

IAAP Group Membership Application Minimum Standards for the Constitution.

January 2023

The below-mentioned minimal standards may be supplemented with local standards for an association's governing document(s), which document(s) shall be referred to herein as the association's Constitution. In case of a contradiction between the below-mentioned standards and the local standards, the contradiction must be explained in the application. The content of the Constitution shall comprise the following items:

- I. **Name, Domicile, Language.** *In case the language of the Constitution is not English, a translation must be made into English.*
- II. **Aims of the Association.** *Suggested aims: To promote the study of Analytical Psychology, to maintain a high standard of ethical conduct, etc.*
- III. **Ethics.** *The Constitution must include or reference a Code of Ethics by which all members must abide. If the Code of Ethics is not included in the governing document, the Constitution must reference the Code of Ethics and the method by which it may be amended (see Ethics Committee guidelines for Code of Ethics)*
- IV. **Membership.** *Categories of membership in the association, admission to membership, termination of membership, changes of Category of Membership, privileges and obligations of membership, liability of members, leaves of absence from membership, resignation of membership, reinstatement of membership, rights of membership including access to Association documents. (see the constitution of IAAP for reference)*
- V. **Membership Dues.** *Process for establishing dues and for implementing changes in dues (changes in dues may only be made if approved by the General Meeting), possible categories of dues based on different membership categories, consequences of members failure to pay dues.*
- VI. **Organisation**
Answers to the following questions shall be addressed by the Constitution's provisions regarding A. General Meeting, B. Executive Committee, and C. Ethics Committee.

A. General Meeting

The Constitution shall provide for general meetings of the association's members, referred to herein as either a General Meeting or an Extraordinary General Meeting. The General Meeting in either form shall be the highest decision making body of the Association.

- *When does the General Meeting take place? (once a year at minimum) May a General Meeting be virtual or in person only?*
- *Who will constitute the members/delegates at a General or Extraordinary Meeting? (Will different categories of membership play a role in this)*
- *What are the functions and responsibilities of a General Meeting? (Election of new members, decisions about termination of membership, decisions about membership dues, election of members of the Executive Committee, decisions on amendments to the Constitution, etc.)*
- *When and how can an Extraordinary General Meeting of members be called and by whom? The Executive Committee? A certain number of Members?*

- *When must notice of the meeting and the meeting agenda, including a description of the business or issues proposed to be transacted, be sent to members? For an ordinary General Meeting? and for an Extraordinary General Meeting? How may notice be waived by members if at all?*
- *Voting Procedure: What are the rules regarding voting? (Proxies, rules for granting a proxy, simple or relative majority, quorum of members needed to be present in order to conduct business, record date to establish who is a member entitled to vote, rules for secret ballots etc.)*
- *May a General or Extraordinary Meeting be adjourned until a later time, and if so, how?*
- *May actions of the membership be effected by written ballot in lieu of a meeting?*

B. Executive Committee or Board of Directors

- *What are the functions and responsibilities of the Executive Committee or Board of Directors (referred to herein as the Executive Committee)?*
- *Number of Executive Committee members? May this number be increased or decreased and how?*
- *Composition of the Executive Committee in terms of officers and members at large? (E.g., President/Chair, Vice President/Chair, Secretary, Treasurer, members at large, etc.)*
- *Election and term of office of the Executive Committee members?*
- *What is the procedure for an Executive Committee member to resign or be removed and for the replacement of a resigned or removed member?*
- *When where and how often will the Executive Committee meet? May the Executive Committee meet virtually? May the Executive Committee have special meetings? Necessity of notice to Executive Committee members of such meetings? Quorum of Executive Committee members necessary to conduct business? May meetings be adjourned and how? May actions be taken without a meeting and how?*
- *Who may attend an Executive Committee Meeting? Are they open to general members?*
- *Duty of care of Executive Committee members to the Association? Liability to the Association? Compensation of Executive Committee members?*

C. Executive Committee Officers

- *Duties and functions of the President or Chair? Term of office?*
- *Vice President? Is the Vice President also the President-Elect or is the Secretary?*
- *Treasurer?*
- *Precisions for the resignation or removal of an officer?*

D. Ethics Committee

- *How is the Ethics Committee composed?*
- *How are the members elected – or appointed?*
- *Terms?*
- *Procedures?*

E. Training Committee (if applicable)

- *How is the Training Committee composed?*
- *How are the members elected – or appointed?*
- *Terms?*
- *Procedures?*

VI. Changes to the Constitution. *Shall be decided at either a General or Extraordinary Meeting of members by the affirmative vote of two-thirds of the members at such General or Extraordinary Meeting.*

It is important to state that any changes to the Constitution must remain in compliance with the

Constitution of the IAAP and these Governing Document Standards.

VII. Dissolution and Liquidation. *The procedure for dissolving or liquidating the association shall be described. A decision to dissolve or liquidate the association shall only be decided at either a General or Extraordinary Meeting of members by the an affirmative vote of two-thirds of the members present and entitled to vote.*

The Constitution shall describe what happens to the association's funds and property in case of dissolution or liquidation. Preferably such funds and property shall be donated to a non-profit entity associated with analytical psychology.

Officers have selected good examples of Constitutions to send to applying groups together with the template. (SUAPA Uruguay/Argentina, LAAP Lithuania, APJQ Canada)

Likewise, we have been working on the training regulations for new G.M. Many New Group members ask for some guidelines to help them to organise their training program

Pilar Amezaga
Chair
Group Membership Application Sub. Committee

Revised by the Group Member Applications Sub Committee in February, 2023

Misser Berg
Brigit Soubrouillard
Brock Hill
Bill Kotsch
Katerina Vezzoli
Fred Borchardt
Andreas Michel
Pat Berry
Susanna Wright
Pilar Amezaga (Chair)