**THE CONSTITUTION**

**OF THE**

**MANCHESTER INSTITUTE FOR PSYCHOTHERAPY**

**Revised- November 2007**

**SECTION 1**

**Name: Manchester Institute For Psychotherapy**

* 1. The name of the organisation is the Manchester Institute for Psychotherapy, hereinafter

referred to as M.I.P.

**SECTION 2**

**Objectives and Aims of the Manchester Institute For Psychotherapy**

* 1. To train members of the public in the profession of psychotherapy, counselling and supervision to graduate and post-graduate levels.
  2. Members of the public who may be interested in the services that MIP offers will come mainly from the health professions such as social workers, probation officers, doctors, psychiatrists and people in the voluntary sectors.
  3. MIP will also take people into our trainings who show the relevant aptitude and experience needed for the development of the skills needed for our trainings.
  4. To provide a high standard of services within all the psychotherapy, counselling and supervision trainings.
  5. To uphold the high standards of excellence in the areas of psychotherapy, counselling and supervision both in the areas of competence and professional ethics.
  6. MIP will review and monitor the ethical behaviours of all their members for the public benefit in the profession of psychotherapy, counselling and supervision.
  7. In the pursuit of excellence within all our trainings, we will be constantly reviewing, monitoring and evaluating the standards of our trainings and education within MIP.
  8. MIP, through the training programmes, will promote the principles of therapeutic work. For example, awareness, motivation, communication, reflection, in the search for meaning.
  9. MIP will maintain the principle for all it’s trainees to be in therapy and supervision throughout their training and to accreditation.
  10. MIP encourages and supports members at all levels – trainee, graduate, and post-graduate to be committed to therapeutic support and supervision for the life of their professional career.
  11. All members/trainees will adhere to MIP’s Equality policy.
  12. To promote professional development via conferences, meetings and workshops.

**SECTION 3**

**To promote the development of psychotherapy, counselling and supervision in the UK and Eruope**

* 1. To provide a framework and forum for the discussion of critical issues in the areas of psychotherapy, counselling and supervision in the north-west, UK and Europe.
  2. To work in conjunction with colleagues and professional organisations towards the recognition of psychotherapy.
  3. MIP will participate with, and encourage our members to, participate with, the relevant formal accrediting structures, such as IATA, BACP and UKCP as well as ACP and EAIP.
  4. To promote the professional development of members/trainees by supporting them in national, international conferences, events and workshops.
  5. To promote and encourage research in the areas of psychotherapy, counselling and supervision.
  6. Specifically to monitor and support the opportunity of research with MIP and at local, regional and national levels.
  7. To support financially research projects in the above areas.
  8. The Manchester Institute for Psychotherapy will work on a non-profit basis – where all profit gained will be put back into MIP for future trainings, research and maintenance.
  9. All the above in terms of financial means will be shown in the accounts and open to the directors of MIP.

**SECTION 4**

**The core values that underpin our trainings at the Manchester Institute for Psychotherapy**

* 1. All members/trainees acknowledge the dignity of all human beings.
  2. Belief in the worth, dignity and creative potential of every person.
  3. All members have the capacity to think.
  4. All people have different learning styles and speeds.
  5. All people have an intrinsic human value regardless of age, gender, race, creed or sexual orientation.
  6. The client/therapist relationship is the foundation of all treatment and the welfare of the client takes priority.

4.7. The Institute will promote a willingness in both the client and therapist to adopt an I’m OK-You’re OK position. The therapist will encourage the client towards personal autonomy and responsibility.

**SECTION 5**

**Membership Categories**

* 1. **Directorship -** Business and professional directorship of the Institute is held by Bob Cooke simultaneously as both Managing Director and Director of Trainings.
  2. **General Director –** who will sit on the board of directors.
  3. **TSTA-**Teaching supervising Transactional Analyst.The TSTA will be registered with UKCP, and will have experience in managing psychotherapy trainings.
  4. **PTSTA -** Provisional teaching supervising Transactional Analyst.This person will be an experienced trainer and sponsored by TSTA.
  5. **Graduate Member –** A person who has completed at least four years training at MIP.
  6. **Clinical Member -** Psychotherapy graduates who have completed their certified transactional analysis exams, or an equivalent examination in another psychotherapy, counselling discipline.
  7. **Trainee Member -** Members of at least one of MIP’s professional training courses in psychotherapy, counselling or supervision.
  8. **Working Member -** Anyone who is working in the psychotherapy field, who is based at MIP.
  9. **Honorary Member** - An Honorary Member is one who has a special association to MIP.
  10. **Student Member** - A Student Member is a member who is not on one of our training programmes but is interested in the field of psychotherapy and counselling.

**SECTION 6**

**Entry Registration and Exclusion**

* 1. Admission of members shall be subject initially by the Managing Director, then the Board of Directors.

6.2. Membership subscription will be subject to annual review by the board of Directors.

* 1. Entry on to the various committees of MIP needs to be initially by the Managing Director and the Board of Directors as well as the whole membership at the AGM.
  2. The Board of Directors may refuse membership in general, and to the committees, and will state the reasons for their refusal in writing to that member.
  3. The Quality and Ethics Committee of the association has the power to suspend or exclude a member for an ethics offence, subsequent to the ratification of the board. This may be brought before the General Meeting by an involved party.

**SECTION 7**

**Rights and Obligations of Members**

* 1. Introductory motions at the General Meeting. These suggestions are put in writing and need to reach the Board of Directors not later than one month prior to the AGM.
  2. Attendance at the AGM – the member is entitled to vote and to elect.
  3. Entitled to all the advantages incorporated in membership to MIP.
  4. Formal appeals from applicants in respect of the non-granting of membership.
  5. Voting by proxy at AGM must be through written authorisation of another member to vote on the absent member’s behalf.

**SECTION 8**

**Origins and Committee Structure**

* 1. (a) General Meeting

(b) Extraordinary General Meeting

(c) The Board of Directors

(d) Quality and Ethics Committee

(g) Complaints Sub-Committee

(h) Research Sub-Committee

(i) Social Committee. Members report to the Quality and Ethics committee.

**Inauguration of MIP**

* 1. The inauguration of MIP will took place on 23 July 2004 and there was a voting in of the then constitution and of the Chair of that meeting.
  2. The constitution will be continually reviewed on an annual basis and changes may be introduced to the constitution.

**The Board of Directors**

* 1. (a) The membership of the Board of Directors will be not less than 7 members and not exceeding 12 members. The members shall be drawn from individuals who are professional psychotherapists and also from lay members.

(b) The Board of Directors meets a minimum of three times a year.

(c) The members of the Board of MIP will be responsible for determining the policy and direction of the institute.

(d) Evaluating and monitoring the activities and performance of MIP through the Annual Report of the various committees within the committee structure of MIP.

(e) Composing, evaluating and guiding the fee structure for trainees working for MIP. This includes all outside trainees/trainers full or part time.

(f) Ending or terminating the services of trainers or staff.

(g) Receiving the annual accounts of MIP.

(h) The Board of Directors shall be formed by the Managing Director.

(i) The Board of Directors may call an Extraordinary Meeting of MIP if needs arise, two months notice is needed to the membership.

1. There needs to be a quorum of three members of the Board to make a decision.
   1. **The Quality and Ethics Committee**
2. Two members of the Board of Directors.

(b) One or more trainers.

1. One or more representatives of the training body

(d) One or more clinical representatives.

(e) Trainee and trainer representatives to the Quality and Ethics Committee are elected by the AGM. Representatives from the Board of Directors are elected by that Board.

1. The Quality and Ethics Committee meets a minimum of three times a year.

(g) The quorum for the committee is three members.

(h) The Quality and Ethics Committee is responsible to the Board for ensuring acceptable standards in the delivery of training at MIP and in the provision of clinical services at MIP.

(i) The Quality and Ethics Committee has oversight of the personal well being of the trainees registered on MIP courses.

(j) The Quality and Ethics Committee monitors all MIP courses and is concerned with the general development of academic and clinical content on the day to day management issues to do with the delivery of training.

(k) It is also responsible to the Board for ensuring that MIP is delivering training at least equivalent to that required by the major professional organisations in UK and Europe.

(l) It is responsible to the Board for promoting research at MIP.

(m) In carrying out these functions, the Quality and Ethics Committee has, if necessary, access to any and all training workshops, and any and all documents, papers, courses and correspondence to enable it to carry out its functions of monitoring training functions at MIP.

(n) The Quality and Ethics Committee is responsible to the Board of Directors at MIP and sends a copy of the minutes of its meetings to the Board.

(o) The Quality and Ethics Committee reports on its activities to the next available meeting of the Board of Directors.

(p) The Quality and Ethics Committee can report immediately to the Board of Directors via the Managing Director on any issue of activity, which requires the urgent attention of the Board of Directors.

(q) The Quality and Ethics Committee is responsible for the curriculum, development and assessment, also changes in content and teaching strategies.

(r) The Quality and Ethics committee is responsible for the implementation and monitoring and support of Equality and Diversity strategies within the institute.

(g) The Quality and Equality Annual Report will contain the following:

1 Curriculum development and assessment.

2 Recruitment and staff resources

3 Research activity and resources

4 Trainee evaluation from workshops, courses, etc.

5 Items requiring action to support and improve the quality and delivery of training at MIP.

6 Items requiring action to implement monitor and support equality and diversity strategies within the institute

The two sub -committees are sub-committees of the above Quality and Ethics Committee and are appointed by the Quality and Ethics Committee

**8.9. Complaints Sub-committee**

The Complaints Committee will oversee all complaints against a member of MIP and according to the published MIP complaints procedure.

**8.10. Research Sub-Committee**

The Quality and Ethics Committee will appoint any issues relevant to research within MIP.

**8.11. The Social Committee**

The Social Committee will be responsible for organising and managing staff social events and is responsible to the Institute Director.

**SECTION 9**

**Dissolution of the Manchester Institute For Psychotherapy**

The Manchester Institute for Psychotherapy shall be deemed dissolved if a vote of two-thirds of its membership at the AGM is in favour of dissolution upon recommendation of the Board.