

Statutes of the ČPtS

Part One

General provision

Art. 1

The Česká psychoterapeutická společnost České lékařské společnosti Jana Evangelisty Purkyně (Czech Psychotherapeutic Society of the Czech Medical Association Jana Evangelisty Purkyně, hereinafter referred to as the “ČPtS ČLS JEP” or the “Society”) is a voluntary association of natural persons - doctors, psychologists, and other health care and related fields professionals.

The ČPtS ČLS JEP operates in the Czech Republic.

The ČPtS ČLS JEP is a professional society of the Czech Medical Association Jana Evangelisty Purkyně, being a legal entity.

Art. 2

Mission and goals

The ČPtS ČLS JEP takes care of the development and promotion of psychotherapy. It strives for its use in medical and preventive care for the mental health of citizens.

The ČPtS ČLS JEP seeks medical and preventive use of psychotherapy (including aftercare), which relates to the field of health care; preventive and counseling use of psychotherapy also applies to other areas.

It participates in increasing the level of professional knowledge of its members and in disseminating knowledge in the field of psychotherapy amongst experts in other fields and amongst the general public.

It supports scientific research activities in the field of psychotherapy, helps to create conditions for promoting its results amongst the professional and lay public, and promotes their application in practice.

It comprehensively participates in solving issues related to the management, organization, and implementation of psychotherapy in medical, counseling, and preventive care.

It creates conditions for the exchange of information and the development of all forms of cooperation between its members and organizations with a similar focus in the Czech Republic and abroad.

It supervises the observance of ethical principles in psychotherapy practice.

It makes sure that only procedures based on currently recognized scientific knowledge are applied in practice.

It actively participates in the continuous education of its members and other health care and related workers.

Art. 3

Form of activities

It holds and organizes national and international educational events (congresses, symposia, conferences, lectures, seminars, colloquia, etc.) in accordance with its mission and goals, and supports the participation of its members in such events in the Czech Republic and abroad.

Through its delegated representatives it participates in procedures of selection, auditions, attestation, accreditation, and similar procedures. Through its delegated representatives it participates in activities of advisory bodies of the Parliament of the Czech Republic, ministries, professional chambers, and other bodies dealing with health issues and other areas of mental health care.

It keeps the professional public informed of its activities.

It provides professional counseling and expert activities (including the assessment of professional procedures in psychotherapy practice.) It organizes competitions and awards prizes and other honors, especially for excellent results in the development of psychotherapy.

Part Two

Organizational structure

Art. 4

General principles

The ČPtS ČLS JEP is a professional society founded on the basis of professional interest in psychotherapy. Together with other organizational units it forms part of the ČLS JEP.

It is autonomous in its professional activities and is fully liable for it. It manages its entrusted assets in accordance with generally applicable regulations of the ČLS JEP.

Art. 5

Company's bodies

The ČPtS ČLS JEP has the following bodies:

Assembly of Members,

Committee;

Audit and Disciplinary Board,

Ethical Board,

Advisory Board,

Sections.

The Sections may form further bodies:

meeting of members,

section committee.

Art. 6

Assembly of Members

The Assembly of Members is the supreme body.

It is summoned by the Committee as needed, however, at least once in 4 years. It has to be summoned whenever at least 1/5 of all members so request, or at the request of the Audit and Disciplinary Board, within three months as of the date of receipt of the respective request by the Committee. The date and place of the Assembly of Members must be published by the Committee no later than 30 days before the date of the Assembly of Members.

The Assembly of Members elects and recalls the Committee, the Audit and Disciplinary Board, and the Ethical Board of the Society. It proceeds pursuant to the Election Code. It is entitled to approve and amend the Statutes and other internal rules of the Society.

It approves report on the Society's activities for the past period, its budget, and basic directions of activity. It acknowledges reports on activities of the Ethical Board and the Audit and Disciplinary Board for the past period.

It decides on such matters of the Society it reserves for its decision.

Art. 7

Committee

The Committee is the governing and executive body of the Society.

Any decision made on the number of members of the Committee, a minimum of nine, and a maximum of thirteen members, pertains to the Assembly of Members, in the case of correspondence elections to the Committee.

The Committee is represented in public by its chairman, or another member of the Committee based on

written authorization.

The Committee is summoned by its chairman, vice-chairman, or other member of the Committee based on written authorization.

The Committee provides cooperation to the Ethical Board while solving established ethical issues, as well as to the Audit and Disciplinary Board while solving established disciplinary issues.

The term of office of the Committee is 4 years. The Committee fulfills the following tasks, in particular:

It prepares and summons the Assembly of Members, executes its decisions, and takes care of the daily management between two sessions;

It regularly informs its members and the ČLS JEP Bureau of its activities in the form of minutes;

It resolves issues regarding membership (admission and expulsion of members);

It solves issues related to the management of the Society, draw up a budget, and action plan;

It maintains documentation of its activities;

It drafts the report of its activities to be submitted to the Assembly of Members.

The Committee has the following powers, in particular:

To elect from amongst its members a chairman, at least one vice-chairman, a scientific secretary, and other officials;

To delegate its representatives to meetings of the ČLS JEP bodies and send them to advisory bodies, commissions, and other bodies related to the issues of psychotherapy;

To decide on internal organization of the Society;

To establish advisory bodies to fulfill both short as well as long-term tasks;

To decide on the amount of the membership fee;

To decide on new and termination of the original membership in the Society;

To decide on the method of election to the Society's bodies and to ensure its execution pursuant to the Election Code of the Society;

To grant or withdraw honorary membership in the Society and to decide on potential waiver of the obligation to pay the Society's membership fee,

To perform other activities related to the implementation of the ČLS JEP mission and goals.

Art. 8

Audit and Disciplinary Board (hereinafter referred to as the ADB)

The ADB is the review and disciplinary body of the Society.

It has at least three members, who elect its chairman from among its member, to take care of the management of its activities. The term of office of the ADB is 4 years.

It fulfills the following tasks, in particular:

It controls activities of members and bodies of the Society, except of the Ethical Board, in particular it draws attention to and proposes solutions in case of breach of membership obligations;

At least once a year it draws up an audit report, which it makes publicly available to the Committee and to the members of the Society;

It drafts the report of its activities to be submitted to the Assembly of Members which acknowledges it;

It takes care of disciplinary activities, to be governed by the Disciplinary Code and approved by the Assembly of Members.

It has the following powers, in particular:

To participate, through its chairman or a member authorized by him/her, in the meetings of the Committee

and all other bodies of the Society at his/her discretion as a guest without the right to vote;

To suspend decisions of the Committee and all other bodies of the Society, if they are in conflict with the law, the ČLS JEP regulations, or ČPtS internal regulations, and submit suspended decisions for new discussion;

It is entitled to request summoning the Assembly of Members in accordance with Article 6, paragraph 2;

It is entitled to request minutes of meetings of all Society bodies.

Art. 9

Ethical Board (hereinafter referred to as the "EB")

The EB is an independent body of the Society.

It has at least three members, who elect its chairman from among its members, to take care of the management of its activities. The term of office of the EB is 4 years.

The activities of the EB are governed by the Rules of Procedure and approved by the Assembly of Members. It shall fulfill the following tasks, in particular:

To draw up and update a Code of Ethics;

To comment on notices submitted to the Committee or other bodies of the Society concerning ethical issues;

To comment on complaints about ethical misdoings in psychotherapy practice (this also applies to non-members of Society);

At least once a year it draws up a report on its activities, which it shall make publicly available to the Committee and to the members of the Society;

It drafts the report of its activities to be submitted to the Assembly of Members, which acknowledges it.

It has the following powers, in particular:

To participate, through its chairman or a member authorized by him/her, in the meetings of the Committee and all other bodies of the Society at his/her discretion as a guest without the right to vote;

To request written or oral explanations from members of the Society while examining notices of ethical misconduct by members of the Society.

Part Three

Basic regulations on membership

Art. 10

Membership forms

There are three types of membership in the ČPtS ČLS JEP: ordinary, honorary, and associated.

Art. 11

Ordinary membership

A doctor, clinical psychologist, or other health care or related field professional can become an ordinary member.

Each ordinary member of the ČPtS becomes ordinary member of the ČLS JEP.

Ordinary membership occurs by: approval of a written application, including written recommendation of two members of the Society, by the ČPtS ČLS JEP Committee, by payment of the membership fee, and by signing the Code of Ethics.

The written application must contain a valid address of residency of the applicant and at least one email address used, so that the member can be demonstrably informed electronically, e.g. of the announcement of the meeting of the Assembly of Members.

Ordinary membership terminates by:

death of the member;

withdrawal on the basis of a written statement, as to the day of delivery of such statement to the Society's Committee or the Assembly of Members;

dissolution of the Society;

cancellation, especially for non-fulfillment of membership obligations (cancellation will be executed by the Society's Committee). If a member is more than 12 months in default with the payment of the membership fee, the Society's Committee may decide to cancel his/her membership if the member has been notified in writing 2 months in advance by notice sent to the correspondence address he/she has provided.

Art. 12

Rights of ordinary member

Each ordinary member has the following rights:

To participate in the Society's activities;

To propose and elect representatives into the Society's bodies, and to be elected;

To submit requests, proposals, and complaints to the Society's bodies as well as

ČLS JEP bodies, to freely express his/her opinions, suggestions, and comments in matters of their activities;

To benefit from the assistance and support of the Society in activities arising from its goals and mission.

Art. 13

Ordinary member obligations

Each ordinary member is obligated:

To observe the ČPtS ČLS JEP Statutes and decisions of the Assembly of Members;

To provide necessary cooperation to the Society's bodies and refrain from doing anything in breach with interests and good reputation of the Society;

To observe the ČPtS ČLS JEP Code of Ethics in practice;

To pay membership fees duly and promptly;

To properly perform entrusted functions;

To provide his/her valid address to the Society's Committee, where he/she resides, and at least one used email address, as well as to continuously update such data in case of any change within 1 month.

Art. 14

Honorary membership

Honorary membership may be granted to any person having exceptional merits for the development of psychotherapy or the ČPtS. Any decision on granting honorary membership pertains to the Committee.

Honorary member may be entrusted performance of honorary position in the Society or any of its working groups. An honorary member is not obligated to pay membership fees and has no right to vote and to be elected.

Art. 15

Associated membership

The Committee may decide on associated membership for natural persons.

An associate member may become a master's degree student of a university who is preparing for the professions listed in Art. 11 (1), namely by approval of a written application, including a written recommendation by two members of the Society, by the ČPtS ČLS JEP Committee, by payment of the membership fee, and by signing the Code of Ethics.

An associate member does not have the right to vote and to be elected and may not vote or be elected to the Society's bodies. Other rights and obligations remain unchanged.

Part Four

Assets and management

Art. 16

The ČPtS ČLS JEP independently manages its assets based on its annual budget.

The ČPtS ČLS JEP incomes include:

membership fees;

grants and donations;

other income, such as revenues from actions and activities of the associations of which it is the founder or in which it participates.

The assets are intended for the performance of tasks arising from the ČPtS ČLS JEP Statutes.

The management of the ČPtS ČLS JEP and its organizational units is governed by generally binding legal regulations and regulations issued for this purpose by the Bureau of the ČPtS ČLS JEP.

Part Five

Dissolution of the Society

Art. 17

The ČPtS ČLS JEP terminates by voluntary dissolution, division, or merger with another association of citizens. Any decision on dissolution or merger pertains to the Assembly of Members.

Any decision on the dissolution of the Society may be adopted by the Bureau of the ČLS JEP in case the activities of the ČPtS ČLS JEP are in breach with generally binding legal regulations or the ČLS JEP regulations, or if its activities are in breach with the ČLS JEP mission or goals.

Upon the dissolution of the Society, the Bureau of the ČLS JEP shall appoint a liquidation commission, which will resolve property matters with the ČLS JEP Secretariat.

Part Six

Transitional and final provisions

Art. 18

These Statutes, including the Rules of Procedure and the Election Code, were approved by the Assembly of Members of the ČPtS ČLS JEP on

These Statutes, including the Rules of Procedure and the Election Code, shall become valid and applicable as of the day of their approval by the Board of the ČLS JEP.

RULES OF PROCEDURE

Part One

General provision

Art. 1

Background and scope

The Rules of Procedure of the ČPtS ČLS JEP are based on the respective provisions of the ČPtS ČLS JEP Statutes (hereinafter referred to as the "Statutes").

The Rules of Procedure regulate the proceedings of the Society's bodies.

Part Two

Common provisions

Art. 2

Participation in voting and voting right

Members with the right to participate shall participate in the meetings of the ČPtS ČLS JEP bodies, unless they are prevented from doing so for serious reasons.

The right to participate in the body's meeting pertains to its ordinary and honorary members, in the case of lower body it pertains to members of a higher body. Participation of EB and ADB members in the meetings of other bodies shall be regulated by the respective provisions of the Statutes.

Guests may only attend meetings of the body with the agreement of the working Bureau. If the working Bureau is not elected, then with the consent of the person elected to preside over the body, or, as the case may be, with consent of the majority of members of the body.

The right to vote during the body's meeting pertains to its ordinary members, honorary members have a merely advisory vote. Transfer of the right to vote to another member is inadmissible.

The Assembly of Members, or, as the case may be, meeting of members (in the case of a section) must be summoned at least once every 4 years and whenever requested by at least 1/5 of all members of the Society, or, any section, or if requested by the ADB, within three months as of the date of delivery of the request to the Committee, or, as the case may be, section committee. If the Committee fails to act, the Assembly of Members shall be summoned by the ADB of the ČLS JEP.

The Committee, or committee of the respective section shall announce the date and place of the Assembly of Members, or, as the case may be, of the meeting of members, no later than 30 days in advance.

Meetings of other bodies must be convened whenever at least 1/5 of all the members of the body so requests, within three months of the date of receipt of the request by the chairman of such body.

Art. 3

Quorum of Society's bodies

A meeting of the body may be convened at the announced time and the body is quorate if at least one half of its members with the right to vote is present.

If a correspondence vote applies, the decision is adopted, if at least one half of all members of the respective body with the right to vote voted for it.

In the case of the Assembly of Members, or, as the case may be, the meeting of members, if the condition of presence of at least half of the members of the Society, or of the members of the respective section with the right to vote is not met, the present persons shall wait for another 15 minutes as of the announced time of the start; once such a time period elapses the meeting may commence and be declared as having a quorum. In such a case, any decision of the body is valid, if at least the majority of present members having the right to vote voted for it. However, at least 1/10 of members with the right to vote is present.

Art. 4

Agenda

A meeting of the body is summoned by its chairman, vice-chairman, or other authorized member of such body.

The meeting shall proceed pursuant to the agenda approved by its members at the start. In exceptional cases it is also possible to vote on the change of agenda during the meeting.

In the case of Assembly of Members, or, as the case may be, meeting of members, the agenda has to include a report on activities of the Society, or of the respective section for the past period, and review of performance of previously approved decisions and tasks.

If the body receives the respective notice of the ADB, or of the EB, that such decision is in breach with the law or applicable ČPtS ČLS JEP or ČLS JEP regulations, or, is against its Code of Ethics, the body shall deal with such decision at its next meeting in the presence of an authorized ADB or EB member.

the subsequent decision of the body in the matter is final.

Art. 5

Management of a meeting and its proceedings

The member of the body in charge of managing its proceedings submits a proposal for the closure of individual items on the agenda, proposes a vote, manages discussions, and proposes the termination of the meeting.

Discussion usually forms part of individual items of the agenda. All members of the body in the meeting and all non-members with the right to participate may participate in discussions. A guest may only participate in discussions with the consent of the person in charge of managing the meeting.

Art. 6

Voting

Each member of the body has the right to submit a proposal to be put to the vote.

Unless specified otherwise, voting on individual proposals shall take the form of a public vote. The amendments shall be put to the vote first. Members with the right to vote shall decide on the requirement of secret ballot by public vote.

In the case of a tie, the chairman shall have the casting vote, and in his/her absence the vote of his/her deputy.

Art. 7

Minutes of the meeting and resolutions

Meeting of the Assembly of Members, or, as the case may be, of meeting of members end with the adoption of a resolution to be published on the website of the Society.

Minutes of the meetings of other bodies are drawn up and made available to each member of the body. The minutes of the meetings of bodies are posted on the Society's website.

Part Three

Meetings of bodies

Art. 8

Meeting of the Assembly of Members

Convening the Assembly of Members is governed by Art. 9 of the Statutes.

The meeting of the Assembly of Members are governed by the common provisions of Arts. 2-7 of the Rules of Procedure.

Art. 9

Materials for the meeting of the Assembly of Members

Ordinary and honorary members of the Society may request discussion of their materials at a meeting of the Assembly of Members. In such case they shall deliver them to the Committee 1 month before the date of meeting, at the latest. Materials delivered later may be included into the agenda only based on approval of participants of the Assembly of Members.

Any written materials for discussion at the Assembly of Members shall be delivered by the Committee to the participants of the meeting ten days before the date of the meeting, at the latest. Materials may be delivered in written form, electronic form, or published on the website.

Art. 10

Board and Bureau of the Assembly of Members

The meeting of the Assembly of Members shall commence and be managed until the election of the working Bureau, by the Committee member charged by the Committee.

After commencement of the meeting the member of the Committee shall state, if the Assembly of Members is quorate pursuant to the provision of Art. 3 of the Rules of Procedure. If such a condition is met, the participants of the meeting with the right to vote shall elect a working Bureau, proposal and mandate boards, and shall approve the agenda of the meeting. The Electoral Board is to be elected when election of bodies or their members is on the agenda of the meeting.

Such elected temporary bodies, in particular:

working Bureau shall manage the meeting of the Assembly of Members;

the Mandate Board shall review the presence of participants of the meeting, shall review legitimacy of their participation on the meeting and voting;

the Proposal Board shall prepare draft decisions, incorporate comments and proposals of the participants of the meeting into it, and prepare the final version of the resolution;

Activities of the Electoral Board shall be governed by the respective provision of the Election Code of the ČPŠ ČLS JEP.

Art. 11

Resolutions of the meeting of the Assembly of Members

The resolution has to be adopted at the meeting of the Assembly of Members. It is possible to adopt each individual point of the agenda immediately after the respective discussion, or jointly at the end of the meeting.

The resolution shall be published on the website of the Society and delivered to the Bureau of the ČLS JEP.

Members of the Society shall observe the decisions.

ELECTION CODE

Art. 1

Background and scope

The Election Code of the ČPtS ČLS JEP is based on the respective provisions of the ČPtS ČLS JEP Statutes (hereinafter referred to as the “Statutes”).

The Election Code of the ČPtS ČLS JEP (hereinafter referred to as the “Election Code”) shall govern elections into permanent and working bodies and positions within the ČPtS ČLS JEP.

Art. 2

Elected bodies and positions

The Assembly of Members (Art. 6 of the Statutes) shall elect the following permanent bodies:

the Committee consisting of nine to thirteen members (Art. 7 of the Statutes),

the ADB consisting of three or more members (Art. 8 of the Statutes),

the EB consisting of three or more members (Art. 9 of the Statutes).

If a section is established, its meeting of members shall elect:

a section committee.

The Assembly of Members elects the following working bodies:

a working Bureau consisting of five or more members;

the Election Board consisting of three or more members in case there are elections on the agenda of the meeting;

the Mandate Board consisting of five or more members;

the Proposal Board consisting of five or more members;

further working bodies at its discretion.

The meeting of members of the sections elects its working bodies as needed.

Members of the Committee, or as the case may be, of the section committee shall elect from among its members the chairman, the vice-chairman, and other officials.

Members of the ADB, EB, and other advisory or working bodies shall elect their chairman from among their members.

Art. 3

Limits of the execution of a position

The length of the term of office of permanent bodies and positions in the ČPtS ČLS JEP is 4 years.

A member of the ADB or EB must not be a member of the Committee at the same time.

Art. 4

Suffrage

The right to vote into bodies of the Society pertains to its ordinary members.

Art. 5

Method of voting and its validity

A secret ballot must be used for the election of the Committee and the ADB. In the case of elections to other bodies, secret ballot or public voting may be used according to the decision of the participants of the meeting with the right to vote (hereinafter referred to as “Eligible Voters”).

The specified number of such persons who received the most votes shall be elected members of the bodies. If more candidates received the same number of votes for the last elected position, the election shall be decided by drawing lots with the participation of the Election Board.

Art. 6

Preparation of elections

Members of ČPtS ČLS JEP may carry out an election campaign. Within its framework, candidates for elected bodies and positions may be nominated. Each ordinary member of the Society may be nominated by written notice to the Society's Committee as a candidate for elected bodies and positions, no later than 1 month before the meeting of the Assembly of Members.

The election campaign must be conducted in accordance with generally binding legal regulations, in the spirit of generally accepted ethical standards, in accordance with the requirements for the democratic and free conduct of elections.

The election campaign is usually launched 3 months before the election and must end no later than 24 hours before the election.

Lists of candidates are drawn up and published by the Committee, or, as the case may be, section committee. In the case of correspondence and electronic elections, the lists of candidates shall be drawn up and published by the Election Board (see Art. 7 and Art. 10 of the Election Code).

According to the previous sentences, the body responsible for drawing up the lists of candidates is also responsible for ensuring that all Eligible Voters are informed at least 40 days in advance of the closing date for submitting proposals for candidates, as well as of the method of submitting a candidacy.

The Committee, or, as the case may be, the section committee shall ensure all conditions for the successful conduct of elections and shall also determine the numbers of elected members of the bodies in cases where these are not fixed.

Art. 7

Election Board

The Election Board is elected by the Assembly of Members, if there are elections on the agenda of the Assembly of Members. In the case of electronic or correspondence elections, the Election Board is elected by the Committee, or, as the case may be, section committee. In such case the Election Board draws up and publishes the lists of candidates. It also counts valid and invalid votes and announces the election results. The Election Board is responsible for the proper proceedings of the elections and resolves any complaints. The members of the Election Board also perform the function of tellers.

Members of the Election Board are elected individually. Membership in the Election Board is incompatible with the candidacy for a position in permanent bodies (ADB and EB, the Committee, or section committee).

Art. 8

Method of elections to permanent bodies and their proceedings

Elections to permanent bodies are usually held in a single round.

The decision on a two-round election may be adopted by the body calling the election.

The results of the elections must be publicly announced by the Election Board as soon as such results are established, but no later than two weeks after the end of the elections.

The chairman or a member of the Election Board authorized by him/her manages the election of members of permanent bodies.

The Election Board shall draw up a record of the proceedings and results of the elections, which shall be signed by all its members. The reasons for any refusal to sign shall be noted. The result of the election shall be stated in the resolution of the meeting of the permanent body.

Complaints regarding the proceedings of the elections may be submitted in writing within one month as of the announcement of the election results to the address of the chairman or an authorized member of the Election Board. Complaints submitted later shall be disregarded. The decision on the complaint pertains to the Election

Board.

Art. 9

Method of elections to working bodies and their proceedings

The provisions of this regulation shall apply accordingly to the method and proceedings of the elections of the working bodies of the ČPřS ČLS JEP and its organizational units. The specific bodies decide on their specific form in such a way as to guarantee the freedom and democracy of elections.

Art. 10

Correspondence or electronic elections

Elections to the Committee, ADB, and EB, or, as the case may be, section committees may take place by correspondence or electronically.

A decision on the form and method of such elections pertains to the Committee, or, as the case may be, section committee.

In the case of correspondence or electronic elections, all Eligible Voters must be informed.

The Committee, or, as the case may be, section committee shall elect the Election Board pursuant to Art. 7.

Elections shall be organized pursuant to Art. 6.

The Election Board shall ensure the preparation of ballot papers, which must be sent to all Eligible Voters.

The other provisions of the Election Code shall apply accordingly to the selected method of elections.

The specific method of electronic election is determined in advance by the Committee, or, as the case may be, section committee. Electronic election must ensure provability of elections. Prior to holding electronic elections, it is necessary to agree with the Czech Medical Association JEP Secretariat on the specific procedure of the elections, in particular to ensure the secrecy of its proceedings.