



BYLAWS

of PCE Europe.

European Network for Person-Centred and Experiential Psychotherapy and Counselling

Version of June 25, 2021

The Bylaws in their present form were agreed at the 2nd General Assembly on September 26, 1999 in Athens, Greece and modified at the GA on June 30, 2010 in Rome and at the Extraordinary GA on April 25, 2020, an online session. The next revision took place at the online-GA on June 25 and 26, 2021.

§ I. MEMBERSHIP, DELEGATES, GUESTS

1. In order to participate at the GA, Organisational Members have to nominate at least one delegate and notify the Board of this nomination and any subsequent change.
2. Persons can be delegated to the GA by up to two Organisational members.
3. Members can give their proxy vote in writing to one other Member or Delegate for a specified meeting of the General Assembly.
4. Persons can accept the proxy vote of only two other Members. Persons present at the meeting of the General Assembly may not have more than four votes altogether (including proxy votes and votes as Delegates of Organisational Members with more than one vote and their own vote if they are an individual member).
5. Guests can be invited to the General Assembly, or parts of it, on the decision of the Board or the General Assembly. They can speak but have no vote.
6. Delegates of European organisations which are not (yet) members of PCE Europe and individuals who are not (yet) members of PCE Europe are welcome to participate as a guest at one General Assembly. They can be excluded from a part of the meeting by a decision of the General Assembly. They cannot vote.
7. All applications for membership must be submitted to the Board.
8. A member can leave at the end of each calendar year with three months prior notification.
9. It is the responsibility of the Organisational members to reimburse the expenses of their own delegates.

§ II. GENERAL ASSEMBLY

1. In the context of Statutes § IX, 4: if a consensus cannot be reached during an election, or when changing the Statutes or the Bylaws, a two thirds majority is required in the second vote. If there are more candidates than places those with the most votes will be admitted.
2. Other decisions are made unanimously whenever possible. A consensus is a result without a vote against; an abstention does not hinder the consensus. If a consensus cannot be reached one further vote will be held, with a discussion before the second vote is taken. In the second round a majority decision is accepted.
3. Items for the agenda of a General Assembly can be proposed by any member and must be sent to the Board not later than eight weeks before the meeting. The provisional agenda will be sent to members not later than six weeks prior to the General Assembly along with all necessary supporting information. Later suggested items, which can be proposed right up until the beginning of the meeting, are decided as described in 4. below. The final list including the order of items for the agenda is decided by the General Assembly.
4. The delegates of the Organisational members are expected to have their organisations' mandate on each item of the provisional agenda by the time of the General Assembly. If an item was not part of the provisional agenda the delegates of the Organisational members are free (a) to decide or (b) to request the postponement of the vote or (c) to decide provided that their Organisation ratifies the provisional decision. In the case of (c) the vote becomes valid if the Board is not notified otherwise in writing or electronically within four weeks of the General Assembly. If there is a veto the decision is deferred to the next General Assembly. Any decision limiting the rights of members can be vetoed within four weeks if an item was not part of the provisional agenda.
5. On the demand of the Board or of at least ten percent of the Individual members or at least five Organisational members of the Association an Extraordinary General Assembly has to be convened by the Board within a period of eight weeks. The members have to be informed about the date at least six weeks in advance.
6. Decisions taken in the General Assembly on amendments to the Statutes, the Bylaws or basic policies, must be communicated to the members in the minutes of the General Assembly within a period of three weeks after the General Assembly. Within a further period of four weeks, fifty percent plus one vote of the voting members may suspend the decision of the General Assembly until a further decision-making procedure to be initiated by the Board.

§ III. BOARD

1. The Board can transfer tasks to other delegates of a member organisation or Individual members.
2. In addition to the tasks referred to in Statutes § X, the Board immediately after its election by the General Assembly designates - the co-ordinator (Chair) of the Board, the Treasurer (responsible for finances and bookkeeping) and the Secretary. Furthermore the Board is responsible for:
 - external relations
 - correspondence issues

- membership issues
 - the contact to umbrella organisations
 - the preparation of the agenda of the General Assembly
 - the facilitation and leading of the General Assembly
 - the minutes of the General Assembly.
3. If a member of the Board resigns his or her post the Board can co-opt another person, who must be ratified by the next General Assembly.
 4. The Board meets whenever necessary, usually 10 times a year, via electronic media.
 5. The Board reaches decisions in the same spirit and manages the process in the same manner as the General Assembly.
 6. Voting can also be carried out by mail, e-mail and video conference.
 7. Essential decisions which go beyond the normal authority of the Board must be ratified by the next General Assembly.
 8. Financial transactions in excess of 1.500 Euro need to be authorised by the Treasurer and the Chair.
 9. The members of the Board are granted a contribution towards their expenses provided that PCE Europe's financial situation allows it.

§ IV. THE AUDITORS

1. The Auditors must not belong to the same organisation as the Treasurer.
2. They submit a report to the General Assembly with a proposal to accept or reject the financial statement and the budget.

§ V. ADMISSION AND MEMBERSHIP FEE

1. The membership fee is decided by the General Assembly at the suggestion of the Board. If no decision is made the membership fee remains unchanged.
2. It has to be paid during the first three months of the calendar year.
3. New members have to pay an admission fee at the level decided by the General Assembly, at the suggestion of the Board.
4. The annual membership shall be increased by the rate of inflation within the European Union.
3. The principle of local autonomy is maintained. The authority of PCE Europe can only be applied to its composition, to its collaborative procedures and to its external relationships. It also applies to questions concerning the European Certificate of Psychotherapy. Any other decisions limiting the rights of national organisations require the ratification of the members to become effective.

NOTE

Membership fee for organisational members depends on the size of the organisation. Starting 2010 it is 100 / 200 / 250 / 350 / 500 Euro annually, depending on the size of the organisation.

The admission fee is 150 Euro.

The regular membership fee for individuals is 25 Euro annually, the concessionary fee is 15 Euro – the individual member can decide for himself/herself/themselves whether he/she/they can afford the regular membership fee.