

NORTH WEST INSTITUTE OF DYNAMIC PSYCHOTHERAPY

Constitution

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Sandra Thomas and Kath Sykes September 2006

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1. NAME

- 1.1 The name of the body formed under this constitution shall be the North West Institute of Dynamic Psychotherapy (the NWIDP, hereafter called "The Institute").

2. DEFINITION OF DYNAMIC PSYCHOTHERAPY

- 2.1 Dynamic psychotherapy is defined as an interpretative, non-directive treatment, usually conducted with individuals or groups, based in psychoanalytic theory and practice. It aims to reach the underlying, often unconscious, causes of distress. Communication is through the medium of language (or, with children, play and other forms of non verbal communication) and the agency of change is the personal, professional relationship between the therapist and client, especially the exploration of its unconscious, transference and counter transference aspects.

3. SPECIFIC AIMS OF THE INSTITUTE

- 3.1 To promote the wider provision of psychotherapy for the public and in the public interest.
- 3.2 To promote the public and professional use and awareness of psychotherapy, and specifically those forms of dynamic psychotherapy referred to in this constitution.
- 3.3 To provide training in dynamic psychotherapy
- 3.4 To contribute to public health by requiring and maintaining high standards of training and practice in dynamic psychotherapy on behalf of members, including requiring appropriate professional ethical standards to be met.
- 3.5 To assist in the development and furtherance of psychotherapy within and outside the National Health Service.
- 3.6 To encourage education and research into the practice and application of dynamic psychotherapy.
- 3.7 To represent the profession of psychotherapy with other professions, organisations and health care providers in the North West of England and elsewhere when necessary.
- 3.8 To assist in the furtherance of dynamic psychotherapy nationally by taking such action as is necessary to retain membership as a training and accrediting organisation of the Analytical Psychology- Psychoanalytic and Psychodynamic Section of the United Kingdom Council for Psychotherapy.

4. ATTAINMENT OF OBJECTIVES

In furtherance of such objectives, but not otherwise, the Institute may:-

- 4.1 Employ and pay any person or persons to supervise, organise and carry on the work of the Institute.
- 4.2 Undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, executed, managed or assisted by the Institute.
- 4.3 Procure to be written and print, publish, issue and circulate gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes or Internet sites as shall further such objectives.

- 4.4 Purchase, take on lease or in exchange, hire or otherwise acquire, any property and any rights and privileges necessary for the promotion of such objectives and construct, maintain and alter any buildings or erections necessary for the work of the Institute.
- 4.5 Make regulations for any property which may be so acquired.
- 4.6 Sell, let, mortgage, dispose of, or turn to account all or any of the property or assets of the Institute.
- 4.7 Accept gifts or borrow or raise money for such objects on such terms and on such security as shall be thought fit.
- 4.8 Procure contributions to the Institute by personal or written appeals, applications for public and/or charitable funds, public meetings or otherwise.
- 4.9 Invest the money of the Institute not immediately required for such objects in or on such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may, for the time being, be imposed or required by law.
- 4.10 Do all such other lawful things as are necessary for the attainment of such objectives.

5. MEMBERSHIP

- 5.1 Persons will be elected to membership of the Institute under the procedures described in the schedule attached to this constitution

6. THE COUNCIL

- 6.1 All Full and Honorary members of the Institute shall form its Council which shall be the governing body of the Institute but delegating such powers as are stated herein or are agreed at a General Meeting to the Executive Committee.
- 6.2 In addition, there will be two Associate members and a maximum of four Trainee members elected to Council.
 - 6.2.1 The Associate members of the Council shall be elected by the Associate membership either by postal ballot or at Annual General Meetings, and by a simple majority of votes cast.
 - 6.2.2 The Trainee members of the Council shall be elected by the Trainee membership as a whole at the Trainee/Course meeting prior to Annual General Meetings and by a simple majority of votes cast.
 - 6.2.3 The Associate and Trainee members of Council shall be elected annually with a maximum period in office of four consecutive years.
- 6.3 The Council shall be quorate at a General Meeting whenever 20 percent of the full membership are present.
- 6.4 Members of Council will have the power to review and revise membership of Council at Annual General Meetings of the Institute.
- 6.5 Any proposals to revise membership of council shall be put to members of Council in writing at least 21 days before an Annual General Meeting, and shall be determined by a simple majority of votes cast.

- 6.6 The Council will have the power to review and revise the functions and conditions of membership of all committees and Working Groups of the Institute at Annual General Meetings

7. EXECUTIVE COMMITTEE

- 7.1 The general affairs of the Institute shall be managed by an Executive Committee who shall be required to further the aims of the Institute and act in accordance with the constitution and who may exercise the powers listed in clause 4 hereof.
- 7.2 The Executive Committee shall act on behalf of Council and shall be responsible to Council.
- 7.3 The Executive Committee shall comprise the Chairperson, the Chair Elect, the Deputy Chair, the Treasurer of the Institute, the Chair of the Diploma Committee, one of the UKCP delegates, the Professional/Ethics Officer, the Education/CPD Officer, up to five other Full members, up to two Associate members and one Trainee member.
- 7.4 Within the Executive Committee, the office of Chair shall consist of three one year components. In year 1 the office of Chair Elect shadowing the Chair, in year 2 the office of Chair itself, in year 3 the office of Deputy Chair. These shall be elected by the Council as a whole at Annual General meetings and by a simple majority of votes cast.
- 7.5 The Executive Committee shall have the power to co-opt other members to the Executive Committee at its own discretion, subject to formal agreement by Council at a subsequent General meeting.
- 7.6 No co-opted member shall remain on the Executive Committee for a period of more than one year without formal agreement by Council at a General Meeting.
- 7.7 The Institute's Officers and Full members of the Executive Committee shall be elected by the Council as a whole at Annual General meetings and by a simple majority of votes cast.
- 7.8 The Associate member of the Executive Committee shall be elected by the Associate membership as a whole either by postal ballot or at Annual General Meetings and by a simple majority of votes cast.
- 7.9 The Trainee member of the Executive shall be elected by the Trainee membership as a whole at the Trainee/Course meeting prior to Annual General Meetings and by a simple majority of votes cast.
- 7.10 A retiring member of the Executive Committee shall be eligible for re-election but with a maximum period in any one office of two consecutive periods, each of three consecutive years, provided that they stand for re-election at the end of the first period of three consecutive years.
- 7.11 Nominations for the Executive Committee shall be made in writing with the signatures of a proposer, a seconder and the nominee, either to the Institute's Administrator or to the Secretary of the Executive Committee. Nominations may be made up to 14 days before an Annual General Meeting or at the time of an Annual General Meeting at the discretion of the members present at the meeting.
- 7.12 The Executive Committee shall meet at least three times every year and shall be quorate when three full members are present.
- 7.13 The Executive Committee shall carry out the decisions and policies of the Council

agreed in the General meeting.

- 7.14 The Executive Committee shall be empowered to form sub-committees or working groups as necessary, subject to formal agreement of the Council at a subsequent General Meeting. Each sub-committee or working group so formed shall include at least one member of the Executive Committee.
- 7.15 The Executive Committee shall organise meetings, manage the finances of the Institute, publish or disseminate such written or other material as is necessary.
- 7.16 Any member of the Executive Committee may be removed by the Council at any General Meeting and by a simple majority of the votes cast

8. FINANCE

- 8.1 All money raised by or on behalf of the Institute shall be applied to further the objects of the Institute and for no other purpose, The Constitution authorises the payment in good faith of a reasonable and proper remuneration to any employee of the Institute or the repayment of reasonable out-of-pocket expenses in accordance with the expenses policy.
- 8.2 The Executive Committee shall keep proper accounts of the finances of the Institute.
- 8.3 A statement of the accounts for the financial year shall be submitted by the Treasurer to the Annual General Meeting.
- 8.4 The Treasurer will be elected at the Annual General meeting by a simple majority of votes cast and can remain in office for a maximum of 3 years
- 8.5 Bank accounts may be opened in the name of the Institute with such banks as the Executive Committee from time to time decides. The Executive Committee shall authorise in writing the Chair and the Treasurer of the Institute and two members of the Committee to sign cheques on behalf of the Institute. All cheques must be signed by not less than two of the four authorised signatories.
- 8.6 The Treasurer of the Institute will oversee the financial functions of the Institute. The Treasurer is responsible for setting in place such financial controls and systems as are deemed appropriate by the Executive Committee for the effective financial management of the Institute.
- 8.7 The Treasurer is authorised to establish working groups to assist in financial planning, managing budgets and fundraising. These working groups would be answerable through the Treasurer to the Executive Committee.

9. PROFESSIONAL AND ETHICAL FUNCTIONS

- 9.1 The Professional/Ethics Officer will oversee the Professional and Ethical functions of the Institute. The Professional/Ethics Officer will be a member of the Executive Committee and will be the named link with the UKCP with regard to these matters.
- 9.2 The Professional/Ethics Officer will be elected at the Annual General meeting by a simple majority of votes cast and can remain in office for a maximum of 3 years
- 9.3 The Professional/Ethics Officer will be responsible, on behalf of the Executive Committee, for dealing with all applications for membership of the Institute.
- 9.4 The Professional/Ethics Officer will be responsible, on behalf of the Executive Committee, for reviewing the Institute's Code of Ethics and Conduct, Equal

Opportunities Policy and Procedures for Membership on an annual basis.

- 9.5 The Professional/ Ethics Officer is authorised to establish working groups to assist in the responsibility for overseeing the professional and ethical matters of the Institute.
- 9.6 The Professional/Ethics Officer will review the Complaints and Grievance Procedure of the Institute regularly and may present alterations and improvements to any General Meeting for approval. No change may be made to the Complaints and Grievance Procedures without the approval of a General Meeting.
- 9.7 The Professional/Ethics Officer will be responsible for administering the Complaints and Grievance Procedures of the Institute and for ensuring these procedures are properly conducted.
- 9.8 The Complaints and Grievance procedure will apply to all classes of members of the Institute, and a copy may be obtained on request to the Professional/Ethics Officer. Members who are registered with another registering and/or regulatory body are accountable to the NWIDP in relation to any complaint or grievance and any such complaint will be noted and directed to the appropriate regulatory body."

10. UKCP DELEGATES

- 10.1 The Institute is represented at the UKCP by 2 delegates who shall be elected by the Council as a whole at Annual General Meetings and by a simple majority of votes cast.
- 10.2 There will be a place on the Executive Committee for a UKCP delegate, which can be shared between them if they so agree.

11. DIPLOMA COMMITTEE

- 11.1 The Diploma Committee of the Institute will be responsible for the provision of the training leading to the Advanced Certificate and Diploma in psychodynamic psychotherapy. Responsibilities include advertising the training, selection of trainees, planning and administration of the academic programme and monitoring of trainees' progress throughout the training.
- 11.2 The Diploma Committee will provide a handbook for the Foundation and Qualifying Courses, with written material outlining the aims and requirements of the Course, including criteria for selection and qualification, academic and clinical requirements of trainees, and any other information concerning the planning, organisation and administration of the Course.
- 11.3 The Diploma Committee will recommend to the Executive Committee that graduates from the Qualifying Course are accepted as Full members of the Institute
- 11.4 The Diploma Committee will NOT provide the Executive with information derived from confidential discussions concerning a trainee's progress, except in cases of an appeal against a decision of the Diploma Committee, and only then with the written agreement of the trainee concerned.
- 11.5 The Diploma Committee in liaison with the Professional/Ethics Officer will be responsible for reviewing the Institute's Code of Practice for Training Organisations and Candidates in Training and the Code of Practice for Supervisors on an annual basis.
- 11.6 The Diploma Committee shall consist of a Chairperson and a minimum of 5 and maximum of 10 other full members of the Institute.

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- 11.7 The Chair of the Diploma Committee will be the Committee's representative on the Executive Committee
- 11.8 Membership of the Diploma Committee will be open to all Full members with the exception of the Chair of the Institute. Members shall be elected at the AGM by a simple majority of votes cast.
- 11.9 The position of Chairperson and other designated Committee posts shall be decided by the Committee at the first meeting after each AGM.
- 11.10 The trainees will have two representatives on the Diploma Committee, one from the Foundation Course and one from the Qualifying Course. Trainee representatives will attend the Open Business meetings but will not be present at Closed Business meetings.
- 11.11 The Diploma Committee will meet at least twice a term. A meeting of the Diploma Committee will be quorate when 50% of the Committee is present.
- 11.12 At every Annual General Meeting, one third of the Diploma Committee or the number nearest to one-third if their number is not a multiple of three, shall retire from office.
- 11.13 The members of the Diploma Committee to retire by rotation shall be those who have been longest on the Committee since their last appointment or reappointment. People due to retire who became or were last re-appointed members of the Committee on the same day, shall be determined by lot.
- 11.14 A retiring member of the Diploma Committee shall be eligible for re-election but with a maximum period as Chairperson of 5 consecutive years.
- 11.15 Full members of the Institute may be co-opted at any time at the discretion of the Diploma Committee, but may not remain on the Committee after the AGM following their co-option unless they stand for election.
- 11.16 Full members of the Institute are eligible to become Trainers on the Foundation and Qualifying Courses three years following graduation from their training.

12. EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FUNCTIONS

- 12.1 The Education/CPD officer will oversee the Educational and CPD functions of the Institute and will be a member of the Executive Committee.
- 12.2 The Education/CPD Officer will be elected at the Annual General meeting by a simple majority of votes cast and can remain in office for a maximum of 3 years
- 12.3 The Education/CPD Officer will be responsible, on behalf of the Executive Committee, for reviewing the Institute's Continuing Professional Development policy on an annual basis.
- 12.4 The Education/CPD Officer is authorised to establish working groups to assist in the responsibility for overseeing the educational and CPD functions of the Institute. For educational events this will include arranging the programme, arranging the venues, and ensuring that the programme is advertised to all members in advance.
- 12.5 The Education/CPD Officer shall take any measures to increase awareness in the North West Region of any courses or training in dynamic psychotherapy.

- 12.6 The Education/CPD Officer shall consider the relationship between the Institute and any CPD courses or training in dynamic psychotherapy in the North West Region and will keep the Executive informed of any developments..

13. WORKING GROUPS

- 13.1 Full members of the Executive Committee are authorised to draw upon the membership of the Institute to form working groups to assist with fulfilling the specific aims of the Institute as stated in section 3 of the constitution.
- 13.2 Working groups will draw upon members of all categories who have indicated an interest in being involved in the work of the Institute.
- 13.3 A working group will be coordinated and led by a Full member of the Executive Committee.

14. GENERAL MEETING

- 14.1 A General Meeting of the Institute shall occur at a time and place decided by the Executive Committee.
- 14.2 General Meetings shall be called by the Administrator of the Institute on the instruction of the Executive Committee.
- 14.3 All members of the Institute shall receive written notice of General Meetings. Such notice shall be sent at least 21 days before the General Meeting.
- 14.4 There shall be at least one General Meeting every year.

15. ANNUAL GENERAL MEETING

- 15.1 This shall occur within fourteen months of the previous Annual General Meeting, and will consider reports from the Chair, the Treasurer, the Chair of the Diploma Committee, the Professional/Ethics Officer, the Education/CPD Officer and the UKCP delegates.
- 15.2 The AGM shall adopt the accounts and enact any other business.
- 15.3 The Annual General Meeting shall set the level of subscriptions to the Institute and other charges where necessary.

16. EXTRAORDINARY GENERAL MEETINGS

- 16.1 An Extraordinary General Meeting can be called at the request in writing of five members of the Institute or at the discretion of the Executive Committee.

17. VOTES

- 17.1 All members of Council of the Institute will be eligible to vote.
- 17.2 Votes will normally be by a simple majority, except in the case of constitutional changes and dissolution which shall be determined by a two-thirds majority of votes cast. Votes will normally be taken at a General Meeting, but at the discretion of the Executive Committee postal votes will be received. Proxy votes shall be notified to the Chairperson of the Executive Committee at least one full day before the General

Meeting at which the vote will be cast.

18. CONSTITUTIONAL CHANGES

- 18.1 These shall be put to the membership in writing and shall be determined at a General meeting or by a postal ballot at the discretion of the Executive Committee. A two thirds majority of votes cast shall be required for changes to the Constitution of the Institute.
- 18.2 No decisions shall be taken which shall prevent the Institute from obtaining and maintaining charitable status.
- 18.3 No decisions shall be taken, without consulting the membership, which shall prevent the Institute from maintaining membership as a Training and Accrediting Organisation of the Analytic Psychology, Psychoanalytic and Psychodynamic Section of the United Kingdom Council for Psychotherapy.

19. WRITTEN MATERIAL

- 19.1 The Executive Committee shall circulate members with information about the activities of the Institute at their discretion.

20. MINUTES

- 20.1 Minutes books shall be kept by all working groups and the appropriate officer shall enter in the minute book a record of all proceedings and resolutions

21. NOTICES

- 21.1 Any notice may be served by the Secretary on any member either personally or on his/her appointed representative or by sending it through the post in a pre-paid letter addressed to such member at his or her last known address in the United Kingdom and any letter so sent shall be deemed to have been received within six days of posting.

22. DISSOLUTION

- 22.1 A Resolution to dissolve the Institute may be made in writing by eight members.
- 22.2 The Institute may be wound up by a General Meeting following the formal resolution received in writing at least 28 days in advance and notified to the members in writing. The decision shall be by a two-thirds majority.
- 22.3 In the event of the Institute being so wound up, any money, goods or property owned by the Institute shall be returned to the members, who by a two-thirds majority will decide the application of any surpluses.