

INTERNATIONAL ASSOCIATION OF CLINICAL HYPNOTHERAPY

INCORPORATED POLICY MANUAL

Amended June 1, 2003

ARTICLE I PURPOSE

Sec. 1. The purpose of this Policy Manual is to provide a set of **standing rules** or laws that are more easily changed and amended than are the Bylaws. Reiteration of the Bylaws and Robert's Rules should be kept to a minimum since that is not the purpose of This Policy Manual.

Sec. 2. Let it be understood that precedence is something that only carries weight in the American Judicial system and not in a non-profit organization such as this. Tradition does not constitute rules either and carries no weight against bylaws and standing rules.

Sec. 3. Standing Rules are superseded by Rules of Order, therefore this Policy Manual shall contain no rules which conflict with Robert's Rules of Order, Newly Revised. If such a conflict should occur the Policy Manual is over-ruled by the other. A copy of this Policy Manual shall be provided to all members of the Executive Board and all chapter board members.

ARTICLE II AMENDMENTS

Sec. 1. This Policy Manual may be amended at any regular meeting of the IACH executive board. If thirty (30) days written notice of the proposed amendment(s) is given to all members of the executive board, then a majority vote is all that is needed to adopt the amendments. If prior notice is not given then a two-thirds (2/3) vote of those board members present and voting is required, or else a majority of the entire voting membership of the board, whether present or not. In both cases a quorum must be present and only votes cast are counted. Abstentions are not counted.

ARTICLE III FINANCES

Sec. 1. The fiscal year for IACH shall begin on July 1st. The operations of IACH shall be financed by initiation fees, per capita payments and any other sources of revenue approved by the Executive Board. Member chapters shall pay to IACH an initiation fee for each person who applies for and is accepted as a professional member of IACH. Each member chapter shall pay an annual per capita payment per member.

Sec. 2. Each chapter secretary shall prepare a chapter membership list and provide copies to each member of the Executive Board. This list shall include each member's mailing address, telephone number with area code included, their class of membership, which are officers, and any other information that may be required by the Executive Board from time to time. This report shall be sent to the International Secretary within ten (10) days after due dates determined by the Executive Board. A copy of this report must be sent to the International Treasurer with proper remittance of any fees and dues attached.

Sec. 3. Any chapter which fails to forward its annual remittance or the remittance for a new member within sixty (60) days after it becomes payable shall be delinquent and not in good standing so long as the indebtedness remains unpaid, and such may be cause for deactivating that chapter by a two-thirds (2/3) vote of the Executive Board. The President of that chapter is not counted and not allowed to vote in this particular situation.

Sec. 4. IACH shall furnish each chapter with uniform membership receipt cards. Such cards shall be issued by the executive secretary and shall be void after the date to which per capita payment has been paid. This card will enable the member to demonstrate that he or she is a member in good standing and will entitle the member, when transferring to another chapter, to do so without payment to the new chapter of any per capita payment covered by such membership card.

Sec. 5. Chapters may request a donation from members and guests at the chapter meetings.

ARTICLE IV FEES AND DUES

Sec. 1. The annual dues for Registered Hypnotherapist and Certified Clinical members are \$40.00. The annual dues for Associate members are \$30.00. Honorary members and Lifetime members are exempt from initiation and dues fees. The initiation fee for a Professional Hypnotherapist member is \$25.00. The other designated memberships do not pay an initiation fee. The fee to upgrade from Registered Hypnotherapist to Certified Clinical is \$10.00. Any new member joining between July 1st and December 31st is subject to the full annual dues payment. Any new member joining from January 1st to June 30th shall pay prorated dues for the remainder of that fiscal year along with an amount to cover dues for the following fiscal year. For example if a person joined in January that person would pay prorated dues to cover the time period between that moment and June 30th. They would also pay for the additional year which would start on July 1st.

Sec. 2. The pro-ration for Professional members joining in January through June is \$20.00 plus the \$25.00 initiation fee plus \$40.00 for the following membership year. For Associate members joining in January through June it is \$15.00 plus \$30.00 for the following membership year. They also have the option of paying \$30.00 for the remainder of the current year only.

Sec. 3. Starting July 1st 1990 two-fifths (2/5) of all dues and initiation fees shall go to the international treasury. The remaining three-fifths (3/5) shall go to the chapter which that person is joining.

Sec. 4. A \$15.00 charge may be required for returned checks. If a returned check is not made good within thirty (30) days, the membership of the member in question is suspended automatically until the debt has been made good. There shall be a sixty (60) day grace period for renewal of membership. After said grace period, retesting and/or initiation fee may be required upon determination of the qualifications committee.

Sec. 5. A certificate or letter shall be designed to present to members joining during the first three months in the formation of a new Chapter. These members will pay an additional \$10 fee for the prestige of being designated a "Charter Member". This additional fee goes to the Chapter to aid in the startup process.

ARTICLE V CERTIFICATION

Sec. 1. Per Bylaws revision 3/19/89 current Professional Members and those who join or rejoin by December 31, 1989 may elect to take the title and designation of Certified Clinical Hypnotherapist (C.C.H.) upon the following:

a) Completion of two (2) years Professional membership, which may be waived in special cases by the Qualifications Committee.

b) Affirmation to seek continuing educational opportunities as recommended by the Qualifications Committee.

c) Payment of appropriate one time fee of \$10.00.

The Qualifications Committee shall recommend requirements to be set for members joining as of January 1, 1990.

Sec. 2. Members joining or rejoining as of January 1, 1990, who wish to apply for this certification must show evidence of completing 25 hours of continuing education. Members holding the certification of C.C.H. must complete 25 hours continuing education per year to maintain certification.

ARTICLE VI STANDING COMMITTEES

Sec. 1 There are no required standing committees.

Sec.2 Under Single Structure organization, there will be three standing committees, Web Committee, Study Group Committee, and IACH Liaison who will report to the Board of Directors. Web chairperson will be in charge of making changes to the IACH web site and keeping it updated. Study Group Chairperson will create standards for each study group and monitor them. IACH Liaison will stay in contact with other hypnosis organizations for the purpose of keeping the IACH Board updated on changes.

ARTICLE VII MEMBERSHIP/QUALIFICATIONS

Sec. 1. A member who is located at a considerable distance from an existing chapter who does not wish to affiliate with a chapter will be classified as a Member at Large.

Sec. 2. Reciprocity: A member of an organization belonging to the "Council of Professional Hypnosis Organizations" may have testing and initiation fees waived upon approval of application for Professional Membership to IACH.

Sec. 3. Any section or sections of the Qualifications Examination may be waived on a case by case basis upon approval of the Qualifications Committee of the Chapter involved.

Sec. 4. A currently practicing Hypnotherapist (proof of current business license (or other supporting documents) for a period of one year) will have the written test and practical test waived. They will be required to have an oral interview and submit a sample tape of a typical hypnotic session or become a presenter (guest speaker) at an IACH general meeting.

ARTICLE VIII
CHAPTERS AND BOUNDARIES

Sec. 1. The "headquarters" of Orange County Chapter and South Coast Chapter shall be the County of Orange, State of California, United States of America. The "peripheral headquarters" of those two chapters shall be the four counties adjacent to Orange County.

Sec. 2. Chapter headquarters and peripheral headquarters of different chapters may overlap. The combination of headquarters and peripheral headquarters shall be called a "chapter region". New members living in a headquarter area must affiliate with a headquarter chapter in that area. New members living in a peripheral headquarters have the option of joining a headquarter chapter or to be a member at large. New members living outside a chapter region must become a member at large. New members who live in both a headquarter area of one chapter and a peripheral headquarter of another may join either chapter. No member new or otherwise may remain a member at large when living in a headquarter area, but can if they live in a peripheral area. Chapter members who move out of their chapter region may remain in their chapter or switch to a chapter in their region or become a member at large if outside all headquarters. This is the only case, except where noted otherwise, where a member can affiliate with a chapter whose region he/she does not live in. When a chapter is newly formed all members living in that chapter's headquarter area must affiliate with a local region chapter.

Sec. 3. All current chapter members as of February 1, 1991 who live outside their chapter region shall have the option of remaining in their chapter or to become a member at large. These members shall join a local region chapter if and when one forms in their region. Members at large in the periphery of a newly formed chapter may still remain members at large.

Sec. 4. If all chapters are disbanded, then all members become members at large until such a time that new chapters are created and/or reinstated.