

## **COSCA MEMBERSHIP APPLICATION AND/OR RENEWAL TERMS & CONDITIONS and INFORMATION**

### **COSCA Full Organisational Member**

This Terms & Conditions document tells you the terms and conditions on which you can apply for and/or renew your organisation's membership of COSCA (Counselling & Psychotherapy in Scotland) and provides other information relevant to COSCA organisational membership.

Please read these Terms & Conditions carefully and make sure that you understand them before applying for or renewing your organisation's membership. Please note that by submitting your membership fee, you are automatically agreeing to the declaration below.

Failure to disclose relevant information could result in your suspension or removal from the COSCA Directory of Member Organisations. Please advise COSCA if you are unable to make the following declaration:

#### **DECLARATION:**

#### **I confirm that this COSCA Member Organisation:**

- ✓ complies with the information contained in the Terms & Conditions document
- ✓ offers services related to counselling and psychotherapy
- ✓ abides by COSCA's Memorandum and Articles of Association and Standing Orders
- ✓ COSCA Statement of Ethics and Code of Practice – [www.cosca.org.uk](http://www.cosca.org.uk)
- ✓ complies with COSCA's requirements for Complaints Procedures – [www.cosca.org.uk](http://www.cosca.org.uk) – COSCA Standards for Complaints Procedures
- ✓ has in place a fully implemented, accessible and internal Complaints Procedure and Equal Opportunities Policy
- ✓ will inform COSCA if it is the subject of any professional complaint
- ✓ has submitted the relevant fee.

## INFORMATION

### ➤ **Complaints Procedure**

- ✓ COSCA recommends that you read the COSCA Complaints Procedure to familiarise yourself with its contents and requirements as a COSCA organisational member – [www.cosca.org.uk](http://www.cosca.org.uk).
- ✓ As stated in COSCA's Complaints Procedure, all organisational members of COSCA require to have their own complaints procedure. Your own Complaints Procedure must comply with COSCA's Standards for Complaints Procedures – [www.cosca.org.uk](http://www.cosca.org.uk).
- ✓ All members with an online presence and who have their own Complaints Procedure must make it accessible online and/or via their website. Those members who do not have their own Complaints Procedure and who do have a website or online presence are required to clearly refer to the COSCA Complaints Procedure and indicate clearly that this procedure should be used in the event of a complaint against them.

### ➤ **COSCA Membership**

All organisational members who have their own online presence and printed literature are expected to clearly show therein that they are members of COSCA. The COSCA logo can be used for this purpose, available from the COSCA office. Please refer to [www.cosca.org.uk](http://www.cosca.org.uk) - COSCA Logo: Acceptable Use Policy.

### ➤ **Audit of COSCA Member Organisations**

COSCA will carry out an annual audit to check that members have met all the annual renewal requirements. If selected, you will be required to submit further evidence of your compliance with COSCA's standards for membership. Please see [www.cosca.org.uk](http://www.cosca.org.uk) – **Audit of COSCA Member Organisations**.

### ➤ **Payment of your membership fee: you can pay:**

Direct to the bank, by cheque/postal order/cash – cheques to be made payable to 'COSCA (Counselling & Psychotherapy in Scotland)'

If paying direct to the COSCA bank, the required information is:

Clydesdale Bank PLC

Sort Code: 82 68 05

Account No. 70174110

Account name: COSCA (Counselling & Psychotherapy in Scotland).

**A bank payment reference is required** to help us to easily identify the payment of your membership fee. You should use the following to show in the COSCA Bank Statement:

**Your name; your membership number; and the word 'membership'.**

### ➤ **Certificate of Membership:**

You may request a certificate of membership by emailing [info@cosca.org.uk](mailto:info@cosca.org.uk). We aim to issue this within four weeks of request.

- **Changes to Members' Information held by COSCA:**
  - ✓ Changes to your contact details should be notified to COSCA.
- **Donations:**

COSCA welcomes donations from its members and benefactors.
- **The COSCA Statement of Ethics and Code of Practice**

All members of COSCA are required to abide by the COSCA Statement of Ethics and Code of Practice – [www.cosca.org.uk](http://www.cosca.org.uk) – Ethics.
- **The COSCA Constitution – The COSCA Memorandum and Articles of Association and Standing Orders** may be requested from the COSCA office.
- **The COSCA Journal – *Counselling in Scotland***

The COSCA website – [www.cosca.org.uk](http://www.cosca.org.uk) – Journal – contains extracts from recent Journals. Older versions of the Journal may be downloaded. You may request a copy of the Journal from the COSCA office. A fee and an additional charge of £2.00 is made for p&p, which should be submitted with your request for the Journal. You will receive the next published Journal by post.

COSCA (Counselling & Psychotherapy in Scotland) reserves the right to amend these Terms & Conditions at any time.



**Brian Magee**  
**COSCA Chief Executive**

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