

# **IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE PSYCHOTHERAPY**

## **BYE LAW 1 B**

### **THE ACCREDITATION AND RE-ACCREDITATION APPEALS 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 clauses 14 and 15 of this Bye Law, 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. The constitution and operation of the Re-Accreditation Committee is dealt with in Bye Law 1 A. The constitution and operation of the Accreditation and Re-Accreditation Appeals Committee is dealt with in this Bye Law 1 B.

1. It shall be the function of the Accreditation and Re-Accreditation Appeals Committee
  - (i) to consider appeals made by those whose applications have been refused by the Accreditation Committee and to determine whether the appellant is to be accredited as fulfilling the conditions of 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
  - (ii) to consider appeals made by those whose applications for re-accreditation have been refused by the Re-Accreditation Committee and to determine whether the appellant is to be recommended for re-accreditation as fulfilling the conditions for re-accreditation agreed by the Association from time to time.

In carrying out its work the Accreditation and Re-Accreditation Appeals 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.

2. The Accreditation and Re-Accreditation Appeals Committee shall consist of five members. Four of these members shall be appointed by the Governing Body for a period of four years, such appointments being renewable at the discretion of the Governing Body. At least three of these four shall be members of IAHIP who have been accredited for at least five years. One of these four members may be a person who is not a member of IAHIP, but who has, in the judgement of the Governing Body, relevant experience in adjudicating appeals. The fifth member appointed to the Committee shall be a member of the Governing Body, and this person shall be the Governing Body's representative on the Committee serving as liaison between the Committee and the Governing Body and reporting to the Governing Body. The appointment to the Committee of the Governing Body representative shall lapse automatically when the person leaves the Governing Body.
3. When evaluating suitability for appointment to the Committee, the Governing Body shall consider persons who are known to have maturity and objectivity in their judgement-making. In the case of members of the Association this will normally be indicated by the length of time they have had such membership and the breadth and depth of their experiences within the Association, including prior, but not current, membership of the Accreditation Committee or of the Re-Accreditation Committee.
4. On its appointment the Accreditation and Re-Accreditation Appeals Committee shall meet and elect a Chairperson and an Accreditation and Re-Accreditation Appeals Secretary from among its members. Thereafter, it need meet only when there are appeals to be considered. Records of meetings shall be kept and a copy of all such records shall be kept in the IAHIP Office.
5. The Accreditation and Re-Accreditation Appeals Committee shall, if requested by the Governing Body or by a quarter of the membership of the Association, report on its activities to the Annual General Meeting or to an Extraordinary General Meeting.
6. A quorum of three members shall be required for meetings to take place. 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. Decisions on appeals shall be by majority vote of the committee. In the case of a tie, the chair shall have the casting vote.
7. Target times for decisions on appeals, and other operational issues, shall be determined from time to time by the Governing Body, in consultation with the Accreditation and Re-Accreditation Appeals Committee, with the normal target time being not more than three months.
8. In its deliberations, the members of the Accreditation and Re-Accreditation Appeals 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 appeal. If

more than two members of the Accreditation and Re-Accreditation Appeals Committee remove themselves from a particular case because of a conflict of interest, the Governing Body shall appoint replacements for the processing of that case.

9. In its consideration of appeals the Accreditation and Re-Accreditation Appeals Committee shall consider the appellant's original application, the reasons for its refusal as given in the report of the Accreditation Committee, or of the Re-Accreditation Committee, and the written appeal. Prior to making its final decision, the Accreditation and Re-Accreditation Appeals Committee may seek further information from, or meet with, the appellant. It may also seek further information from, or meet with, the Accreditation Committee as a whole, or particular members of the Accreditation Committee, or in the case of re-accreditation, with the Re-Accreditation Committee as a whole or with particular members of it.
10. The Accreditation and Re-Accreditation Appeals 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 confidentiality of the appellant and of the appeals process.
11. The decisions that can be reached by the Accreditation and Re-Accreditation Appeals Committee are limited to the following:
  - that the appeal is to be upheld
  - that the appeal is to be rejected
  - that the appeal is to be rejected but with a recommendation that the appellant might proceed towards accreditation, or re-accreditation, in the future, and a suggestion about how they might accomplish this. (When this option is chosen, the appellant shall be advised that any revised application should go to the Accreditation Committee, or in the case of re-accreditation to the Re-Accreditation Committee, where it will be treated as a new application.)
12. The decision of the Accreditation and Re-Accreditation Appeals Committee on an appeal shall be treated by the Association as final.
13. If an applicant whose application has been refused by the Accreditation Committee or 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 or the Re-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 against a decision of the Accreditation Committee may only be lodged on one, or both, of the following two grounds:

- (i) that the Accreditation Committee departed from the requirements of the accreditation procedure
- (ii) 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.

15. An appeal against a decision of the Re-Accreditation Committee may only be lodged on one, or both, of the following two grounds:
- (i) that the Re-Accreditation Committee departed from the requirements of the re-accreditation procedure
  - (ii) 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.

16. Upon reaching a decision on an appeal the Accreditation and Re-Accreditation Appeals Committee shall compile a report which gives details of how and why the committee reached its decision, giving reasons and indicating what were the key factors that influenced the committee's decision and how relevant criteria were applied in reaching the decision. A copy of each report shall be retained and stored as a private document in the Association's offices. A copy shall also be made available on a private basis to the Accreditation Committee or to the Re-Accreditation Committee (depending on which committee is involved).
17. Those whose appeals have not been accepted by the Accreditation and Re-Accreditation Appeals Committee shall be informed in writing by the Accreditation and Re-Accreditation Appeals Secretary and shall be sent a report stating the reasons for the decision.
18. The names and addresses of appellants whose appeals are successful shall be given to the Membership Secretary of the Association who shall ascertain whether any valid reason (such as a complaint) exists to deny or postpone admission to membership of that applicant, or re-accreditation as a member. If no such reason exists, the Governing Body shall admit the applicant to membership, or confirm their re-accreditation, at its next meeting. After admission to membership, or confirmation of re-accreditation, by the Governing Body, the Membership Secretary shall write to the appellant to inform them that their appeal was successful and that they have been admitted to membership, or have been re-accredited, (as appropriate).
19. The Accreditation and Re-Accreditation Appeals Committee shall consult with the Governing Body to ensure that all documentation relating to accreditation, re-accreditation, and appeals is updated in line with all other Association documents.

*Ratified by GB 08/11/2009 – (Carried AGM 2010) Amended 07/03/2015*

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