapists (herein abbreviated 'DACAP' or 'Association').

2. Objects

- a. To seek to extend the availability of counselling and psychotherapy in Dorset.
- b. To promote high standards of practice in its members.
- c. To maintain an online register of members through which referrals and self-referrals may be made for generic or specialist counselling or psychotherapy.
- d. To maintain a network of counsellors and psychotherapists that provides opportunities for dialogue and co-operation between different approaches, styles and settings of counselling and psychotherapy, as well as support to practitioners.
- e. To inform the public and would-be clients of the range of skills and approaches to counselling and psychotherapy available in the Dorset area.
- f. To liaise with statutory services and other organisations to extend the provision of psychotherapeutic and other care for clients and would-be clients.
- g. To offer training, staff team development, supervision of counselling practice, tuition in communication skills, and other services to counsellors and psychotherapists, trainees in counselling and psychotherapy, and to other professionals and professional groups.

3. Powers

The Association in furtherance of the Objects, but not further or otherwise, may:

- a. Arrange for and provide for or join in arranging and providing for the holding of meetings, classes, lectures, workshops and training courses.
- b. Keep a register of members, which may include their qualifications, appointments and experience.
- c. Promote and carry out or assist in monitoring research, surveys and investigations.
- d. Determine professional and ethical standards, and terminate or suspend membership where appropriate.
- e. Print, publish and circulate gratuitously or otherwise relevant papers, newsletters and other documents.
- f. Act as a body for the purpose of consultation in matters of educational or public interest concerning psychotherapy and counselling.
- g. Invite and collect subscriptions and donations to the funds of the Association by any lawful means.
- h. Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property necessary to the promotion of the said Objects, or construct, maintain or alter any buildings or erections necessary for the work of the Association.
- i. Sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.

- j. Borrow or raise money for the purpose of the Association on such terms or such security as shall be thought fit.
- k. Have the power to insure the officers of the Association in pursuit of the activities of the Association.
- l. Do all such other lawful things as may be necessary for the attainment of the said Objects.

4. Membership

- a. Membership of the Association shall be open to the following categories of individuals who have satisfactorily completed the application process set out in Appendix A; and who have paid the joining fee and the annual subscription as laid down from time to time at the Annual General Meeting of the Association:

Full Membership

- i. Full membership is open to those who are registered, accredited or have chartered status (as applicable) with one of the recognised psychotherapy or counselling bodies, as defined from time to time at the Annual General Meeting of the Association; and who attend a minimum of two meetings once provisionally accepted into membership.
- ii. Full members shall work in accordance with their accrediting or registering body's written code of ethics and practice..
- iii. Full members shall have supervision or consultancy in accordance with their accrediting or registering body's requirements.
- iv. Subject to clause 4e, full members are entitled to include details of their practice and training in the Association's Membership Directory on the Association's website.

Associate Membership

- i. Associate membership is open to those who are working towards accreditation or registration or chartered status (as applicable) with one of the recognised psychotherapy or counselling bodies, as defined from time to time at the Annual General Meeting of the Association and who attend a minimum of two meetings once provisionally accepted into associate membership.
- ii. Associate members will normally:
 - be in an advanced stage of training;
 - be practising counselling or psychotherapy in an agency;
 - be supervised by a full member of the Association, or a practitioner eligible for full membership of the Association.
- iii. Associate members are not permitted to advertise their membership of the Association to the public, although may include their membership of the Association in applications for courses, for accreditation, etc. and for counselling or psychotherapy posts, whether voluntary or salaried.
- iv. Associate members may serve on sub-committees and working parties, but shall not hold any office in the Association.
- v. Associate members become full members on completion of accreditation, registration, or chartered status.

Emeritus Membership

- i. An emeritus member is a past member who has resigned from full membership and wishes to be associated with DACAP; s/he will have been a full member for at least five years and played a significant part in DACAP, such as serving in one of the offices, or regularly attending meetings; such members will be proposed and seconded in the year of their resignation at an Annual General

Meeting, and be elected as such by a majority of all members present and voting.

- ii. Such members will not be included on the DACAP website; will not pay annual membership fees; will not be eligible for any reduction in fees for workshops and similar events, but may request being kept informed of minutes of meetings and workshops, and may style themselves 'emeritus member of DACAP'.
- b. All full and associate members shall be covered by an agency's and/or their own professional indemnity insurance.
 - c. All full and associate members shall be eligible to speak and vote at all meetings including the Annual General Meeting and Extraordinary General Meetings.
 - d. All full and associate members are entitled to reduced fees, where applicable for DACAP's training programme.
 - e. Full and associate members are expected to attend at least two DACAP meetings per calendar year. Failure to do so will normally result in removal from the Association's directory and website for full members until such time as the attendance requirement is met, and termination of membership for associate members.

The only exception to this rule is when a member cannot attend two meetings a year for a limited period of time and asks the Chair to be excused for that limited period of time. The Chair plus two officers will decide whether this request is valid. Their decision will be final.
 - f. The officers' decision to remove a member from the directory is final.
 - g. Any member of whatever category will inform the Chair if a formal complaint is made concerning their practice of psychotherapy or counselling, or if any serious situation arises that might raise professional or public concerns.
 - h. Should any member be refused accreditation, registration or chartered status by a recognised body or for any reason fail to be re-accredited, renew registration or have their status rescinded by their parent body, they should inform the Chair, whereupon the Association will suspend their membership, pending further enquiries.
 - i. The Officers shall have the right to terminate the membership of any member provided that the member shall have the right to be heard by a general meeting of members before a decision is made.

5. Meetings

- a. There will be at least six meetings or training events held annually.
- b. There shall be an Annual General Meeting at which all members shall be entitled to speak and vote.
- c. Annual General Meetings shall be held not later than 15 months after the previous Annual General Meeting.
- d. The Annual General Meeting shall be convened with at least 21 days notice, providing all members with an agenda, and at such meetings the following business shall be transacted:
 - i. To record members present, apologies for absence, to receive and approve minutes of the previous Annual General Meeting and any Extraordinary General Meeting.
 - ii. To receive and consider reports from the officers and sub-committees upon the work of the previous year.
 - iii. To receive and consider the annual accounts duly verified.
 - iv. To appoint a verifier of the annual accounts.
 - v. To elect the Officers and appoint members to any sub-committees.

- vi. To transact any other business notified to the Secretary before the start of the meeting.
- e. All nominations and resolutions shall be formally proposed and seconded by members of the Association.
- f. The Chair of the Association shall preside at an Annual General Meeting or an Extraordinary General Meeting. In the Chair's absence, any other member proposed and seconded by members present shall preside.
- g. The quorum at an Annual or Extraordinary General Meeting of the Association shall be one quarter of the members or 20 members whichever is the smaller.
- h. All questions arising at General Meetings other than those relating to the constitution and rules shall be decided by a simple majority of those members present. In the case of an equality of votes the Chair of the meeting shall have an additional casting vote.
- i. Where more than one nomination is made for a post a secret ballot will be held by the method known as the single transferable vote. Two tellers shall be appointed by the meeting.
- j. Extraordinary General Meetings of the Association shall be called by the Officers when there is a written request signed by not less than 10 full members of the Association. Notices of extraordinary meetings, agenda and resolutions shall follow the same procedure as set out in the relevant clause as in respect of the Annual General Meeting.

6. Officers

- a. There shall be a Chair (or Chairs), Secretary, Treasurer, Workshop Co-ordinator(s), Website Officer, Membership Secretary, and other such Officers as shall be deemed necessary by the members, elected annually at the Annual General Meeting by a simple majority of members present.
- b. No individual shall hold the same office for more than four consecutive years.
- c. The members have the power to authorise payment to officers and others from the Association's funds for any expenses incurred while conducting the Association's business.

7. Finance

- a. The Officers shall be responsible to the Association for the formulation of a budget and for financial control of the Association's operations.
- b. All moneys raised by and on behalf of the Association shall be applied to further the objects of the Association.
- c. The Treasurer shall keep such books as are necessary to show the state of the Association's financial affairs.
- d. The Association's financial year shall run from 1 September to the 31 August. The accounts and other financial records shall be independently verified once a year.
- e. An independently verified statement of accounts for the previous financial year shall be submitted by the Treasurer to the Annual General Meetings.
- f. All membership subscriptions shall be payable at the AGM in November each year. New members joining after November shall pay the full joining fee in addition to membership subscription which shall be paid on a pro rata basis. i.e. new members joining between November and January pay the full fee, February and April pay three-quarters of the full fee, May and July pay one-half of the full fee and August and October pay one-quarter of the full fee.

8. Power to Affiliate to Other Bodies

In furtherance of the Objects of the Association the members may empower it to affiliate with other bodies.

9. Alterations to the Constitution and Rules

- a. Any alteration to this Constitution must receive the assent of not less than one half of full members present and voting at any Annual General Meeting or Extraordinary General Meeting called for this purpose.
- b. Notice of amendments in writing, duly proposed and seconded, must be received by the Secretary not less than 35 clear days before the date proposed for such a meeting. At least 21 clear days notice in writing of such a meeting, together with a copy of the resolution or resolutions to be proposed, shall be sent to all full members of the Association.
- c. In the event of amendments being proposed at an Extraordinary General Meeting, provision shall be made for an email or postal vote of full members unable to attend the meeting, providing any vote from a member is received no later than the day before the Extraordinary General Meeting.

10. Dissolution of the Association

- a. Any resolutions to dissolve the Association must receive the assent of not less than half of the full members, who, notified by email or post, will vote through a postal ballot, to be returned within 21 days of the notice being sent to them.
- b. If a resolution to dissolve the Association is carried under the terms of this Constitution, the Association shall be wound up. The full members shall have the power to dispose of any assets held by, or in the name of, the Association, through nomination by full members of a charity or charities to whom any monetary or other disposable assets shall be given.

11. Notices

Any notice may be served by the Secretary on any member either personally or by email or sending it through the post in a prepaid letter addressed to such member at their last known address in the United Kingdom, and any such letter so sent shall be deemed to have been received within three days of posting.

