

Policies of International Association of Counseling Hypnotherapists

Part 1. Interpretation

1.
 - [1] Constitution shall mean the Constitution of the Society.
 - [a] By-Laws shall mean the By-Laws of the Society.
 - [b] "Directors" means the directors of the Society for the time being.
 - [b] "Executive" means the Executive Members of the Society for the time being.
 - [c] "Societies Act" means the Societies Act of the Province of British Columbia, from time to time in force, and all amendments to it.
 - [d] "Registered address" of a member means his/her address as recorded in the Register of Members.
 - [e] Policy/Policies means those rules and regulations of the Society which govern the daily internal working of the Society, and which are not contradictory to the Constitution and By-Laws of the Society.
 - [f] Working office means that of the Secretary, Treasurer, or if they be one and the same person Secretary/Treasurer, the Examiners, and any other position which, from time to time, may be designated under this classification.
 - [2] The definitions in the Societies Act on the date these Policies come into effect apply to these Policies.
2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and/or corporation.

Part 2 - Finances

1.
 - [a] The expenditure of monies over the amount of one thousand dollars (\$1000.00) must first receive the approval of the majority of the Directors. Such approval is to be indicated by vote, taken either by secret ballot, show of hands, electronic mail or phone poll. The Treasurer shall receive a statement indicating the amount of monies, the purpose of the expenditure, the tally of the vote, and the verbal approval of at least two Directors, prior to making payment.
 - [b] The expenditure of monies over the amount of three thousand dollars (\$3000.00) must first receive the approval of the directors at a general meeting. The Treasurer shall receive a written statement indicating the amount of monies, the purpose of the expenditure, the tally of the vote, and the verbal approval of at least two Directors, prior to making payment.

2. [a] Directors may submit to the Treasurer, receipts showing out of pocket expenses, upon receipt thereof, the Treasurer is authorized to issue a cheque in the amount of those expenses. Receipts are not required for expenses under \$15.00. The Treasurer shall not issue any monies in excess of the amounts stated in Policy 3.a and b.

[b] The following is a maximum amount that is automatically approved:

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|-------|---|---|--|
| [i] | Vehicle mileage | | \$.50 per kil. |
| [ii] | Meals | Breakfast | \$ 10.00 |
| | | Lunch | \$ 15.00 |
| | | Dinner | \$ 25.00 |
| | | Alcohol | \$000.00 |
| | | Coffee breaks | \$000.00 |
| [iii] | Accommodations | | \$125.00 per night
(taxes included) |
| [iv] | Public transportation: | This shall be undertaken at the most economical passenger cost. | |
| [v] | All other legitimate and reasonable expenses shall be provided by the Society, but shall be subject to the scrutiny and approval of the Treasurer and/or President. | | |

Part 3 - Quorum at Meetings

1. A quorum at meetings of the Directors shall be three Directors.
2. A quorum at the Annual Meeting and General Meetings shall be five Directors and/or General Members, or combination thereof.

Part 4 - Conflicts of Interest

1. The Society recognizes and endorses specific private schools, colleges, or universities which have applied for and have met the standards and criteria as set out by the examining committee.
2. [a] The Society does not endorse the practice of any specific member over another.
- [b] The Society, when a member of the public is requesting a referral to a therapist, shall provide a minimum of three (3) names (practices). In an area(s) where three names (practices) are not available, with discretion, this policy may be relaxed.
- [c] No university, college, school, or private instructor shall be endorsed, advertised or published without the express approval of a majority of directors at a general meeting. In this policy, advertised or published means any reference to a university, college, school, or private instructor, in any written advertisement, printed article, on the internet, internet link, or by voice, except to acknowledge

a gift or article written for the Society Newsletter or a programme. The Society may, in its own right and with the approval of the Director's, advertise, print or cause to be printed articles, place data on the internet, and in any other form whatsoever, disseminate information.

Part 5 - Application for Membership

1. [a] All applications for membership shall be sent by the applicant to the Secretary of the Society, accompanied by the application fee.
- [b] The Society Secretary shall record the receipt of an application and fee in a log book, then forward the application form, together with any documents, to the Examining committee for Resident level or above and to the Membership Director for Student Level and from IACH approved Institutions. All fees shall be forwarded to the Treasurer together with related information.

Part 6 - The Examining committees

1. [a] The examining committee shall, upon receipt of an application for membership, and within a reasonable time, consider the applicants documentation and perform any of the following:
 - [i] Request further data from the applicant.
 - [ii] Seek further data as necessary.
 - [iii] Accept the application into a specific status in the Society.
 - [iv] If the Examining committee is approached, by any method, with regard to an examination of an applicant whose application is before the Examining committee, that applicant may be disallowed membership in the Society.
 - [v] Upon the business of the Examination being completed, the application form and any other documentation shall be forwarded to the Secretary.
 - [vi] Applicants admitted into a Resident or above level will be encouraged to carry liability insurance.

Part 7 - Fees

1.
 - [[a] Application for a [Professional Member], Masters or Doctorate degrees in medical related sciences, at any level without voting privileges. No written examination. \$70.00
 - [b] Application for Associate Members, who are considered Friends of the Society, without voting privileges. No written examination or certification course. \$70.00
 - [c] Application fee \$50.00
 - [d] Annual dues of the Society (students) \$50.00
 - [e] Annual dues of the Society (Full Membership) \$80.00
2. In the case of a new applicant being admitted into the Society, after the third month of the fiscal year, the dues shall be pro-rated quarterly.
3. Application fees are non-refundable.

Part 8 - Duties of Officers

1.
 - [a] **The President** shall preside at all meetings of the Society and of the Directors, except at committee meetings.
 - [b] **The President** shall be an ex-officio member of all committees.
 - [c] **The President** is the Chief Executive Officer of the Society and shall supervise the other Officers in the execution of their duties.
 - [d] **The President** shall, in consultation with as many Directors as are available, represent the Society through the media and other sources.
 - [e] **The President** shall, in consultation with the Directors create new directions for the Society.
 - [f] **The President** shall be a member of, and support the decisions of the Standards and Ethics, Committee. The President shall not chair this committee.
 - [g] **The Vice-President** shall carry out the duties of the President during his absence.
 - [h] **The Vice-President** shall assist the President with such duties as the President may be require from time to time.
 - [i] **The Vice-President** shall be a member of the Standards and Ethics Committee. The Vice-President shall not chair this committee.

- [j] **The Vice-President** shall, upon the request of a committee, assist that committee in their work.
- [k] **The Treasurer** shall collect and record all monies coming into the Society and shall issue receipts were appropriate.
- [l] **The Treasurer** shall keep an up to date, accurate accounting of all the financial business of the Society.
- [m] **The Treasurer** shall keep an accurate record of all members.
- [n] **The Treasurer** shall present a full financial statement at the Annual Meeting and at other meetings as required by the Directors.
- [o] **The Treasurer** shall prepare and submit the required financial and necessary other reports, as required by the Government of the Province of British Columbia, following each Annual Meeting.
- [p] **The Treasurer** shall keep such financial records, including books of account, as are necessary to comply with the Societies Act, and render financial statements to the Directors, members and others as required by the By-Laws and these Policies.
- [q] **The Treasurer** shall comply with Part 2, article 1.a and b, and Part 2, article 2 of these Policies.
- [r] **The Secretary** shall keep minutes of all meetings of the Society and Directors, issue notices of meetings of the Society and Directors, have custody of all records and documents of the Society except those required to be kept by the Treasurer, have custody of the common seal of the Society, maintain the register of members, and deal with the general correspondence of the Society.

Part 9 - Committees

1.
 - [a] **The Standards and Ethics Committee** shall consist of the President, Vice-President, a third Director who shall be the Chair Person, and two others who may be Directors and/or general members who hold a Counselling Hypnotherapist's level.
 - [b] **The Standards and Ethics Committee** shall, from time to time, meet to maintain a high standard of ethics, morals and standards within the Society.
 - [c] **The Standards and Ethics Committee** shall investigate, hold hearings, and make decisions, upon the receipt of a complaint involving a member of the Society. If this Committee decides that a member should be struck from the register of this Society, that member may appeal to the General Membership in accordance with the By-Laws of the Society.
2.
 - [a] **The Membership Committee** shall keep accurate, up to date, files on all members of the Society, including Application Form, Certification Level, and any other record that may be of consequence to the Society.

- [b] **The Membership Committee** shall make certificates for members in good standing, and forward all pertinent material to the respective new member.
- [c] **The Membership Committee** shall maintain an up-to-date membership list.
- 1. [a] **The Newsletter Committee** shall encourage members to submit articles for publication and seek written permission to print articles from other sources.
- [b] **The Newsletter Committee** shall contact the other committees and Directors to solicit articles for the newsletter, six weeks prior to publication of the next newsletter.
- [c] **The Newsletter Committee** shall publish a newsletter, directed to the members, three times a year during the months of April, September, and December.
- [d] **The Newsletter Committee** shall have on hand an up-to-date mailing list from which they shall distribute one newsletter to each member of the Society.

Part 10 - Public Relations

1.

- [c] Members of this Society who are at Counselling Hypnotherapist Level, shall be deemed to be qualified to teach the discipline(s) of this Society to groups (more than 5 people) and to do so privately or through their own private institution, but other persons, not of the Counselling Hypnotherapist Level of this Society, shall not be recognized. Upon the receipt of enquiries for tuition, the Public Relations Committee shall provide a list of all Counselling Hypnotherapist Level Members that are registered, leaving no person or institution out of the list, and without recommending one person or institution over another. Resident Level members may instruct publicly to groups in the art of autohypnosis only.
- [d] As per Part 10, article b, the name and phone number of a therapist may be provided to a member of the public; in addition, the credentials of the therapist may be stated as.... Resident Level, Counselling Hypnotherapist, or the abbreviations thereof. Other information about a therapist may be provided, provided that the therapist has submitted that information and consented to have that information used in that manner.

Part 11 - Workforce

- 1. [a] A Director, who holds a working office, shall be remunerated commensurate with the time he/her spends working in a specific office, and shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Society. Remuneration shall be by agreement between the Director and the Society, with the Director presenting an itemized statement of account to the Society for payment.
- [b] A Director, unless remuneration is fixed by the Society Policies, shall disclose all contracts and monies gained by him/her as the result of him/her being a member of the Society. All disclosures shall be made prior to the signing of any

contracts, monies gained by the Director, or work done by the Director for which he/she will charge a fee. The Society may disallow the Director any gain that is not in accordance with Part 5. article 32 a of the Bylaws.

2.
 - [a] The Treasurer shall receive \$000.00 per month/per annum, as remuneration for services rendered.
 - [b] The Secretary shall receive \$000.00 per month/per annum, as remuneration for services rendered.

Dated at the District of Vancouver, Province of British Columbia, this 28th. day of May 2004.