

# ASSOCIATION OF CHILD PSYCHOTHERAPISTS

## RULES

(incorporating amendments made on 15 September 2014)

### NAME AND OBJECTS

1. The Association shall be called the Association of Child Psychotherapists.
2. The Association's Membership shall be a body of men and women qualified to engage professionally in the assessment and psychotherapeutic treatment of children, adolescents, young people and their parents, based upon psychoanalytical principles and techniques along with those so qualified that have retired from practice.
3. The Association's objects shall be:-
  - 3.1 To raise and maintain professional standards in relation to child psychotherapy in the UK.
  - 3.2 To contribute towards the general progress of child psychotherapy by affording opportunities for the sharing of ideas and experiences and facilitating research.
  - 3.3 To represent the professional interests of child psychotherapists with other organisations.
  - 3.4 To improve the technical and professional knowledge of its members and to inform others in respect of child psychotherapy by the arrangement of meetings, lectures and discussions and the interchange of information and opinion.
  - 3.5 To recognise and approve training bodies and to assess the suitability of those wishing to enter the profession.

- 3.6 To keep a register of those persons whom the Association has recognised as qualified child psychotherapists and the publicly accessible register (or set of registers) described at Rule 11.
- 3.7 To pay out of the funds of the Association all expenses of and incidental to the formation, running and incorporation of the Association.

## **MEMBERSHIP**

4. The Association shall consist of the following classes of Members:-
  - 4.1 Honorary Members - Persons of distinction who have contributed to the advancement of psychotherapy may become Honorary Members at the invitation of the Association. Honorary membership shall not deprive a member of voting rights which he/she previously held as an ordinary member.
  - 4.2 Ordinary Members - Ordinary members shall be elected by the Executive of the Association from among those eligible under Rules 5 and 6.
  - 4.3 Student Members - Students of recognised training schools shall be eligible for student membership of the Association at the point where they are eligible to start their first supervised analytic case.
  - 4.4 Retired Members - Members of the Association who have retired from practice.
  - 4.5 Overseas members – Members of the Association who elected by the Executive of the Association from among those eligible under Rules 5 and 6 but who do not reside and practise in the UK.
5. Subject to the provisions of Rule 6, ordinary membership shall be open to:
  - 5.1 Persons who shall have completed successfully a course of training in child psychotherapy recognised by the Association's Executive Committee;
  - 5.2 Persons to whom Regulation 5(1) (a) or (b) of The European Communities (Recognition of Professional Qualifications) Regulations 1990 apply, who

have complied with such requirements as the Executive and Training Council may prescribe in accordance with those Regulations, or any amendment to them.

5.3 Persons wishing to reside and practise in the UK who have completed a training course in psychoanalytic child psychotherapy overseas and who have complied with such additional requirements as the Executive and Training Council may prescribe to bring their overseas training experience in line with the training requirements of the ACP as specified in the document, Outline for Training Courses (revised June 1987).

5.4 Under exceptional circumstances, to persons without the training referred to in para. 5.1 who may be recommended for membership by the Training Council to the Executive Committee. The Executive will circulate the membership and take account of any views expressed by them in coming to their decision.

6. Notwithstanding the above, no person who applies for Membership (whether or not a person who has previously been a member of the Association) will be permitted to join if a complaint has been made against him/her under the Association's Disciplinary Procedure and consideration of the complaint has not been completed. If a member who has been expelled from membership of the Association applies for restoration of membership, the procedure for restoration set out in the Disciplinary Procedure will be followed.

7. Subject to the exclusions applicable to Overseas Members, all Members shall abide by the Association's:

- (i) Rules;
- (ii) Disciplinary Procedure;
- (iii) Serious Impairment to Fitness to Practise Procedure; and
- (iv) Code of Professional Conduct and Ethics;

from time to time in force. A breach of the Rules or Code of Professional Conduct and Ethics of the Association which was committed while an individual was a Member may give rise to a disciplinary action after the cessation of membership of the Association.

8. All Members of the Association in private practice as child psychotherapists (which is understood as meaning practice outside a formal contract of employment with a Public Service employer) must be insured against claims for malpractice and public liability. A required level of professional indemnity and public liability cover will be advised annually by the Association for members practising in the United Kingdom.
9. The privileges of Membership shall not be transferable and a Member shall cease to be a Member if:
  - (i) the member dies;
  - (ii) by notice in writing to the Secretary or Treasurer the member resigns his membership, provided that such resignation shall not affect the member's liability for any subscription which may be due under Rule 14 at the time of resignation;
  - (iii) a member is expelled from membership in accordance with the provisions of the Disciplinary Procedure;
  - (iv) s/he becomes of unsound mind;
  - (v) after having been given 42 days written notice by the Registrar and Chair of the Membership Committee that their subscription has fallen due under Rule 14, it remains unpaid; or
  - (v) after having been given 90 days written notice by the Registrar and Chair of the Membership Committee that they have not complied with the Association's current continuing professional development requirements applicable to their class of membership, they remain in breach of those requirements and have not provided within the notice period a good reason for the breach and a plan to rectify it which the Registrar and Chair of the Membership Committee, or any Association committee to which the Registrar and Chair of the Membership Committee's functions in this regard have been delegated, considers acceptable.
10. No former member shall describe or otherwise represent themselves as being a current Association member in any of the circumstances described in Rule 9 (ii) to (vi) above unless their membership is reinstated by the Association either

under the Disciplinary Procedure or otherwise by a Committee or Sub Committee of the Association.

11. Subject to Rule 12, the Association shall maintain a publicly accessible register (or set of registers) enabling those who consult it to identify:
  - (i) who falls into each class of membership;
  - (ii) all members who, within the last 18 months, have been the subject of a finding under the Disciplinary Procedure of a breach of the Code of Professional Conduct and Ethics;
  - (iii) members who are currently suspended from practise for disciplinary reasons and those who were suspended within the last six months;
  - (iv) members whose practice is currently subject to conditions for those reasons and the nature of any conditions;
  - (v) former members who have been expelled for disciplinary reasons within the last 10 years;
  - (vi) members who are suspended for non-disciplinary reasons, or whose practice is subject to conditions for those reasons and the nature of any conditions;

and in the case of (ii), (iii), (iv), (v) and (vi), the information on or available via the register or registers shall include the gist of the reasons for the finding, suspension, conditions or expulsion as applicable. In the case of (ii), (iii), (iv) and (v) the information on or available via the register or registers shall also include the gist of the allegation made against the member or former member that resulted in disciplinary action.

12. The publicly accessible register or registers shall not include:
  - (i) any information that could lead to a patient or a family member of a patient being identified; or
  - (ii) information about former members who have been expelled for disciplinary reasons before 15 September 2014.

13. The Association's duties under Rules 11 and 12 to maintain a publicly accessible register or registers shall not effect the power it has to inform third parties of suspensions, conditions, expulsions and any other cessations of membership and the reasons for them to the extent necessary to fulfil its objects set out at Rule 3.

### **SUBSCRIPTION**

14. The subscription of the Members shall be payable annually in accordance with such scale or scales and at such time or times as may be fixed from time to time by the Executive Committee and approved by the Association in General Meeting.

### **GENERAL MEETING**

15. Annual General Meetings shall be held at intervals of not less than nine or more than fifteen months at such time and place as the Executive Committee may determine.
16. An Extraordinary General Meeting may be summoned at the written request of any twenty Members of the Association.
17. An Extraordinary General Meeting may be summoned at any time by the Executive Committee or by the Chairman.
18. The Secretary shall send to all Members of the Association entitled to receive the same, notices of every General Meeting at least twenty-one clear days beforehand, including notice of the wording of resolutions to put to the meeting and the general nature of any other special business to be transacted at the meeting. The accidental omission, or failure to give any such notice to a member; or the non-receipt of a notice by any member, shall not invalidate the proceedings of the meeting.

### **PROCEEDINGS AT GENERAL MEETINGS**

19. A quorum at a General Meeting shall consist of 20 Members. If there be no quorum, the Members attending shall have power to transact business subject to the approval of absent members to whom the resolutions adopted shall be forwarded.

20. The business of the Annual General Meeting shall include the election of officers and of the Executive Committee, and the reception of the reports of the Executive Committee and the Auditors with the Income and Expenditure Accounts and the Balance Sheet and the reports of Sections and Branches.
21. Resolutions submitted to a meeting shall be decided by a show of hands, unless a secret ballot be decided by a Member.
22. Every ordinary Member of the Association shall be entitled to receive notice of General Meetings and to attend and vote thereat. Every such member shall have one vote which must be exercised personally except in the case of election of officers, Executive Committee and members of the Training Council, which votes may be by post or by proxy, the latter being duly authorised in writing. In case of an equality of votes, whether on a show of hands or on a ballot, the Chairman shall have a casting vote.
23. Votes may be held on resolutions proposed without the notice required by Rule 18, but such resolutions shall not be binding as decisions or policies of the Association, and they shall be remitted to the Executive Committee for consideration.
24. Amendments may be put forward at meetings. The Chair of the meeting shall decide, having consulted those Members present before a proposed amendment is discussed, whether it constitutes a new resolution which is subject to Rule 23.
25. Non-members of the Association may, if invited, attend any General Meeting of the Association and may take part in the proceedings but shall not vote.

### **OFFICERS**

26. The Officers of the Association shall consist of a Chairman, Vice-Chairman, Secretary, Registrar (who shall also be the Chair of the Membership Committee) and Treasurer who shall be elected at the Annual General Meeting by Members of the Association.
27. The Officers shall be elected from Members of the Association, shall hold office for one year, or from one Annual General Meeting to the next, and shall be eligible for re-election.

28. No person shall hold office as Chairman for more than three consecutive years.

### **EXECUTIVE COMMITTEE**

29. The Executive Committee shall be elected at each Annual General Meeting from the Members of the Association and shall be at least six in number, and not more than eight, exclusive of the ex-officio members.

30. One third of the members of the Executive shall form a quorum.

31. If there is no quorum, the members attending shall have power to transact business subject to the approval of absent members, to whom the resolutions adopted shall be forwarded.

32. The Executive Committee shall have the right to draw on such monies as are received by the Association in order to further the objects of the Association.

33. Elected members of the Executive Committee shall retire annually but be eligible for re-election, with the following exceptions:-

(i) Each year one member who has served for three years or more shall be ineligible for re-election for one year, and this shall be the member who has served longest on the Executive Committee. If two or more members have an equal length of service, a ballot shall be taken.

(ii) In calculating length of service for this purpose, only service as an ordinary member of the Executive Committee shall count and service as an officer of the Association shall be ignored.

34. The Executive Committee shall have power to co-opt from those persons eligible for election to the Executive Committee not more than two Members of the Association to be members of the Executive Committee.

35. Any casual vacancy occurring among the Officers or other members of the Executive Committee may be filled by the Executive Committee from members of the Association, provided that any member chosen shall hold office only until the next Annual General Meeting.

36. The Executive Committee may appoint sub-committees on which may be co-opted non-members of the Association to consider special aspects of its work.



## **ACCOUNTS**

37. The Accounts of the Association shall be audited annually by an auditor or auditors who shall be chosen at the Annual General Meeting.

## **MINUTES**

38. Proper Minutes of all meetings of the Association or of its committees shall be kept in books provided for the purpose. The Minutes of any meeting, if purporting to be signed by the Chairman of such meeting or by the Chairman of the succeeding meeting, shall be receivable as prima facie evidence of the matters stated in such Minutes.

## **THE TRAINING COUNCIL**

39. The Association at the A.G.M. shall elect to the Training Council Members numbering two more than the total number of Training School and Sub-Committee representatives (one from each) and ex-officio officers of the Association.
40. At least three quarters of those elected to the Training Council shall be Members of the Association.
41. As Training Schools become recognised by the Training Council, representatives of these Training Schools shall become members of the Council. The number of such representatives shall not exceed the number of members elected by the Association.
42. The Departments of Health and Social Security and Education shall each be asked to send an observer to meetings of the Training Council.
43. The Training Council shall have power to co-opt for specific purposes persons or representatives of other bodies, such persons or representatives having no power to vote.
44. The Training Council shall be responsible to the Executive Committee for all matters relating to the training of child psychotherapists, and shall take such steps as it deems necessary to promote good standards of training, and shall

recommend schools of training for recognition. It shall determine the principles governing the selection of students for training and the recognition of their competence on completing the course.

45. Reports of all meetings of the Training Council (with due regard for confidentiality) shall be presented to the Executive Committee at the next meeting.
  - (i) In the case of such major matters as the recognition of new schools of training or suspension of recognition of existing Training Schools, the Training Council shall consult with the Executive Committee prior to joint implementation of the decision by Executive Committee and Training Council.
  - (ii) In case of disagreement between the Executive Committee and the Training Council a joint meeting shall be called which will be chaired by the Chairman of the Association. A vote may be taken if necessary.
  - (iii) Such a joint meeting shall decide whether recourse should be made to the membership for further discussion.

### **BRANCHES AND SECTIONS**

46. The Executive Committee may make rules providing for the formation of:
  - (i) local branches in any part of the United Kingdom,
  - (ii) sections of the Association, each section being concerned with special aspects of Psychotherapy

### **RULE CHANGES**

47. The Rules of the Association may be altered at any General Meeting of the Association. In each case the purpose for which the meeting is called shall be expressly stated in the notice convening the meeting, and this shall be circulated at least 21 days beforehand.

**DISCIPLINARY PROCEDURE, SERIOUS IMPAIRMENT TO FITNESS TO PRACTISE PROCEDURE AND CODE OF PROFESSIONAL CONDUCT AND ETHICS**

48. An Ethics Committee accountable to the Association via the Chair of the Executive Committee shall be appointed in accordance with the provisions of the Disciplinary Procedure.
  49. Amendments to the Disciplinary Procedure, Serious Impairment to Fitness to Practise Procedure and Code of Professional Conduct and Ethics shall be proposed by the Ethics Committee as and when needed and may be adopted and used prospectively, subject to the agreement of the Executive Committee.
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