

**IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE
PSYCHOTHERAPY**

BYE LAW 5A

¹THE SUPERVISION AND SUPERVISOR ACCREDITATION COMMITTEE

Preamble

The power to determine who fulfils the conditions required to be registered as an accredited supervisor of the Association is vested by the Governing Body in a sub-committee of members established for that purpose. Two separate sub-committees, the Supervision and Supervisor Accreditation Committee and the Supervisor Accreditation Appeals Committee, shall have this power. The Supervision and Supervisor Accreditation Committee shall consider all applications for registration, or re-registration, as an accredited supervisor and shall determine whether or not the applicants are to be recommended for such registration or re-registration. The Supervisor Accreditation Appeals Committee shall consider all those applicants whose applications have been rejected by the Supervision and Supervisor Accreditation Committee and who, on valid grounds as specified in clause 13 of this Bye Law, have formally appealed that decision. The Governing Body shall register as accredited supervisors of the Association only those recommended for registration, or re-registration, as accredited supervisors by one or other of these committees. The constitution and operation of the Supervision and Supervisor Accreditation Committee is dealt with in this Bye Law (5A). The constitution and operation of the Supervisor Accreditation Appeals Committee is dealt with in Bye Law 5B.

1. The Supervision and Supervisor Accreditation Committee shall normally consist of six members of IAHIP who have been accredited for at least three years. At least half of these must be accredited supervisors. The members shall be appointed to the Committee by the Governing Body. At least one Committee member shall be a member of the Governing Body and shall be the Governing Body representative on the Supervision and Supervisor Accreditation Committee, with the task of liaising between the Supervision and Supervisor 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. The other appointments to the Committee shall be for a period of two years. While Committee members are eligible for re-appointment to the Committee, no one shall serve on it for more than six consecutive years.
2. If so requested by the Governing Body or by a quarter of the membership, the Supervision and Supervisor Accreditation Committee shall report on its activities to the Annual General Meeting or to an Extraordinary General Meeting.

¹ Amendment to title of committee. Change from Supervision Committee. 14/04/2012

3. The Supervision and Supervisor Accreditation Committee shall elect a Chairperson and a 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, said person shall take full authority in that role. Other operational procedures of the Supervision and Supervisor Accreditation Committee (such as the number requires 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 Supervision and Supervisor Accreditation Committee.
5. (i) The function of the Supervision and Supervisor Accreditation Committee shall be to examine, in accordance with sub-clauses (iv) and (v) below, applications for registration, or re-registration, as accredited supervisors of the Association and to make recommendations as to which applicants should be so registered, or re-registered.

(ii) ²Anyone who is not a currently accredited member of the Association shall not be eligible for registration, or re-registration as an accredited supervisor.

(iii) ³Registration or re-registration as an accredited supervisor shall be for a period of five years, after which supervisors may apply for re-registration. The accreditation as supervisors of those who were already so accredited by the Association prior to the coming into effect of this Bye Law shall continue for five years from the date they were first accredited as supervisors, after which they may apply for re-accreditation. Any supervisor whose membership of the Association ceases shall automatically lose accreditation as a supervisor.

(iv) In the case of applications for first-time ⁴registration as a supervisor, the Supervision and Supervisor Accreditation Committee shall determine whether or not applicants fulfil the criteria ⁵specified in Bye Law 5c for registration as an accredited supervisor. Where any such applicant does not fulfil all these criteria in complete detail but provides evidence that their training, experience and standard of practice as a supervisor are equivalent to those laid down in the criteria, the Supervision and Supervisor Accreditation Committee shall be entitled to determine whether the evidence is sufficient to warrant a recommendation for registration as an accredited supervisor of the Association. Those who can show that on the 31st December 2008 they had fulfilled the conditions that were accepted by the Association at that time as sufficient for accreditation as a

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supervisor shall be recommended by the Supervision and Supervisor Accreditation Committee for accreditation as supervisors.

(v) In the case of applications for ⁶re-registration as accredited supervisors, the Supervision and Supervisor Accreditation Committee shall determine whether or not applicants fulfil the criteria ⁷for re-registration of supervisors specified in Bye Law 5d. In exceptional circumstances, where an applicant does not technically fulfil the criteria fully, but where the Committee has been satisfied that his or her work as a supervisor continues to maintain the standard required by the Association, the Committee may recommend the applicant for re-registration as an accredited supervisor. Such a recommendation shall be treated in the same way as any other recommendation for re-registration, as laid down in clause 9 below.

- ⁸5.1 A secondary function of the Supervision and Supervisor Accreditation Committee shall be to offer advice to the Governing Body on issues relating to supervision. 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 carrying out its work the Supervision and Supervisor Accreditation Committee shall take into account all relevant Bye Laws of the Association and shall operate within the terms of the Company's Memorandum and Articles of Association and of the Company's Codes of Ethics and Practice.
- 7 In its deliberations, the members of the Supervision and Supervisor Accreditation Committee shall attach utmost importance to impartiality, fairness and respect for privacy. If any member of the Committee has such knowledge of or connection with any appellant as could cast doubt on their impartiality, that member shall decline to become involved in considering that particular application. If more than two members of the Supervision and Supervisor Accreditation Committee remove themselves from a particular case in such circumstances, the Governing Body may appoint replacements for the processing of that application.
8. Before making its final decision, the Supervision and Supervisor Accreditation Committee may seek further information from, or meet with, the applicant. It may also, when appropriate, liaise with all other relevant committees of the Association and consult with, and avail of the expertise of, experienced members of the Association. All such liaising and consultation must respect the privacy of the applicant and of the application process.
9. (i) The names of applicants who have been judged by the Supervision and Supervisor Accreditation Committee to fulfil the agreed criteria for supervisor

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⁸ Make explicit the consultative and advisory role of committee 27/11/2011

accreditation, or to have an equivalent standard of training, experience, and practice as supervisors, as outlined on clause 5, sub-section (iv) above, shall be forwarded by the Secretary of the Supervision and Supervisor Accreditation Committee to the Membership Secretary of the Association along with a recommendation for accreditation as supervisors.

(ii) The names of applicants, ⁹who are being recommended by the Supervision and Supervisor Accreditation for re-registration as accredited supervisors, shall be forwarded by the Secretary of the Supervision and Supervisor Accreditation Committee to the Membership Secretary of the Association along with a recommendation for re-registration as accredited supervisors.

(iii) In the case of each applicant recommended by the Supervision and Supervisor Accreditation Committee for ¹⁰registration or re-registration as a supervisor, the Membership Secretary shall ascertain whether any valid reason (such as a complaint) exists to deny or postpone registration or re-registration of that applicant as an accredited supervisor and, if the Membership Secretary confirms that no such reason exists, the Governing Body shall, at its next meeting, declare the applicant to be an accredited supervisor of the Association and the Membership Secretary shall write to the applicant to inform them that he or she has been so ¹¹registered or re-registered.

10. The Membership Secretary shall keep records of all those who have been ¹²registered, or re-registered, as supervisors in the Association, and shall keep up to date a *Register of IAHIP Accredited Supervisors*, showing all and only those who are currently accredited as supervisors.
11. Those whose applications have been refused by the Supervision and Supervisor Accreditation Committee shall be informed in writing by the secretary of the 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 Supervision and Supervisor Accreditation Committee and, in the event of an appeal being made, a further copy shall be made available to the Supervisor Accreditation Appeals Committee.
12. Applicants for supervisor ¹³registration, or re-registration whose applications are refused by the Supervision and Supervisor Accreditation Committee, shall have the right to appeal the decision to the Supervisor Accreditation Appeals Committee. When they are being informed by the Supervision and Supervisor 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.

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13. An appeal against the refusal of an application by the Supervision and Supervisor Accreditation Committee can only be lodged on one, or both, of the following two grounds: (a) that the Supervision and Supervisor Accreditation Committee departed from the requirements of the ¹⁴registration, or re-registration, procedure or (b) that the Supervision and Supervisor Accreditation Committee ignored, or did not take adequate account of, 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 Supervision and Supervisor Accreditation Committee shall consult with the Governing Body to ensure that all documentation relating to the ¹⁵registration, and re-registration, of supervisors is updated in line with all other Association documents.

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