

IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE PSYCHOTHERAPY

BYE LAW 1

THE ACCREDITATION COMMITTEE

Preamble:

As specified in Article 3 of the Articles of Association of the company, it is the Governing Body that has the power to admit new members to the Association. As specified in Article 5 (g), the power to determine who is to be accredited as fulfilling the conditions of membership is vested in a sub-committee of members established for that purpose. Two separate sub-committees, the Accreditation Committee and the Accreditationⁱ and Re-Accreditation Appeals Committee, shall have this latter power. The Accreditation Committee shall consider all applications for membership and determine whether or not the applicants are to be accredited as fulfilling the conditions of membership. The Accreditation and Re-Accreditation Appeals Committee shall consider all those applicants whose applications have been rejected by the Accreditation Committee and who, on valid grounds as specified in Articleⁱⁱ 13 of this Bye Law, have formally appealed that decision. The Governing Body shall admit to membership only those who either of these committees accredits as fulfilling the conditions of membership. The constitution and operation of the Accreditation Committee is dealt with in this Bye Law 1. The constitution and operation of the Accreditation and Re-Accreditation Appeals Committee is dealt with in Bye Law 1 B.

1. The Accreditation Committee shall consist of ten members of IAHIP, eight of whom have been accredited for at least three years. Four members shall be appointed to the Committee by the Governing Body, at least one of whom is a member of the Governing Body and who, or one of whom, shall be the Governing Body representative on the Accreditation Committee, with the task of liaising between the Accreditation Committee and the Governing Body and submitting regular reports to the Governing Body. Six members shall be elected by the accredited members at the Annual General Meeting or at an Extraordinary General Meeting. Appointments and elections to the Committee shall be for a period of two years and while Committee members are eligible for further appointments or elections thereto, no-one shall serve on the Committee for more than six consecutive years at a time.
2. The Accreditation Committee shall report on its activities to the Annual General Meeting or, if requested by the Governing Body or by a quarter of the membership of the Association, to an Extraordinary General Meeting.
3. The Accreditation Committee shall elect a Chairperson, an Accreditation Secretary and a Minutes Secretary from among its members and shall hold meetings and keep a record of such meetings. A copy of all such records shall be kept in the IAHIP office.
4. If it is necessary for an officer or committee member to assume an acting role in the

case of the non-availability of an officer, e.g. chair, such person shall take full authority in that role for the duration of the meeting. Other operational procedures of the Accreditation Committee (such as the number required for a quorum, target times for decisions on applications, fees, etc.) shall be determined from time to time by the Governing Body in consultation with the Accreditation Committee.

5. The function of the Accreditation Committee shall be to examine applications for membership of the Association and to determine whether or not applicants are to be accredited as fulfilling the conditions for membership as laid down in the Bye Laws that govern training, accreditation, and supervision, and such other qualitative requirements as are agreed by the Association from time to time. In carrying out its work the Accreditation Committee shall operate within the terms of the Company's Memorandum and Articles of Association and of the Company's Codes of Ethics and Practice.
 - 5.1 A secondary function of the Accreditation Committee shall be to offer advice to the Governing Body on any issues relating to Accreditation. Such advice may be offered in response to a request from the Governing Body, or at the initiative of the Committee itself. The advice of the Committee shall be considered by the Governing Body but shall not be binding on it.
6. In its deliberations, the members of the Accreditation Committee shall attach utmost importance to impartiality, fairness and respect for privacy. In particular, the names and addresses of applicants whose applications are in the course of being processed by the Accreditation Committee or any other information that might identify such applicants shall be kept private in so far as this may be practicable. Furthermore, if any member of the Accreditation Committee has such knowledge of or connection with any applicant as could cast doubt on their impartiality, that member has a duty to declare such potential prejudice and to step aside from any involvement in the consideration of the application.
7. Before making its final decision, the Accreditation Committee may seek further information from, or meet with, the applicant.
8. The Accreditation Committee may liaise with all other relevant committees of the Association. It may also, when necessary, consult with and avail of the expertise of experienced members of the Association. All such liaising and consultation must respect the privacy of the applicants and of the accreditation process.
9. The Accreditation Committee shall forward the names of each applicant whom it judges to fulfil the conditions of membership to the Membership Secretary to ascertain whether any valid reason (such as an outstanding complaint) exists to deny or postpone accreditation of that applicant. If the Membership Secretary confirms that no such reason exists, the Governing Body shall, at its next meeting, admit the applicant to membership, and the Membership Secretary shall inform the applicant that he or she has been admitted to membership.
10. Accreditation as a member of the Association is valid for five years (or for such period as the Association shall, from time to time, decide.) After that period members may apply to the Re-Accreditation Committee for re-accreditation.

11. Those whose applications have not been accepted by the Accreditation Committee shall be informed in writing by the Accreditation Secretary and a report stating the grounds for the decision shall be provided to the applicant. A copy of this report shall be kept by the Accreditation Committee and, in the event of an appeal being made, a further copy shall be made available to the Accreditation and Re-Accreditation Appeals Committee.
12. Applicants whose applications are refused shall have the right to appeal the decision to the Accreditation and Re-Accreditation Appeals Committee. When they are being informed by the Accreditation Committee of the refusal of their application, they shall be informed of this right of appeal, the grounds on which it can be lodged and the procedure for lodging an appeal.
 - 12.1 ⁱⁱⁱIf an applicant whose application has been refused by the Accreditation Committee wishes to appeal against the decision, the appeal must be made in writing. The appeal should be sealed and sent with a covering letter to the Membership Secretary of the Association for forwarding to the Accreditation and Re-Accreditation Appeals Committee. The appeal must be received at the Association's office within three calendar months of the date of the letter to the applicant communicating the decision of the Accreditation Committee to refuse his or her application. When an appeal is received it shall be acknowledged by the Membership Secretary and sent to the Accreditation and Re-Accreditation Appeals Committee.
13. An appeal can only be lodged on one, or both, of the following two grounds:
 - (a) that the Accreditation Committee departed from the requirements of the accreditation procedure or
 - (b) that the Accreditation Committee ignored or did not have available to it, through no fault of the applicant, important relevant information that would support the application.The onus will be on the appellant to demonstrate why they believe that any one of the above grounds is present.
14. The Accreditation Committee shall consult with the Governing Body to ensure that all documentation relating to accreditation is updated in line with all other Association documents.

ⁱ Ratified 15th February 2015 GB and to AGM 2015

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