

Constitution

of

Co-Counselling International in Scotland



1. Who are we?

1.1 Name

- The name of our organisation is Co-Counselling International in Scotland (CCIS).

1.2 Mission statement

- CCIS is a network of co-counsellors in Scotland who practice co-counselling for personal growth and well-being.

1.3 What sort of organisation are we?

- CCIS is a self-governing voluntary organisation run by its members on participatory principles, including those of peership and consensus.

2. WHAT ARE WE TRYING TO ACHIEVE?

2.1 Our broad aims are to:

- promote and facilitate the practice and development of co-counselling in Scotland
- create and maintain a broadly based, diverse and flourishing network which supports practising co-counsellors in Scotland.
- link co-counsellors in Scotland, within the United Kingdom, and world-wide

2.2 Our general objectives

- to provide information about co-counselling to the public and encourage the growth of membership.
- to publish and maintain statements of “Principles and Values of co-counselling”, as a description of co-counselling beliefs and practices, and guidelines for working practice.
- to provide a regular Newsletter including a confidential membership list.
- to support the teaching of co-counselling to all those who are interested and able to benefit from it, and to provide a forum for teachers.
- to arrange CCIS meetings, workshops and community days, and to support the provision of workshops led, and peer-led, by co-counsellors.

- to hold an Annual General Meeting (AGM), and Special General Meetings (SGMs) when required, open to all members, in a participatory style.
- to encourage skill-sharing, and learning about co-counselling theory and practice among members.
- to establish principles and values, and guidelines, for the safe and ethical practice of co-counselling
- to raise funds to accomplish all these objectives, and to keep the levels of subscription and fees accessible for those on low income and benefits.

2.3 What powers do we have to achieve our aims and objectives?

CCIS has the power to do everything legal and necessary to carry out its aims and objectives, including the power to:

- raise and spend funds (and open bank accounts)
- liaise or affiliate with other appropriate organisations
- carry out research, publication, promotion and training
- hire or purchase premises and equipment
- employ staff as necessary
- seek legal or other professional advice where necessary

3. WHO IS THIS FOR?

3.1 Conditions of membership. A member is anyone who:

- has satisfactorily completed a CCI course in the fundamentals of co-counselling.
- supports the aims and objectives of CCIS, and is in broad agreement with its principles and values
- and has paid their annual subscription

3.2 Rights of membership

- a vote at a CCIS Annual General Meeting (AGM) or Special General Meeting (SGM)
- a copy of CCIS's constitution, statements of "Principles and Values", and guidelines for working practice
- a regular Newsletter
- attendance at CCIS events

4. HOW DO WE MAKE DECISIONS?

4.1 The Annual General Meeting (AGM) is the place where the members:

- take decisions on policy, programme and plans
- hold debates and discussions on matters of policy, principle and general concern
- consider any appropriate business, including proposed amendments to the constitution
- adopt, review or update guidelines for any matters dealing with the affairs of CCIS
- accept reports on activities during the past year
- approve accounts of expenditure
- set the annual budget
- agree the levels of annual subscription
- conduct elections for holders of posts
- keep a record of its business and decisions

There shall be at least one general meeting each year. Six weeks' notice of date, time, place, and agenda shall be given in writing to each member.

4.2 A Special General Meeting:

May be called by the *AGM Convenor/s*:

- at their discretion
- or must be called by the AGM Convenor/s if they have received a written request to do so by not less than twelve members or 10% of the membership (whichever is the greater), who have given reasons for the request.
- six weeks' notice of date, time, place, and agenda shall be given in writing to each member.

4.3 Quorum

- twelve members of CCIS or 10% of the membership (whichever is the greater) are the quorum for an AGM or SGM.
- If it is not quorate then the next quorate AGM or SGM may ratify or reject any decision taken.

4.4 Consensus

4.4.1. We take decisions by consensus, and there are four ways of expressing an opinion about a proposal:

- **agreement**
- **non-blocking disagreement;** there is no wish to block the proceeding of the proposal although there may be reservations and concerns
- **blocking disagreement;** the proposal is unacceptable, and/or new or adapted proposals need to be thought about
- **abstention**

4.4.2. A proposal is passed, and consensus is reached, when no-one wishes to block the proposal.

4.5 Post-holders

The major and permanent posts are as follows:

AGM Convenor
 Treasurer
 Membership Administrator
 Newsletter Editor
 Community Day Organiser
 Archivist
 Trust Person

- For day to day matters, powers are delegated to post-holders.

- A post may be held by one or more individuals.
- The holder(s) is/are accountable to the AGM and responsible for making decisions between AGMs in line with the policy and plans decided at the AGM.
- Posts are held for a one-year term unless the AGM decides otherwise. Post-holders may be re-elected.
- If a vacancy arises, the AGM Convenors, or in their absence other postholders, may choose a post-holder pending the next AGM.
- The AGM, or between AGMs, AGM Convenors and the post-holders, may create or delete non-permanent posts.

4.6 Focus Groups

- Some post-holders are supported by focus groups, which discuss issues and/or policy matters, and propose and where necessary carry out plans of action.
- Focus groups are open to all members.
- The AGM may agree to the setting-up or disbanding of any focus group.

5. MONEY MATTERS

5.1 Raising and spending funds

- All funds raised by, or on behalf of, CCIS shall be applied to further the aims and objectives of CCIS and for no other purpose.
- CCIS may pay remuneration to any employee, or fees to any adviser it may have, or reimburse post-holders or members for any reasonable out-of-pocket expenses.

5.2 The Treasurer

- The Treasurer is responsible for keeping accounts of all income and expenditure and

preparing accounts of all income and expenditure for the AGM.

- He/she also proposes the level(s) of subscription to be agreed by the AGM.
- He/she must also prepare a budget for the following year.
- If the AGM fails to agree the accounts or set a budget, the Treasurer may do this in consultation with the AGM Convenor(s), the Membership Administrator, and the Newsletter Editor(s).

- Between AGMs the Treasurer may take any necessary interim decision on day to day financial matters within an agreed budget.
- If there is a need to alter or exceed a budget between AGMs, the Treasurer may do this in consultation with the AGM Convenor(s) Membership Administrator and Newsletter Editor(s).
- The Treasurer may open and close bank accounts but must report any changes to the next AGM. There must be at least two authorised signatories for any CCIS bank account, which may be operated on an either/or or both/and basis as determined by the AGM.

6. ALTERATIONS TO THE CONSTITUTION AND STATEMENTS OF “PRINCIPLES AND VALUES”

6.1 A change can only be made to this Constitution by the following two-stage process:

- Discussion and possible amendment at an AGM, *or* at an SGM called specifically for that purpose and further discussion of the proposals and possible amendment at the next AGM
- a formal vote must be taken at the second general meeting on the proposals using the consensus procedure set out in 4.4
- notice of the proposed alterations, and six weeks’ notice of date, time, place and agenda of the meeting, shall be given in writing to each member.

6.2. The same procedure will apply to statements of CCIS’s “Principles and Values”.

7. DISSOLUTION AND WINDING-UP

7.1 CCIS may at any time be dissolved by a resolution provided that:

- the resolution is discussed at an SGM called specifically for that purpose. The SGM may amend the resolution.
- a formal vote is taken on the proposals put forward by the SGM at the next AGM of CCIS where 2/3 of the votes cast are in favour.
- notice of the proposed alterations shall have been given in writing to the members not less than six weeks before each meeting at which the alterations are proposed and debated, together with the date, time, place and agenda.
- Such a resolution may give instructions for the disposal of any assets held by or in the name of CCIS, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members but shall be applied towards similar co-counselling purposes.

Adopted by the AGM, 3 November 2001