

**STATUTE OF THE  
MALTA CAREER GUIDANCE ASSOCIATION  
(MCGA)**

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## **Article 1 Name**

The official name of the association is the Malta Career Guidance Association (MCGA) and shall be herein referred to as the Association.

## **Article 2 Preamble**

The Association is a professional organisation of practitioners and academics working or interested in the field of career guidance. The association is independent, non-governmental, non-profit, and non-partisan. The purpose of the association is to ensure a high quality service to individuals who seek out professional help.

## **Article 3 Mission**

The Association aims to:

- promote and ensure the delivery of high quality career guidance services;
- set ethical standards for the career guidance profession;
- promote the recognition and professionalism of career guidance services;
- facilitate the continual professional development of members;
- stimulate discussion and debate on issues concerning educational and career guidance;
- encourage research in the area of career education and guidance;
- make professional career guidance services accessible to the wider community;
- act as a pressure group to influence society to eliminate educational and occupational injustices and to push for social equity and the right of every individual to have access to education, training and work irrespective of gender, sexual orientation, class, race, sexual orientation, disability, belief or age;
- encourage co-operation among career guidance, counselling and related professionals;
- actively strive for co-operation with organisations in other countries to share best practice in career education and guidance.

## **Article 4 Membership**

The membership of the Association consists of:

### a) Full Members

- Level 1 - Open to individuals holding a Master or Doctorate degree in career guidance and who have been practicing for at least five years;
- Level 2 - Open to individuals who are in possession of a first degree in education, social work, youth work, psychology, adult education, lifelong learning or other related fields and/or a Diploma in Guidance or comparable qualifications issued by an institution of higher education recognised by the Education Authorities and who are currently practising in the area.

### b) Associate Members

- Open to students/trainees following courses in career guidance by a recognised educational body;
- Open to individuals who are practising in this area;
- Open to retired career guidance practitioners;
- Open to individuals using career guidance skills in support of their work;
- Open to individuals who have other related certification not included in Section A.

### c) Association Membership

- Open to Associations/ Entities interested in the field of Career Guidance. (Membership entitles the Association to nominate two of its members to represent the organisation in MCGA events, at the same rates as full members)

All qualifications are subject to recognition by the Executive Committee

## **Article 5 Membership Fees**

The membership fee for full members and associate members shall be €10 per annum. The membership for Associations Membership shall be €100 per annum.

## **Article 6 Professional Requirements**

The members of the Association shall abide by a set of Professional Standards and a Code of Ethics developed by the Association according to the needs of the country and reflecting the international developments in the field.

## **Article 7 Board of the Association**

The Association consists of:

- a) The Annual General Meeting (AGM)
- b) The Executive Committee of the Association
  - The Chairperson
  - The Secretary
  - The Treasurer
  - The Communications Officer
  - Three other Members
- c) The Ethics Committee

## **Article 8 Election of the Executive Committee and the Ethics Committee**

8.1 The election of the seven members of the Executive Committee shall be carried out through a general election held during the Annual General Meeting.

8.2 In the election, the Association's members shall vote for each of the seven posts of the Executive Committee.

8.3 All members of the Association may attend but only members who have their subscription up-to-date may vote or contest an election.

8.4 The Executive Committee will be elected once every two years.

8.5 If a member cannot attend an election, s/he can obtain a proxy to represent his or her views, this being another paid-up member. The appointment of a proxy shall be in writing on an appropriate form to be collected from the Association's registered address.

8.6 An Ethics Committee shall be appointed by the Executive Committee every two years. Any person who resigns from the Ethics Committee shall be replaced within two months from the said resignation.

## **Article 9 Vacancies and Resignations from the Executive Committee**

9.1 Resignation from the Committee should be presented to the said Committee in writing. However, members of the Committee who absent themselves for three consecutive committee meetings without a valid reason will be considered as having resigned from their post as a Committee member.

9.2 Whenever, for any reason whatsoever, the post of Chairperson becomes vacant, the Secretary shall automatically become also Acting Chairperson until the AGM is reconvened and the vacant post is filled.

9.3 Whenever, for any reason whatsoever, the post of Secretary becomes vacant, the Treasurer shall automatically become acting Secretary (and vice versa for the post of Treasurer) until the AGM is reconvened and the vacant post is filled.

## **Article 10 Management and Administration**

10.1 The Administrative year shall start from the date of the Annual General Meeting to the next Annual General Meeting.

10.2 The Executive Committee shall meet:

- a. Not less than once every two (2) months.
- b. At the written or verbal request of not less than three of the Committee Members.
- c. At the discretion of the Chairperson.
- d. At the request, written or verbal, of any six (6) paid-up members.

- 10.3 Recommendations of the Committee shall be adopted by a majority vote of the number of Members present.
- 10.4 In the event of equal votes, the Chairperson shall have the casting vote.
- 10.5 The Committee shall have the authority to invite to take part in its meetings, any number of paid-up Members when a particular issue is under review in order to enable it to have a better understanding of the issue. Invited persons have no right to vote.
- 10.6 The Chairperson and Secretary shall form part of any official delegation.

## **Article 11 General Meetings**

- 11.1 The Annual General Meeting shall be, in any case, not later than three months after the end of the financial year.
- 11.2 The Agenda of the Annual General Meeting shall be as follows:
- a. Appointment of a Chairperson (every two years)
  - b. Reading of the Minutes
  - c. Reading of the Administrative Report
  - d. Reading of the Financial Report
  - e. Motions
  - f. Amendments to the Statute
  - g. Election of new Executive Committee (every two years)
- 11.3 Notice of the Annual General Meeting with details of the Agenda and all other motions is to be given to all the Members of the Association at least fifteen (15) days prior to such meeting.
- 11.4 The Committee may convene an Extraordinary General Meeting. However, such a meeting may also be convened after 10% of the paid-up members request such action. Such a call must be signed by the members requesting an Extraordinary General Meeting and should be accompanied by the following details:
- a. full name of the member
  - b. ID number and
  - c. the reason for calling such a meeting

11.5 Motions shall be passed by a simple majority vote of the number of paid-up Members present at the meeting.

11.6 Members who for any reason are unable to attend the Annual/Extraordinary General Meetings, are entitled to appoint a proxy to represent their written views on the Agenda and Motions.

## **Article 12 Legal Consultation**

At the request of the Association, the Executive Committee is authorised to request the services of a legal consultant to act in the interest of the Association and its Members.

## **Article 13 Removal**

Whenever the Executive Committee has evidence that any Member of the Executive is neglecting or abusing his/her duties or acting subversively to the interest of the Association, the Executive Committee may recommend to an Extraordinary General Meeting their removal from office.

## **Article 14 Amendment to the Statute**

Amendments to the Statute shall only be adopted if carried by at least a two-thirds majority vote of the paid-up members represented and present at the time of the vote, during the meeting.

## **Article 15 Dissolution of Association**

The Association can only be wound up by a decision of an Extraordinary General Meeting called solely for this purpose. Such a decision must be supported by at least two-thirds of the fully paid-up members who vote. This Extraordinary General Meeting should decide about the assets and documents of the Association.

## **Article 16 Executive Committee**

### **16.1 Composition**

The Committee shall be composed of seven persons: the Chairperson, the Secretary, the Treasurer, the Communications Officer, and three members (at least one of whom shall if possible be an Associate member of the Association).

### **16.2 Schedule of Duties**

#### **a) The Chairperson**

- Chair all Executive Committee and General Meetings and ensure that the provisions of the Statute are observed by all Members of the Association.
- In conjunction with the Treasurer sign all financial documents, and in conjunction with the Secretary prepare the Agendas for Committee and General Meetings.
- Lead all delegations representing the Association and shall be vested with judicial representation.

#### **b) Secretary**

- Execute the resolutions of the Committee and the policies adopted by General Meetings.
- Receive and reply to all correspondence as resolved by the Executive Committee or in urgent cases, in consultation with the Chairperson.
- Prepare, in conjunction with the Chairperson, the Agenda for Executive Committee Meetings and General Meetings.
- Take and keep the Minutes of the proceedings of the Executive Committee and General Meetings.
- Prepare the Agenda, the Administrative Report and all other necessary documents for the General Meetings.

- Keep a register of all the Members, with their postal address and email address, as shall be indicated by each Member in line with national laws regarding data protection.
- Keep a record of the posting of notices sent to the members.
- Ensure the safekeeping of all the Association's documents and at the end of term hand over such documents to the new Secretary.

#### **c) Treasurer**

- Administer the funds of the Association, in particular as resolved by the Committee, by General Meetings and in accordance with the provisions of the Statute.
- Be authorised to deposit the Association's funds to the Association's accounts held in the Bank/s, and to affect the transfer of any amount from one Association account to another Association account in the Bank/s.
- Ensure that cheques or any withdrawal forms bear two signatures; one being of the Treasurer and the other of the Chairperson.
- Be allowed to keep a small amount of cash as authorised by the Executive Committee, to cover petty expenses.
- Prepare a Statement of Affairs at the end of each financial year and an income and expenditure account. Both of which are audited by an external accountant.
- Collect membership fees and issue shortly thereafter official receipts.
- In conjunction with the Secretary, keep the statutory records of all paid up Members and non-paid up Members.
- Ensure the safekeeping of all documents and registers in his/her care, and at the end of term hand these over to the new Treasurer within the shortest time possible.

#### **d) Communications Officer**

- Take care of all public relations matters.
- Be responsible for newsletter to all Members.
- Take charge of all communication with the media and other promotional activities.

- Be responsible for the design and the upkeep of the Association's web-site.
- Keep records of press releases, articles and any other communication issued by the Association or concerning the Association.

#### **e) Committee Members**

- Attend all Committee and General Meetings.
- Take on such duties and responsibilities as the Committee may assign to them from time to time.

#### **f) The Ethics Committee**

- The Ethics Committee shall be composed of a Chairperson and two Members.
- The Chairperson of the Ethics Committee shall be a member of the Executive Committee.
- The Ethics Committee shall be responsible for developing and proposing codes of ethics for the guidance profession.
- The Ethics Committee shall deal with all arising issues in the area of guidance ethics.

### **16.3 Standing Orders**

#### **Standing Order 1. Quorum**

The Quorum for a Committee Meeting shall be two thirds of the number of Committee Members.

The Quorum for an Annual or an Extraordinary General Meeting shall be a number of Members present or represented by proxy at the meeting representing one fourth of the paid-up Members. If within thirty minutes from the time appointed for the meeting, a Quorum is not present, the meeting shall stand adjourned to the same day of the next week, at the same time and place, or at such other day and such other time and place as the Executive Committee may indicate beforehand in

the notice convening the meeting. If at the adjourned meeting, a Quorum is still not present within fifteen minutes from the appointed time, the Members present or represented by proxy in the meeting shall be a Quorum.

### **Standing Order 2. Order of Business**

The Agenda for a Committee Meeting shall be circulated to the Members of the Committee at least ten days prior to the date appointed for the meeting; but in the case of an Annual or Extraordinary General Meeting, the agenda shall be circulated to all Members of the Association at least fifteen days before the date appointed for the meeting.

The Agenda shall be read by the Chairperson at the start of the meeting.

### **Standing Order 3. Suspension of Standing Order**

In the event of any matters of urgency, the Chairperson may accept a motion for the suspension of the Standing Orders, but no suspension shall take place except by a two thirds majority vote of the number of paid-up Members present.

### **Standing Order 4. Minutes**

The Secretary shall read the minutes of the previous meeting to check their accuracy. After the confirmation of the Minutes, these are to be signed by the Chairperson and the Secretary. The Members shall then be at liberty to ask any questions in regards to "Matters of Concern".

### **Standing Order 5. Motions and Amendments**

The first proposition on any particular subject shall be known as the original Motion and all succeeding propositions on that subject shall be called 'amendments'. Save for those moved by the Executive Committee, every motion or amendment to

any motion must be moved and seconded by paid-up Members actually present at the meeting, before these motions or amendments can be discussed.

### **Standing Order 6. Notice of Motion**

In the case of a General Meeting, a notice of Motions shall be sent to the Secretary in writing, not less than fifteen days before the date set for the meeting, where the Motions are to be discussed. Such Motions shall be placed on the Agenda and circulated to all Members.

### **Standing Order 7. Points of Order**

Members speaking on a Point of Order must seek to prove first:

- a) That the speaker is dissociated from the subject of the motion; or
- b) That the speaker is infringing on any of the provisions of the Standing orders; or
- c) That there is an infringement of any of the provisions of the Articles of the Statute.

### **Standing Order 8. Breach of Privilege**

It shall be a Breach of Privilege for any Member of the Executive Committee:

- a) To divulge to any person the proceedings of the meetings of the Executive Committee;
- b) To represent the Association unless so authorised;
- c) To act abusively against any Member of the Executive Committee.