

Constitution of Aberdeen Counselling Forum

Name

1. The name of the Association is Aberdeen Counselling Forum, hereinafter called 'The Forum'.

Purposes

2. The advancement of education in the field of counselling in the City of Aberdeen and surrounding areas and in furtherance of this by:

i] providing a forum for those interested in counselling, where personal and professional development can be nurtured, diversity respected and commonality embraced.

ii] promoting and providing regular, local training workshops and seminars in which to facilitate individuals in their ongoing personal and professional training and development.

iii] supporting where possible appropriate local voluntary counselling organisations with a view to making the benefits of counselling more accessible to the public.

3. Powers

In pursuance of the objects set out in clause 2 [but not otherwise], The Forum shall have the following powers:

a] to carry out the work of Aberdeen Counselling Forum in the city of Aberdeen and surrounding areas.

b] to carry on any other activities which further any of the above purposes.

c] to purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for The Forum's activities.

d] to improve, manage, develop, or otherwise deal with, all or any part of the property and rights of The Forum.

e] to sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of The Forum.

f] to employ such staff as are considered appropriate for the proper conduct of The Forum's activities and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.

g] to engage such consultants and advisers as are considered appropriate from time to time.

h] to effect insurance of all kinds [which may include officers' liability insurance].

i] to invest any funds which are not immediately required for The Forum's activities in such investments as may be considered appropriate [and to dispose of and vary, such investments].

j] to liaise with other bodies, all with a view to furthering The Forum's purposes.

k] to establish and/or support any other counselling body and to make donations for any counselling purpose falling within The Forum's purposes.

l] to form any company with similar objects to those of The Forum and, if considered appropriate, to transfer to any such company [without any payment being required from the company] the whole or any part of The Forum's assets and undertaking.

m] to take such steps as may be deemed appropriate for the purpose of raising funds for The Forum's activities.

n] to accept grants, donations and legacies of all kinds.

o] to do anything which may be incidental or conducive to the furtherance of any of The Forum's purposes.

4. Membership

i] Membership of The Forum shall be open to individuals and groups engaged and/or interested in the practice of counselling and the use of counselling skills.

ii] a list of members and their category of membership shall be maintained by the executive committee.

5. General Meetings

i] there shall be an annual general meeting of The Forum at which all paid-up members shall be entitled to speak and vote; any others attending shall be entitled to contribute but not vote.

ii] the annual general meeting shall be held in each calendar year not later than fifteen months after the previous annual general meeting. The secretary shall circulate the agenda to members not later than 28 days before the meeting.

iii] the business of the annual general meeting shall include the election of a chair, a vice-chair, a secretary and a treasurer and other persons to fill vacancies on the executive committee.

iv] the chair of the executive committee of The Forum shall preside at the annual general meeting and in his/her absence one of the other office-bearers.

v] one-tenth of the members of The Forum shall form a quorum.

vi] all questions arising at general meetings other than those relating to alterations to the constitution shall be decided by a simple majority of those present and entitled to vote. In the case of equality of votes the chair shall have an additional casting vote.

vii] special general meetings must be called following written request of two-thirds of the executive committee or 15 per cent of the members. The secretary shall circulate the agenda to all members entitled to vote 28 days before such a meeting.

6. Executive Committee and Officers

i] there shall be an executive committee consisting of the chair, vice-chair, secretary, treasurer and a maximum of eight other elected members.

ii] all elected members of the executive committee including officers shall be elected for one year only and shall be eligible for re-election.

iii] the quorum for meetings of the executive committee shall be four.

iv] the executive committee shall determine the frequency of their meetings and shall give seven days' notice of these meetings to every member of the executive committee.

v] with the exception of those powers reserved to the members in general meetings, a quorate meeting of the executive committee shall exercise all the powers of The Forum.

7. Finance

i] all monies raised by or on behalf of The Forum shall be applied to further the purposes of The Forum and for no other purpose.

ii] the treasurer shall keep such books as are necessary to show the true state of The Forum's financial affairs.

iii] The Forum's annual accounts shall be externally scrutinised in line with any statutory requirements (if applicable).

iv] an externally scrutinised statement of accounts for the previous year shall be submitted by the executive committee to the annual general meeting.

v] membership subscription fees if any shall be determined by the membership in annual general meeting.

8. Amendments to the Constitution

i] amendments to the constitution may be made at an annual general meeting or a special general meeting called for the purpose under the terms of clause 5/vii.

ii] any proposed alteration to the constitution must be received by the secretary 28 days in advance of the general meeting and shall be circulated to all members entitled to vote 21 days before such a meeting. It must receive the assent of two-thirds of those present and entitled to vote at the general meeting.

9. Dissolution

i] if the executive committee decide by a two-thirds' majority for whatever reason to dissolve The Forum they shall cause a special general meeting to be called under the terms of Clause 5 [vii] of this constitution, giving notice of the resolution to dissolve The Forum.

ii] if the special general meeting resolves by a two-thirds' majority to dissolve The Forum, the executive committee shall settle all the debts and liabilities of The Forum from the assets of the Forum.

iii] in the event of the dissolution of The Forum residual funds and assets shall be transferred to other body/bodies with similar purposes as agreed by the members in special general meeting.

The Constitution was adopted on

Signed

Chair

This is a true copy of the Constitution adopted at the inaugural meeting at the Aberdeen Association for Counselling held at the School of Occupational Therapy, Woolmanhill, Aberdeen, on 15 June 1981 and amended at the following Annual General Meetings:

First Annual General Meeting on 28 June 1982

Sixth Annual General Meeting on 22 June 1987

Ninth Annual General Meeting on 23 June 1990

Tenth Annual General Meeting on 15 June 1991

Thirteenth Annual General Meeting on 25 June 1994

Twenty-ninth Annual General Meeting on 5 June 2010

Thirty-Fifth Annual General Meeting on 18 June 2016