

CONSTITUTION

-of-

CLINICAL HYPNOTHERAPY PROFESSIONALS ASSOCIATION

1. Name

The name of the Association is Clinical Hypnotherapy Professionals Association

2. Main Object

The main object for which the Association is established (the “Main Object”) is:

- to advance the professional practice of hypnotherapy. and
- to maintain a register of qualified hypnotherapists.

Subsidiary Objects

As objects incidental and ancillary to the attainment of the Main Object, the Association shall have the following subsidiary objects:

- i. to continue raising the standards and advancing the field of hypnotherapy in Ireland
- ii. to provide a professional and unrivalled service to our members and the public;
- iii. to maintain a code of ethics and practice and a complaints and disciplinary procedure to deal with complaints and issues from all sources;
- iv. to ensure ongoing professional development and professional supervision;
- v. to promote the development of a nationally recognised qualification in hypnotherapy, making representation to the Government and other appropriate bodies;
- vi. to increase public awareness of the efficacy of hypnotherapeutic techniques conducted by properly qualified practitioners, bringing further into the mainstream the practice of hypnotherapy;
- vii. to promote within the profession the latest information on and techniques in hypnotherapy through our journal, workshops, seminars and conferences and our continuous professional development;

- viii. through affiliation with other national and international associations, to assist in the advancement of hypnotherapy worldwide.

3. Powers

The Association shall have the following powers which are exclusively subsidiary and ancillary to the Main Object and which powers may only be exercised in promoting the Main Object. Any income generated by the exercise of these powers is to be applied to the promotion of the Main Object:

- 3.1 to levy an annual subscription charge on the members and, at the discretion of the Committee , to exclude from membership any person who fails to pay the annual subscription.
- 3.2 to subscribe money for any purpose which the Association shall consider calculated to promote its Main Object.
- 3.3 to make application on behalf of the Association to any authority, whether governmental or otherwise, for the advancement of regulation of the hypnotherapy profession and protection of the public-
- 3.4 to acquire, hold, sell and deal with all or any part of the property of the Association-
- 3.5 to place on deposit any moneys of the Association not immediately required for use in connection with its Main Object;
- 3.6 to open one or more bank accounts;
- 3.7 subject to clause 4, to employ such staff, and on such terms, as are necessary or desirable for the proper promotion of the Main Object.
- 3.8 to do all such other lawful things as the Association may think incidental and conducive to the foregoing Main Object.

4. Income and Property

- 4.1 The income and property of the Association shall be applied solely towards the promotion of the Main Object as set forth in these Rules. No portion of the Association's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Association
- 4.2 Nothing shall prevent any payment in good faith by the Association of:
 - (a) reasonable and proper remuneration to any member or servant of the Association for any services rendered to the Association;

- (b) reasonable and proper out-of-pocket expenses incurred by any Committee Member in connection with their attendance to any matter affecting the Association.

5. **Members**

5.1 There are three categories of membership:

- (a) Hypnotherapist Membership, which is open to practising hypnotherapists holding a qualification in hypnotherapy recognised by the Association; such a member may use the designation MCHPA;
- (b) Student Membership, which is open to students studying for a hypnotherapy qualification at a training institution recognised by the Association; such a member may not use any designation;
- (c) Non-practising membership, which is open to qualified hypnotherapists who are not practising but wish to retain membership for a limited period after ceasing to practise or during a break in practice; the time permitted to remain a non-practising member may be determined by the Executive from time to time; such a member may not use any designation.

5.2 The members of the Association are all persons who hold one of the categories of membership for the period of one calendar year from 1 January to 31 December. Membership is renewable annually by:

- compliance with the regulations and requirements in place at the time, and
- payment of an annual subscription of such amount as is determined by the Committee.

5.3 All members of the Clinical Hypnotherapy Psychotherapy Association CLG (CHPA CLG) at the date of establishment of the Association become members of the Association on that date, subject to the requirement for annual renewal of membership in 5.2

5.4 Admission to any category of membership is at the discretion of the Committee. The Committee recognises all Garda vetting approved for members of the Clinical Hypnotherapy Psychotherapy Association CLG (CHPA CLG).

5.5 The Association is not affiliated to any one specific training school. The Association recognises the minimum standard of hypnotherapy training as laid down and adopted in the United Kingdom by the Hypnotherapy Profession Specific board of the Complementary and Natural Healthcare Council.

5.6 The Committee may exclude from membership any person whom it deems not to comply or have complied with the regulations and requirements in place.

6. General Meetings

6.1 The Association shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the Committee, which may include meeting by video link, and shall specify the meeting as such in the notices calling it provided that every annual general meeting except the first shall be held not more than fifteen months after the holding of the last preceding annual general meeting. The business of the annual general meeting shall include: (a) consideration of the annual accounts; (b) consideration of the annual report; (c) the election and re-election of Committee Members.

6.2 All general meetings other than annual general meetings shall be known as extraordinary general meetings.

6.3 The Committee may convene an extraordinary general meeting. If, at any time, there are not sufficient Committee Members capable of acting to form a quorum of Committee Members, any Committee Member may convene an extraordinary general meeting.

6.4 The quorum for general meetings shall be six in attendance either in person or by video link, including the Committee Members.

6.5 The chairperson of the Committee shall preside as chairperson at every general meeting of the Association, or if there is no such chairperson, or if he or she is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Committee Members present shall elect one of their number to be chairperson of the meeting.

6.6 If at any meeting no Committee Member is willing to act as chairperson or if no Committee Member is present in person or by video link within 15 minutes after the time appointed for holding the meeting, the meeting shall be cancelled.

6.7 The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. However, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting but, subject to that, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

6.8 Where there is an equality of votes the chairperson of the meeting shall be entitled to a second or casting vote.

7. Matters Reserved to the General Meeting

None of the following matters may be brought into effect unless the same shall have been approved at a general meeting of the Association:-

- (a) to make any alteration, addition or amendment to this Constitution;
- (b) to wind up the Association ;
- (c) to remove a Committee Member;
- (d) to employ any person on remuneration exceeding fifteen hundred euro (€1,500) (gross) per annum;
- (e) to incur capital expenditure, whether on one or more projects, in excess of fifteen hundred euro (€1,500) in any calendar year;
- (f) to change the name of the Association.

8. Notice of General Meetings

8.1 A meeting of the Association, other than an adjourned meeting, shall be called:

- (a) in the case of the annual general meeting, by not less than 14 days' notice;
- (b) in the case of an extraordinary general meeting, by not less than 7 days' notice.

8.2 The notice of a meeting shall specify the place, date and time of the meeting, which may be by video link, and the general nature of the business to be transacted at the meeting.

8.3 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings at the meeting.

9. Votes of Members

Where a matter is being decided, every member present in person or by video link, other than student members, shall have one vote.

10. **The Committee**

10.1 The number of the Committee Members shall be not less than three (3) or greater than five (5). The first Committee Members shall be the registered Directors of Clinical Hypnotherapy Psychotherapy Association CLG at the date of establishment of the Association, being:

Anna Casey

Aidan Sloan

Mary Spierin

10.2 The chairperson of the Committee is a Committee Member who is elected by a simple majority vote of the Committee Members and may hold such office for no more than two consecutive years.

10.3 The business of the Association shall be managed by the Committee, who may exercise all such powers of the Association as are not by these Rules required to be exercised by the Association in a general meeting, subject nevertheless to the provisions of these Rules and to such directions as the Association in a general meeting may give. No such direction given by the Association in a general meeting shall invalidate any prior act of the Committee which would have been valid if that direction had not been given.

10.4 All cheques and other negotiable instruments and all receipts for moneys paid to the Association shall be signed, endorsed or otherwise executed by such person or persons and in such manner as the Committee shall from time to time by resolution determine.

10.5 The Association shall keep minutes:-

(a) of the names of the Committee Members present at each meeting of the Committee;

(b) of all resolutions and proceedings at all meetings of the Association and of the Committee.

11. **Rotation of Committee Members**

11.1 At the first Annual General Meeting of the Association and at the Annual General Meeting in every subsequent year, one Committee Member shall retire from office.

11.2 The Committee Members to retire in every year shall be the Committee Member who has been longest in office. In the case of the first Committee Members, time served as Director of Clinical Hypnotherapy Psychotherapy Association CLG (CHPA CLG) shall be counted for this purpose.

- 11.3 A retiring Committee Member shall be eligible for re-election.
- 11.4 Any person who has been a practising member of the Association for a period of three (3) consecutive years to the date of the Annual General Meeting shall be eligible for election as a Committee Member Time served as a practising member of Clinical Hypnotherapy Psychotherapy Association CLG (CHPA CLG) shall be counted for this purpose
- 11.5 The Association, at a meeting at which a Committee Member retires in manner aforesaid, may fill the vacated office by electing an eligible person thereto, and in default of the Association doing so, the retiring Committee Member shall, if offering himself or herself for re-election, be deemed to have been re-elected, unless (a) at such meeting it is expressly resolved not to fill such vacated office; or (b) a resolution for the re-election of such Committee Member has been put to the meeting and lost.
- 11.6 The Association may remove any Committee Member before the expiry of his or her period of office.
- 11.7 The Committee may at any time appoint any eligible person to be a Committee Member, either to fill a casual vacancy or as an addition to the existing Committee Members. Any Committee Member so appointed shall hold office only until the next annual general meeting, and shall then be eligible for re-election.

12. Proceedings of the Committee

- 12.1 The Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In case of equality of votes the chairperson shall have a second or casting vote.
- 12.2 The quorum for meetings of the Committee may be fixed by the Committee and, unless so fixed, shall be three (3).
- 12.3 If their number is reduced below the necessary quorum, the continuing Committee Member(s) may act for the purpose of increasing the number of Committee Members to that number or of summoning a general meeting of the Association, but for no other purpose.
- 12.4 If at any meeting the chairperson is not present within 15 minutes after the time appointed for holding it, the Committee Members present may choose one of their number to be chairperson of the meeting.
- 12.5 The Committee may delegate any of its powers to sub-committees or working groups consisting of such member or members of the Committee and such other persons as they think fit, and any sub-committee or working group so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Committee.

13. **Notices**

A notice may be given by the Association to any member either personally or by sending it by post or email to the member at his or her registered address or email address (or, if not so registered, then to the address or email address of the member last known to the Association).