

CONSTITUTION AND BY-LAWS



European Spinal Psychologists Association

1. **NAME**

The Association shall be called the European Spinal Psychologists Association (ESPA).

2. **OFFICERS**

The officers of the Association shall consist of an Executive Committee of at least 4 members which would include Chair, Secretary (or combined role of Secretary and Treasurer) and other members as required.

3. **ADDRESS**

The address for correspondence shall be: Department of Clinical Psychology, National Spinal Injuries Centre, Stoke Mandeville Hospital, Mandeville Road, Aylesbury, Buckinghamshire, UK, HP21 8AL.

4. **ASSOCIATION OBJECTIVES**

- 4.1 To promote a European professional community and esprit de corps for Psychologists working with spinal cord injured people.
- 4.2 To assist those involved in the education and training of professionals in disseminating relevant knowledge to ensure the attainment of high clinical standards in all psychological aspects of practice.
- 4.3 To convene a bi-annual, educational and scientific conference that will provide a forum for the exchange, discussion and review of all matters relating to the psychological management of spinal cord injury.
- 4.4 To provide the opportunity for professionals working with people with spinal cord injuries to network and share expertise and experience across Europe.
- 4.5 To promote research and disseminate scientific and clinical information through collaborative projects, publications, correspondence, symposia and other seminars.
- 4.6 To develop, maintain and promote high clinical standards of care and ensure that client needs are comprehensively addressed.
- 4.7 To encourage, support and promote research and scientific endeavour related to psychological aspects of spinal cord injury.
- 4.8 To foster knowledge on all psychological aspects of spinal cord injury.

ASSOCIATION OFFICES

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Constitution Version 5 May 2021

5. **MEMBERSHIP**

Membership of ESPA will be open to individuals with a professional interest and activity associated with spinal cord injury.

5.1 There will be a subscription fee for members payable as part of the Conference fee each 2 years.

5.3 Application forms for membership are held by the Secretary and a membership database is maintained.

5.4 Any income received or profit generated by ESPA will be used solely for the promotion and support of the Association's objectives.

5.5 The association's shall have a business account which can be accessed in any of the following, a bank branch, telephone and/or internet based, the Chair and Secretary and / or Treasurer, as nominated and agreed by the committee shall be able to make payments solely and be able to delegate access to other users.

6. **EXECUTIVE AND SCIENTIFIC COMMITTEE MEMBERSHIP**

6.1 There will be a Bi-Annual General Meeting (BAGM) held during the Scientific Conference.

6.2 All officers of the Executive Committee and Scientific Committee should be nominated.

6.3 The elected officers of the Executive Committee shall be appointed in the first instance and reviewed at the BAGM.

6.4 An elected person may resign his/her notice in writing to the Chairperson and such resignation will take place at the following Executive Committee meeting. The place may be filled by the Executive Committee until the next BAGM.

6.5 The Executive Committee shall be made up of an elected Chairperson, Secretary/Treasurer and a maximum of three ordinary members.

6.6 The Scientific Committee will be a sub-committee of the Executive, will include the local organiser for the next European Conference and others as required and will plan and support the provision of the conference and include at least 2 Officers from the Executive Committee.

7. **MEETINGS**

7.1 **Executive Committee**

There shall be a full Executive Committee meeting at least once a year. The place of meeting shall be decided at the previous meeting. The Secretary shall include such details in the Minutes of said meetings.

7.2 **Scientific Conference**

A bi-annual scientific meeting of the members shall be held for the purpose of continuing education. This meeting shall be known as the European Conference. During the European Conference, the Association's General Meeting will be conducted.

8. **QUORUM**

8.1 **Executive Committee**

A quorum of the Executive Committee should consist of at least three committee members.

8.2 Scientific Committee

A quorum of the Scientific Committee should consist of at least 2 Officers of the Executive Committee and at least 1 member of the Scientific Committee

8.3 The Bi-Annual General Meeting

A quorum of the Bi-Annual General Meeting shall consist of 10% of the full members of those present and having the right to vote, or 15, whichever is the lower. No business can be transacted unless a quorum is present.

9. **SUB-COMMITTEES**

The Executive Committee shall nominate a Sub-Committee to undertake tasks as designated necessary.

10. **SCIENTIFIC CONFERENCE**

The Scientific Conference will be the responsibility of the Executive Committee who shall appoint a sub-committee to organise the Scientific Conference.