



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 either with the Articles of the Association or the Regulations. Committees can also make House Rules and these must be approved by the Board. House Rules can be changed or reversed by the Board or by Committees with the approval of the Board.



REGULATIONS

POLICY

1. EXCHANGE BETWEEN CULTURES

Whenever possible EABP encourages exchanges between different cultures and EABP makes a commitment to facilitate communication and ensure representation for people who do not have a good command of the English language. EABP maintains the importance of listening to the different cultures, which comprise European Body Psychotherapy. This includes a commitment, where possible and necessary, to support 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)

- a. Individual Full Membership - € 210
- b. Organisational Membership - € 210
- c. Candidate Membership - € 95
- d. Associate Membership - € 50
- e. 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 of January and are requested to pay their National Association or to the EABP Secretariat by 31st of January in the year that the fees are due.

4. ACCEPTANCE AFTER JULY 1ST (GA Marathon 2004)

All new memberships, if accepted before July 1st, pay the full membership fee for that year. All new memberships, if accepted after July 1st, pay the half membership fee for that particular year.

5. MEMBERSHIP RESIGNATION AND RE-APPLICATION (GA Vienna 2010)

When a member has not paid his fees for 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 for the year in which s/he is reapplying. (That is, up to a maximum of three years of fees are to be paid including the current year.)

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.
 - v. For further Council finance details, see point 17

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 of March in the year that the fees are due and that the second 50% of the fees is to be paid by 30th of 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 total membership fees paid, and then submit 53% of the amount remaining after subtraction to EABP.
- b. 80/20% National Committees receive 20% of fees paid by members in that country back from the EABP.

COMMITTEE BUSINESS

9. PROFESSIONAL DEVELOPMENT COMMITTEE (renamed *Continuing Professional Development Committee* in 2016) (GA Ischia 2002; GA Cambridge 2012; GA Berlin 2018)

That we create a Professional Development Committee with a representative from the Board as one of the members. That EABP introduce a requirement for continuing professional development for all full members. That the EABP CPD Framework: Guidelines and Recommendations be implemented by EABP.

10. STUDENT RESEARCH PRIZE (renamed 2015 Student Final Paper Award) (GA Vienna 2010)

It is decided that: A biennial student research/thesis prize in Body Psychotherapy is established, which will be awarded at the (face to face) General Assembly. The Board will formulate precise conditions and make further decisions on prizes, conditions of entry etc.



HOUSE RULES

POLICY

1. EXTERNAL RELATION POLICY (Board Minutes 2009/07)

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

- a. Send someone to the sister organisation's conferences
- b. Send to psychotherapy events of other modalities
- c. Send EABP material to the events
- d. Give a presentation at the events
- e. 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 2011/04)

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

- a. 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.
- b. They are requested to report back to the Board in writing after the event – within a specified timeframe
- c. They should be provided with EABP publicity material to take with them i.e. Congress material, introduction book, FORUM books, membership leaflets, etc
- d. They should be informed 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
- e. A message of support from EABP towards the event and the work of the organisers
- f. A request for mutual support and sharing of BP resources
- g. A brief description of the goals of EABP.

We are a European organization including members also from outside Europe, for example Australia, Japan, Israel, South America. We promote BP through the regulation of our profession - membership criteria, training standards, ethical code and principles and CPD Framework) so that it is



European Association for Body Psychotherapy

connecting professionals,
exchanging expertise, enabling collaboration

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 Congresses and General Assemblies, have a comprehensive website and a bibliography with more than 5000 entries. We have a Scientific Committee to promote and support research into Body Psychotherapy.

3. PUBLICATIONS AND PUBLIC RELATIONS (Board Meeting 2011/04)

Digital Newsletters keep both the membership and an expanded Mailing list up to date on a regular basis.

4. LANGUAGE OF THE GREY BOOK (Board Minutes 2006/06)

English is the official language of the Grey Book.

BOARD BUSINESS

5. BOARD PROCESS (Executive Board Minutes 2006/10)

Executive Board:

- a. The Executive Board meets face to face once a year; In a Congress GA year the EB will meet in good time in order to deal with the GA planning
- b. The Executive Board will have a virtual meeting every three to four weeks and whenever necessary
- c. Check their emails at least 3 x a week
- d. Give a reaction to emails, however short, to show that you have seen the email
- e. Name the email so that it can be easily looked up under a particular topic
- f. Name the attachments and include a version identification of initials and date
- g. Regularly keep each other informed/up-to date about issues
- h. Keep each other informed about holidays, short breaks etc.
- i. Check with the Executive Board first to see that nothing is missed and agreement is reached before 'official' emails are sent to outside people.
- j. Send their emails to only the people who should get them
- k. When a Board member does not respond to more than one email, then they should be phoned



- l. An up to date list of the phone numbers of all Board members should be kept by the General Secretary and distributed to the Board

Monitor which emails/business belong with the Executive Board and which with the whole Board. In principle the Executive Board will deal with the daily on-going business and management and generally the whole Board will deal with the bigger issues. The exception to this is where matters are urgent, in which case the Executive Board may consult with some members of the Board before taking an action.

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/her task to inform the Board about issues if necessary.

Board:

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

The terms of office for the new Boards and Executive Boards elected at GA's shall from 2020 onwards officially take up office on 1st of January of the year following the GA election decision. (Berlin GA, 2018)

The Board will meet three times a year.

Meetings of the Board should not be scheduled for the same dates as Forum, Council and Joint Meetings.

FINANCIAL BUSINESS

6. PAY OUT/TRANSFER BOOKING (Board minutes 2014/04)

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/her own expenses which shall be signed by the Treasurer or the General Secretary.

7. BUDGET PROCEDURE (Board Meeting 2014/11)

- a. Committee chairs in consultation with the Treasurer propose a budget for the coming year. The proposals are scrutinised by the Financial Working Group and brought to the Executive Board by the Treasurer before being submitted to the Board for discussion and approval.
- 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. The Board, on the advice of the Executive Board, decides on excess expenses of individual Budget items.
- d. The same applies to Investments out of Reserves – proposed by the Board, decided on by GA, monitored by Executive Board, the Treasurer and Secretariat.
- e. The Treasurer communicates the final budget proposal for the GA to committee chairs and the Secretariat.
- f. The Secretariat monitors and manages expenditure and informs the Treasurer if certain budgets are being exceeded. In that case, the treasurer contacts the committee chair for an explanation. The Treasurer informs the Executive Board and the Board where the excess is questionable, or the Treasurer needs guidance, or the Board needs to make a decision.
- g. Committee chairs are responsible for safeguarding and managing their budgets. Any Budget overspend must be discussed with the Treasurer before any financial commitment is made. If they consider the overspend to be necessary, they must discuss this with the Treasurer before spending the money. The Treasurer will consult with the Executive Board and with the Board where necessary.

8. BOARD COMPUTER AND COMMUNICATIONS COSTS (Board Meeting 2008/01)

Board members receive an administrative amount from the EABP to cover computer, telephone and mailing costs.

- a. The 3 member Executive Board will receive € 500 per year
- b. All other Board members will receive €250Euros each.
- c. They will claim the administrative amount due at the beginning of the year, and before the 31st of March.

9. GUIDELINES FOR EABP BOARD AND COMMITTEE MEMBERS CLAIMS FOR MEETING AND OTHER EVENTS EXPENCES

Please use the standardised Claims Form for claiming expenses. Ensure that all receipts and documents are securely attached to your Claims Form. Claims Forms are to be submitted to the Secretariat within one month after 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 amounts, please supply an explanation when you submit your claim.

Travel: You may claim Economy air fares to EABP Board / Committee meetings, or other approved events. Please book your flight at least three months before the date in order to get lower fares, where this applies. Train fares may also be cheaper if you book at least three months in advance. When wishing to book transport that costs more than €250, you are expected to consult with the Chair of your committee before booking it. If the cost is too high, you may be asked to join the meeting by video link or Skype instead of travelling, where possible. Transport to and from the airport normally should be by public transport and generally not by taxi unless no other means is practicably possible. If you drive to the meeting, you may claim travel at the rate of €0.19 (19 cent) per km plus car parking during the meeting. These costs should be not more than other forms of travel, i.e. train or plane.

Hotel: If there are instructions from the Secretariat or the meeting host about hotel accommodation, book yourself at least one month in advance into a standard room. Please consider sharing with another Board/Committee members since single room supplements can add to the cost. Any extras (drinks from the bar, phone calls etc.) other than standard Bed & Breakfast rate are your responsibility. If your partner, family member or other companion needs to accompany you to enable you to attend the meeting (sickness, disability, child care, etc) then you may claim the price of a single room and need to pay the remaining hotel costs yourself. Otherwise you will be reimbursed 50% of the cost of the room.

Committee members who, in order to decrease hotel expenses, offer their home to colleagues to stay overnight, may charge up to €25 per 24 hours for 1 person



staying and up to €50 per 24 hours for 2 or more persons staying. This allowance represents cleaning, laundry and use of the house.

Food: By Board agreement, a food allowance of up to €50 per day or €40 if breakfast is included in the hotel price is permitted. If people eat a meal with you, ask for a copy of your personal bill, or make the necessary deductions early. If someone else on the Board/Committee pays for the meal, you are expected to take into account the amount already spent when claiming your allowance.

Other Expenses: Normally these need to be agreed specifically with the EABP Treasurer. If he or she is unavailable, then please check with another member of the EABP Executive Board and ask the person to authorise the expense on your Claims Form. The person authorising the payment needs to countersign/email confirmation with the Secretariat.

MEMEBRSHIP BUSINESS

10. AGING OF MEMBERS (2011/06 Skype of the EABP Executive Board)

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 at 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 MEMEBRSHIP IN COUNTRIES WHERE THERE IS AN NA (Board Meeting, 2018/11)

- a. 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.



- b. In cases where the application is direct to EABP from countries that have an NA:
 - i. Firstly: tell them that there is an NA in their country.
 - ii. Ask for an explanation from the applicant as to why they are choosing to apply directly and not to the NA.
 - iii. If they still wish to apply directly then the International Membership Committee should check with the NA if there is anything against this application on Ethical or other grounds.
 - iv. If there is not an Ethical or Training problem then IMC checks for any other issues.
 - v. If the IMC finds grounds to accept the application, it then goes to the EB/Board for a final decision.
 - vi. The Board can then decide to go further either to the NA or the GA etc.
- c. Appeals
 - i. If an NA in the first instance has turned down an application and an applicant applies to the EABP directly the same above 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 to a maximum of two years and be reviewed at intervals of 1 year.

13. PILOT STUDY (Board Meeting, 2017/09) (Board Meeting 2019/03)

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 recommendations:

- i. Current members, who are members of the organisation, continue to pay the same fee
- ii. Members have to fulfill the EABP criteria to become a full member.

- iii. DGK dual membership arrangement is extended to 2021 and will be reviewed by the Board in that year. Should the Board decide to extend further then the arrangement is to be reviewed every three years from 2021.

14. MEMBERSHIP PAYMENTS (Board Meeting 2009/11)

- a. 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.
- b. If new Members are accepted from November 1st they pay for the next year.

COMMITTEE BUSINESS

15. BUSINESS OF COMMITTEES (Board Meeting 2014/9)

- a. Committee chairs, in consultation with the Treasurer, propose a budget for the coming year. Budget proposals must be with the Treasurer by (date stated by VP)
- b. The Treasurer collates the financial information required to create the final Budget proposal for agreement with the Executive Board before submission to the Board.
- c. The Board agrees the final proposed Budget to go to the GA for approval.
- d. The Treasurer communicates the final proposed Budget to Committee Chairs and the Secretariat. After the GA the Treasurer informs Committee Chairs and the Secretariat of the final approved Budget figures.
- e. The Secretariat monitors and manages expenditure and informs the Treasurer if certain budgets are being exceeded.
- f. The Treasurer contacts the Committee chair for an explanation. As stated above at point 7g: *Any Budget overspend must be discussed with the Treasurer before any financial commitment is made.* If they consider the overspend to be necessary, they must discuss this with the Treasurer before spending the money. The Treasurer will consult with the Executive Board and with the Board where necessary.
- g. The Ethics Committee (EC) shall have a minimum of two meetings a year. EC can apply to the Board for additional funding where case work and other

business requires it. The EC Chair is a non-voting member of the Board. Normally EC meetings are not attended by an EB or Board member.

- h. Science and Research Committee (SRC) normally has two meetings per year. A member of the Board can be appointed by the Board to be a member of the SRC.
- i. <http://www.eabp.org/about-board-committees.php>

COUNCIL BUSINESS

16. REGISTRATION WITH TWO EABP ASSOCIATIONS

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

Please note 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. Council has one meeting per year
- b. Meetings of the Council should not be scheduled for the same dates as the Board
- c. An executive Board member should attend the Council meeting
- d. On GA year the COUNCIL also has a meeting just before the Congress.
- e. 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 may be made available to the COUNCIL upon successful application of the COUNCIL to the BOARD for such funds.
- f. A decision was made to cover translation costs for what is needed for the functioning of the COUNCIL.
- g. 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.
- h. Joint meetings of Council and Forum will take place in years alternative to the Congress GA. Travel and Accommodation for NA delegates to Joint



Meetings are paid by EABP general budget. A budget of 4.000 € every second year is needed for this, which means 2000 € every year (one year as provision) (Berlin GA, 2018)

FORUM BUSINESS

18. FORUM is mandated in GA 1999 to accredit Body Psychotherapy training courses according to the current EABP Training Standards by a process of self-assessment and mutual recognition. All FORUM members must first be an Organisational Member of EABP. FORUM works together with the EABP Training Standards Committee to ensure that the training standards are up-to-date and relevant. The EABP Training Standards Committee also has an overview and monitoring function of the work of the FORUM, reporting to the EABP Board and to the General Assembly.

19. FORUM FINANCE

- a. FORUM holds a maximum of two meetings per year
<http://www.eabp.org/forum-meetings.php>
- b. Meetings of the Forum should not be scheduled for the same dates as the Board
- c. Joint meetings of Council and Forum will take place in years alternative to the Congress GA. Forum is expected to plan their finances accordingly for its meetings.
- d. FORUM membership and annual FORUM fee is supplementary to the fee for Organisational Membership of EABP.
- e. An executive Board member should attend the Forum meeting
- f. All representatives to Forum and Council are required to be Full EABP Members. When another person is delegated to Forum and Council they are also required to be Full EABP Members (Board meeting, 2019/10)