



E U R O P E A N
A S S O C I A T I O N F O R
B O D Y -
P S Y C H O T H E R A P Y

Connecting professionals, exchanging expertise, enabling collaboration

EABP REGULATIONS AND HOUSE RULES

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INTRODUCTION

Regulations are rules made by the General Assembly pertaining to business of the Association. They must not conflict with the Articles of Association and can only be reversed by the General Assembly.

House Rules are rules made by the Board and regulate how the business of the association is conducted. They must not conflict with either the Articles of Association or the Regulations. Committees can also make House Rules but they must be approved by the Board. House Rules can be changed or reversed also by the Board or committees.

REGULATIONS

POLICY

1. **EXCHANGE BETWEEN CULTURES** EABP encourages, whenever possible, the exchanges between the different European cultures, and will try to compensate for the problem of representation for people who do not have a good command of the English language. EABP is aware of the importance of really listening to the different cultures, which comprise European body psychotherapy. This includes commitment, where possible and necessary, to support the translations in EABP and body psychotherapy communications, particularly into the main European languages.

FEES AND INVOICING

2. **FEE RATES** (GA Ischia 2002) (GA Lisbon 2014)
 - Individual Full Membership - € 210
 - Organisational Membership - € 210
 - Candidate Membership - € 95
 - Associate Membership - € 50
 - Student Membership (Cambridge 2012) - € 30
3. **INVOICING OF MEMBERS** (GA Marathon 2004)

That all full members, candidate members, associate members, student members and organisational members of the EABP will be invoiced by 1st January and are requested to pay their National Association or to the EABP Secretariat by 31st January in the year that the fees are due.
4. **ACCEPTANCE AFTER JULY 1ST** (GA Marathon 2004)

That all new memberships, if accepted before July 1st pay the full membership fee for that year. That all new memberships if accepted after July 1st pay the half membership fee for that particular year.
5. **MEMBERSHIP - RESIGN AND RE-APPLY** (GA Vienna 2010)

When a member has not paid his fees one year, he/she is sent a letter of termination and taken off the membership register.

When such a member wants to re-join EABP s/he must pay the fees of those years, which s/he has not paid, with a maximum of two years, in addition to the fee in the year in which s/he is reapplying.

If a member has resigned in writing and has fulfilled his/her fee obligations if s/he wishes to re-join s/he only has to pay the fee of the year in which s/he re-applies.

If a member has resigned in writing but has not fulfilled his/her fee obligation for one or two years and if s/he wishes to re-join s/he must pay the outstanding fees in addition to his/her normal fee.

In all cases, s/he must send a letter of motivation explaining his/her wish to re-join the association.

COUNCIL AND NATIONAL ASSOCIATIONS BUSINESS

6. **THE COUNCIL** (GA Marathon 2004)
 - a. The Annual COUNCIL Meeting:
 - i. Each National Association represented shall have one vote.
 - ii. Representatives of National Committees of EABP, shall be non-voting;
 - iii. At least one EABP (Executive) Board member shall be non-voting.
 - iv. That the COUNCIL would be self-financing from the proportion of the EABP Membership fees, retained or returned, and from any other legitimate income-generating enterprises.

7. **NA PAYMENTS TO EABP ARE DUE** (GA Marathon 2004)
 - a. That National Associations are required to pay 50% of the fees due (according to the contractual percentage of remittance) to EABP by 31st March in the year that the fees are due and that the second 50% of the fees is to be paid by 30th July in the year that the fees are due.
 - b. Remittance of fees should be accompanied by a report of the number of members and payments made. At the beginning of the following year a financial report of the National Association with budget for the coming year (including numbers of members and fee payments) must be submitted to the Secretariat and the COUNCIL Chair in time for the COUNCIL meeting at the end of January.

8. **EABP/NA fee split** (GA Paris 2008)
 - a. **53/47%** NA's subtract the equivalent of 10 full membership fees from the amount owed and then submit 53% to EABP.
 - b. 80/20% National Committees receive 20% of fees submitted by members in that country back from the EABP.

COMMITTEE BUSINESS

9. **PROFESSIONAL DEVELOPMENT COMMITTEE** (GA Ischia 2002)
That we create a Professional Development Committee with a Chairperson in the Board.

10. **STUDENT RESEARCH PRIZE** (renamed 2015 Student Final Paper Award) (GA Vienna 2010) It is proposed that: A bi-annual student research/thesis prize in body psychotherapy be established, which will be awarded at the General Assembly. The Board will formulate precise conditions and make further decisions on prizes, conditions of entry etc.

HOUSE RULES

POLICY

1. EXTERNAL RELATIONS POLICY (Board Minutes 0907)

We recommend that we re-energize our policy. We recommend that the EABP:

- Send someone to the sister organisation's conferences
- Send to psychotherapy events of other modalities
- Send EABP material to the events
- Give a presentation at the events
- Have the option to delegate non-board members to represent EABP at these events. This would contribute to widening the pool of people engaged with Board and EABP activities.

2. EXTERNAL RELATIONS (Board Minutes 1104)

What do we want to gain by paying for Board members or representatives to attend external events?

- A representative who goes to a congress paid for by the Board should be given a clear brief in writing as they are representing the EABP/Board.
- They are requested to report back to the Board in writing after the event – time frame given?)
- They should be provided with EABP publicity material to take with them ie Congress material, introduction book, FORUM books, etc.
- They should be told what particular message fits the occasion. If it is appropriate they should be given a text to read out to the plenary of the event:
 - A message of support from EABP towards the event and the work of the organisers
 - A request for mutual support and sharing of BP resources
 - A brief description of the goals of EABP.

We are a European organisation with members also from outside Europe (Australia, Japan, Israel, South America). We promote BP through the regulation of our profession (membership criteria, training standards, ethical principles) so that it is suitable for the many conditions set by European countries. The FORUM has a method of assessing and accrediting Training Institutes according to the Training Standards. We organise biannual congresses, have a comprehensive website and a bibliography with more than 5000 entries. We have a Scientific Committee to promote and support research into bp methods.

3. PUBLICATIONS (Board Meeting 1104)

Newsletter/eNEWS The EB has decided that in the light of strains on the budget, the necessity to develop the website further, and time constraints, the yearly paper Newsletter will be replaced with a series of regular eNEWS (Email Newsletters), which would link in to the "intranet".

4. LANGUAGE OF GREY BOOK (Board Minutes 0606)

SD proposed that, "English is the official language of the Grey Book for 2006." Seconded by CY. For 6, Against 0, Abstention 1.

BOARD BUSINESS

5. BOARD PROCESS (Executive Board Minutes 0610)

Agreed that EBMembers will:

- Check their emails at least 2 x a week
- Give a reaction to emails, however short, to show that you have seen the email
- Name the email so that it can be easily looked up under a particular topic¹
- Name the attachments and also include something to identify which version it is – a date and/or name
- Keep each other informed about issues – e.g. with a heading “just to inform you”
- Keep each other informed about holidays, short breaks etc.
- Check with the Executive Board first to see that nothing is missed and agreement is reached before ‘official’ emails are sent to outside people.
- Send their emails to only the people who should get them
- If you do not get a response from a Board Member - phone them!

Keep an eye on which emails/business belong with the Executive Board and which with the whole Board? The understanding of how this is defined will develop organically but in principle the Executive Board will deal with the daily on-going business while the whole Board will deal with the bigger issues.

As a general policy the Minutes of the Executive Board will be sent to the full Board unless the Executive Board chooses to make an exception on specific items.

The President will also see it as his task to inform the Board about issues if necessary.

It was agreed that Board Members will look at the minutes which are sent out (quickly) and check their own part and give feedback if necessary. Otherwise the Minutes will be read for approval at the next Meeting.

FINANCIAL BUSINESS

6. PAY OUT/ TRANSFER/ BOOKING (Board minutes April 2014)

The Secretariat/Bookkeeper is authorized to transfer or pay out expenses, which are defined in the relevant Budget lines and are within the budgeted limit up to an amount of €5000, except his own expenses which shall be signed by the Treasurer or the General Secretary.

7. BUDGET PROCEDURE (Board Meeting 21-23 November 2014)

- a. Committee chairs, in consultation with the Treasurer, propose a budget for the coming year.
- b. The Treasurer creates the final EABP budget to be approved by the Board in time to be presented to the GA.
- c. After the GA's approval of the EABP budget, the Board works within the budget and decides on excess expenses of individual items.
- d. The same applies to Investments out of Reserves – proposed by Board, decided on by GA, monitored by Treasurer and Secretariat.

¹ Preferably starting with the date i.e, Year, Month, Day 151023

- e. The Treasurer communicates the final budget to committee chairs and the Secretariat.
- f. The Secretariat controls expenditure and informs the Treasurer if certain budgets are being exceeded. In that case, the treasurer contacts the committee chair for an explanation.
- g. Committee chairs are responsible for safeguarding their budgets. If they foresee a necessary budget overspend, they need to discuss this with the Treasurer before spending the money. If necessary the Treasurer will consult with the Executive Board.

8. BOARD COMPUTER and COMMUNICATION COSTS (Board Meeting 0801)

It is proposed: That Board members receive an administrative amount from the EABP to cover computer, telephone, and mailing costs.

DECISION:

- The 3 member Executive Board will receive € 500 per year
- All other Board members will receive €250 Euros each. They will declare an amount at the beginning of the year, by March 31st, and it comes under the costs of their own budget.

9. GUIDELINES FOR EABP BOARD AND COMMITTEE MEMBERS CLAIMS FOR MEETING EXPENSES

Please use the standardized Claim Form for claiming expenses. Ensure that all receipts and documentation are securely attached to your Claim Form. The Claims Form to be submitted to the Secretariat within **one month** of the meeting or event. All claims **MUST** be in by 31/12 of the current year.

If for any reason your expenses are above the normal /acceptable amounts, please supply an explanation when you submit your form.

Travel: You may claim “Economy” air travel to EABP Board/Committee Meetings (book your flight at least one month before departure to get lower fares); transport to and from the airport (please use the scheduled link services to/from the city center unless told otherwise), or standard rail fares. If you drive to the meeting from your home, you may claim travel at the rate of €0,19 per km, car parking during the meeting. These costs should be relative to (not more than) other forms of travel i.e. train or airfares.

Hotel: If there are instructions from the Secretariat or the host Board/ Committee Member about you using hotel accommodation, book yourself at least one month in advance in to a standard room. Please consider sharing with another Board/ Committee Member as lots of ‘single room supplements’ can add to the cost considerably. Any extras: drinks from the bar, mini-bar or telephone, etc. other than the standard Bed & Breakfast are your personal responsibility. If your partner or a family member comes with you, charge EABP only for your half of the bill for the nights you stay there relevant to the meeting.

Food: By Board agreement, we are allowed a food / drink allowance of a maximum of €50 per day (or €40 if breakfast is included in the hotel price). If people eat a meal with you,

ask for a copy of your personal bill, or make the necessary deductions clearly. If someone else on the Board pays for the meal, count that amount into your allowance.

Other Expenses: These need to be agreed specifically with the EABP Treasurer. If s/he is unavailable, please check with another member of the Executive Board and then note who it was who authorized this and when, on the Claims Form. Try to get them to countersign, if possible.

MEMBERSHIP BUSINESS

10. AGING OF MEMBERS (June 2011 skype of the EABP Executive Board)

The EABP Membership is aging. The DGK specifically requested a reduction for members of 65+ who have fewer clients but wish to remain members of the Association. They suggested that rather than losing members entirely it would be better to offer these members a reduction to half of the yearly fee.

Regarding 65+ members who have requested a reduction in their fees.

The NA membership secretaries, in cooperation with their Boards, can apply their own discretion about how they deal with each case as it comes up. The EABP Executive Board suggests a reduction to no more than half of the yearly fee to retain full membership.

11. DIRECT EABP MEMBERSHIP IN COUNTRIES WHERE THERE IS AN NA.

1. It is possible for individuals and organizations to apply for Membership directly through the EABP, even if there is an NA in their own country.
2. In cases where the application is direct to EABP from countries that have an NA:
 - a. Firstly: tell them that there is an NA in their country.
 - b. Ask for an explanation from the applicant as to why they are choosing to apply directly and not to the NA.
 - c. If they still want to apply directly then the International Membership Committee should check with the NA if there is anything against this on Ethical or other grounds.
 - d. If there is not an Ethical or Training problem then check for other issues.
 - e. If the IMC finds grounds to accept the application it then goes to the Board for a further decision.
 - f. The Board can then decide to go further either to the NA or the GA etc.

3. Appeals
 - a. If an NA in the first instance has turned down an application and an applicant applies to the EABP the same policy is followed.

FEE PAYMENTS EXCEPTIONS

12. EXCEPTIONS TO FEE PAYMENTS

THE BOARD CAN MAKE SPECIAL ARRANGEMENTS WITH INDIVIDUAL NAs OR COUNTRIES TO ACCEPT REDUCED FEES FOR A TIME. SUCH ARRANGEMENTS MUST BE TIME-LIMITED AND BE REVIEWED AT INTERVALS.

13. PILOT STUDY

CH-EABP & DGK had proposed a reduced membership fee (price for them to decide) for members of organisational members of EABP. The DGK and CH-EABP carried out a pilot study concerning this issue.

The Board questions/recommendations:

- i. Would the current members, who are members of the organisation, continue to pay the same fee? MT suggests that they would continue to pay.
- ii. Members have to fulfil the EABP criteria to become a full member.

Decide end 2017 in time for recommendations for GA 2018 whether to go on with it.

14. MEMBERSHIP PAYMENTS (Board Meeting 0911)

- If a member cannot pay the Full Membership then they can become an associate member. If someone is from a 'low-income' country their case can be brought in front of the Board and an exception can be made. Passed unanimously.
- If new Members are accepted from November 1st they pay for the next year. Passed unanimously.

COMMITTEES

15. BUSINESS OF COMMITTEES (Board 2014)

1. Committee chairs, in consultation with the Treasurer, propose a budget for the coming year.
2. The Treasurer creates the final EABP budget.
3. The Board agrees the final budget.
4. The Treasurer communicates the final budget to committee chairs and the Secretariat.
5. The Secretariat controls expenditure and informs the Treasurer if certain budgets are being exceeded.
6. The Treasurer contacts the Committee chair for an explanation.

Committee chairs are responsible for consulting with the Treasurer if they foresee any irregularities i.e. that they may go over budget. If necessary the Treasurer will consult with the Executive Committee.

COUNCIL BUSINESS

16. REGISTRATION WITH TWO EABP ASSOCIATIONS

When a member is registered with two Associations **one of the Associations needs to pay 53% to EABP. The member pays only 47% national fees to the 2nd Association** that does not need to pay anything to EABP.

NB The Association which submits the 53% to EABP could either be the first Association with which the member is registered or the current domicile.

17. COUNCIL Finance

- a. The COUNCIL would normally be self-financing from the proportion of the EABP Membership fees, retained or returned, and from any other legitimate income-generating enterprises. Additional funds can be made available to the COUNCIL upon application of the COUNCIL to the BOARD, in order to acknowledge and support the role of the COUNCIL in carrying the life of the organisation.
- b. A decision was made to cover translation costs for what is needed for the functioning of the COUNCIL.
- c. The Board has agreed that the costs will be born by the EABP budget for:
 - i. EABP Board members who participate in the meetings
 - ii. The COUNCIL Chair for EABP Board meetings.

ADDENDUM ON MEETINGS

EABP Meetings

BOARD

2 x Board meetings per year – not on same weekend as FORUM etc.

EXECUTIVE BOARD

Live meetings when necessary – not always but certainly in a GA year.

Suggestion from EB this year is to make a first EB live meeting somewhere in Nov/ Dec/Jan (preferably soon after GA) in order to get hold of business and make future plans. skypes/zooms - 1 hour every 2-4 weeks. Again whatever is necessary.

On GA year meeting before the Congress – mainly to deal with running of GA etc

FORUM 2 x meetings – decided by FORUM – April and September/October

Send one extra Board member

<http://www.eabp.org/forum-meetings.php>

On GA years the second meeting is held just before the Congress.

COUNCIL 1x meeting per year on the last weekend of January

Send one extra Board member – with Fabio, Kathrin and Sofia in the COUNCIL this may not be necessary. Also David Trotzig has a good understanding of COUNCIL business although no longer a representative of the Spanish NA.

<http://www.eabp.org/forum-meetings.php>

On GA year the COUNCIL also has a meeting just before the Congress.

Joint **FORUM/COUNCIL** meeting on years alternative to the GA.

EC—budgeted for 2 meetings a year but depends on cases and other business. No Board presence required.

SRC – 2 meetings per year –1 Board member

Other committee meetings:

<http://www.eabp.org/about-board-committees.php>