THE MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

(Established 1987)

THE CONSTITUTION OF THE MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

Revised Edition – May 2025

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BOB COOKE BA T.S T.A. Principal Director

SECTION 1

Name: Manchester Institute For Psychotherapy

1.1 The name of the organisation is the Manchester Institute for Psychotherapy, hereinafter referred to as MIP.

SECTION 2

Aims and Objectives of the Manchester Institute For Psychotherapy

2.1 To train members of the public in the profession of psychotherapy, counselling and supervision to graduate and post-graduate levels.

2.2 Members of the public who show an interest in the services that MIP offers will be mainly from the health professions such as social workers, probation officers, doctors and psychiatrists. People in the voluntary sectors are also welcome, subject to meeting the training criteria as specified in the Diploma handbook.

2.3. To uphold the high standards of excellence in the areas of psychotherapy, counselling, supervision and training both in the areas of competence and professional ethics.

2.4 MIP will review and monitor the ethical behaviours of all their members in the profession of psychotherapy, counselling and supervision for the benefit of all.

2.5 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.

2.6 MIP, through the training programmes, will promote the principles of therapeutic work. For example, awareness, motivation, communication, reflection, in the search for meaning.

2.7 MIP will maintain the principle for all its trainees to be in therapy and supervision throughout their training and to accreditation.

2.8 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.

2.9 All members will adhere to all MIP's policies and procedures.

2.10 To promote professional development via conferences, meetings and workshops.

SECTION 3

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

3.1 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.

3.2 To work in conjunction with colleagues and professional organisations towards the recognition of psychotherapy.

3.3 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.

3.4 To promote the professional development of members by encouraging them to attend national/ international conferences, events and workshops.

3.5 To promote and encourage research in the areas of psychotherapy, counselling and supervision.

3.6 Specifically to monitor and support the opportunity of research with MIP at local, regional and national levels.

3.7 To financially support research projects in the above areas.

3.8 MIP will work on a non-profit basis – where all profit gained will be put back into MIP for future trainings, research and maintenance.

3.9 All the above, in terms of financial means, will be shown in the accounts and be available to the directors of MIP.

SECTION 4

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

4.1 All members acknowledge the dignity of all human beings.

4.2 Belief in the worth, dignity and creative potential of every person.

4.3 All members have the capacity to think.

4.4 All people have different learning styles and speeds.

4.5 All people have an intrinsic human value regardless of age, gender, race, creed, sexual orientation or any diversity.

4.6 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 and Voting Rights

5.1 Directorship - business and professional directorship of the Institute is held by Bob Cooke simultaneously as both Managing Director and Director of Trainings – also, there are six other directors who complete the Board of Directors within the MIP organisational structure.

5.2 Qualified Members – individuals who have gone through the MIP accreditation process and are registered with either the UKCP, EAIP or EATA.

5.3 Graduate Members – trainees who have successfully completed their four years training and graduated from the Manchester Institute for Psychotherapy.

5.4 Trainee Members – trainees who are presently on the t four year psychotherapy training course which is held at MIP, who have passed their clinical competencies and are in supervision as they see clients.

5.5 Student Members - are at the beginning of their training and have not passed their clinical competency assessment.

5.6 All members, whether directors, qualified members, graduate members, trainee members or student members, have equal voting rights.

SECTION 6

Entry Registration and Exclusion

6.1 Admission of members shall be approved, 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.

6.3 Entry on to the various committees of MIP will be voted by all members at the AGM.

6.4 The Board of Directors have the right to refuse membership both in general and to the committees, and will state the reasons for their refusal in writing to that member.

6.5 The Ethics Committee of MIP 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 a General Meeting by an involved party.

SECTION 7

Rights and Obligations of Members

7.1 Introductory motions at the AGM. These suggestions are put in writing and need to reach the Board of Directors not later than one month prior to the AGM.

7.2 Attendance at the AGM – the member is entitled to vote and to elect.

7.3 Entitled to all the advantages incorporated in membership to MIP.

7.4 Formal appeals from applicants in respect of the non-granting of membership.

7.5 Voting by proxy at AGM must be through written authorisation of another member to vote on the absent member's behalf.

SECTION 8

8.1 **Origins and Committee Structure**

(a) General Meeting

(b) Extraordinary General Meeting

(c) The Board of Directors

(d) Quality and Procedures Committee

(e) Ethics Committee

(f) Equality, Diversity & Inclusion Committee

(g) Research Committee

(h) Social Committee. Members report to the Quality and Procedures Committee

(i) Reaccreditation Sub Committee

8.2 **Inauguration of MIP**

The inauguration of MIP took place on 23 July 2004 and there was a voting in of the then constitution and of the Chair of that meeting.

8.3 The constitution will be continually reviewed on an annual basis and changes may be introduced to the constitution.

8.4 **The Board of Directors**

(a) The membership of the Board of Directors will not be less than 7 members and not exceed 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 trainers working for MIP. This includes all outside 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.

(j) There needs to be a quorum of three members of the Board to make a decision.

8.5 **The Quality & Procedures Committee**

The remit of the Quality & Procedures Committee is to develop policies, review and revise them over an 18 months cycle, as well as giving advice and guidance to facilitate the Manchester Institute for Psychotherapy's overall development. It also administers MIP's Complaintsprocedures.

8.6 **Responsibilities:**

(a) The Quality & Procedures Committee is responsible for ensuring acceptable standards in the delivery of training and in the provision of clinical services.

(b) To deal with complaints/grievances with regards to the training programme.

(c) In carrying out these functions the Quality & Procedures Committee may have access to documents, papers, courses and correspondence.

(d) The Quality & Procedures Committee meets a minimum of six times a year and when needed to deal with active complaints and grievances..

(d) The Quality & Procedures Committee will complete an annual report which will contain the following:

(1) Activities and actions from previous Quality & Procedures Committee meetings; and

(2) Items requiring action to support and improve the quality and delivery of training at MIP.

8.7 Membership

(a) In order to function effectively, the Quality & Procedures Committee should consist of at least four members.

(b) The quorum for the Committee is three members.

(c) The Quality & Procedures Committee may co-opt new members onto their Committee, though there must be a unanimous decision for this to happen.

(d) Minutes must be kept of the meetings held by the Quality & Procedures Committee, which will include any emergency meetings which have been actioned. A copy of these minutes must be forwarded to MIP.

(e) The Quality & Procedures Committee should include at least two senior members of MIP, and graduate members.

(f) The Chair of the Committee will serve for a period of five years and may serve no more than three consecutive terms.

(g) A minimum of 50% attendance at meetings is required by the quoracy.

(h) A consensus decision-making process will normally be followed.

8.8 **The Ethics Committee**

The remit of the Ethics Committee is to administer MIP's ethics procedures with regards to the training programme. The Ethics Committee will also revise the Codes of Ethics and Professional Practice periodically, in the light of practice and guidelines issued by relevant professional bodies.

8.9 **Responsibilities**

(a) The Ethics Committee meets a minimum of two times a year.

(b) In carrying out these functions the Ethics Committee may have access to documents, papers, courses and correspondence.

(c) The Ethics Committee will complete an annual report which will contain:

(1) activities and actions from previous Ethics Committee meetings.

(2) items requiring action to support the ethical procedures and delivery of training at MIP

8.10 **Membership**

* In order to function effectively the Ethics Committee should consist of at least 4 members.

* The quorum for the Committee is 2 members.

* The Committee should have at least 2 of their members as lay members.

* The Committee may co-opt new members onto this committee, although there must be a unanimous decision for this to happen.

* The Ethics Committee should include at least 2 senior members of MIP and lay members.

* A consensus decision-making process will normally be followed.

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.

MIP DIRECTORS

Bob Cooke

Stephanie Cooke

Josie Couet (lay person)

Rory Lee Oakes

Janet Fengeros

Hannah Moss (lay person)

Amanda Onwueneme