

INTERNATIONAL ASSOCIATION OF CLINICAL HYPNOTHERAPY

INCORPORATED BYLAWS

Amended @ August 9, 2008

ARTICLE I

PURPOSE:

Sec 1. The purposes of this corporation (hereinafter called IACH or the association) shall be as stated in the Articles of Incorporation.

Sec 2. The practice of clinical hypnotherapy by members of IACH shall conform to the laws, statutes and ordinances of the State of California and of the counties or municipalities where such are applicable.

Sec 3. All persons of good character who are interested in or who are qualified in the art and science of clinical hypnotherapy are eligible to become members of IACH. No person shall be denied membership because of race, religion, sex, or ethnic origin.

ARTICLE II

ORGANIZATION:

Sec 1. IACH shall consist of an Executive or International Board of Directors and regional chapters. Each chapter shall also have its own chapter board of directors. Each chapter is an extension of the association.

ARTICLE III

BOARD OF DIRECTORS:

Sec 1. The Board of Directors shall consist of at least the International President, International Vice-President, International Secretary, International Treasurer, the President of each chapter, and the immediate Past International President. No person may simultaneously hold more than one office on the executive board except where noted otherwise.

Sec 2. Except as otherwise provided in these Bylaws, the powers of IACH shall be exercised, its property controlled, and its affairs controlled by the Executive Board of Directors.

Sec 3. Regular meetings of the Executive Board of Directors shall be held quarterly. Other meetings of the board shall be held at such times and places as from time to time may be determined by resolution of the board. Any member in good standing, determined by the international secretary's official records, may attend the Board of Director's meetings. Non-members may only attend this meeting if invited by the executive president or four (4) members of the board with the purpose of giving consultation or a report to the board.

Sec 4. Special meetings of the Board of Directors can be called by the International President, or by four (4) members of the board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, notice of a special meeting must be mailed to members of the board to arrive at least two (2) weeks in advance of the meeting date.

Sec 5. The Board of Directors shall: (a) Establish major administration policies governing the affairs of the association and devise and institute measures for the growth, enhancement, and development of the association; (b) Appoint standing committees and all other committees not otherwise provided for; (c) Fill vacancies on the Board of Directors by appointment by the President except for vacancies occurring in the office of the International President. In the event the International President's office becomes vacant, the International Vice-President shall assume the presidency.

ARTICLE IV

OFFICERS:

Sec 1. The International President shall be the chairman of the Board of Directors. He shall preside at each regular and special meeting in accordance with the principles set forth in the most up-to-date version of Robert's Rules of Order, Newly Revised. He shall have such other powers and duties as may be prescribed by the Board of Directors or these Bylaws.

Sec 2. The International Vice President shall assume the duties of the International President in the event of his absence, death, resignation, or inability to act. He shall also perform such other duties as are assigned to him by the Board of Directors.

Sec 3. The International Secretary shall have custody of the Articles of Incorporation and Bylaws and all other records and documents of the Association, shall keep accurate records of the meetings and activities of IACH, and shall transmit the same to his successor within ten (10) days of leaving office.

Sec 4. The International Treasurer shall receive and disburse, with the approval of the Board of Directors, all IACH funds, and shall keep an accurate account of the same. He shall make a financial report to the Board of Directors upon request; and shall transmit all records, accounts and undistributed funds to his successor within ten (10) days of leaving office.

Sec 5. The immediate Past International President shall be that person who served as International President at the end of the previous term of office. The immediate Past International President shall serve for a complete term of office regardless of whether or not the same person remains in the office of President throughout the term, unless the Past President in question fails to complete the term do to resignation, impeachment, or death. If the immediate Past International President is no longer a member of this organization, the office shall remain vacant during the remainder of the current term. Starting July 1, 1992, any time following an election when it so happens that the executive president, or any other executive officer, is also the immediate past president for having served the previous term, he/she shall also hold the office of immediate past president, but still receives only one vote on the board.

Sec 6. The President of each chapter shall be a member of the Executive Board of Directors. He shall be responsible for ensuring that his chapter operates within the Articles of Incorporation and these Bylaws. He shall perform such other duties as are assigned to him by the Board of Directors.

Sec 7. All officers shall serve without compensation for their services as such officers.

Sec 8. The terms of office of all officers elected at any annual election shall commence on July 1st of that year. All Executive officers shall continue in office for two (2) years, and until their successors are elected or appointed; or until removed by resignation, death, or action of the Board of Directors. Chapter Presidents and officers shall serve for two (2) years unless the chapter policy manual specifies one (1) year. Terms of other length are not permitted.

ARTICLE V

COMMITTEES:

Sec 1. The function of each committee of IACH shall be to assist the Board of Directors by reviewing matters within its jurisdiction or as specifically assigned to it by the board, and to make recommendations thereon to the board. The chairman of each standing committee shall be selected by Presidential appointment. Other committee members are appointed by the committee chair. Committee members, other than the International President and Vice-President, may be removed at any time by majority vote of the board and unless removed shall serve until June 30 of an election year and until their respective successors are appointed.

New committee members shall be appointed, or reappointed, at any time after the election results are final. The new President is allowed to do this at a quarterly board meeting before taking office if election results are final. All files and records of committees shall be the property of IACH. Each committee shall submit to the International Secretary a copy of its reports to the Board of Directors.

Sec 2. Additional standing committees may be placed in the IACH Policy Manual. The specific duties of standing committees shall be those set forth by the Board of Directors. The names and jurisdiction of standing committees of IACH include the following:

Qualifications Committee, shall develop and present to the board comprehensive guidelines for the evaluation and acceptance of Professional Hypnotherapist applicants. It shall also be responsible for arranging and conducting in conjunction with chapter qualifications committees any testing required and/or waiving of any of the above testing in special cases. Further rules concerning this committee may be placed in the IACH Policy Manual.

Nominating Committee, which shall be composed of professional hypnotherapist members. No member of this committee shall be eligible for nomination by this committee. It shall be the duty of this committee to nominate officer candidates in the manner and at the time provided in Article VI of these Bylaws.

ARTICLE VI

NOMINATIONS:

Sec 1. The Nominating committee shall nominate, under procedural rules approved by the Board of Directors, at least one (1) and not more than two (2) candidates for each of the following offices: International President, International Vice-President, International Secretary, and International Treasurer.

Sec 2. Additional nominations of qualified officer candidates may also be made from the floor at the regular quarterly meeting held from February through April, with the consent of the persons so nominated. Nominations may also be made from the floor at the chapter meetings from February through April.

ARTICLE VII

ELECTIONS:

Sec 1. The International President, International Vice-President, International Secretary, and International Treasurer shall be elected by mail vote under procedural rules to be prescribed by the Board of Directors.

Sec 2. No person shall be elected International President or International Vice-President unless at the time of his election he shall have been a Professional Hypnotherapist member of the association for at least two (2) years.

Sec 3. Chapter vice-presidents may simultaneously hold an office on the executive board but if they assume the presidency of their chapter they must immediately resign one of the executive offices. If he/she chooses to resign the chapter presidency he/she may appoint a successor before doing so.

Sec 4. Only persons who are Professional Hypnotherapist members of the association may be elected to an office in the Executive Board of Directors. An owner, operator, or director of a school of hypnosis cannot be elected to any office, but can be appointed to an office with unanimous approval of the Executive Board.

Sec 5. The ballots used at the election shall contain the names of the candidates, listed in alphabetical order by office, including those candidates nominated from the floor. Elections shall be carried out by the membership voting by mail, as hereinafter provided, and under procedural rules prescribed by the Board of Directors. Each returned ballot must include a signed signature card in the envelope. A majority of all votes cast shall be required for the election of the International President and International Vice-President. In the event any ballot cast does not show a majority for any nominee for either of those offices, there shall be further balloting for that office. Prior to the second ballot, all except the two (2) nominees with the highest vote on the first ballot shall be dropped, and the same procedure shall be followed until some nominee shall have received a majority of all votes cast. The International Secretary and International Treasurer shall be elected on one (1) ballot and a plurality vote shall constitute an election to each of these offices. No ballot for any Executive office shall be valid unless the voter is an association professional member in good standing. In case of a tie the choice shall be decided by lot, conducted by the presiding Board of Directors. Additional rules concerning elections may be placed in the IACH Policy Manual.

ARTICLE VIII

CHAPTERS:

Sec 1. A newly forming chapter shall be composed of a minimum of five (5) professional hypnotherapist members, at least three (3) of whom shall be elected officers of the chapter. In addition to professional members, other members of different designation may be included.

Sec 2. Chapters, which having subscribed to the purposes and ethics of IACH and having been granted a membership charter, shall function and be regulated by the Articles of Incorporation, these Bylaws and the Policy Manual.

Sec 3. Any group of persons desiring admission as a chapter of IACH shall apply to the Executive Board of Directors on forms provided by the association. Charters shall be issued to new chapters upon approval of the Board of Directors and upon receipt of the member per capita fees and dues. All such charters shall be signed by the International President and International Secretary.

Sec 4. If at any time from September 1st to June 30th a chapter is found to have less than five (5) professional members according to the International Secretary's list, that chapter becomes dissolved upon the request of any member of the Executive Board. A chapter with no officers automatically becomes dissolved. A chapter president may at any time make a request to the executive board that his or her chapter be dissolved. To go into effect a majority vote is required of the executive board. Once dissolved, all officers of that chapter are no longer officers, and that chapter is not entitled to representation at the Executive Board meeting. All records, funds and accounts in that chapter shall be turned over to the International Treasurer within five (5) days by whoever has the power to do so, or that (those) person(s) is subject to ethics charges by the executive board.

Sec 4a If at any time all of the chapters are dissolved, all members become "members at large". The IACH will then change to a single structure as laid out in Article XX, "Single Structure", until such time as new chapters are formed.

Sec 5. Funds held by each chapter are by California law the property of the corporation and all chapter operating expenses and income must be reported annually by August 1st to the IACH executive treasurer, who then files any required reports to the tax departments of the State and Federal Government. Due dates and/or additional report requirements shall be determined by the Executive Board. All records, accounts and funds of dissolved chapters are still the property of this corporation and must be turned over to the executive treasurer.

Sec 6. Each chapter shall provide to its new members a copy of the IACH Articles of Incorporation and these Bylaws. Other chapter members shall receive updated versions of these items in a manner discretionary to that chapter board. The executive board shall provide these items to new members at large. Other members at large shall receive updated versions of these items in a manner discretionary to the executive board.

Sec 7. The Executive Board is authorized to divide the territories covered by chapters into regional areas or to form new regions and establish the boundaries thereof.

Sec 8. The elective officers of each regional area chapter shall include a President, Vice-President, Secretary, Treasurer and such other elective officers found in that chapter's policy manual. The chapter president shall be responsible to chapter members in all matters pertaining to chapter organization, programs, and procedures; and shall be responsible to the Executive Board in connection with the interpretation and execution of IACH policies and directives. The chapter Vice-President shall perform the duties of the chapter President in his absence, and such other duties as the chapter President shall designate. All chapter officers are responsible to their chapter President and shall uphold and promote the purposes and ethics of IACH in their area.

ARTICLE IX

BUSINESS MEETING:

Sec 1. Each chapter in good standing with IACH at the time of an Executive Board meeting, shall be entitled to representation by the President of that chapter, as a member of the Executive Board of Directors. The chapter President may choose an alternate (usually the chapter Vice-President), such alternate being entitled to one (1) vote in the absence of the chapter President for whom he was chosen as alternate. All chapter Presidents and alternates must be professional members in good standing in the chapters they represent. Any member in good standing may attend the Board of Directors meeting, and address the Board on relevant matters at the end of the meeting, or as the President or a majority of the board permits.

Sec 2. Any chapter, if un-represented in a business meeting by a President or alternate from its own membership, may designate as the proxy therefore any professional member of any other chapter. Such proxy shall have the right to vote in the place of the non-attending delegate he represents. For one person there is one (1) vote maximum. A proxy must therefore be a person who is not already a member of the Executive Board.

Sec 3. Voting shall be limited to accredited board members, alternates and proxies. Additional voting members of the Executive Board may be placed in the IACH Policy Manual.

ARTICLE X

QUORUM:

Sec 1. A majority of the entire voting membership of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

Sec 2. A majority of the members of any standing or other committee shall constitute a quorum.

ARTICLE XI

CODE OF ETHICS:

Sec 1. The Code of Ethics is an expression of principles and regulations for the guidance and conduct of all members of IACH. It concerns the attitude, behavior and practices with particular emphasis concerning professional members. The principles of the Code of Ethics are:

(a) The conduct of the members of IACH shall conform to the Golden Rule, "Do unto others as you would have them do unto you".; (b) The primary objective of the Hypnotherapist's efforts shall be, "The greatest good for the client".; (c) Each member of IACH shall consider and comport himself with honor and dignity as a worthy, upright member of a valid, respectable ethical profession.

Sec 2. Each person who becomes a member of IACH agrees to and is responsible to: (a) conduct his or her professional and personal behavior according to the highest professional and moral standards; to oppose discriminatory practices and to provide equal treatment for all members and clients; to furnish services in accordance with the highest standards applicable to professional persons in other fields of endeavor. (b) respect the confidence and desires of the client and to refrain from or oppose engaging in practices of questionable propriety. (c) maintain and improve his or her skill and knowledge in the art and science of clinical hypnotherapy at the highest practicable level; to encourage and promote public interest and acceptance of hypnotherapy as a legitimate, valid area of human endeavor, research, and application.

Sec 3. The individual hypnotherapist: (a) shall refrain from misleading or outlandish claims for hypnotherapy, in personal or media advertising. (b) shall represent or advertise himself or herself only as that in which he or she holds a designation, license or degree. (c) shall, at no time, by word of mouth or advertisement infer that his or her method of hypnotherapy is superior to that of another member. (d) with the exception of cooperative efforts, shall be considered unprofessional and unethical if he or she agrees to split fees or to give or receive a commission in the referral of clients for hypnotherapeutic treatments or services.

Sec 4. The Board of Directors, after holding an ethics hearing, may reprimand, suspend, or expel a member for a violation of this Code of Ethics or Bylaws, or for an act which unfavorably affects the hypnotherapy profession, or the reputation or interests of IACH and/or its members. Expulsion requires a two-thirds (2/3) vote. All other penalties require a majority vote.

Sec 5. Ethics hearings for chapter officers and Executive Board members shall be held by the Executive Board of Directors. Ethics hearings for all other members shall be held by that member's chapter board unless the charges are presented to the executive board and that board votes to hold an ethics hearing.

Sec 6. The procedures for filing and handling alleged violations in matters of ethics or bylaws shall be in accordance with the current version of Robert's Rules of Order, Newly Revised.

Sec 7. All IACH records, files, documents, correspondence, materials and/or property must be returned to the association within five (5) working days by any officer who is impeached.

ARTICLE XII

MISCELLANEOUS:

Sec 1. The IACH Policy Manual shall not be restricted as to what rules it is allowed to contain, provided that they do not have a direct conflict with the IACH Articles of Incorporation, or these Bylaws. In the event that such a conflict occurs, such as a Bylaw change which conflicts with the Policy Manual, the priority goes first to the Articles of Incorporation, then to the Bylaws, then to the Policy Manual.

ARTICLE XIII

RULES OF ORDER:

Sec 1. The general procedures of IACH shall be in accord with the principles and procedures set forth in the current version of Robert's Rules of Order, Newly Revised, which shall be the final authority as to parliamentary procedure, in so far as it does not conflict with any provisions of these Bylaws.

Sec 2. A Parliamentarian may be appointed at each meeting by the President or by a motion from the board.

ARTICLE XIV

AMENDMENTS:

Sec 1. These Bylaws may be amended at any regular business meeting of IACH by a two-thirds (2/3) vote of the accredited delegates present in person or by proxy and voting. Notice of any proposed amendments shall be mailed to each member of the Executive Board at least thirty (30) days before the date of the meeting. Full debate will occur at the meeting and then the vote will be taken. If a two-thirds affirmative vote is not achieved, a second debate and vote will occur as to whether or not to present the amendments to the membership for vote. This time a simple majority is all that is needed to present the question to the membership. If this is achieved the membership will vote by mail on the proposed amendments. A majority of the votes cast by the membership will constitute a Bylaw change.

Sec 2. In the event these Bylaws are amended, notice shall be given to all IACH executive board members.

ARTICLE XV

MEMBERSHIP:

Sec 1. Acceptance of applicants for membership shall be subject to the Qualifications Committee. The membership of IACH may be divided into the following classifications; Professional Hypnotherapist, Associate, and Honorary or Lifetime Member. Additional designations and sub-designations may be placed in the IACH Policy Manual.

Sec 2. Professional Hypnotherapist members are divided into two (2) categories; Registered Hypnotherapist, and Certified Clinical Hypnotherapist. Lifetime membership may be given by majority vote of the Board.

Sec 3. Professional Hypnotherapist membership may be conferred upon those applicants who adhere to the principles, policies, and Code of Ethics of IACH, and demonstrate their hypnotherapy knowledge and ability by passing a comprehensive qualifications examination. Applicants who intend to become Professional Hypnotherapist members of IACH shall be designated as Pro-Tem applicants until they have completed all the necessary requirements as determined by the Executive Board of Directors. Professional Hypnotherapist members shall be entitled to all rights and privileges of the chapter and the association, and shall share in its responsibilities.

Sec 4. Associate members are persons who are interested in the Art and Science of Clinical Hypnotherapy, or the activities and principles of the association, but are not qualified for Professional Hypnotherapist membership. These members do not vote, but can serve as a chapter secretary or treasurer.

Sec 5. Clinical Associate members are persons who are licensed in one of the healing arts and wish to be associated with IACH, but do not wish to go through the examinations to which professional members are subject. These members do not vote, but can serve as a chapter secretary or treasurer.

Sec 6. Honorary membership may be granted to non-members by a two-thirds (2/3) vote of the Executive Board. Such membership shall last for a period of one (1) year only, subject to renewal annually. Each renewal also requires a two-thirds (2/3) vote. Honorary members are also not allowed to serve as officers.

Sec 7. Associate, Clinical Associate and Honorary members are eligible to participate in programs, symposiums, workshops, and other opportunities to demonstrate or develop their talents. Professional members have priority to participate in any program or any other activity where facilities are restricted or limited.

Sec 8. Application for membership shall be made on the form supplied by IACH, indicating the type of membership for which the person is applying.

ARTICLE XVI

ELECTION OF CHAPTER OFFICERS:

Sec 1. The officers of each chapter shall be a President, Vice President, Secretary, Treasurer, and any additional officers specified by that chapter's policy manual.

Sec 2. Nominations for chapter officers shall be made by a Nominating Committee, appointed by the President at the March chapter meeting. This committee shall consist of at least three (3) members, two (2) of whom must be Professional Hypnotherapist members. This committee shall present its report at the regular April meeting and shall present only members who have consented to serve if elected. Only Professional Hypnotherapist members may be nominated for and serve in the offices of President or Vice President of each chapter. Further nominations may be made from the floor, with the consent of the person so nominated, at the April meeting. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote. When voting by a secret ballot, and by mail, mailing of all ballots to each chapter member authorized to vote shall be by May 10th.

Sec 3. The incumbent chapter board shall decide whether the election shall be by mail or in person voting at the June meeting. The ballots used at the election shall contain the names of the candidates, listed in alphabetical order by office, including those candidates nominated from the floor. Elections shall be carried out by chapter members voting either in person or by mail, as hereinafter provided and under procedural rules prescribed by these bylaws. A majority of all votes cast shall be required for election of the President and Vice-President. In the event any ballot does not show a majority for any nominee for either of those offices, there shall be further balloting for that office.

Prior to the second ballot, all except the two (2) nominees with the highest vote cast on the first ballot shall be dropped, and the same procedure shall be followed until some nominee shall have received a majority of all votes cast. The Secretary and Treasurer shall be elected on one (1) ballot and a plurality vote shall constitute an election in each of these offices. No ballot for any office shall be valid unless the voter is a member in good standing. In cases of a tie vote the choice shall be decided by lot, conducted by the presiding chapter board of directors.

Sec 4. New officers shall take office on July 1st and shall serve for a two (2) or one (1) year term according to the Chapter Policy Manual. If not specified in the chapter policy manual the term is two (2) years. Officers serve their term and until their successors are elected or appointed.

Sec 5. Any vacancy in office shall be filled by Presidential appointment. Presidential vacancy is filled by the Vice President. If the chapter presidency and vice presidency become vacant, then the treasurer has the option to become president. If he/she refuses then the option falls to the secretary. If he/she refuses then the executive president appoints a new chapter president.

ARTICLE XVII

DUTIES OF CHAPTER OFFICERS:

Sec 1. The President shall preside at all meetings of the chapter and of the Chapter Board in accordance with the principles set forth in Robert's Rules of Order, Newly Revised. He shall appoint all committees and have general supervision of the work of the chapter. He shall be ex officio a member of all chapter committees.

Sec 2. The Vice-President shall assume the duties of the President in the event of his absence, death, resignation, or inability to act. He shall also perform such other duties as are assigned to him by the President and the Chapter Board.

Sec 3. The Secretary shall have custody of a copy of IACH Articles of Incorporation and Bylaws, and all records and documents of the chapter; shall keep an accurate record of the meetings and activities of the chapter and shall transmit the same to his successor within ten (10) days of leaving office.

Sec 4. The Treasurer shall receive and disburse, with the approval of the chapter, all chapter funds, and shall keep accurate records and accounts of the same. He shall make a financial report to the chapter board upon request, and shall transmit all records, accounts, and undistributed funds to his successor within ten (10) days of leaving office. He shall pay to IACH all financial obligations of the chapter as such obligations become due.

Sec 5. All officers of each chapter shall have such other powers and duties as may be prescribed by the IACH Board of Directors, these bylaws, the IACH policy manual, and the particular chapter's policy manual.

Sec 6. Additional chapter officers may be placed in the chapter's policy manual.

ARTICLE XVIII

CHAPTER COMMITTEES:

Sec 1. The function of each committee of the chapter shall be to assist the officers and members of the chapter by studying and reviewing matters within its jurisdiction or specifically assigned to it, and making recommendations thereon to the chapter. The committee chairpersons are appointed by the chapter president. The committee members are appointed by the committee chair. The chapter president can remove any committee member except members of the Nominating committee. The committee chair can remove any committee member.

Sec 2. The standing committees of the chapter shall be the Qualifications and Nominating committees.

Sec 3. The Qualifications Committee shall consist of at least three (3) Professional Hypnotherapist members, one (1) of whom shall be appointed by the President as chairperson. Five (5) or more Professional Hypnotherapist members are recommended for membership in this committee to insure adequate numbers in the event there are a large number of applicants for the qualifications examination).

This committee shall study, classify and recommend all qualified applicants for membership in the chapter. If it is found that an applicant has provided false or misleading information on his application, the Qualification Committee shall deny membership to the applicant and shall forward the reasons and results of their action to the chapter board of directors. If this false or misleading information is discovered after an applicant has been accepted for membership, it shall be the duty of the Qualifications Committee Chairman to recommend to the President that an ethics hearing be conducted for said member by the chapter board of directors. It shall be a violation of ethics and these Bylaws to reveal the contents of any written or oral examination, or any other qualification procedure to unauthorized persons.

Sec 4. The Nominating Committee shall function as according to article xvi of these Bylaws.

Sec 5. Additional standing committees may be placed in the IACH Policy Manual, and individual chapter policy manuals.

ARTICLE XIX

CHAPTER RULES OF ORDER

Sec 1. The general procedures of each chapter shall be in accord with the principles set forth in the current version of Robert's Rules of Order, Newly Revised. It shall be the final authority as to parliamentary procedure, in so far as it does not conflict with any provisions of the IACH Articles of Incorporation and these Bylaws.

Sec 2. A parliamentarian may be appointed at each meeting by the President.

ARTICLE XX

SINGLE STRUCTURE

Sec 1. Upon the dissolving of all chapters this structural format replaces any other former structure under these by-laws and replaces past policies in the Policy Manual that do not have bearing on this format.

Sec 2. All officers of the chapters are no longer officers. The International Officers are subject to a new election (nominations and voting by mail) within one month of disbanding of chapters.

Sec 3. (rev 8/08) New offices are for a term of two years, beginning at the next fiscal year from the date of election. There are eight Executive Offices: Executive President, International Division President, Vice President New Members, Vice President, Current Members, Treasurer, Secretary, Director Communications and Director Events.

The officer duties are stated in detail in the attachment to this document titled "IACH Officer's Duties Revised August 9, 2008"

Sec 4. (rev 8/08) Standing Committees will be appointed by the Executive President. Any other committees will be specified in the policy manual.

Sec 5. All funds will be handled by the Executive Treasurer. All dues and fees will go directly into the general treasury. There will be a petty cash fund provided for all meeting locations to cover meeting expenses.

Sec 6. Meetings may be held at several locations, run by a Meeting Committee. The Meeting Chairperson will be a member of the Board, unless otherwise voted by the Board of Directors. The Meeting Chairperson may have an appointed meeting staff, if needed, including a co-chairperson, meeting secretary (liaison with Executive Secretary) and meeting treasurer (liaison with Executive Treasurer). This meeting committee will be in charge of running meetings including discussing meeting business, association business, and providing appropriate programs for the members at large.

Sec 7. Quarterly Board meetings will be held to run association business. Meetings can be called more often if needed by the Executive President or Vice-President.

Sec 8. A Nominations Chairperson will be appointed by the Executive President to coordinate nominations and voting procedures, which will be done by mail. This chairperson cannot be a board member.

ARTICLE XXI

INTERNATIONAL DIVISION

Sec 1. (rev 8/08) The International Division (formerly Asian Division) of the IACH is established effective October 16, 2004. It includes all countries in Asia and Europe. It will have its own structure of officers including but not exclusive of President, Vice President, Secretary, and Treasurer. The duties will be outlined in the International Division Policy Manual. The President will appoint a Certification Chairperson(s) and other committees as needed. The International Division may include other officers in each country or area depending on the need. Any additional officer's duties will be outlined in the International division Policy Manual. Upon charter, the International Division President may appoint the officers. The first term of office for the new officers will end June 30, 2007 and at that time the officers will be subject to the election policies of the IACH. After June 30, 2007 there will be elections every two years, to coincide with the general elections of the IACH executive officers.

Sec 2. The International Division President will have a board position on the IACH executive board. This position will be a liaison between the executive board and the International Division board members, and will keep the executive committee informed on all Asian and European issues.

Sec 3. International Division policy manual will be written by the International Division Officers and approved by the IACH Board. All additions or changes will be subject to approval. The policy manual will outline policies specific to each country or meeting area, specific dues for each country or area, as well as additional officers and their responsibilities.

Sec 4. Dues are to be paid by members in the currency of their country participating in the International Division. The fee structure will be approved by the IACH Board. The executive IACH will receive a percent of the dues to be determined by the board and stated in the policy manual. The dues will be paid to the IACH Treasurer in U.S. dollars quarterly on the first of January, March, June, and September. Due are renewable July 1st of each year.

Sec 5. Certification testing of new members of the International Division will be waived if the new member is a currently practicing Hypnotherapist at the discretion of the International Division Officers. All other new members will be subject to the IACH certification process. Any deviations from the approved process will be stated in the International division policy manual and subject to approval by the IACH Board. Each new member will receive a certificate signed by International Division officers and will bear the seal of the IACH.

Sec 6. Meeting locations are to be determined by the International Division President and current officers.

Article XX Section 3 attachment to By-law
IACH Officer's Duties
Revised August 9, 2008

PRESIDENT

Prepare meeting agenda monthly and run meetings
Prepare Certificate of appreciation monthly
Prepare quarterly board meeting agenda and run meeting
Maintains data base – sends monthly update to both VPs
Follow up on meeting agenda
Plan meeting programs, select speakers
Send out member's e-mail announcements
Meet with hypnosis schools and organizations to promote IACH
IACH growth, plans, networking
Keep up on new laws
Update policy manual
Oversee special projects and committees
Work with committee chair on web development
Keep members up to date on current workshops, seminars, trainings
Appoint election chairperson every two years
Liaison to International Division
Liaison to COPHO – attend at least one meeting a year

INTERNATIONAL DIVISION PRESIDENT

India, Peru, Japan, Spain
Oversee administration and certification of International Division.
Creates and administers policy manual
Oversees International Board of Directors and certification committee (testing)
Investigates and promotes growth into other areas of the world
Reports monthly to President

VICE PRESIDENT, NEW MEMBERSHIP

Greet guests and give out application packets at meetings or by request
Call guests after meetings for follow up
Give out certification information
Print and collate application packets
Print and collate testing information
Receive new member application, check, mail request, web input sheet
Process applications: \$ to Treasurer with letter giving applicant info, copy of letter and application to president and person in charge of data base
Associate – print certificate, get signatures
Registered Hypnotherapist – set up certification committee (3 members required) and applicant for certification meeting, sit on committee (chair meeting), provide test, answer sheets, committee forms

or receive and listen to hypnosis tape/CD and do oral interview (for those practicing hypnotherapy for one or more years), print certificate, get signatures.
Present certificates to new members (Assoc and RH) at meetings with code of ethics and membership card (new name tags)
Send new member info to web coordinator
Runs monthly meeting in President's absence

Note: The VP, New Membership controls the guest through membership process.
The actual certification process can be run by a Certification Chairperson under the VP, New Members.

VICE PRESIDENT, CURRENT MEMBERSHIP

Provides meeting sign in and guest sign in forms, name tags
Process CCH upgrade – give out and receive completed continuing education form and receive upgrade check. Send check to Treasurer with applicant information letter. Send updated information to Web Chairperson.
Print new certificates, get signatures
Present certificates with new membership card (name tag) at meeting
Yearly dues – send out letters June 1st each year, collect dues, process upgrades, send out second notices in August. Send dues \$ to Treasurer with information letter, copy to President
Make up membership cards to give out after dues are paid (will be their name tag at meetings)
Sends updated member information to the Web Master
Sit on certification committee
Runs Executive Board meetings in the President's absence

MEMBER RELATIONS, MEETING COORDINATOR (VP, Current Membership can do this portion or have a committee chairperson.)

Assists to set up meeting room, set up snack, coffee, tidy up after meeting
Greets and is in charge of sign-in at meetings
Has name tags available for members, paper tags for guests
Communicates with Rosa at Executive Suite

Note: The VP, Current Membership will control the current member processes including the smooth running of the meetings.

TREASURER

Makes deposits, pays bills, writes checks, provides reimbursement form
Keeps copy of membership letter with deposit slip
Provides monthly and quarterly reports
Keep up non profit status
Keep up COPHO dues yearly
End of year 6/30, close books, make report to Board of Directors

SECRETARY

Takes minutes of quarterly board meetings

Sends minutes to board members

*Sends out meeting announcements monthly (Donna Kannard will do this)

DIRECTOR OF COMMUNICATION

Delegates or heads committee to modernize and get web working for IACH, coordinates and works with web master (Judy Westerfield will do this temporarily)

Collects articles for web

Assists in finding speakers for IACH meetings

Participates on Certification Committee

Contacts board members who miss regular meetings with updated information

Works with IHF-OC to grow MODE practice group

Works on publicity for IACH to draw in new members

Reports to and works with the President

DIRECTOR OF EVENTS

Oversees meeting set up, snack, coffee (delegates as necessary)

Assists with greeting members and guests at meetings

Records meetings, produces/sells Cd's, (one copy to President, one copy to International Division President)

Oversees organization of parties and celebrations

Creates special events for IACH (may include other organizations)

Works with other organizations as needed