

**International Non-Profit Association
"International Society for Bonding Psychotherapy (ISBP)"**

INTERNAL REGULATIONS
28/02/2011

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MEMBERSHIP CATEGORIES

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Any person who automatically becomes a member based on article 5 of the articles of association shall be a member in the same capacity as under their membership with regional associations (ESBP, ASBP).

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There are 4 membership categories: 1. bonding psychotherapist in training members, 2. assistant bonding psychotherapist members, 3. bonding psychotherapist members, 4. bonding psychotherapist trainer members.

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SPECIAL TITLES

1. HONORARY CHAIRMAN

This title shall be strictly reserved for a chairman who has made extraordinary efforts in the development of the ISBP. This membership title shall be held for life and shall exempt the person from paying any membership fees. The honorary chairman shall be elected by the General Assembly by unanimous vote while voting on a unanimous motion presented by the Board of Directors. There can only be one honorary chairman. The honorary chairman shall hold voting rights.

2. HONORARY MEMBER

This title shall be reserved for any member who has made extraordinary efforts in the development of bonding psychotherapy at any level. This membership title shall be held for life and shall exempt the person from paying any membership fees. An honorary member shall be elected by the General Assembly with a majority of votes while voting on a unanimous motion presented by the Board of Directors. An honorary member shall hold voting rights.

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CONSULTATION PROCEDURE FOR THE GENERAL ASSEMBLY REGISTER

1. All documents of the association shall be available from the member pages on the association's website and shall be accessible to all members.

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2. The articles of association, annual reports and financial reports shall be available for perusal from the website's public pages.

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FEES AND CONTRIBUTIONS

1. ANNUAL FEES
The annual fee is EUR15 for European members and USD15 for American members.
2. PAYMENT
All payments shall be made in Euros by transfer into the following account number of ISBP: 475-2090891-72 with KBC Bank, Moerkerksesteenweg, 8310 Bruges (Belgium)
IBAN: BE38 4752 0908 9172
BIC: KREDBEBB
All bank charges shall be borne by the payer.

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BUREAU

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COMPOSITION, ORGANISATION AND AUTHORITIES OF THE BUREAU

1. CHAIRMAN
Chairmen and Vice-Chairmen of the ESBP and the ASBP shall alternate every four years in presiding the ISBP side-by-side in view of the biannual international conference, i.e. the Chairman in office shall represent one association while the Vice-Chairman in office shall represent the other (ESBP and ASBP).
The Chairman shall preside all meetings of the General Assembly, the Board of Directors and the Bureau and shall be entitled to vote as a member in all committees. The Chairman shall be the General Director of the ISBP and shall supervise, monitor and direct, with consent from the Board of Directors, all matters and affairs of the ISBP. He shall present the annual report during the annual meeting of the ISBP. The Chairman shall also assume any other tasks that are a necessary or logical result from his chairmanship.
2. VICE-CHAIRMAN
In event of death or absence of the Chairman, or in the event that said Chairman is unable to preside for whichever reason, the Vice-Chairman shall assume all tasks of the former. The Vice-Chairman shall assist the Chairman in all duties as may from time to time be delegated by the latter.
3. SECRETARY
The Secretary shall be responsible for drawing up and sending out notices for all meetings held by the ISBP and its committees, and shall attend every one of said meetings. The Secretary shall complete all correspondence and shall be responsible for following up all

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instructions, votes and resolutions that have not been explicitly assigned to a different person. The Secretary shall be the keeper of the seal of the association.

The Secretary shall also keep the minutes of the meetings of the Board of Directors and of all committees of the ISBP. The Secretary shall keep all reports and minutes and shall perform such duties as may from time to time be delegated to the Secretary by the Board of Directors.

4. TREASURER

The Treasurer shall receive all membership fees and contributions and shall keep the accounts of all incoming and outgoing moneys on behalf of the ISBP. The Treasurer shall only make payments based on written receipts. He shall deposit all moneys received with the bank, with several banks or with a trust company recognised by the Board of Directors. The Treasurer shall present a financial report during the annual meeting or upon the Chairman's request. Money transfers shall be signed by at least two members of the Bureau, including the Treasurer in any case. All funds, accounts and receipts kept by the Treasurer shall be monitored by the Board of Directors at all times. The Board of Directors may inspect and audit the documents at any given time. Upon request of the Board of Directors, the Treasurer shall stand surety on behalf of the ISBP regarding the accurate performance of his duties in line with the provisions stipulated by the Board.

5. The members of the Bureau shall be able to rely on the International Office, which falls under the authority and leadership of the managing director and, in the absence thereof, under the authority of the Chairman. All expenses incurred by the Office shall be divided between the ISBP, ESBP and ASBP as follows as of 9 September 2005: ISBP (1/3), ESBP (1/2), ASBP (1/6). The function and duties of the Office have been included in the following document: "Tasks of the secretary of the International Office of ISBP, ESBP, ASBP" of the same date.

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DISMISSAL OF A MEMBER OF THE BUREAU

Any member of the Bureau may be dismissed by the Board of Directors at any given time, with reason given, and with a two-thirds majority of attendance vote during a special meeting summoned for this specific purpose.

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JOB OPENINGS

All job openings for any position shall be filled without delay during the next meeting of the Board of Directors.

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REIMBURSEMENT OF EXPENSES

The members of the Bureau shall not receive a salary. However, they shall be reimbursed for any expenses incurred on behalf of the association.



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NOTICE OF MEETING

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GENERAL ASSEMBLY

All invitations for the meeting shall be signed by the Secretary and shall be sent via e-mail to the most recent e-mail addresses received from voting members at the latest sixty (60) days prior to the date of the meeting. Each invitation shall list the location, date, time and purpose of the meeting.

During each General Assembly, the member lists of the regional associations (American (ASBP), European (ESBP), etc.) current at that time, must be presented.

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BOARD OF DIRECTORS

Invitations, signed by the Secretary, shall be sent via e-mail to the most recent e-mail address received from each member of the Board of Directors at the latest thirty (30) days prior to the planned date of the meeting. The Chairman may, at his own discretion, and the Secretary must send an invitation for a special meeting of the Board upon written request from three members of the Board; in which case the invitation needs to be sent only ten (10) days prior to the date of the meeting while the directors must be invited by telephone in addition to the invitation via e-mail. The Board shall organise meetings in writing if the proposed procedure is agreed upon by two thirds of the directors.

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SPECIAL NOTICES

1. SUSPENSION AND EXCLUSION

Suspension or exclusion of a member shall occur upon a two-thirds majority of attendance vote by the Board of Directors on the condition that the member concerned is notified of the charges by means of a written notification sent to the most recent address received from said member at the latest fourteen (14) days prior to the final decision. Together with this notification, the member in question shall also be informed about the location and the time at which the Board of Directors will come to a decision on the matter. The member concerned shall be given the opportunity to defend his position at the time and location stated in the notice of meeting.

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COMMITTEES

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POLICY GUIDELINES

All committees shall operate within the policy guidelines defined by the Board of Directors and shall submit their recommendations for action to the Board of Directors.



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COMMITTEE MEMBERSHIP

Less than half of the members of a committee can be members of the Board at the same time, unless no other members are available.

The Board of Directors shall decide on the composition of the committees.

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THE COMMITTEES

1. Selection Committee: this committee shall be composed of at least 4 training members of which at least one member is a member of the ESBP and at least one member is a member of the ASBP. This committee shall examine the proposals from the regional associations regarding the appointment of trainers in conformity with the criteria attached to these regulations and in accordance with the procedures for training members. The committee shall submit their advice to the Board of Directors, who shall then submit it to the General Assembly upon its approval.
2. Training Committee: this committee shall develop the training curricular for psychotherapist members and for training members, and shall establish the appointment criteria and procedures for psychotherapist members and training members. The committee shall submit their advice to the Board of Directors, who shall then submit it to the General Assembly upon its approval.
3. Committee for Scientific Research: this committee shall examine all scientific research applications and shall advise the Board on said applications. The committee shall coordinate data registration by members and shall provide a common registration system and minimal dataset.
4. Committee ...

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INSTITUTES

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CRITERIA

1. All training institute programmes must be approved by the Board of Directors following positive advice from the Training Committee.
2. Every institute shall operate in conformity with the regulations and legal provisions on the recognition of psychotherapists applicable within the nation and union in which the institute is located.
3. All European institutes shall apply the minimum regulations regarding psychotherapist training as stipulated for Europe by the EAP.
4. Every institute shall be directed by at least two trainers and shall include several trainers in their programme
5. All institutes shall operate in English and shall be open to all candidate members of the ISBP. They can also accept non-members who have been recognised as candidate members in training by the local bonding psychotherapy association.



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ESTABLISHMENT

All institutes shall be established by separate document upon a decision of the Board of Directors.

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MANAGING DIRECTOR

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STATUS AND AUTHORITY

1. A managing director shall be appointed by the Bureau, who shall also determine the duration of the appointment.
2. The managing director shall direct the International Office directly with the Chairman.

Annexes:

Criteria for Fellows, Teaching Fellow and assistant therapist (2000)

Tasks of the secretary of the International Office (2005)

Drawn up in Damme, on 28 February 2011

Signed below



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