



European Society of Hypnosis

In Psychotherapy and Medicine

Constitution

Article I: Name

The Society shall be known as 'The European Society of Hypnosis in Psychotherapy and Medicine', hereinafter referred to as 'ESH'.

Article II: Location

The seat of ESH is that of the Central Office.

Article III: Fiscal Year

Membership and fiscal year shall be the calendar year, January 1 to December 31.

Article IV: Objectives of ESH

- 1)
 - a) to encourage and facilitate co-operation and exchange between European Societies and scientific institutes, research centres, training centres in the field of hypnosis, medicine, psychotherapy and adjoining disciplines and schools;
 - b) to encourage co-operation with the International Society of Hypnosis, hereinafter referred to as the 'ISH';
 - c) to encourage and facilitate co-operation between the European Societies in the field of medicine, psychology, psychotherapy and dentistry;
 - d) to stimulate and to improve research, discussion and publications pertinent to the scientific study and clinical application of hypnosis;
 - e) the ESH shall set up standards for professional education and training in the field of hypnosis including ethical standards and shall encourage education and training in the field of hypnosis, in medicine, psychotherapy and dentistry. The ESH shall issue European Certificates of Hypnosis (ECH) to those members who satisfy 'the criteria' required by ESH. These criteria will be laid down by the Committee on Educational Programmes in Europe (CEPE). A Member of a Constituent Society holding the ECH may put the letters after their name.
- 2) The Society's objectives are not for profit.
- 3) The objectives shall be realised by the following activities:
(one 'term' is defined as the period lasting between two ESH Congresses)

/continued 2

ESH Central Office, Inspiration House, Redbrook Grove, Sheffield, S20 6RR, UK

Telephone: +44 (0) 843 523 5547

E-mail: mail@esh-hypnosis.eu

Fax: +44 1(0) 14 247 4392

Website: www.esh-hypnosis.eu

ESH Constitution – Page 2

ESH shall periodically hold a Congress. ESH Constituent Societies will be invited to submit proposals to host. These will be introduced to the ESH COR, who will designate the Society organising the next ESH Congress. If, in exceptional circumstances, the chosen Society finds it is unable to complete its commitment, or to meet the standards expected of it, then the ESH Board of Directors can appoint another Society to hold the Congress without further recourse to the COR. University sponsoring is recommended for this Congress.

The ESH shall also encourage national and international societies meetings and additional education and training courses in the years between the Congresses of ESH.

The ESH shall encourage research and discussion by publications and other media.

The ESH will produce a Newsletter.

Article V: Membership

- 1) Membership shall be open to national European Societies in the field of hypnosis, after proposal by the Board and approval by the COR.
- 2) There shall be a category of 'extraordinary members' for:
 - a) Confederations of Societies functioning as a unitary body.
 - b) Individuals where there is no local or national society.
 - c) Associate membership for individuals living outside the European geographic confines area who meet the required criteria.
 - d) Associate societies, where the society would be eligible for membership of ESH but is outside the geographic confines of Europe.
 - e) Students of dentistry, medicine and psychology in countries where there is no local or national society, will be eligible if they can show attendance of a training course in hypnosis approved by CEPE.
 - f) Honorary membership for those persons who have made an outstanding contribution to the field of hypnosis.
 - g) Fellowship for persons who have made an outstanding contribution to the ESH.
 - h) The Roll of Honour: Members of Societies who have been instrumental in building up our Constituent Societies and hence ESH. These individuals should be nominated by their Societies.
 - i) Friends of ESH: A special Award – the gift of the Board – for persons who have had a special role in assisting the ESH at a critical juncture.

/continued 3

ESH Constitution – Page 3

Fellows, Honorary Members and Roll of Honour would be nominated prior to the Congress and ratified by the Council of Representatives.

- 3) Membership will end by a letter announcing termination of ESH Society Membership officially signed by the Officer(s) of the member societies or when a society ceases to exist. Membership also will end if dues have not been paid by a member (Society, Confederation or Individual) within 12 months time of the date on which they were due.

Article VI: Organisation

The bodies of ESH are: Council of Representatives, Board of Directors and Fiscal Controllers. The ESH can have sections and committees.

Article VII: Council of Representatives (COR)

The Governing Body of the ESH is the Council of Representatives. The COR consists of the representatives of the member societies. Each member society or extraordinary member is eligible to have two (2) named, specific representatives who may vote on the representative council. If a member of COR is unable to attend, they can appoint a substitute to act as Proxy to cast their vote. Each delegate can hold a maximum of two proxy votes. Notification must be given in advance and in writing. The COR shall have an official meeting at least at the time of each ESH Congress. The ESH President or a Proxy for him/her shall serve as a Chairman of the Council. Additional official meetings can be called according to the Regulations. At this COR meeting the representatives:

- review the Treasurer's Report
- approve a budget
- approve the annual dues
- review the Secretary's report
- elect members to the ESH Board to serve until the next ESH Congress
- elect members of the ESH
- decide the location of the next Congress
- other relevant matters

Decisions are made by single majority of the Representatives present.

All decisions require that a meeting must be according to quorum. For decisions at COR meetings to be carried 50% attendance of the COR is required. Votes may be taken at a non-quorum meeting but they will then require ratification by a postal ballot in accordance with ESH Regulations.

The Chair will have a casting vote in the event of a tie.

Article VIII: The Board of Directors

The Board Members are the President, the President Elect, the immediate Past President, a first Vice President also serving as Secretary, a second Vice President, a Treasurer and three additional Board Members. The Chair of CEPE should have an ex-officio position on the Board if they are not already a Board Member.

ESH Constitution – Page 4

In the event of the President of ESH being unable to continue in the role during their term of office, the First Vice President would take over the Presidency until the next Election.

However, if a member of the Board leaves the Board therefore leaving a vacancy, he/she can be replaced. The position would firstly be offered to the person who having stood at the previous election received the highest number of votes but not sufficient to be elected. If they decline the offer, it can then be made to the next person on the list.

Co-opting additional BoD Members can take place at any time during the period for which that Board has been elected and the co-optee's membership of the Board will cease at the end of that term.

The name of the individual that the BoD has co-opted will be submitted to the CoR for information.

Should the Board identify an individual who possesses special expertise, which is not possessed by existing Board Members, but is required to fulfil the Board's responsibilities, they can be co-opted. However, as this is a non-elected position (not elected by the CoR) they will not have voting rights.

The name of the individual that the BoD has to co-opted will be submitted to the CoR for information.

Furthermore, as it is a non-voting position it will not count as a formal term of office.

Duties of the Board

The Board is in charge of the activities of ESH according to its objectives. The Board can delegate special activities to committees. The Board decides the location of the ESH Central Office and appoints an individual, who will be responsible for the supervision of the staff running the Central Office.

The President represents the ESH. The President or his/her proxy presides at all meetings and telephone or video conferences of the ESH and the COR. The President has an ex-officio position on all the committees. The President prepares a report on the activities of the ESH and the Agenda before the next COR meeting.

The first Vice President/Secretary keeps minutes of the meetings of the ESH and the COR. These are reviewed by the President and then the Central Office distributes copies of these minutes to the Members of the Board and the COR.

The 2nd Vice President will be responsible for the running of the election, in accordance with the rules in the Regulations.

The Treasurer gives a report on the financial situation at the official COR meeting.

/continued 5

ESH Constitution – Page 5

Election of Board Members

The Board members are elected for one term (time between two ESH Congresses) by secret vote of all members of the COR present at the meeting.

The President Elect is elected for one term, where after he/she will serve as President for another term; finally he/she will serve as immediate Past President for another term.

The Treasurer is elected for one term and may be re-elected.

The other Board Members can be re-elected.

In any election a simple majority decides.

Any Board Member is eligible for a maximum of two re-elections (one three-year term plus a further two three-year terms, a total of 9 years). There upon a board member may still be eligible for nomination as President-elect.

Article IX: Fiscal Control & Fiscal Controllers

The Accounts of the ESH will be audited by an independent professional auditor, appointed by the Board of Directors prior to each triennial Congress.

Two fiscal controllers shall be elected by the COR by majority decision for one term to control the financial handling. They must not be Board Members and can be re-elected.

Article X: Financial Sources

To defray the expenses of the ESH there are:

Section 1: Dues

The members pay annual dues in the amounts set by the COR.

The Representatives shall be notified of the dues of their National Society and are only eligible to vote on COR when the dues are paid.

For those Countries, in which there are restrictions upon currency exchange and travel, special arrangements for the dues can be made by the Board.

There will be a joining fee, which will be equivalent to the annual subscription.

Section 2: Contributions from the ESH Congresses

The host society will agree to pay ESH not less than 20% of any profit from the Congress.

ESH Constitution – Page 6

Section 3: Funds

The ESH may receive funds and endowments.

ESH will receive a fee for every European Certificate of Hypnosis issued/awarded.

Article XI: Amendments

This Constitution may be amended by a two-thirds affirmative vote by the members of the COR present at the official COR meeting.

Amendments may be proposed by the Board or a petition by one third of the members of the COR.

The ESH Constitution may be amended by resolution presented at an official COR meeting. This must be passed by two thirds majority of the votes validly cast. At the meeting at least half of the members of the COR must be present or represented by authorised proxy. Those persons acting as proxy representatives must supply evidence of authorisation.

If at such an official COR meeting less than 50% of COR members are present or represented, then a postal ballot will be called. This ballot must be held no sooner than 15 days and not later than two months after the meeting. This will be held in accordance with ESH Regulations. Any amendments to the Constitution will require a two thirds majority of votes validly cast in the postal ballot in order to be carried.

Article XII: Dissolution of the ESH

The ESH will be dissolved by a three quarters affirmative vote by all the members of the ESH. All assets of the ESH, including intellectual property rights shall be transferred to other non-profit body with objectives similar to those of the ESH.