



Yorkshire Solutions Focused Brief Therapy Group

CONSTITUTION

1. NAME

The name of the Group shall be

Yorkshire Solution Focused Brief Therapy Group (YSFBTG)

hereinafter referred to as ("the Group")

2. ADMINISTRATION

The affairs of the Group shall be administered and managed in accordance with this Constitution by the Management Committee (hereinafter referred to as 'the Committee')

3. AIMS/OBJECTS

The aims of the group are:

- **To assist in the spreading of Solution Focused Therapy skills as widely as possible around the region.**
- **To be a non-profit making group.**



4. POWERS

- 4.1 To raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities;
- 4.2 To employ such staff as are necessary for the proper pursuit of the aims of the Group as above;
- 4.3 To co-operate with other voluntary and community based organisations and authorities and agencies operating in furtherance of the aims of the group or of similar charitable purposes and to exchange information and advice with them;
- 4.4 To establish or support any charitable trusts, associations or institutions formed for all or any of the aims as above;
- 4.5 To acquire property and equipment;
- 4.6 To draw up any rules, policies or standing orders for the effective running of the Group
- 4.7 To do all other such lawful things as are necessary for the achievement of the aims as above.

5. MEMBERSHIP

5.1. Membership of the Group:

- shall be open to all who support the aims of the Group;
- application for membership is required via an e-mail application via the group's website;
- members are required to pay an annual membership fee as follows within three months of the due date , the due date being the date of the AGM :

Waged £ nil

Unwaged nil



- The Committee may change this amount from time to time.
- The Committee shall have the power to introduce other categories of membership subject to the approval at a General Meeting.

5.2. Termination of Membership:

- Individuals shall cease to be members of the Group for failure to satisfy the membership requirements as stated in Clause 4.1 above or for serious breach of any other rules of the Group as laid down by the Committee PROVIDED THAT the individual member concerned or their representative has had the right to be heard by the Management Committee before the final decision is made. There shall be the right of appeal to an independent arbitrator agreed by both parties.
- Upon the receipt by the Secretary or the Chair of a written resignation from the member concerned.

6 MANAGEMENT COMMITTEE:

6.1 Individuals directly nominated by and from the Group's membership and elected at the Annual General Meeting (AGM) shall manage the Group until the end of the following AGM;

6.2 Anyone wishing to stand for the Management Committee must be nominated in writing to the Secretary 14 days before the date of the AGM.

6.3 Any retiring member of the Management Committee shall be eligible to stand for re-election.



- 6.4 The Committee shall be comprised of a minimum of 3 and a maximum of **10** elected members.
- 6.5 A Committee member automatically ceases to be a member of the committee if he or she:
 - 6.5.1 Is incapable, whether mentally or physically, of managing his or her affairs;
 - 6.5.2 Is absent from three consecutive meetings of the Committee;
 - 6.5.3 Ceases to be a member of the Group;
 - 6.5.4 Resigns by written notice to the Secretary, but only if as a result of any resignation at least three Committee members remain in office.

The Committee shall have the following powers:

- 6.5 The Committee shall have the power to elect a Chair, a Treasurer and a Secretary from among their members.
- 6.6 To appoint not more than **three** co-opted members ensuring that no-one is appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a meeting of the Committee;
- 6.7 To set up subcommittees, working parties and ad hoc committees to address specific tasks;

7 COMMITTEE MEETINGS

- 7.1 The Committee shall meet at least five times a year;
- 7.2 The Secretary shall be responsible for the preparation and distribution of agendas and notices of the meetings; the group's



members' data base being kept up to date; the group's property, equipment and resources which will be available to committee members, in pursuit of the aims of the group, as stated in clause 3. The secretary shall be responsible for all official communication sanctioned by the committee, with outside agencies. The Secretary shall be responsible for maintenance of the group's website.

7.3. Notice of the meetings stating the time, date and venue shall be sent to all Committee members at least 5 days before the date of the meeting

7.4 The Committee shall keep minutes (in files kept for the purpose), of the proceedings at meetings of the Committee and any subcommittee. The Secretary shall be responsible for keeping a proper record of the Committee meetings.

7.5 A minimum of three Committee members eligible to vote must be present for the Committee's decision's to be valid. However, Committee members will not be allowed to vote if they have not attended at least one of the last three ordinary Committee meetings;

7.6 Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote;

7.7 Staff employed by the Group may be invited to attend and address Committee meetings but shall not be entitled to vote;

7.8 Committee meetings shall be conducted in accordance with rules drawn up and revised as necessary by the Committee.

7.9 Whenever a Committee member has a personal interest in a matter to be discussed at a Committee meeting the member must declare an interest before the discussion begins, withdraw from that part of the meeting and have no vote on the matter.



7.10 Committee members, in the execution of their duties shall be able to claim out of pocket expenses and subsistence allowances, in accordance with the rates approved by the AGM. Whenever possible, excluding claims for mileage, receipts should be shown as proof of purchase.

8 GENERAL MEETINGS

8.1 The Committee shall arrange an AGM for the purpose of.-

- (a) reporting to the members about the Group's activities over the year;
- (b) receipt and approval by membership of the Group's accounts;
- (c) accepting resignation of the Committee;
- (d) electing the new Committee;
- (e) resolving any other proposal that members may have submitted.

8.2 The AGM shall be held at an interval of not more than 15 months from the date of the last AGM;

8.3 Notice of the AGM shall be sent to all members 28 days before the date of the meeting. This shall be the responsibility of the Secretary or in his/her absence, that of the Chair;

8.4 The Chair of the Committee shall act as Chair at any AGM. In his/her absence, members present may elect any of the Committee members present to chair the meeting;

8.5 Any member of the Group wishing to include a motion at the AGM, shall be required to submit it to the Secretary not later than 14 days before the date of the meeting;

8.6 Any motion to be adopted shall require agreement by a simple majority of the members present with the right to vote;



8.7 At the AGM, each member of the Group shall be entitled to one vote;

8.8 The Management Committee may call a Special General Meeting of the Group at any time. Alternatively, if at least a third of members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given and the notice must state the business to be discussed.

8.9 A minimum of 5 members must be present for decisions taken at a General Meeting to be valid.

9 ACCOUNTS / FINANCE

9.1 All monies raised by or on behalf of the Group shall be applied to furthering the objects of the Group and to no other purpose.

9.2 The Treasurer shall be responsible for keeping proper books and records of accounts, opening a Bank Account in the name of the Group and preparing accounts for AGMs, SGMs and Committee meetings. She/he will work with the secretary on any necessary work needed in regards the group's legal footing.

9.3 The Accounts shall be examined once a year by a qualified independent person/agency or approved firm of accountants appointed by the Committee.

9.4 The funds of the Group, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Group at such bank as the Committee shall from time to time decide.

9.5 All cheques drawn on the account must be signed by at least two members of the Committee.



10 ALTERATIONS TO THE RULES

- 10.1 Any alterations to this Constitution shall require the approval of a two-thirds majority of the voting members present at a General Meeting.
- 10.2 The secretary must receive any resolution for the alteration of the Constitution in writing not less than 28 days before the General Meeting. Alterations may be requested by either the Management Committee or by a minimum of one third of the members.

11 WINDING UP and DISSOLUTION

- 11.1 The Group may be wound up and dissolved at a General Meeting provided that 28 days notice is given stating the terms of the resolution proposed.
- 11.2 If the proposed resolution is confirmed by a simple majority of members present and voting at the meeting, the Committee shall have the power to dispose of any assets held by or in the name of the Group. Any assets remaining, after the satisfaction of any proper debts and liabilities, shall be transferred to another voluntary organisation(s) having objects similar to those of the Group.

Adopted at a public meeting held on 21-01-09

Signed by the Chair:

Witnessed by: