

# IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE PSYCHOTHERAPY

## BYE LAW 1A

### THE RE-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 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. Three separate sub-committees, the Accreditation Committee, the Re-Accreditation Committee and the Accreditation and Re-Accreditation Appeals Committee, shall have this latter power. The Accreditation Committee shall consider all initial applications for membership and determine whether or not the applicants are to be accredited as fulfilling the conditions of membership. The Re-Accreditation Committee shall consider all applications for re-accreditation from those whose membership is due for renewal, as specified in the regulations of the Association. The Accreditation and Re-Accreditation Appeals Committee shall consider all and only those applicants whose applications have been rejected by the Accreditation Committee or the Re-Accreditation Committee and who, on valid grounds as specified in either Bye Law 1 or Bye Law 1B, as the case may be, have formally appealed that decision. The Governing Body shall admit to membership only those who one of these committees accredits as fulfilling the conditions of membership. The constitution and operation of the Accreditation Committee is dealt with in Bye Law 1. The constitution and operation of the Re-Accreditation Committee is dealt with in this Bye Law 1A. The constitution and operation of the Accreditation and Re-Accreditation Appeals Committee is dealt with in Bye Law 1B.

1. The Re-Accreditation Committee shall consist of five members of IAHIP appointed by the Governing Body, at least four of whom are re-accredited members. One member of the committee shall be a member of the Governing Body and shall be the Governing Body representative on the Re-Accreditation Committee, with the task of liaising between the Re-Accreditation Committee and the Governing Body and submitting regular reports to the Governing Body. The appointment of the representative of the Governing Body shall lapse automatically when that person leaves the Governing Body. All the other appointments to the Committee shall be for a period of three years, but may be renewed.
2. If requested by the Governing Body or by a quarter of the membership of the Association, the Re-Accreditation Committee shall report on its activities to the Annual General Meeting or to an Extraordinary General Meeting.
3. The Re-Accreditation Committee shall elect a Chairperson and a Re-  
Bye Law 1a (Re-Accreditation Committee)

Accreditation 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 Re-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 Re-Accreditation Committee.
5. The function of the Re-Accreditation Committee shall be to examine applications for re-accreditation as members of the Association and to determine whether or not applicants are to be accredited as fulfilling the Criteria for Re-Accreditation agreed by the Association from time to time. In carrying out its work the Re-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 Re-Accreditation Committee shall be to offer advice to the Governing Body on any issues relating to Re-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.
  - (i) Initial Accreditation as a Member of the Association, and each subsequent re-accreditation, shall be valid for five years (or such other time as the Association shall agree from time to time). Members who wish to continue their accreditation must apply to the Re-Accreditation Committee, using the appropriate application forms, in due time (normally six months before their accreditation is due to lapse).
  - (ii) The Association Membership Secretary and the Administrator shall endeavour to remind members to apply for re-accreditation some months in advance of the time their accreditation is due to expire, but the ultimate responsibility shall rest with the member. Members who do not submit applications for re-accreditation shall be deemed to be no longer members of the Association.
  - (iii) In cases where the Re-Accreditation Committee believes that extenuating circumstances existed which were the primary reason for the member's failure to apply for re-accreditation in due time, the Committee may, if the Governing Body agrees, treat late applications as if they had been received on time.
7. Some of the Criteria that need to be met for Re-Accreditation may differ for those seeking a first re-accreditation as opposed to those seeking subsequent re-accreditations. They may also differ for members who have not been practising as psychotherapists for one or more years. All such Criteria shall be as

determined by Bye Laws or by decisions of the Governing Body from time to time.

8. In its deliberations, the members of the Re-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 Re-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 Re-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.
9. Before making its final decision, the Re-Accreditation Committee may seek further information from, or meet with, the applicant.
10. The Re-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 re-accreditation process.
11. The Re-Accreditation Committee shall forward to the Membership Secretary the names of each applicant whom it judges to meet the criteria for re-accreditation, so that he/she may ascertain whether any valid reason (such as an outstanding complaint) exists to deny or postpone the re-accreditation of that applicant. If the Membership Secretary confirms that no such reason exists, the Governing Body shall, at its next meeting, confirm the re-accreditation of the member, and the Membership Secretary shall inform the applicant that he or she has been confirmed as a re-accredited member.
12. Those whose applications have not been accepted by the Re-Accreditation Committee shall be informed in writing by the Secretary of the Re-Accreditation Committee 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 Re-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.
13. 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 Re-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.
- 13.1 <sup>ii</sup>If an applicant whose application has been refused by the Re-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.

14. An appeal can only be lodged on one, or both, of the following two grounds:
  - (a) that the Re-Accreditation Committee departed from the requirements of the re-accreditation procedure or
  - (b) that the Re-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.
  
15. The Re-Accreditation Committee shall consult with the Governing Body to ensure that all documentation relating to re-accreditation is updated in line with all other Association documents.

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<sup>i</sup> Ratified 15<sup>th</sup> February 2015 GB and then by AGM 2015

<sup>ii</sup> Ratified 15<sup>th</sup> February 2015 GB and then by AGM 2015