

William Glasser Institute UK Constitution

Abbreviations: For the purposes of this document the following will be abbreviated after first reference:

William Glasser Institute UK as The Institute.

The William Glasser International as The WGI.

Choice Theory as CT, Reality Therapy as RT, Quality Schools as QS, Lead Management as LM.

1 NAME:

1.1

The organisation will be known as ‘William Glasser Institute UK’

1.2

William Glasser Institute UK will hold its own internet domain and website and will be registered as owning the domain name ‘wgi-uk.co.uk’.

2 THE AIMS OF THE INSTITUTE ARE:

To promote the development and training of Choice Theory, Reality Therapy, Lead Management and Quality School ideas as developed by William Glasser, and;

- to maintain high standards of training and practice using CT, RT, LM & QM.
- to oversee and co-ordinate courses and training in Reality Therapy.
- to support members in their application of CT, RT, LM & QM.
- to co-ordinate training in the UK for which a registration fee may be payable as set by The Executive Board.

3 RELATIONSHIP TO THE WILLIAM GLASSER INTERNATIONAL:

The Institute will maintain affiliation to The WGI as the parent organisation.

The Institute will, where reasonable, and appropriate to the United Kingdom, abide by the rules, procedures, code of ethics and standards of practice as set by The WGI. The Institute will notify, for verification, any changes or additions made in order to accommodate the needs or requirements of the United Kingdom.

4 THE EXECUTIVE ADMINISTRATION BOARD:

4.1

Officers of The Executive Board, will be:

- Faculty Development Lead
- Certificate Training Programme Lead

William Glasser Institute UK

- Glasser Quality School (GQS) Lead
- Take Charge Of Your Life (TCOYL) Lead
- Membership
- Treasurer

4.2

For the purposes of the launch of the Institute and prior to the arrangement set out in 4.3 and 4.4 below, the Executive Board will consist of four members who will fulfil the offices.

During this period the role of Chairperson will be agreed at each meeting for the purposes of chairing/facilitating that meeting.

4.3

An Executive Board will, from the first Annual General Meeting of The Institute held on or before the twenty eighth of March 2015, and thereafter, be formed to consist of four elected members, and will include the offices referred to in 4.1 above.

4.4

The office of Chairperson will be rotated within the Executive board to reside for a period of one year. A Chairperson will, at the first Annual General Meeting, be elected by The Executive Board and will hold office until the next Annual General Meeting of The Institute when that role will transfer by consensual agreement of The Executive Board. The Chairperson shall have the discretion to use a casting vote in the event in any matters before the Executive board. In the absence of a Chairperson the Faculty Development Lead will have discretion to use a casting vote.

4.5

The Training Programme Lead will fulfil the office as Chairman of the Institute in all other matters not set out above.

4.6

The offices of Faculty Development Lead, Training Programme Lead, GQS Lead TCOYL Lead, Membership and Treasurer will be allocated by consensual agreement of the Executive Board at the first meeting after each Annual General Meeting, and for a period of twelve months.

4.7

The Executive Board will have the power to create by consensual agreement, further offices and responsibilities within the executive, as deemed necessary for the benefit of The Institute and the advancement of CT, RT, GQS, LM in the United Kingdom.

5. ROLE OF THE EXECUTIVE

- to conduct the administration and financial management of The Institute in line with current policy and procedures of The Institute and those of The WGI where appropriate.
- to consider rules or standards of the Institute in line with the policies of The Institute, parent organisation and current legislation.
- to set up and discontinue sub-groups or working parties as will from time to time be deemed necessary, and to determine at that time, working procedures, time frames and structure of such working parties or sub groups.
- to appoint any person to the Executive Board either to fill a vacancy or as an addition to the existing Board by consensual agreement. Any Executive Board Member so appointed will hold office only until the next AGM and will then be eligible for re-election.
- to actively promote and develop the ideas and fundamental concepts as describe by Dr. William Glasser and others who write, teach and are associated with the WGI
- to review and update from time to time, the policies and procedures of The Institute, (including the constitution when required), and to commend any changes necessary at the next Annual General Meeting.
- to liaise with The WGI, in partnership with The institute, with regard to registration of faculty trainers/supervisors, and participants for the intensive workshops and certification programme.
- to monitor the standard and quality of training programmes, including practicums overseen by The Institute.
- to manage the affairs of the institute with due regard to the rights and opportunities of its membership, and in line with the Institute's Equal Opportunities Policy.
- to conduct any other business in order to promote the ideas of CT, RT, GQS, and LM in the United Kingdom, and the development of The Institute in general.

5.1

Executive responsibility between Executive Board meetings will reside with the elected Chairperson, in consultation with the elected officers in 4.1 above. Such decisions should be reported at the next Executive meeting.

5.2

In the absence of an elected Chairperson the Faculty Development Lead will take responsibility for decisions in between Executive meetings.

6. EXECUTIVE BOARD MEETINGS:

6.1

The quorum necessary for the transaction of the business at the Executive Board will be 50 per cent of the Executive Board members, unless only the Executive officers as in 4.2 above are present, in which case a transaction of business may be carried out with majority voting applicable.

6.2

The Executive Board will meet at least twice in every year, and at such other times as the Executive Board may deem necessary.

6.3

Minutes of all proceedings and resolutions will be kept by the Membership Lead or his/her representative.

6.4

The business for Executive Meetings may include written reports from the officers and others having responsibilities on behalf of The Institute.

6.6

The Chairperson or the Training Programme Lead may call an extraordinary meeting of the Executive Board if necessary, and at least a quorum must be present for such a meeting to take place. The reason for the extraordinary meeting being called should be the only item to be discussed, and other items must be held over for the agenda of the next regular meeting.

6.7

In the event of apologies from the elected Chairperson, then the Executive Board in session will agree a deputy to chair that meeting.

7. MEMBERSHIP:

7.1

Membership is open to anyone who is interested in the advancement of Choice Theory and Reality Therapy both in the work place and in their personal lives regardless of whether an applicant has completed any such training in CT, RT, QS or LM. Membership is £30.

7.2

Anyone embarking on the Training Programme, starting with the Basic Workshop, will automatically become a member. The course fees paid will cover this membership fee to The Institute and participants are asked to register their details on the WGI-UK website.

7.3

Everyone who completes the Certification Training Programme will be invited to become a member for life at no cost.

7.4

Everyone progressing to train as a Faculty member will be required to pay a registration fee of £40 plus an additional \$75 each year which includes their membership to The WGI. This is due in January each year. If they qualify as faculty in the middle or end of the year then the fee payable will be pro-rata.

7.5

The Executive Board further reserves the right to withdraw or suspend membership (and) or faculty status without notice, but in writing, and in line with the Institute's Complaints Policy, for any infringement in relation to the Institute's policies and procedures, or for conduct that might bring the Institute into disrepute.

8. FINANCIAL:

8.1

The financial year of The Institute will be 1st April to 31st March.

8.2

All monies collected either by cheque or cash, will be handed over to the treasurer or the nominated deputy who will pay the same into a bank account in the name of The Institute. In the absence of Treasurer all transactions will be carried out by any of the nominated Executive Board members named on the bank account.

8.4

The Executive Board will cause accounts to be kept of all money received and expended by The Institute including all sales and purchases of goods by The Institute.

8.5

Financial records of The Institute transactions will be circulated to all executive faculty at least ten days before the date of the Annual General Meeting, and periodically, or upon request at an Executive Board meeting.

9. CODE OF ETHICS AND PRACTICE:

9.1

It is the responsibility of the individual, joint or corporate member to know and understand the code of ethics or guidelines set out in their own organisational policy, and (or), to know and understand the code of ethics or guidelines as set out by any governing body (of teaching, counselling, lead management) or other such organisation to which they might belong.

9.2

The Faculty of The Institute adheres to and is governed by the policies and guidelines of The William Glasser International.

10. ALTERATION TO CONSTITUTION:

Any alteration to this constitution will require the assent of not less than two thirds of The Executive Board either in person or by proxy and at a meeting specially called for this purpose.

11 DISSOLUTION:

11.1

If the Executive, by a 2/3 majority, decides that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Institute it will call a meeting of all Executive who have power to vote giving not less than 21 days notice stating the terms of the proposed resolution.

11.2

If such a decision is confirmed by those present and voting the Executive Board will have the power to dispose of any assets held by or on behalf of The Institute.

11.3

Any assets remaining after the satisfaction of any proper debts and liabilities, and with the exception of administrative, disciplinary and other documentation protected, may be given or transferred to such other Institution or Institutions having a purpose similar to the purpose of The Institute as the Executive Board may determine. In the absence of such organisation then distribution will be as the Executive should decide.

12. DATA PROTECTION ACT:

No information regarding members stored on The Institute's data base may be passed on or sold to anyone or organisation other than the to the Executive Board for the business of The Institute. Information on members will only be passed on with the written permission from those members. See data protection and privacy Notice policy.

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