

1.	<u>INTRODUCTION</u> .....	1
2.	<u>AIM</u> .....	1
3.	<u>SCOPE</u> .....	1
4.	<u>NAME OF THE ORGANISATION</u> .....	1
5.	<u>THE AIMS AND OBJECTIVES OF THE ASSOCIATION</u> .....	1
6.	<u>THE ASSOCIATION SHALL BE OPEN TO MEMBERSHIP BY:</u> .....	2
7.	<u>MANAGEMENT COMMITTEE</u> .....	2
8.	<u>OFFICERS OF THE ASSOCIATION</u> .....	3
9.	<u>COMMITTEE MEETINGS</u> .....	3
10.	<u>ANNUAL GENERAL MEETING</u> .....	4
11.	<u>SPECIAL GENERAL MEETING</u> .....	4
12.	<u>AMENDMENTS TO THE CONSTITUTION</u> .....	4
13.	<u>WINDING UP THE ASSOCIATION</u> .....	5
14.	<u>APPENDICES</u> .....	5

**1. INTRODUCTION**

- 1.1 The Constitution and Handbook shall be issued to all new committee members at the AGM following their election. If this is not possible then copies shall be sent to them prior to the first committee meeting. The Handbook applies to Section 2 – 11 and serves as a guide for new committees. The Handbook should be reviewed and updated as necessary by each new committee.

**2. AIM**

- 2.1 The aim of the SAC Constitution is to ensure that committee members are elected in accordance with the agreed procedures of the Association and that they act appropriately and in accordance with the wishes of the members of the Association.

**3. SCOPE**

- 3.1 The Constitution applies to all SAC Committee members and sub-groups.

**4. NAME OF THE ORGANISATION**

- 4.1 The Organisation shall be called The Suffolk Association for Counselling

**5. THE AIMS AND OBJECTIVES OF THE ASSOCIATION**

- 5.1. To facilitate the exchange of information and ideas about counselling.
- 5.2. To facilitate mutual support for members.
- 5.3. To provide a network of contacts in the counselling movement.
- 5.4. To organise events, conferences, meetings or training.
- 5.5. To promote good professional practice.
- 5.6. To raise public awareness of counselling.
- 5.7. To engage in any other activity in pursuit of 5.1 to 5.6 including employ staff, own or rent land or property and raise or borrow finance.

**6. THE ASSOCIATION SHALL BE OPEN TO MEMBERSHIP BY:**

- 6.1. INDIVIDUALS - who shall be any person with an interest in counselling and the aims and objectives of the Association.
- 6.2. The Management Committee shall have the power to accept individual members.
- 6.3. Any disputes about an individual member shall be referred to a Special Working Party set up by an Annual General, or Special General Meeting for decision.
- 6.4. Any appeal arising from disputed membership shall be referred to the Management Committee who shall report their findings to an Annual or Special General Meeting for ratification.
- 6.5. The Association shall keep an up-to-date list of Association Members which shall be available for Association Members to inspect, but not available to the general public or other organisations.
- 6.6. A membership fee for individuals/organisations shall be reviewed and fixed at an Annual General Meeting. Payment of the membership fee shall be required in order to become a full or voting member.

**7. MANAGEMENT COMMITTEE**

- 7.1. The Annual General Meeting shall elect a Management Committee to be responsible for the day to day business of the Association in accordance with the aims and objectives of the Association and wishes of the membership.
- 7.2. The Management Committee (hereafter Committee) shall have a minimum of seven members.
- 7.3. The Committee shall have officers, elected at the Annual General Meeting, namely chairperson, secretary and treasurer and any other officers that the Annual General Meeting (hereafter AGM) shall decide.
- 7.4. The Committee shall have the power to set up or appoint sub-committees or working parties (hereafter called sub-groups).
- 7.5. The Committee shall have the power to co-opt individuals onto the Committee or sub-group who may have specific roles or experience useful in pursuit of the Association's aims and objectives.
- 7.6. Sub-groups shall have within their membership, at least one Committee member.
- 7.7. Sub-group papers or decisions shall be reported to Committee for ratification.
- 7.8. Co-opted members shall not have the right to vote but can participate fully in discussions at Committee or sub-groups.
- 7.9. The Committee shall have the power to replace vacant-positions on the Committee between AGM meetings, if the need arises. Such decisions shall be ratified by the following AGM.
- 7.10. All full members of Committee and sub-groups shall be members of the Association.
- 7.11. Committee members shall serve for one year (or part year).

- 7.12. No payments or wages shall be paid to Committee Members, Officers or Sub Group Members apart from legitimate expenses in accordance with the aims of the Association.

## **8. OFFICERS OF THE ASSOCIATION**

- 8.1. The AGM shall have the power to elect: -

CHAIRPERSON. The role of the chairperson shall be to chair committee meetings and to speak or write on behalf of the Association as necessary.

SECRETARY. The role of the secretary shall be to take and keep minutes of Committee meetings securely, to write and receive letters reports or correspondence to and from the Association.

TREASURER. The role of the treasurer shall be to keep financial records on a regular basis, report to the Committee on the financial affairs of the Association and prepare figures to be examined independently prior to the AGM. This role being an area where expertise is important and in accordance with 7.5 of this constitution, it has been agreed that in the event of being unable to fill this role at the AGM, the committee can co-opt a person who meets this criteria (7.5) and 6.1. Members agreed that if this occurs then SAC would pay the membership fee for the person filling this role.

The AGM shall have the power to create additional official posts or roles as necessary.

- 8.2. Officers of the Association shall only be entitled to serve for a maximum of three years continuously, after which time the position shall be offered for a new nomination at AGM.
- 8.3. Sub-groups shall elect, from their Committee members, officers, chairperson, secretary or others, as necessary.

## **9. COMMITTEE MEETINGS**

- 9.1. Committee meetings shall be held a minimum of four times a year.
- 9.2. Committee meetings shall be called by the secretary of the Association. In the event of the secretary being unable to call a meeting, three committee members shall have the power to convene such a meeting.
- 9.3. Meetings to be called by the secretary or members (9.2) shall be in writing, giving place, date, time and business at least two weeks prior to that meeting.
- 9.4. Special Committee meetings may be called by three members at short notice in urgent circumstances.
- 9.5. A quorum of four Committee members is required for the conduct of business. At a meeting where there is no quorum, any business for discussion shall be referred to the next Committee meeting.

- 9.6. Voting at Committee meetings shall be by simple majority of those present and eligible to vote, by show of hands.

**10. ANNUAL GENERAL MEETING**

- 10.1. An Annual General Meeting shall be called to:
- 10.1.1 Report on the work of the Association in the previous year.
  - 10.1.2 Approve audited accounts and Treasurer's report.
  - 10.1.3 Elect a Management Committee and officers (as in 7.1 and 8.1).
  - 10.1.4 Fix the annual subscription fee (as in 3.7).
  - 10.1.5 Conduct any other business which the members or committee shall determine.
- 10.2. Notice for the AGM shall be given in writing at least 21 days before the meeting giving date, time, venue and business to be conducted.
- 10.3. A quorum for the AGM shall be 10 members.
- 10.4. The AGM shall be held during the months of June or July each year.
- 10.5. Motions or business in addition to 10.1.1 to 10.1.5 shall be submitted by a member or members to the Secretary in accordance with clause 10.2.
- 10.6. Voting at AGM shall be by a simple majority of those present and voting by show of hands.
- 10.7. Nominations for Committee members or officers shall be admissible up to the point of voting at an AGM.
- 10.8. Nomination for Committee members or officers not present at an AGM shall be supported by the written agreement of the nominated candidate.
- 10.9. Any full members of the Association shall be eligible to vote at AGM.

**11. SPECIAL GENERAL MEETING**

- 11.1. Special General Meetings of the Association may be called by the Committee. The Secretary shall give written notification of date, time, venue and business with 21 days notice.
- 11.2. A Special General Meeting may be called at the request of 15 Association members who shall give notice in accordance with 11.1.

**12. AMENDMENTS TO THE CONSTITUTION**

- 12.1. The constitution of the association shall only be amended or changed at an Annual or Special General Meeting.
- 12.2. Amendments of the constitution shall only be formally approved by a vote in favour by a quorum of the Association.

**13. WINDING UP THE ASSOCIATION**

- 13.1. The Association shall only formally wind up the affairs of the Association in the event of a proposal notified in accordance with Rule 11.1 or 11.2 or 10.2.
- 13.2. The Association shall only formally wind up its affairs on a successful vote in favour by a quorum of the Association.
- 13.3. All remaining assets of the Association, in the event of 13.2, shall be disbursed in accordance with the aims and objectives of the Association to a similar or linked Organisation involved in counselling.

**14. APPENDICES**

- SAC.101 Job Description for Chairman
- SAC.102 Job Description for Secretary
- SAC.103 Job Description for Treasurer

**END**