

## **Guidelines for Applying for Group Membership in the IAAP**

The following Guidelines have been produced by the Group Member Applications Sub-Committee of previous administrations and adopted to the revised IAAP Constitution. This is a work in progress.

### **A. Preamble**

The application process for new Group Members or for existing Group Members applying for Group Membership with Training Status runs within a three-year time frame. In Year One (First Year Following a Congress) an application must be submitted by any potential new Group Member in a country in which there is an existing IAAP Group Member. Applications in countries where there is no IAAP Group Member may also be accepted in Year Two. In Year Two the application will be processed and in Year Three the final recommendations will be presented to the Delegates' Meeting. The details of this time schedule are listed below in D Procedure.

### **B. Requirements**

The following documents, with a covering letter stating the intent to apply for membership should be sent per e-mail in English to the Chairperson of the Group Member Applications Sub-Committee by 15<sup>th</sup> July of the year following a Congress in order for the application to be duly processed before the Meeting of the Delegates at the next Congress. In any country where there is no existing IAAP Group Member the application will be accepted until 15<sup>th</sup> July of Year Two, because letters of opinion do not have to be requested. The Sub-Committee Chair will inform the President of the IAAP (and the Chair of the IAAP Ethics Committee) of the application.

Each application must include:

1. A copy of the Constitution of the Group
2. A list of a minimum of 6 members (10 if applying for training status) with the following information for each member:
  - a. Name, address, telephone numbers and email address.
  - b. Academic qualifications: University degree(s), some equivalent qualification, or an explanation of their absence.
  - c. Record of Analytic Training, including the name of analyst(s) and the hours of the personal analysis as well as the name of control/supervising analyst(s) and hours of the control analysis/supervision. Both personal and control analyses/supervision must conform to the IAAP minimum guidelines in the Constitution at the date of certification. This information should be sent as a separate document in order to preserve confidentiality in the event of an applying Group's documentation having to be circulated to any other Group Member.

- d. Professional status i.e., hospital and/or academic appointments, private practice, etc.
  - e. Past and/or present membership in, or rejection by, any other recognized Group Member of the IAAP.
  - f. Professional license(s) and affiliations if relevant with other professional groups.
  - g. A binding undertaking to hold or transfer existing voting rights to the new Group Member if it is voted in at the Meeting of Delegates.
3. A founding statement from the applying group giving reasons for its proposal to become a Group Member.
  4. “A letter of announcement” which is sent to all other IAAP Group Members in the country of application at the same time (see D. Procedure). This letter is closely based on the “founding statement”.

Please note: Only current members of the IAAP may be founding members of a new Group Member. Further it is expected that these members must all come from the same geographical region as the place where the new Group Member is to be located. It is therefore necessary in situations involving a split of an already existing Group Member, that IAAP membership be respected and retained throughout the application process.

Point of Information: The IAAP has a responsibility to verify the requisite qualifications detailed in points (a) to (g) above, but it has no jurisdiction over any legal requirements that may ensue from the formation of a new group. Any such legal requirements would be entirely related to local issues and should be dealt with at the local level.

5. A statement of the ethical code and procedures including an appeals provision for members and candidates in training. These documents will be forwarded to the Chair of the Ethics Committee.
6. In addition, the application fee in the equivalence of CHF 1,000.00 must be transferred to one of the following IAAP Bank Accounts:

IBAN: CH46 0020 6206 P033 2597 0 (CHF)  
IBAN: CH20 0020 6206 DP14 6874 0 (EUR)  
IBAN: CH19 0020 6206 P033 2597 1 (USD)

Holder:  
Int.Ass.for Analyt.Psy.  
c/o Fitis Treuhand AG  
Gotthardstrasse 21  
8002 Zürich /Switzerland

BIC/SWIFT: UBSWCHZH80A  
UBS AG  
Bahnhofstrasse 45  
CH 8098 Zurich / Switzerland

Payment of the fee is to be reported to the Chairperson of the Group Member Applications Sub-Committee per e-mail in English.

7. Additional information required for application for Training Status (also to be supplied per email in English).
  - a. As per the Constitution, six of the ten members required must show evidence of at least five (5) years of analytical experience since being certified as analysts.
  - b. A copy of the Training Regulations.

### **C. Tasks of the Sub-Committee**

In considering the question of whether an applying Group is suitable for membership, the Sub-Committee must satisfy itself on the following points:

1. That the Group in question is a responsible body with aims which conform within a reasonable degree to the aims of other Group Members of the Association and do not contradict the stated aims of the Association itself.
2. The documents do not contradict Swiss law. The Sub-Committee will seek clarification and dialogue and offer advice should there be areas of discrepancy.
3. That members of the applying Group should be academically qualified i.e. should possess University Degrees or some such qualifications as are acceptable to that group as an alternative. Satisfactory reasons must be given for the inclusion of any member in the group who does not possess such qualifications.
4. That members have been adequately trained as IAAP analysts as per the Constitution at the time of certification.
5. Whether the Group Member would be acceptable as a member of the Association to any other Group Member or Individual Members, in the same country or region and that are already members of the Association.

### **D. Procedure**

#### *Year One*

The application must be received by July 15<sup>th</sup> of Year One, in English per email. Additional statement. At the same time the applying Group must inform all other IAAP Group Members and Individual Members in the country of application with “a letter of announcement”. As soon as the application is in the Chair of the IAAP Subcommittee will call for formal Letters of Opinion from any existing IAAP Group Member in the same country or region. When a Letter of Opinion is written, the Group Member or Individual Member writing it must grant the Chair of the Subcommittee permission to send the formal Letter of Opinion to the applicant group. These must be sent in English

per Email to the Chair of the Subcommittee. Upon receipt of any formal Letters of Opinion the Chair of the Subcommittee will forward them to the applying Group. The Group Members will have four months to offer their opinion from mid-July to mid-November (Year One).

If there are no formal Letters of Opinion that will be taken to mean there are no objections or reservations and, no more opinions will be counted. Within the same time frame the Sub-Committee will process the application and determine whether it meets the objective criteria for establishing a new Group Member. This includes checking that the required materials are available and sending the Ethics Code to the IAAP Ethics Committee for review.

In situations where there is no existing IAAP Group Member or Individual Members in a country, applications to form a new Group Member may be submitted until July 15<sup>th</sup> of Year Two, as there will be no need for requesting Letters of Opinion.

### *Year Two*

In Year Two at the February Meeting of the Executive Committee, if the formal Letters of Opinion have indicated the need for such, the President may offer or delegate a mediation process. If necessary, this procedure will be followed by the establishment of a Committee of Inquiry (COI). The COI may not contain any members of the Sub-Committee and must be a neutral body (this includes having no access to the content of the mediation report). The COI would be composed of EC members who are not members of the Subcommittee. If the IAAP President and the Sub-Committee are in agreement, then the COI could also contain non EC IAAP members. The Mediator and/or COI must report to the Officers and the Sub-Committee by the next scheduled Officers' Meeting.

The Sub-Committee will have Year Two to continue the processing of applications. All processing and recommendations must be completed by January Year Three. The Sub-Committee must present its report to the President by mid-January of Year Three.

### *Year Three*

After completing its deliberations, the Executive Committee shall give a short report. This will be done at the Executive Committee Meeting, which will be held in the year of Congress with a recommendation to accept, modify or reject. The result of the Committee's voting must be mentioned in the report and, if demanded by any member of the Committee or of the Council of Societies, a minority report shall also be presented. The President of the IAAP shall be prepared to furnish members of the Council of Societies with further particulars of the application if these should be asked for.

The application shall be voted upon by the Delegates at the Meeting of Delegates. The applying Group shall be accepted into membership of the Association only if a two-thirds majority of votes is obtained at the Meeting of Delegates of the Congress. The voting shall be by secret ballot. The decision shall be final, and no reasons need be given to the applying Group for this decision. The applying Group will be notified immediately of acceptance or rejection at the Congress.

At any point in the process when an application is withdrawn (for any reason) the IAAP President shall inform in writing any existing Group Member in that country.

Revised by the Group Member Applications Sub Committee, July 2023