

**Gibraltar Association for Counsellors and  
Psychotherapists Constitution 2004**  
**GACP**

1) Title: The Association shall be called “Gibraltar Association of Counsellors and Psychotherapists” (GACP).

2) Aims: To associate it’s members and promote Mental Health in General.

3) Requirements for membership

A full provable qualification in counselling at least to Diploma level.

**4) Fees**

A) There will be an annual membership fee as set b the committee. Funds collected will be used for administration purposes.

B) Any member having an interest in the funds of the association will be welcome to inspect it’s books and the register by arrangement with the secretary together with at least one other committee member.

**5) GACP**

Members will adhere to the BACP British Association for Counselling and Psychotherapy guidelines and frame of reference ([www.bacp.co.uk](http://www.bacp.co.uk)). Members will work within the code of ethics and conduct as set out within the GACP’s frame of reference. Any member found not to be adhering to these regulations will have their membership terminated.

**6) Committee**

The committee will consist of seven members elected to represent the membership.

- 1) Chairperson
- 2) Secretary
- 3) Treasurer
- 4) Two committee members

The chair person with the consent of the committee shall have the right to co-opt into the committee any member of the association should the need arise, i.e. during a committee members absence, and he or she will maintain the right to vote on any issue.

## **7) Proceedings of the committee**

- A) For a committee meeting to be considered valid, there should be no less than four members in attendance.
- B) Any decisions amendments etc taken by the committee will be put to a majority vote.
- C) The committee reserves the right to co-opt any member for the use of their expertise which may be of benefit to the association.
- D) The full committee shall meet at times as may be deemed necessary or advisable by the chairperson or any two members of the committee.

## **8) The Treasurer**

- A) The Treasurer shall keep financial records in order in accordance with the legal requirements and be responsible for the association's financial affairs.
- B) He/She shall present statement of accounts at annual General Meetings.

## **9) Annual General Meetings**

- A) An annual general meeting will take place within a fourteen month period.
- B) Notice will be given two weeks in advance.
- C) For a meeting of the membership to take place, there must be no less than eight members present.
- D) For any vote, motion or such like to be valid, there must be a quorate committee present.
- E) Nominations for the posts of committee members will be invited annually. These must carry the name of the proposer and the seconder on a form which will be provided, at least two weeks prior to the annual general meeting.
- F) The person/s elected will be those who obtain a simple majority.
- G) Proposals, motions, suggestions etc must be received by the Secretary at least one week in advance.

## **10) Extraordinary General Meeting**

An extraordinary general meeting may be called as the need arises:

- A) By agreement of the Chairperson and Secretary.
- B) By members constituting 10% of the total membership who have submitted in writing the desire for such a meeting.

## **11) Dissolution**

The dissolution of the association shall only become effective by the expressed wishes of 75% of the members voting to that effect at a general meeting.

## **12) Supervision**

All members must be committed to practice under supervision by a suitably qualified Supervisor.

### **13) Amendments to these rules**

Any amendments to these rules shall be submitted in writing to the secretary at least one calendar month prior to the annual general meeting.

A) These amendments may be proposed by:

- 1) Any member of the committee.
- 2) Members constituting not less than 20% of the total membership.

For amendments see appendixes.

## Appendix No 1

### Amendments to the constitution

Approved for amendment at the general meeting held on the 29<sup>th</sup> September 2005:

#### CLAUSE No: 1

a) All members of the association will refrain from advertising themselves as having or claim to have any qualifications other than those they can supply proof of and have genuinely achieved.

b) Any member found not adhering to this clause would be made aware of the fact; if a repetition occurs their membership will be terminated.

## Appendix No: 2

Approved for amendment at General meeting of the 27<sup>th</sup> October 2005

#### Clause No : 2

#### Student Membership

Reduced Fee: £20

#### Minimum requirements:

1) Provable intermediate level certificate in counselling studies.

2) Commitment to completing Diploma in Counselling.  
[depending on results of annual exams]

3) With the condition that:

If the student does not continue to Diploma level, or fails their exams, their membership is terminated.

#### BACP recommendations for student membership:

That the student is a first, second or third year student on a counselling and or Psychotherapy course of study which is a one year full time or two years part time course which includes a supervised placement as an integral part of the course.

Insurance is not a criterion for entry into the student membership category.  
[Whether students require insurance is an issue for the course tutors and the placement agency]

Appendix No: 4

Clause No: 4

Insurance

As per BACP guidelines the GACP must be insured

It is a pre requisite of the full membership of GACP members that members are insured. The Association must also be insured. The cost of insuring the association will be met by the members.

## Profile of the Gibraltar Association for counsellors and Psychotherapists

Association formed in November 2004

Registered charity number: 169

Full membership: 22 (of varied qualifications, minimum a diploma in Counselling)

Student membership: 3

Policy: As per our constitution

Reason for forming the association:

- a) To associate its members
- b) To obtain indemnity insurance at an affordable price.
- c) In order that there was a body where the general public could get information on counselling and the counsellors available in Gibraltar.
- d) To liaise with Government with a view to regulation.

Aims: To promote mental Health in Gibraltar

Commitments of its members

- a) Commitment to CPD and regular supervision.
- b) To working within the guidelines for ethical practise of the british association of counsellors and psychotherapists (BACP) [www.bacp.co.uk](http://www.bacp.co.uk)
- c) To adhere to the code of conduct of the BACP and to abide by their complaints procedure.
- d) All full members are required to be insured.

The GACP has a signed memorandum of understanding with childline Gibraltar whereby it provides Counselling for them as required at a reduced rate.

<http://www.childlinegibraltar.com>

In addition it has an understanding with the Citizens Advice Bureau to provide counselling also at a reduced rate.

<http://www.cab.gi/>

**APPLICATION FORM FOR MEMBERSHIP OF  
GACP**

**NAME**.....

**ADDRESS**.....

.....

**DOB**.....**CONTACT NO:**.....

**QUALIFICATIONS**.....

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**I AGREE TO ABIDE BY THE TERMS STIPULATED IN THE GACP  
CONSTITUTION.**

**I INCLUDE WITH THIS APPLICATION:**

**A COPY OF MY DIPLOMA, RELEVANT QUALIFICATIONS AND £30  
ANNUAL MEMBERSHIP FEE.**

**MY PROFILE REQUIRED FOR ENTRY INTO INSURANCE SCHEME.**

**A CHEQUE FOR £136 INSURANCE FEE.**

**A LETTER OF VERIFICATION FROM MY SUPERVISOR.**

**NAME**.....

**SIGNATURE**.....

**DATE**.....

**PROFILE FOR MEMBERS APPLYING FOR INSURANCE**

**NAME:**.....

**ADDRESS**.....  
.....

**D.O.B.**.....

**QUALIFICATIONS**.....  
.....

**CONTACT NOS:**.....

**AREA OF WORK**.....

**DETAILS OF ANY RECORDS KEPT**.....

**WHERE ARE THESE KEPT/STORED**.....

**HAVE YOU EVER HAD A COMPLAINT AGAINST YOU?**.....

**ARE YOU MEMBER OF ANY PROFESSIONAL OR SELF-REGULATING  
BODY:**.....

**IF ANSWER IS YES STATE WHICH:**.....

**HAVE YOU BEEN DECLINED INSURANCE BEFORE:**.....

**HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENCE OTHER  
THAN MINOR TRAFFIC OFFENCES?:** .....

**EMPLOYMENT DETAILS:**.....

**SELF-EMPLOYED.....YES/NO**

**IF YES GIVE  
DETAILS**.....

**I declare that the details I have given above are true and correct.**

**Signature**.....

**Date**.....