

**IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE
PSYCHOTHERAPY**

BYE LAW 5B

THE SUPERVISOR ACCREDITATION APPEALS 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 ¹Supervision 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 14 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 Bye Law 5A. The constitution and operation of the Supervisor Accreditation Appeals Committee is dealt with in this Bye Law 5B.

1. The Supervisor Accreditation Appeals Committee shall consist of five members appointed by the Governing Body. Four of the members shall be members of IAHIP who have been accredited for at least five years, and at least three of whom have been accredited as supervisors by the Association. They shall not be currently members of the Supervision and Supervisor Accreditation Committee but, in so far as this is practical, they shall have had experience on that Committee or on what was known, prior to the passing of this Bye Law and Bye Law 5A, as the *Supervision Committee* of the Association. Their appointment shall be for a period of four years, and shall be renewable at the discretion of the Governing Body. One member of the Committee shall be a member of the Governing Body and this person shall be the Governing Body's representative on the Committee and shall serve as liaison between the Committee and the Governing Body and report to the Governing Body. The appointment of the representative of the Governing Body shall lapse automatically when that person leaves the Governing Body.

¹ Change of name from Supervision Committee 15/04/2012

2. On its appointment the Supervisor Accreditation Appeals Committee shall meet and elect a Chairperson and a Supervision 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.
3. If so requested by the Governing Body, or by a quarter of the membership of the Association, the Supervisor Accreditation Appeals Committee shall report on its activities to the Annual General Meeting or to an Extraordinary General Meeting.
4. 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.
5. 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 Supervisor Accreditation Appeals Committee , with the normal target time being not more than three months.
6.
 - (i) The function of the Supervisor Accreditation Appeals Committee shall be to consider appeals from those whose applications for registration, or re-registration, as accredited supervisors of the Association have been refused by the Supervision and Supervisor Accreditation Committee, and to make recommendations to the Governing Body as to whether or not the appeals should be upheld and the applicants registered, or re-registered, as accredited supervisors of the Association.
 - (ii) The Supervisor Accreditation Appeals Committee shall consider an appeal in detail if, and only if, it is based on the grounds named in clause 14 of this Bye Law.
 - (iii) The Committee shall base its decision on the merit of the appeal on a review of the original application, the report of the Supervision and Supervisor Accreditation Committee, and the written appeal. It shall consider these in the light of the normal criteria for accreditation, or re-accreditation, agreed by the Association and, where appropriate, in the light of the provisions for evidence of equivalence to the meeting of these criteria of the appellant's training, experience, and standard of practice referred to in clause 5(iv) of Bye Law 5A.
7. In carrying out its work the Supervisor Accreditation Appeals 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.

8. In its deliberations, the members of the Supervisor 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 Supervisor Accreditation Appeals Committee remove themselves from a particular case in such circumstances, the Governing Body may appoint replacements for the processing of that case.
9. Prior to making its final decision on each case, the Supervisor Accreditation Appeals Committee may seek further information from, or meet with, the appellant or applicant. It may also seek further information from, or meet with, the Supervision and Supervisor Accreditation Committee as a whole, or with particular members of the Supervision and Supervisor Accreditation Committee.
10. The Supervisor Accreditation Appeals Committee may liaise with all other relevant committees of the Association. It may also, when appropriate, consult with and avail of the expertise of experienced members of the Association. All such liaising and consultation must respect the privacy of the appellant and of the appeals process
11. The decisions that can be reached by the Supervisor Accreditation Appeals Committee are limited to the following:
 - (i) that the appeal is to be upheld
 - (ii) that the appeal is to be rejected
 - (iii) that the appeal is to be rejected but with a recommendation that the appellant might proceed towards accreditation, or re-accreditation, as a supervisor in the future, and a suggestion about how they might accomplish this. (When this option is chosen, the appellant shall be informed of this and shall be advised that any revised application should go to the Supervision and Supervisor Accreditation Committee where it will be treated as a new application.)
12. The decision of the Supervisor 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 Supervision and Supervisor Accreditation Committee wishes to appeal against the decision, the appeal must be made in writing, stating the grounds for the appeal. The appeal should be sealed and sent with a covering letter to the Membership Secretary of the Association for forwarding to the Supervisor 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 Supervision and Supervisor 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 Supervisor Accreditation Appeals

Committee.

14. An appeal may only be lodged on one, or both, of the following two grounds:
 - (i) that the Supervision and Supervisor Accreditation Committee departed from the requirements of the accreditation procedure or
 - (ii) 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 shall be on the appellant to demonstrate why they believe that any one of the above grounds is present.
15. Upon reaching a decision on an appeal the Supervisor Accreditation Appeals Committee shall compile a report which gives details of how and why the committee reached its decision, 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 Supervision and Supervisor Accreditation Committee.
16. When an appeal is upheld by the Supervisor Accreditation Appeals Committee, the Committee shall inform the Governing Body that it is recommending him or her for supervisor accreditation. The Membership Secretary shall then 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 accredited or re-accredited.
17. Those who have appealed the decision of the Supervision and Supervisor Accreditation Committee and whose appeals have *not* been accepted by the Supervisor Accreditation Appeals Committee shall be informed in writing by the Secretary of the Supervisor Accreditation Appeals Committee and shall be sent a report stating the reasons for the decision.
18. The Supervisor Accreditation Appeals Committee shall consult with the Governing Body to ensure that all documentation relating to accreditation, and re-accreditation, of Supervisors, and to appeals concerning these, is updated in line with all other Association documents.