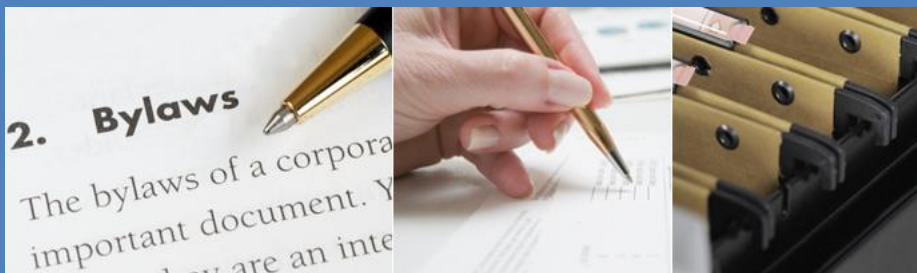


EAGT

BYLAW (By-law)



EUROPEAN ASSOCIATION for GESTALT THERAPY

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European Association for Gestalt Therapy
Established 1985

EAGT – Offices:
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ABN / AMRO bank | Gustav Mahlerlaan 10 | 1082 PP Amsterdam | The Netherlands |
BIC (Bank Identifier Code): ABNANL2A | IBAN (International Bank Account Number):
NL05ABNA0603868053

Definitions

The Association was originally founded on May 5th, 1985, in Hückeswagen, Germany as a non-profit organisation.

In these bylaws it is understood to mean:

- Bylaw: a law or rule governing the internal affairs of an organisation;
- the association: The European Association for Gestalt Therapy (EAGT), seated In Nieuw Buinen, registered at the Chamber of Commerce in Groningen, under number 55854117;
- the statutes: the statutes of the association, as documented in a deed which passes on August 13th, 2012 at Dijkstra Jansen Bergman notaries in Stadskanaal, the Netherlands;
- the Executive Committee: the Executive Committee as meant in section 9 of the statutes;
- the General Board: the General Board as meant in these bylaws (see paragraph the General Board);
- aims and objectives: aims and objectives as meant in section 2 of the statutes;

Policy

The policy is documented in a policy plan:

- this policy plan will annually be updated and renewed.
- Each new version of the policy plan will be affected at the time the plan was approved by the general meeting of members (GMM).
- The policy plan contains (or is complemented) with an annual plan and an annual budget.

Organs of the Association

The organs of the association are – in alphabetical order:

- **The Complaints Committee**
- **The Ethical Committee;**
- **The Executive Committee;**
- **The General Board;**
- **The Gestalt Practitioners in Organisations Committee;**
- **The Training Standards Committee;**
- **The Human Rights and Social Responsibility Committee;**
- **The General Meeting of Members;**
- **The Professional Competences and Qualitative Standards Committee;**
- **The Research Committee;**
- **The Training Institutes Chamber.**

The General Board

The General Board is the governing board of EAGT. The board consists of both the members of the Executive Committee, the representatives of National Associations of Gestalt Therapy (NOGTs) and chairs of committees.

- The General Board leads the policy of EAGT and follows the aims of the Association and the decisions of the Meeting of the Members. It gives the Executive Committee guidelines for executing EAGT's policy.
- The General Board shall consist of the delegates of National Associations of Gestalt Therapy (NOGTs), the Executive Committee and chairs of committees. The delegates of the NOGTs are appointed by them (NOGT's). It is expected that the delegates stay at least for a period of 3 years, to give to the board continuity, but with a maximum 9 years.
- The General Board meetings shall be convened if the interest of the association shall so demand (at least once per year), or if one third of its members shall demand convening in writing, indicating the purpose thereof and reasons therefore.
- The General Board is chaired by the President in her/his absence by the vice-president.
- The General Board shall adopt its resolutions by way of a simple majority and shall devise its own rules of procedure.
- The NOGT representatives, members and chairs of committees are full members of EAGT.

Tasks and competences of General Board members:

- Is an active participant of the 'Think Tank' function of the General Board.
- Is actively involved in collaboratively mapping out policy and executing it.
- Is the linking chain between the organisations at national level and EAGT on European level.
- Represents organisations at national level within the board of EAGT and is capable to make a translation turn on European level.
- Is informed of developments in the field of Gestalt therapy and/or GPO at national level as well to content as to politics.
- Is the 'face' of EAGT at national level.
- Promotes EAGT to Gestalt therapists and GPO's and inspires them to become a member of EAGT.
- Informs the NOGT about EAGT vacancies and proposes and/or puts forward persons for these vacancies.

Tasks and competences of Training Institutes Chamber (TIC) members:

- Is an active participant of the 'Think Tank' function of the training institutes chamber.
- Is actively involved in collaboratively mapping out policy and executing it.
- Is the linking chain between the training institutes at national level and EAGT on European level.
- Is informed of developments in the field of Gestalt therapy and/or GPO at national level as well to content as to politics.
- Is the 'face' of EAGT at national level.
- Promotes EAGT to Gestalt therapists and GPO's and inspires them to become a member of EAGT.
- Informs the training institute about EAGT vacancies and proposes and/or puts forward persons for these vacancies.
- Must be a full member of EAGT

Tasks and competences of the Executive Committee

The Executive Committee

- Governs and represents the association;
- Takes management decisions (see section management decisions in these bylaws)
- Assists, maintains and develops policy and is actively involved with that, in collaboration with other members of Executive Committee;
- Coordinates committees within EAGT;
- Supports as necessary, other members of the Executive Committee;
- Is informed of the developments in the field of Gestalt therapy on European level and is capable to contribute to that;
- Promotes EAGT to Gestalt therapists and Gestalt practitioners in organisations and inspires them to become a member of EAGT;
- Only legal persons may be seated in the Executive Committee;
- The Executive Committee members shall be elected for 3 years. They shall remain in office until new elections have taken place. Re-election shall be permitted for a maximum of 2 periods (with a maximum of 9 years).
- Appoints an employee;
- Is liable for the occurring activities of the employee during the working time;
- Provides the employee with good working circumstances.
- Are individual full members of EAGT.
- Represents the EAGT on a European level within the EAP, and other important professional and political organisations and groups, relevant to pursuit of the purposes and goals of EAGT.

The President

- The president is a member of the Executive Committee and General Board and *ex officio* member of all EAGT committees;
- Represents the EAGT on a European level within the EAP, and other important professional and political organisations and groups, relevant to pursuit of the purposes and goals of EAGT;
- Is point of mutual interest and 'face' outside the organisation;
- Is informed and knowledgeable of the broad spectrum of developments in the field of Gestalt therapy on a European level and international level;
- Creates the agenda, in collaboration with other officers, and then chairs the Executive Committee and the General Board meeting and appoints a member of the General Board to chair the general meeting for members;
- Is *primus inter pares* (first among equals) in shaping and guiding policy;
- Together with other officers checks draft minutes of Executive Committee, General Board and annual general meeting, and is ultimately responsible for 'signing them off' and circulating the final copies;

- Promotes EAGT to Gestalt therapists and Gestalt practitioners in organisations and inspires them to become a member of EAGT;
- Contributes to the newsletter by way of a Presidents letter to members;
- The president puts EAGT first and foremost before any other professional interests or affiliations and acts impartially in dealing with any disputes or conflict of interests between competing Gestalt organisations or individuals;
- Supports the construction of NOGT's in those countries where they do not yet exist.
- Formulates, in good consultation with the secretary and the treasurer, the policy plan and revises it annually, prior to the general meeting for members;
- Ensures that decisions are taken in accordance with the law, the statutes and these bylaws;
- Ensures that Executive Committee and General Board members fulfil their duties properly and addresses them about it if this is not the case.

The Vice President

- The Vice President is a member of the Executive Committee and General Board and *ex officio* member of all EAGT committees;
- In the absence of the president the vice president will temporarily take over the tasks of the president. In the absence of the vice president a member of the Executive Committee will temporarily take over the tasks of the vice president.
- Is point of mutual interest and 'face' outside the organisation;
- Is informed and knowledgeable of the broad spectrum of developments in the field of Gestalt therapy on a European level and international level;
- Is *primus inter pares* (first among equals) in shaping and guiding policy in the absence of the president;
- Creates the agenda, in absence of the president and in collaboration with other officers, and then chairs the Executive Committee, General Board and annual general meeting;
- Together with other officers checks draft minutes of Executive Committee, General Board and Annual General Meeting, and is ultimately responsible for 'signing them off' and circulating the final copies;
- Promotes EAGT to Gestalt therapists and GPO's and inspires them to become a member of EAGT;
- Contributes to the newsletter by way of a Presidents letter to members;
- The vice president puts EAGT first and foremost before any other professional interests or affiliations and acts impartially in dealing with any disputes or conflict of interests between competing Gestalt organisations or individuals;
- Supports the construction of NOGT's in those countries where they do not yet exist.
- Formulates, in good consultation with the secretary and the treasurer, the policy plan and revises it annually, prior to the annual general meeting;
- Ensures that decisions are taken in accordance with the law, the statutes and these bylaws
- Ensures that Executive Committee and General Board members fulfil their duties properly and addresses them about it if this is not the case.

The Treasurer

- Is a member of the Executive Committee
- Performs the financial administration
- Manages cash, bank accounts and any savings;
- Manages the inventory and the inventory determines whether and under what conditions will be loaned inventory and ensure return delivery;
- Maintains contacts with sponsors and grant providers
- Monitors and reviews the finances of EAGT and is responsible for drawing up the budget
- In collaboration with the Executive Committee guides and directs the financial policy with an estimate as a an important part of that
- Prepares the financial annual report (a fiscal year shall be the calendar year)

- Is responsible for oversight of the execution of financial policy
- Is the external contact regarding finances
- Makes payments for EAGT
- Is responsible for collecting various kinds and levels of fees
- Is responsible for staff policy in collaboration with the Executive Committee
- Develops policy for donations, joint membership and scholarship fund
- Takes care of the annual accountants control
- Is responsible for the members administration
- Promotes EAGT to Gestalt therapists and GPO's and inspires them to become a member of EAGT

The Secretary

- Is a member of Executive Committee
- Is responsible for EAGT correspondence
- Is responsible for compiling the draft minutes of the various meetings in which minimally is stated:
 - The date and place of the meeting;
 - The present and absent Executive Committee members, General Board members and members of the general meeting;
 - The provided mandates;
 - The decisions taken.
- Maintains the policy plan and is actively involved within the Executive Committee in developing policy on organisational level
- Is responsible for drafting the content of the annual report together with the president
- Is informed and knowledgeable of the developments in the field of Gestalt therapy on European level.
- Is primarily responsible for processing the resignation and joining of committee/board members
- Prepares the meetings together with the president or vice-president
- Works closely together with office manager in the preparation of meetings and related matters
- Is point of mutual interest for the organisation of a conference in case of tasks referring to EAGT
- Promotes EAGT to Gestalt therapists and GPO's and inspires them to become a member of EAGT
- Deals with the accreditation and re-accreditation of individual members and professional associations.

The NOGT's/PR officer

- Is a member of Executive Committee
- Supports in cooperation with (vice-) president the building of NOGT's in those countries where they do not yet exist
- Guides and leads PR policy in collaboration with EC
- Deals with the accreditation and re-accreditation of NOGT's
- Is responsible for the execution of PR policy in collaboration with the Executive Committee
- Is responsible for website, newsletter, ads, folder material and certificates in collaboration with the treasurer and office manager
- Is the 'face' for EAGT with regards to PR matters, in collaboration with the President and Vice President
- Makes a PR and NOGT's (re)-accreditation annual report
- Informs her/himself and makes use of the developments and opportunities with regards the PR
- Broadens and deepens external relations (maintains, with regards to this contact with webmaster and editor)
- Promotes EAGT to Gestalt therapists and GPO's and inspires them to become a member of EAGT

The chair of the Training Standards Committee

- Is a member of the Executive Committee
- Chairs the training standards committee
- Deals with the accreditation and re-accreditation of training institutes
- Is working in accordance with the training standards procedure

- Formulates, in good consultation with the training standards committee, the training standards paper and if needed revises it, prior to the general meeting of members;
- Promotes EAGT to Gestalt therapists and GPO's and inspires them to become a member of EAGT;
- Is the mutual point of interest of the committee s/he chairs in the board
- Is responsible for the progress of the work of the committee
- Is responsible for the budget in close collaboration with the treasurer
- Makes an annual report of the activities
- Provides an interim written report to the General Board

The chair of the GPO (Gestalt Practitioner in Organisations) Committee

- Is a member of the Executive Committee
- Chairs the GPO committee
- Deals with the accreditation and re-accreditation of Training Institutes
- Is working in accordance with the GPO handbook
- Formulates, in good consultation with the GPO committee, the GPO handbook and if needed revises it, prior to the general meeting of members;
- Promotes EAGT to Gestalt therapist and GPO's and inspires them to become a member of EAGT;
- Is the mutual point of interest of the committee s/he chairs in the board
- Is responsible for the progress of the work of the committee
- Is responsible for the budget in close collaboration with the treasurer
- Makes an annual report of the activities
- Provides an interim written report to the General Board

Advisory Board:

- The advisory board consists of former EAGT presidents and the board will be approached by the Executive Committee for impartial advise, knowledge and support.

Management Decisions of the Executive Committee

The Executive Committee:

- The president takes, if needed, with at least two executive committee members decisions that tolerate no delay, and informs the other remaining Executive Committee members at the earliest opportunity of such decisions
- Are according to Dutch laws jointly and severally liable to the moment that these ad hoc decisions are ratified at a committee meeting
- Takes all other decisions following board meetings and general meetings for members
- Follows the voting procedure as meant in the voting procedure

Tasks and competences of Ethics Committee members (chair included):

The Ethics Committee

- Is responsible for the execution of the Code of Ethics and the Complaints and Appeals Procedure,
- Facilitates periodically – 3 or 5 years – the review of the Code of Ethics in the light of practical application and, if necessary, make recommendations of change,
- Is responsible for maintaining an overview of the Code of Ethics and Complaints Procedures for NOGT's and, if relevant, NAO's (this is a quote from our Code)
- Is responsible for evaluating Ethical Codes and Complaints Procedures of training institutes, NOGT's, Professional organisations and if relevant NAO's in the process of EAGT accreditation and reviews them in the light of the EAGT Ethical Code and Complaints Procedures,
- Can give advise – consulted or not - or make comments concerning ethical matters within the EAGT,
- Seeks to exchange cultural views and practices concerning ethical aspects of the work of Gestalt therapists and / or GPO's between the various nations of the EAGT members and their organisations,
- Seeks ways to stimulate discussions about ethics in articles, workshops and panels within the EAGT.
- Are individual full members of EAGT.

Tasks and competences of Appeals coordinator:

- The Appeals Co-ordinator is full member of EAGT.
- S/he determines whether there is a just cause for appeal and then appoints an Appeals Panel of which s/he is a member.
- In case of personal involvement with either of the parties s/he appoints a deputy who is an EAGT full member, to handle the case neutrally;
- s/he studies the submitted case and analyses content;
- s/he evaluates the file on formal procedural rules and legal aspects;
- s/he is obliged to consult with all parties involved in the relevant case
- s/he comes with a final conclusion.

Tasks and competences of Complaints Committee members (chair included):

- s/he handles complaints (settling, collecting, recording and reporting);
- s/he translates the complaints- and appeals policy into procedures and requirements;
- s/he notices bottlenecks with respect to the complaint process.
- s/he obtained experience through training and/or experience;
- s/he has knowledge in the field of complaints reception, complaints mediation and complaints handling;
- s/he is precise and accurate;
- s/he has good verbal and written communication skills;
- s/he has empathy and diplomatic action to bridge opposing interests;
- s/he is full member of EAGT

Tasks and competences of Advisory Board:

- The Advisory Board is a full / honorary member of EAGT.
- In case of personal involvement with either of the parties s/he appoints a deputy who is an EAGT full member, to handle the case neutrally;
- they study the submitted case and analyse content;
- they evaluate the case on formal procedural rules and legal aspects;
- they come with a recommendation/final conclusion.

Tasks and competences of all EAGT Committee members (chairs included):

- It is expected that committee members stay at least for a period of 3 years, to give to the committee continuity, but with a maximum 9 years.
- It is expected that committee members are active participants of the 'Think Tank' function of the committee s/he is seated in
- Informs him/herself by reading all EAGT information there is
- Is actively involved in collaboratively mapping out policy and executing it
- Is informed of developments in the field of Gestalt therapy and/or GPO at national level as well to content as to politics
- Is the 'face' of EAGT
- Promotes EAGT to Gestalt therapists and inspires them to become a member of EAGT
- Must be an individual member of EAGT

General information for all committee members / General board members

In case a committee member does not respond on sent emails at all, the following actions will be taken:

- A meeting shall take place (by Skype) concerning the functioning of the committee member / General Board member on initiative of the chair of that committee or EAGT president
- In case of no approval can be seen, an assessment meeting (by Skype), in consultation with the Executive committee, will take place
- When after the both aforementioned items still no response or approval can be seen, sanctions will be taken by informing the person via registered mail s/he will be excluded from the committee / general board

The General Meeting of Members shall have the following duties:

- The general meeting of members shall (re)-elect members and chairs of all EAGT committees every three years. They can be re-elected for two subsequent periods at most (with a maximum of 9 years).

Candidacy and Election procedure:

In case a post within EAGT becomes vacant this will be notified as soon as possible to the Executive Committee.

Vacancies are only open to full members of the EAGT.

The vacancy will be published in the EAGT newsletter, on EAGT website and on EAGT's Facebook page. The following points are included in the vacancy:

- job profile
- where information can be obtained about the vacant position
- how to react
- what to deliver (CV + recommendation of at least 2 full members) and
- within which timeframe

All candidates who responded will receive a receipt via e-mail.

A selection committee determines whether the candidate meets the job profile. The selection committee consists of a member of the Executive Committee and the chairperson of the committee where the vacancy occurs possibly supplemented by a member of the General Board.

Candidates who meet the job profile will be notified and will be asked to present themselves in the newsletter and/or on the website.

Candidates also receive notice of the voting procedure (important if multiple candidates).

We prefer receiving the aforementioned details 3 months prior to the annual general meeting to inform our members of your candidacy in our Newsletter.

In case no responses are received until the general meeting for members, the General Board will accordingly be informed and actively informs the NOGTs about the vacancy and proposes and/or puts forward persons for that vacancy.

The procedure starts anew and the open post remains vacant in case no-one applied to the vacancy and/or was found. Voting shall take place in accordance with the voting procedure at the general meeting of members. Candidates will be appointed by a majority of votes.

To ensure and guarantee the continuity of the association, a new president will be elected one year before the end of the term of the president in charge.

The elected president enters the Executive Committee, as a member with voting rights, one year before taking her/his role of president.

Voting procedure

Before the opening of the general meeting of members the number of votes will be determined (present entitled votes and proxy votes). Also before the actual voting, the voting procedure will be determined. The voting procedure will be held in writing by using voting cards.

The procedure with 1 candidate:

1. The entitled and proxy votes will vote (first round);
2. The candidate will be appointed with 50% + 1 or more of the votes;
3. At an outcome of less than 50% + 1 there are 2 options:
 1. Voluntary withdrawal of the candidate or;
 2. A second voting round will follow, after which the candidate will be appointed regardless the outcome.

P.S. It is possible to abstain a vote. To come to a decision, only the votes in favour of the candidate will count.

The procedure with 2 candidates:

- The entitled and proxy votes will vote (first round);
- The candidate will be appointed with 50% plus 1 or more of the votes;
- When the votes are equally divided a second voting round will follow;
- The candidate with the majority of the votes will be appointed;

The procedure with 3 or more candidates:

- The entitled and proxy votes will vote (first round);
- The candidate who will have 50% + 1 or more of the votes will be appointed after the first round;
- In case none of the candidates reaches 50% + 1 or more of the votes, a second voting round will follow;
- Candidates who would like to voluntarily withdraw themselves can let this known before the second voting round;
- The candidate with the majority of the votes after the second voting round will be appointed;
- In case the votes are equally divided (the remaining candidates have the same number of votes) the number of votes of the first and second round will be added up. The candidate with a majority of votes will be appointed.

Financial matters:

Refunds of Expenditures:

- o All costs for Executive Committee members and office manager will be reimbursed (travelling- and lodging expenses) by sending in the refund form, which will be send to one upon request by the office manager. By purchasing the ticket early costs will not become too high.
- o Other committees (see also '*Financial definition for committees*' below) will be reimbursed for travelling expenses and 1 hotel overnight by sending in the refund form, which will be send to one upon request by the office manager. Committees shall not exceed their budgeted budget. Chairs of committees are responsible and will guard the budget is not exceeded. By purchasing the ticket early costs will not become too high.
 - o Proposal travelling costs: travelling per public transportation is refunded by EAGT. When and if travelling per public transportation is not possible or takes, out of proportion, much time, one can make use of her/his own transportation. The travelled kilometres can be declared. Price per driven kilometer will be € 0,16 per kilometer. If one chooses to drive by car if one finds this more comfortable, s/he can one can only declare the costs for public transportation.
 - o When someone is not able to attend the meeting s/he can get refunded only with reason why s/he cannot attend the meeting. In case accommodation is reserved please note the cancellation policy of the hotel because if possible use this policy instead on asking for refund of EAGT.
 - o Chairs of committees are responsible and will guard that the budgeted budget will not exceeds.
 - o During an EAGT conference year committees might have a second meeting in that year. If that is the case, committee members can claim a refund of expenditures for this second meeting of max. € 150,-, the same amount as GB members can claim.
- o The refund for attending the General Board is € 150,- per present meeting and only when the refund form has been send to the office of EAGT.
- o EAGT will take care of the costs for lunch and 1 joint dinner during the meetings (for the entire General Board).
- o One can only get refunded in the same financial and fiscal year.
- o It is not possible to receive more than one refund per present meeting when working in double functions.
- o When foreign currency has to be converted into Euro or the other way around the following link will be used <https://www.abnamro.nl/nl/grootzakelijk/producten/treasury/valutacentrum/valutacalculator-berekenen.html> for actual currency rates.

Financial guidelines for meals:

- o Lunch: € 15,= to € 20,=
- o Dinner: € 30,= to € 40,= This amount includes drinks. If costs for dinner are higher than the guideline price, this will be proportional deducted from the refund of expenditures.

Financial guidelines for lodging:

- o Single room per night € 110,= to € 120,=¹
- o Double rooms are relatively cheaper, but just in case: a double room cannot be more expensive than € 200,=.

Financial guidelines for conference rooms:

- o € 100,= per part-time. This amount includes refreshments (coffee/tea/water) + equipment.

Financial guidelines for guests:

- o EAGT has always been a generous host for guests. Being generous is making of EAGT an open organisation, besides that, inviting guests is just cosy and often informative. Guests are and stay welcome! However, the **personal host** is financially responsible for the invited guest. In other words: **the party involved is responsible and will consult this financially with the treasurer.**

¹ When hotel is more pricy, one should pay the difference her/himself (this counts also for double rooms)

Financial guidelines for meeting places:

- It is financially attractive to make use of meeting places that are relatively cheap. EAGT has a fixed weekend and country - weekend of week 9 and in The Netherlands - for its 'Spring' meetings.

Financial definition for committees:

Committees will only be eligible for reimbursement if that committee is founded, voted on in the general meeting for members and recorded in our minutes. There has to be a yearly budget. This scenario applies also for official working groups.

Financial guidelines for donations of voluntary levy's:

1. The voluntary levy of 10%, which is added to the yearly sent invoices, is intended for EAGT projects. Twice a year - a chair of a committee can, on behalf of that committee, apply for projects. The procedure is as following:
 - The committee chair will send to the office of EAGT a detailed project according to the questionnaire which is available as download on the EAGT website.
2. The Project proposal(s) will be assessed by the Executive Committee that can support it or not. The projects are submitted to the General Board that discusses these projects, considers the recommendation of the Executive Committee and decides whether to finance and to support it or not.

Advertising policy:

- EAGT will announce national conferences of NOGTs for free on our calendar on the EAGT website
- EAGT will not spread any emails to all EAGT members for the NOGT
- EAGT will spread emails (advertisements) for Training Institutes and/or NOGTs to its members but this will be forwarded as an attachment and in the mail will be written '*that this concerns a paid advertisement*'.
Tariff is € 100,- per spread email and will be paid in advance
- EAGT reserves the right to refuse advertisements
- Tariffs for advertisements in the EAGT digital Newsletter:
 - € 250,= A4 page
 - € 175,= half A4-page
 - € 100,= quarter A4-page

Membership(s):

According to our statutes associate members are individuals who have started a training in Gestalt therapy or Gestalt practitioners in organisations in Institutes, which are members of the EAGT.

In Associate membership there will be 3 membership categories:

1. For individuals who do not (yet) meet the EAGT criteria for full membership.
2. Associate membership for students is a chance for trainees to become EAGT members in combination with a lower fee: the entry fee is € 20,- per year with a maximum of 4 calendar years and will then automatically be converted into the aforementioned membership which comes to € 65,- per year.
3. For individuals who have reached at least the age of 60 and ask for the privilege of retired membership do not have to proof hours unless they are active as trainer or supervisor.

Approved by the meeting of members in London on September 20th, 2014
Approved by the meeting of members in Taormina on September 22nd, 2016
Approved by the meeting of members in Bucharest on September 16th, 2017
Approved by the meeting of members in Budapest on October 6th, 2018