



Constitution of the PABC

- **Name**

1.1. The name of the group is The Professional Association of Biographical Counsellors

- **Objectives**

2.1. The Professional Association of Biographical Counsellors is for biographical counsellors trained in the UK and other countries and students in professional training in biographical counselling recognised by PABC

(see membership 4.1)

2.2. Its purpose is to:

2.2.1. Promote research and training in Biographical Counselling

2.2.2. Support biographical counsellors and those studying or working in biographical counselling by both increasing the profile of Biographical Counselling within the greater whole of the counselling and psychotherapeutic profession and through raising the awareness of biographical counsellors as to the issues and codes of conduct within this broader professional setting

2.2.3. Contribute to high standards in Biographical Counselling

2.2.4. Provide a forum for biographical counsellors to meet and exchange knowledge and experience

2.2.5. Enable the Members access to current Biographical Counselling issues

2.2.6. Contribute to the Member's continuing professional development

2.2.7. Increase public awareness of Biographical Counselling

2.2.8. Encourage and support the publication by biographical counsellors of their research and findings in relevant literature and journals

- **In furtherance of these objectives the professional association may:**

3.1. Act as a professional body for the purpose of consultation in matters of education or public interest concerning Biographical Counselling

- 3.2. Identify and promote appropriate standards for the practice of Biographical Counselling
- 3.3. Print, publish and circulate relevant papers, books, pamphlets, journals, abstracts, newsletters and other documents
- 3.4. Keep and maintain a list of members
- 3.5. Arrange and provide educational events for members and/or non-members relating to Biographical Counselling
- 3.6. Invite and collect subscriptions and donations to the funds of the Association by any lawful means
- 3.7. Do all such lawful other things as may be necessary for the attainment of the declared objectives

- **Membership**

- 4.1. Membership of the Association will be open to any biographical counsellor trained by the Biography and Social Development Trust or previously at the Centre for Social Development, or professional biographical counsellors from other biographical counselling trainings, at the discretion of the PABC Council
- 4.2. Associate membership will be offered as an option to professional biographical counsellors from other biographical counselling trainings, at the discretion of the PABC Council
- 4.3. Student membership will be available for those in training to become biographical counsellors, at the discretion of the PABC Council
- 4.4. Voting Members are those who have paid the appropriate annual membership fee for the current membership year
- 4.5. The PABC membership fee is agreed at the AGM every year
- 4.6. An application for membership may be approved or rejected by the Council. The Council shall have the right, with good and sufficient reason, to terminate the membership of any person subject to following due procedures

- **General Meetings**

- 5.1. There will be two types of General Meeting; Annual General Meetings and Extraordinary Meetings
- 5.2. At the Annual General Meeting of the Association all paid up members will be entitled to vote
- 5.3. The Annual General Meeting will be held no later than fifteen months after the previous Annual General Meeting. The location will be determined by the Council and notice given prior to the date of the meeting
- 5.4. The business of the Annual General Meeting will include the election of minimum a Chairperson or two co-Chairs, a Treasurer and Secretary

5.5. The Chairperson(s) of the association will preside at the Annual General Meeting or any Extraordinary General Meeting

5.6. Members entitled to cast votes representing no less than 10% of all potential voting members will form a quorum of a General Meeting subject to a minimum of 5

5.7. All questions arising at a General Meeting, other than those relating to alterations to the Constitution will be decided by a simple majority vote on a show of hands

5.8. Amendments to the Constitution will receive the assent of no less than three quarters of the votes cast at a General Meeting

5.9. Extraordinary General Meetings of the Association may be called by the Council when two thirds of the Association members present consider this to be necessary, or alternatively by written requisition signed by not less than 10% of the Association members entitled to vote

5.10. The proceedings of a General Meeting will not be invalidated by any failure to appoint or any defect in the appointment, election or qualification of any member of the Association

5.11. Voting will take place at the Annual General Meeting. Nominations for council members will be received prior to the AGM. Members will be notified of the nominations prior to the AGM

- **Council**

6.1. From the Council the following will be elected for positions: a Chairperson or two Co-Chairs, Treasurer and Secretary (minimum two people who can share responsibilities)

6.2. At every Annual General Meeting, one third of the members of the Council, or if their number is not three or a multiple of three, then the nearest to one third, shall retire from office. The members of the Council to retire each year will be those who have been longest in office. Retiring members will be eligible for re-election

6.3. The Council will have the power to co-opt members to fill vacancies for good and sufficient reasons

6.4. The proceedings of the Council will not be invalidated by the failure to appoint or any defect in the appointment, election, co-option or qualification of any member of the Council

6.5. In addition to the functions set out elsewhere in the constitution, the Council will be responsible for the conduct of the Association business in between General Meetings

6.6. The Council may set up Working Groups for such periods and purposes as it deems necessary. All such Working Groups will be answerable to the Council

6.7. Activities by members run under the name of PABC need to be endorsed by the Council and reported on.

6.8. A quorum of the Council and of all Working Groups shall be 25% of the total membership of the Council or Working Group and subject to a minimum of three

6.9. With the exception of the draft resolutions providing for alterations to this Constitution, which require a two-thirds majority of those present and voting, all questions arising at any meeting of the Council shall be decided by a simple majority vote. In the case of an equality of votes the Chairperson will have a casting vote

6.10. The Council will keep minutes of proceedings at General Meetings of the Association and of proceedings of the Council meetings

6.11. The Council will meet regularly

6.12. Members of the Association are encouraged to bring topics, issues or matters of concern to the Council

- **Finance**

7.1. The Treasurer will be responsible to the council for the formulation of a budget and the presentation of accounts on an annual basis

7.2. All monies raised by or on behalf of the association will be applied to further the objectives of the Association and for no other purpose. In the event of the termination of the Association any monies will be donated to a charity or association with similar ideals and aims, to be decided by the Council.

7.3. The Treasurer will keep such books as are necessary to show the true state of the Association's financial affairs and the association will, for all purposes, be financially self-supporting

7.4. Commencing in 2010, the Association's financial year will run from 5 April to 5 April or from a date to a date as decided by a current Treasurer.

7.5. The Treasurer will present the annual account of the Association at the Annual General Meeting

- **Alteration to the Constitution**

8.1. Any alteration to this Constitution must receive no less than three quarters of the votes cast at an Annual General Meeting by the paid association members. The quorum for the consideration of any proposed alteration to this Constitution will be 10% of the total potential voting membership subject to a minimum of 5. This number and percentage will be reviewed annually. A resolution in writing duly proposed and seconded proposing such alteration must be received by the Secretary not less than 21 clear days before the proposed date of the meeting. At least 14 clear days notice in writing of such a meeting, together with a copy of the resolution or resolutions to be proposed, will be sent by the Secretary to each member of the Association.