

## **SGfB Statutes**

### **I. General provisions**

#### **Art. 1 Name and registered office**

Under the name of Schweizerische Gesellschaft für Beratung SGfB / Swiss Association for Counselling exists an association in accordance with article 60 et seq. based in Zürich.

#### **Art. 2 Aim**

- 1) SGfB is a merger of several Swiss associations, organizations and institutions on the one hand and individuals from the field of psychosocial counselling on the other. As an umbrella association, it represents the interests of its members towards the public, the authorities and other institutions.
- 2) SGfB seeks to:
  - a) strengthen the profile of the counselling professions
  - b) promote and ensure the quality of the counselling services provided by its members
  - c) promote and ensure the quality of the initial and further training in the field of psychosocial counselling
  - d) promote and coordinate activities in theory development and research in the field of psychosocial counselling
  - e) support its members in issues related to their profession
  - f) recognize counselling as an independent professional profile
  - g) consolidate professional relationships and promote the professional exchange among its members
  - h) create and maintain contacts with other professional organizations in Switzerland and abroad.

#### **Art. 3 Remit**

To fulfill its intended purpose SGfB performs the following duties:

- a) Drawing up and publication of the ethical principles
- b) Development of standards for counselling
- c) Representation of the members of the counselling profession
- d) Information and advice of its members about current and fundamental issues and developments concerning their profession.
- e) Coordination of the exchange of information among its members
- f) Information of the public, the authorities and other associations and institutions about the positions adopted by SGfB and its objectives
- g) Cooperation with authorities, other associations and institutions in Switzerland and abroad.

## II. Membership

### Art. 4 Members

- 1) Interested individuals or groups can join the SGfB as a collective member, individual member, a member in training or as a passive member. Honorary membership can be bestowed upon persons for their outstanding contribution to the purposes of the association.
- 2) Collective members of SGfB are associations, organizations and institutions that exercise a professional counselling profession, offer training and/or further training and/or carry out a research activity in the field of psychosocial counselling.
- 3) Individual members are natural persons who have obtained the title right of the SGfB
- 4) Members in training are absolving a counselling study program recognized by SGfB. They do not have voting rights, but are entitled to attend the General Assembly.
- 5) Passive members are former collective or individual members as well as legal entities and natural persons who support SGfB's objectives. They have no voting rights, but are entitled to attend the General Assembly.

### Art. 5 Admission

- 1) Anyone fulfilling the quality standards and the necessary conditions for SGfB membership can apply for membership.
- 2) Requests for admission to the SGfB may be submitted at any time and are to be addressed to the board, which takes the final decision.
- 3) There are no legal claims for acceptance in the SGfB.

### Art. 6 Termination of membership

- 1) Membership terminates with
  - a) the resignation of the member
  - b) the expulsion from the association
  - c) liquidation of the collective member or death of the member
- 2) The resignation is to be declared in writing. Resignation is possible at any time, but does not relieve from the obligation of paying the membership fee for the current year.
- 3) The board can expel a member, when s/he no longer fulfils the requirements for membership, acts against SGfB's objectives or her/his

behavior may bring damage to the association. The expulsion is to be justified and should be sent by registered letter to the member. In this case there is no right to appeal to the General Assembly.

The General Assembly decides on the expulsion of a member on other grounds. The person concerned can appeal against the decision of the General Assembly to the General Assembly within 30 days. The appeal is to be presented in writing to the board with the request and the reason for the appeal.

- 4) The liquidation of the collective membership or the death of the member necessarily terminates the membership.

#### Art. 7 Rights

- 1) Collective members or their representatives (delegates, alternate delegates) may cast two votes during votes in the General Assembly. Individual members have one vote and members in training have no voting rights.
- 2) Other membership rights are derived from the statutes and the law.

#### Art. 8 Obligations

- 1) Membership obliges to promote the association's objectives and to respect and adhere to these statutes, the ethical principles, possible regulations and other binding decisions of the association.
- 2) Collective members should inform the board about the names of the two people who will represent them as delegate or alternate delegate.
- 3) Membership obliges the payment of the annual membership fee.
- 4) The amount of the annual membership fee is set by order of the board during the regular meeting of the General Assembly.
- 5) Honorary members have the rights of the regular membership without their obligations.

### III. Organization

#### Art. 9 Institutions

The institutions of SGfB are:

- a) the General Assembly
- b) the board
- c) the auditors

- d) the committees

**a) The General Assembly**

**Art. 10 Position**

- 1) The General Assembly is the supreme governing body. It comprises all members of the association.
- 2) Delegates or alternate delegates must be properly authorized to represent the collective member and be able to prove this before the board.

**Art. 11 Competence**

The General Assembly supervises the activities of the other institutions, defines the association’s mission and takes decisions that are binding for all members.

Its remit and competence are the following:

- a) Approval of the accounts and the annual financial statements with the report of the auditors.
- b) Discharge of the board
- c) Election of the president, the vice-president and the other members of the board
- d) Election of other institutions
- e) Election of the chairperson and the members of the committees
- f) Approval of the annual accounts of the committees and other members with special mandates
- g) setting the annual membership fees
- h) drawing up and approving the ethical guidelines
- i) drawing up and approving the quality standards
- j) Treatment of the proposals of the board and the members
- k) Passing resolutions about participation or membership of other organizations
- l) Selection of delegates and representations in other organizations
- m) Revision of the statutes
- n) Liquidation of the association.

**Art. 12 Convocation of the General Assembly**

- 1) The regular General Assembly takes place in the first half of the association year.
- 2) Extraordinary General Assemblies are held upon a decision made by the General Assembly, the board or at the request of a third of the members.

When a meeting is held on request of the member calculation of the votes takes place in accordance of the procedure in Art. 7.

- 3) The request to hold an extraordinary General Assembly should be submitted to the board in writing stating the purpose and reasons. The board must convene an extraordinary meeting within 20 days. This meeting has to take place no later than 90 days after the submission of the request.

Art. 13 Convening of the General Assembly

- 1) The invitation to the General Assembly is sent to the members with a binding agenda at least 30 days prior to the meeting.
- 2) Motions to the General Assembly are to be submitted in writing to the board at least 40 days prior to the meeting. No valid decision is to be taken on items which were not on the agenda of the meeting. The board is entitled to add new issues to the agenda of the meeting.

Art. 14 Presidency and minutes

- 1) The General Assembly is chaired by the president or the vice-president in the case of prevention.
- 2) Minutes are kept of the proceedings. The board appoints from among its members a secretary. The minutes are published within a month and approved during the next General Assembly.

Art. 15 Votes and elections

- 1) The president is also a voting member and has the casting vote in the event of a tie.
- 2) The Annual General Meeting has a quorum, irrespective of the number of members present. Subject to provisions to the contrary, the General Assembly takes decisions with a simple majority of the valid votes cast. In elections, the absolute majority of votes is required in the first ballot; the relative majority in the second ballot.

As a rule, votes are by show of hands. The General Assembly can decide to hold a secret ballot with a majority of the votes.

- 3) As a rule, elections are carried out by secret vote. The election is carried out by show of hands, when 3/4 of the voters decide to do so.
- 4) No decisions can be passed on items that have not been duly placed on the agenda.

- 5) The revision of the statutes and the dissolution of the SGfB can only be decided by at least a two-thirds majority of the members present.

**b) The board****Art. 16** Composition

The board consists of the president, the vice-president and 2 to 7 members.

At least one half of the board is to be filled with representatives of the collective members.

**Art. 17** Elections

The members of the board are elected by the General Assembly for a term of four years.

**Art. 18** Meetings

- 1) Meetings of the board are convoked and chaired by the president maintaining a ten-day invitation time limit and along with a statement of agenda. Every member of the board is entitled to request the inclusion of an agenda item. In the case of prevention, the vice-president chairs the meeting.
- 2) The board has a quorum, when the majority of its members are present. The president is has the casting vote in the event of a tie.
- 3) Minutes are kept of the proceedings of each board meeting. The board appoints a secretary from among its members.

**Art. 19** Task-related competencies

- 1) The board is the SGfB's executive body. It takes all precautions that are deemed necessary to achieve the purpose of the SGfB. Its activities are regulated in organizational rules and procedures.
- 2) The board represents the SGfB externally. Two members sign jointly with the president.
- 3) The Board is responsible for all tasks not assigned to other institutions by the Statutes or by mandatory law.

It has the following tasks and competencies in particular:

- a) Execution of decisions made by the association
- b) Convening the General Assembly
- c) Preparation of all issues for the General Assembly
- d) Decide on admission or exclusion of members in as far the

- board is competent in accord with the statutes
- e) Managing the assets of the association
  - f) Nomination of the auditors.

**Art. 20 Assignments**

- 1) The board allocates portfolios to its members.
- 2) From among its members the board can appoint working parties and describe the competencies it wishes to delegate to them.
- 3) The board assigns corresponding tasks to delegates or committees.

**c) Auditors****Art. 21 Selection and duties**

- 1) The General Assembly selects two auditors for a four-year term. They do not have to be members of the association. They may be re-elected.
- 2) The auditors review and approve the annual accounts of the association and issue their report to the General Assembly.
- 3) The association and accounting year corresponds to the calendar year.

**d) The committees****Art. 22 Responsibility**

- 1) The tasks of the committees comprise the ethics of the profession, counselling standards, quality assurance and quality development, negotiations with other organizations and authorities etc.
- 2) There are permanent and temporary committees.
- 3) There are five permanent committees:
  - a) the Ethics Committee
  - b) the Quality Committee
  - c) the Appeals Committee
  - d) the Professional Policy Committee
  - e) the Examination Committee PET (HFP)
- 4) If necessary, the board can propose the appointment of further committees to the General Assembly.
- 5) The General Assembly elects the presidents and the members of the committees for a three-year term (permanent committees) or for a

specific task (temporary committee). With the exception of the Appeals Committee, as a rule, only individual members of the SGfB can be elected as presidents of the committees. As members of the committees both individual members and other professionals, who are nominated by SGfB members can be elected. Different accumulations of jobs are allowed.

- 6) In order to guarantee its independence, members of the General Assembly, of the board or of other committees are excluded from election to the Appeals Committee.
- 7) The presidents report annually to the General Assembly about the activities of the committees.
- 8) These principles apply analogously to members of the committees.

**IV. Financial resources and accounting**

Art. 23 The association's assets

- 1) The association's assets are formed from the contributions of its members as well as from any non-guaranteed contributions.
- 2) Solely the assets of the Association may be called on to meet the Association commitments.

**V. Final provisions**

Art. 24 Dissolution

- 1) The General Assembly decided on the dissolution of the association in accordance with Art. 15 (5)
- 2) In case of dissolution of the association its assets will pass over to an association, organization or institution with a similar or equal intent. The General Assembly takes a decision in this matter.

Art. 25 Entry into effect

These statutes are valid upon approval by the General Assembly of the SGfB of March 10, 2014.

Zürich, 10. March 2014

Schweizerische Gesellschaft für Beratung SGfB/ Swiss Association for Counselling

President:

Actuary:



Rosmarie Zimmerli

Monika Riwar

*These statutes correspond to the approved founding statutes of 2<sup>nd</sup> May 2006 taking into considerations the partial revisions of 21.3.2007, 21.3.2011 and 10.3.2014.*