

Society for Psychotherapy Research (UK)

Constitution

1. The Society for Psychotherapy Research (UK) is a chapter of the Society for Psychotherapy Research.
2. The Society for Psychotherapy Research (SPR) (UK) is a non-denominational, multi-perspective, multi-disciplinary organisation. The term 'psychotherapy' is used in its broadest sense.
3. The purpose of SPR (UK) is the alleviation of mental disorder through psychotherapeutic treatments by encouraging and promoting the research of such treatments and disseminating research findings among members and into the larger community of practitioners, purchasers and policy makers.
4. The main activity of SPR (UK) is to organise an annual scientific conference and such other meetings as SPR (UK) decides.
5. Membership of SPR (UK) is by application and the payment of an annual fee.
6. Student membership of SPR (UK) is open to those who meet the definition of a Student Member as determined by the Annual General meeting (AGM). The definition is subject to the ratification by the International Society should there be significant financial implications for the Society by the definition.
7. All members of SPR (UK) are members of the International Society, receive the Society's journal – Psychotherapy Research – and are entitled to vote in ballots.
8. SPR (UK) supports the attendance of student members at the international scientific conference of the Society by offering bursaries
9. SPR (UK) holds an AGM, usually in conjunction with the annual scientific meeting.
10. The AGM is the sovereign body of SPR (UK).
11. All members who have paid their annual fee are entitled to attend the AGM and vote.
12. The AGM shall be quorate if 20% of the membership is present.
13. Proposed alterations to the Constitution will be circulated to members at least three weeks before the AGM or Special General Meeting (SGM) at which they are to be voted on. Proxy votes are allowed and must be lodged with the Honorary secretary prior to the meeting. Alteration of the Constitution shall require a 2/3 majority of those present and voting at an AGM or SGM. At the discretion of the AGM or on the initiative of the Executive Council, constitutional and other matters may be referred to the membership for ballot by postal vote where constitutional alterations will require a 2/3 majority of those voting.
14. Other votes (non-constitutional) shall be by simple majority.
15. Amendments to Standing Orders may be made by simple majority voting at the AGM or SGM.
16. The AGM will be chaired by the UK president of the Society or deputy who will have a casting vote in the event of a tied vote.
17. The business of SPR (UK) will be carried forward by the Executive Council which shall report to the AGM.
18. The following will be members of the Executive Council:
 - UK President of the Society (see regulation 21)
 - UK President-elect of the Society (see regulation 21)
 - Past UK President of the Society (see regulation 21)
 - Treasurer
 - Honorary Secretary
 - Conference Organiser
 - Officer with special responsibility (see regulation 24 and Standing Orders)
 - Officer with special responsibility (see regulation 24 and Standing Orders)
 - Three ordinary members
19. All members of the Executive Council shall be elected. Nominees for election will be proposed and seconded by members of SPR (UK) and must signify in writing their willingness to serve if elected. Nominations may be received before or during the appropriate AGM.

20. The UK President of the Society will be elected by postal ballot of all SPR (UK) members.
21. The UK President of the Society will serve one year as President-elect, three years as President, and two years as Past President.
 - 21.1 In the event of the incapacity or resignation of the President-elect, nominations for the office shall be sought and a ballot of the membership held as soon as feasible without the requirement for a contested election. The term of office of the Chapter President may be extended beyond three years until a new Chapter President-elect has been determined, who, in that event, shall assume office immediately upon election.
 - 21.2 In the event of the incapacity or resignation of the President in their first two years of office, the Past President shall assume the office of President and serve the unexpired portion of the President's term.
 - 21.3 In the event of the incapacity or resignation of the President in their third year of office, the President-Elect shall assume the office of President and serve the unexpired portion of the President's term in addition to their own term of office.
22. The UK President of the Society will be the UK Chapter Regional Vice-President of the International Society.
23. The UK President of the Society will represent SPR (UK) at the annual international conference of the Society and at the Executive council of the parent body, usually held in January and before and after the international scientific conference.
24. SPR (UK) shall have two officers with special responsibility. The nature of the special responsibility will be determined by SPR (UK). At the time of the adoption of this constitution (March 30, 1999), these are the Resource Register Co-ordinator and External Relations Officer (see Standing Orders).
25. The Treasurer will manage the accounts of SPR (UK) and present them to the AGM. The Treasurer will prepare the accounts for other bodies as appropriate. The Treasurer will be elected for a three year term in the first instance and may continue in office indefinitely, subject to annual confirmation at the AGM.
26. The Honorary Secretary will minute the AGM and meetings of the Executive Council and will assist in the administration of SPR (UK). The Honorary Secretary may have special responsibility for any newsletter produced for members. The Honorary Secretary will be elected for a two year term. In order to maintain continuity, the AGM may approve a one year extension.
27. The Conference Organiser will be responsible for the organisation of the conferences organised by SPR (UK) (see Standing Orders). The Conference Organiser will be elected for a two year term. In order to maintain continuity, the AGM may approve a one year extension.
28. The two officers with special responsibility will be elected for a two year term. In order to maintain continuity, the AGM may approve a one year extension. Their role is described in the Standing Orders.
29. The three ordinary members will be elected for a two year term. In order to maintain continuity, the AGM may approve a one year extension.
30. There shall be a one year gap before any member of the Executive Council stands for election to a position they have just vacated.
31. The Executive Council may co-opt additional members; these additional members will not have voting rights.
32. The proceedings of the Executive Council shall not be invalidated by any failure to elect or any defect in the election, appointment or qualification of any member.
33. In exceptional circumstances, the AGM may vary the length of office of positions on the Executive Council.
34. A Special General Meeting may be called at the written request of 20% of the membership.
35. SPR (UK) will regulate its finances in accordance with the Financial Instructions and to further the purposes of the Society as previously defined.

36. SPR (UK) may disband if there is a 2/3 majority of those voting for such a course in a postal ballot of members. Any funds remaining after debts have been cleared will be used for charitable purposes.

Financial Instructions

1. Expenditure. All monies raised by or on behalf of the Society shall be applied to further the purposes of the Society and not otherwise, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Society or the repayment of reasonable out-of-pocket expenses.
2. Accounts. The Honorary Treasurer shall keep proper accounts of the finances of the Society and the accounts will be examined to the Charity Commissioners' requirements. A statement of the accounts for the last financial year shall be submitted to the Annual General Meeting.
3. Banking Arrangements. A Bank account shall be opened in the name of the Society with such bank as the Executive Council shall from time to time decide. The Council shall authorise up to five members of the Council in writing, including the Treasurer, the President and the Administrator, to sign cheques on behalf of the Society. All cheques must be signed by not less than two of the authorised signatories.
4. Remuneration of Executive Council Members. Any trustee who possesses specialist skills or knowledge may charge, and be paid reasonable charges, for business done by him or her, or his or her firm, when instructed by the other trustees to act on behalf of the charity, provided that:
 - (i) At no time shall a majority of the trustees benefit under this provision; and
 - (ii) A trustee shall withdraw from any meeting of the trustees whilst his or her own instruction or remuneration, to that of his or her firm, is being discussed. The trustees shall not authorise any payment other than expenses to an Officer of the Association for the carrying out of the general duties of any post.

Standing Orders

1. In the postal elections, the candidates shall provide a brief electoral note, the word limit to be 350 words.
2. In elections for the UK President, there shall be at least two candidates.
3. The UK President-elect shall take over from the outgoing President after the international conference in the year after the UK President-elect is elected.
4. As the representative of SPR (UK) at the annual international conference of SPR, those expenses of the UK President, that cannot be recovered from other sources, will be paid by SPR (UK).
5. Student Membership of SPR (UK) is open to those whose annual earning is less than £ 15,000 (AGM March, 31, 1998).
6. The Conference Organiser will be assisted by a sub-committee.
7. In alternate years, or as appropriate, a Conference Organiser-elect will be elected and work closely with the Conference Organiser. The Conference Organiser-elect will not be a member of the Executive Council.
8. As determined by the AGM held on March 31, 1998, the functions of the two officers with special responsibilities are:
 - The Resource Register Co-ordinator will take responsibility for organising and promoting a Web-based resource centre where researchers and practitioners in psychotherapy, counselling and related activities can get information, find research collaborators and exchange resources. The Resource Register Co-ordinator will be assisted by a sub-committee of members who have particular interest or expertise in developing the Resource Register.

- The External Relations Officer will take responsibility for promoting SPR in national professional bodies and to policy makers. The External Relations officer will be assisted by a sub-committee of members who either have special links with professional bodies or particular interest in external relations.
9. The election of ordinary members to the Executive Council may be staggered if this will assist continuity.
 10. The Society may employ an administrator to carry out duties as the Executive Council decides.
 11. Periodically, SPR (UK) may make special career achievement awards to members. The selection committee will comprise the current and past Presidents and the President-elect.

Clarification of the Constitution

1. When a minor clarification of wording is required, the Executive Council is authorised to make the necessary changes, which, then, will be put to the next AGM for ratification.

Adoption of the Constitution

1. This Constitution was adopted by the AGM held at Ravenscar on March 30, 1999.