

IAPP

International Association of Psychophonetics Practitioners

CONSTITUTION

The INTERNATIONAL ASSOCIATION OF PSYCHOPHONETICS PRACTITIONERS is hereby established as the official, independent professional body for the profession of Psychophonetics and for professional Psychophonetics counsellors, psychotherapists, consultants, supervisors and teachers.

IAPP will act as the professional association for the regulation of the profession of Psychophonetics; for upholding its professional and ethical standards; for the protection of the served public; and as advocates for Psychophonetics counsellors, psychotherapists, consultants, supervisors and teachers internationally, in the form of a non-profit association registered in Slovakia.

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1. DEFINITIONS

Psychophonetics: Incorporates body, soul and spirit; is based on Anthroposophy and applied Psychosophy—the profound potential contribution of Anthroposophy in the domain of the cultivation and healing of the human soul. It transforms into practical processes the ideal that human beings carry within themselves the potential strength, intelligence, direction and depth of soul for the fulfilment of their unique destinies in each unique lifetime. It is capable of encouraging the fulfilment of this potential while strengthening each person’s ability to be in charge of their own developmental process at all times, and without creating a dependency on the long-term support of the practitioner. It is an ongoing developing form of soul-midwifery for the birthing of the higher potential of people and communities.

Holistic Counsellors, Psychophonetics Counsellors, Psychotherapists, Consultants, Supervisors, Teachers

- a) **Holistic Counsellors:** Qualified holistic counsellors who have completed and graduated from the two (2) year training course in Psychophonetics at a licensed Psychophonetics training organisation.
- b) **Psychophonetics Counsellors/ Psychotherapists/ Consultants:** Qualified Psychophonetics counsellors/ psychotherapists/consultants who have completed and graduated from the three (3) or four (4) year training course in Psychophonetics at a licensed Psychophonetics training organisation.
- c) **Psychophonetics Supervisors:** Qualified Psychophonetics counsellors/psychotherapists/ consultants who have completed and graduated from the three (3) year or four (4) year training course in Psychophonetics and have a minimum of 2-5 years of working professionally with clients.
- d) **Psychophonetics Teachers:** Qualified Psychophonetics counsellors/psychotherapists/ consultants who have completed and graduated from the three (3) or four (4) year training course in Psychophonetics and have completed additional training as a teacher at a licensed Psychophonetics training organisation.

Members: Registered paid up members of the Association with levels of membership as specified below.

The Executive Committee: Management of the Association as specified below and in the By-Laws.

The Institute: *Psychophonetics Institute International* replaces the former Persephone Institute of Psychophonetics, South Africa, as the authorised umbrella organisation for qualifications in

Psychophonetics and the training of Psychophonetics practitioners and teachers. It includes people trained at Persephone College of Philophonetics, Australia; Persephone Institute of Psychophonetics, South Africa; Persephone College UK; British College of Methodical Empathy, Psychosophy Academy of Central Europe (PACE)/Skola Empatia (School of Empathy) in Slovakia. For matters of this constitution all of these organisations fall under the same category and will be covered by the term 'Institute'.

Trademarks: Philophonetics, Psychophonetics, Psychophonetics Practitioner, Psychophonetics Psychotherapist, Psychophonetics Counsellor, Psychophonetics Consultant, and Psychophonetics Institute Intl., are Yehuda Tagar's unregistered trademarks for which he has provided the following licences:

- Non-exclusive license to the Institute to use these names in the afore-mentioned courses.
- To the Association.
- The terms Philophonetics, Psychophonetics, Psychophonetics Practitioner to practitioners, Psychophonetics Psychotherapist to psychotherapists, Psychophonetics counsellor to counsellors, and Psychophonetics Consultant to consultants.

The training course in Psychophonetics developed by Yehuda Tagar began in 1991. He has ownership of the professional course leading to the capacity of Psychophonetics practitioner, as counsellor, psychotherapist, consultant, supervisor and teacher.

2. NAME

The name of the Association shall be the *International Association of Psychophonetics Practitioners* hereafter referred to as 'the Association' and referred to by the acronym IAPP.

3. VISION, AIMS AND OBJECTIVES

Vision

To uphold the intentions of Psychophonetics as a heart-centred, soul and body-based, visionary modality of human development, healing, and transformation. To promote the work of Psychophonetics as psycho-development, that it may enrich individual and collective human development as well as offer a rich contribution for research in the fields of general psychology, psychotherapy, education, health care, anthroposophy and related fields; and to encourage the development of Psychophonetics based on the intentions held by its founder, Yehuda Tagar.

IAAP is to be the custodian, guardian, collective human will and community into whose hands the responsibility of fulfilling the potential task of Psychophonetics is entrusted.

As custodian of the profession of Psychophonetics, it supports and provides for its rightful development, vitality and culture of humanness, ever deepening cohesion, that truly expresses its inherent nature.

As guardian of Psychophonetics, it protects its integrity, good name, high standards of ethics and practice, clarity of connection between intentions and actions and the rightful relationship between colleagues, between the profession and other professions, and with the general public.

As the collective human will, associated with Psychophonetics, it supports, encourages and enables it to do the fruitful work in the world it is destined and able to do, to make its potential contribution to human beings and to the evolutionary process of modern healing, human development, psychology and health care.

As the community carrying Psychophonetics in the world, it is an intelligent and effective heart-centred collective of professionals who cultivate a culture of mutual support, constructive relationship, effective mentorship, fruitful peer review, celebration of human and professional achievements between Practitioners, and the forum for mutual responsibility for the welfare of practitioners, the profession as a whole and the general public.

Aims

- 1) To provide a professional body for Psychophonetics Practitioners, teachers and supervisors.
- 1) To establish Psychophonetics as a recognisable form of psycho-development in the fields of healthcare and education.
- 2) To ensure professional members registered with the Association have met the agreed standards of education, practice, competence, continuing professional development (CPD).
- 3) To provide the public with information about Psychophonetics and access to registered professional members.

Objectives

- 1) Be a professional, collegial and social forum for the support and development of its members by: collecting and distributing information regarding the development of the profession; promoting public and professional awareness of the profession; promoting individual practices; disseminating information about itself, the profession, research and members' activities; and communicating between its members and the Association.

- 2) Officially represent the profession of Psychophonetics to the relevant professional bodies, government and the public, and to conduct communication and professional relationship with relevant professional associations, statutory bodies and insurance companies.
- 3) Be the registration body for practitioners and to determine and manage membership fees.
- 4) Uphold the professional standards, code of practice and ethics of the members.
- 5) Manage the legislation of rules and regulations beyond the foundation statement and regulate members with regard to the rules and regulations: The By-Laws, Codes of Practice and Ethics of the Association.
- 6) Provide standards for and manage Continuing Professional Development and organise forums, conferences and activities for the development of Psychophonetics.

4. NATURE OF ASSOCIATION

- The Association shall have separate legal persona, existing in its own right separate from its members.
- The Association shall continue to exist even when its membership and office bearers change.
- It is temporarily registered under the auspices of Psychophonetics Institute Intl. and operates separately by an Executive Committee representative of its members.
- All title deeds, transfers and other securities or documents of title or ownership, shall be granted, made and taken in the name of the Association.
- The Association shall be entitled to sue and to be sued in its own name.
- The property of the Association shall be vested in the Association in trust for the members of the Association, and no member shall possess any personal right in such property.
- The income and the property of the Association from whatever source derived shall be applied solely towards the promotion of the aims of the Association as herein before set forth and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever, by way of profit, to any member or members of the Association, provided that nothing herein shall prevent the making of awards to a member or members of the Association in recognition of meritorious contributions to the promotion of Psychophonetics or the payment in good faith or remuneration to any officer or servant of the Association or to any member of the Association in return for any services actually rendered to the Association.

5. BY-LAWS

1. The Executive Committee may make, amend or revoke By-laws for the management of the Association or for the exercise of any of the powers or the attainment of any of the aims and objectives of the Association.
2. No By-law may be inconsistent with this Constitution.
3. Any By-law may be disallowed by a special resolution of a general meeting and a By-law so disallowed will immediately become void and of no effect. Any action taken pursuant to such By-law prior to its disallowance will remain valid.

6. MEMBERSHIP

Membership of the Association consists of the following categories:

1. Full Membership

- For members who have the relevant qualifications from the year three (3) or four (4)-year training course in Psychophonetics and who are working professionally with Psychophonetics.
- For members who meet requirements for full membership as outlined in the Association By-Laws, for post training practice, supervision, and CPD.
- Registered members have full voting rights.

2. Associate Membership

- For members who have the relevant qualifications from the year three (3) or four (4)-year training course in Psychophonetics and who are working professionally with Psychophonetics, but do not meet the requirements of registration for full professional Membership.
- For members who have the relevant qualifications from the year two (2)-year training course in holistic counselling; and who are working professionally as holistic counsellors.
- For members who meet requirements as outlined in the Association By-Laws, for post training practice, supervision, and CPD.
- Members have full voting rights.

3. Honorary & Life Membership

- Open only to a person whom the Association by special resolution has resolved to invite by reason of:
 - a) distinction attained by the person in the field of counselling/psychotherapy; or
 - b) the person's outstanding service to Psychophonetics.

- Members have full voting rights.

4. Community of Practitioners Membership

- For members who have the relevant qualifications from the year three (3) or four (4)-year training course in Psychophonetics and who are working professionally with Psychophonetics, but do not meet the requirements of registration for Associate or Full Membership.
- For members who have the relevant qualifications from the year two (2)-year training course in holistic counselling; and who are working professionally as holistic counsellors but do not meet the requirements for Associate membership.
- For members who meet requirements as outlined in the Association By-Laws, for post training practice, supervision, and CPD.
- Members have full voting rights.

5. Organisational/Groupwork Membership

- For members who have the relevant qualifications from the year three (3) or four (4)-year training course in Psychophonetics and who are working professionally with Psychophonetics.
- For members who meet requirements for organisational/groupwork membership as outlined in the Association By-Laws, for post training practice, supervision, and CPD.
- Registered members have full voting rights.

6. Provisional Membership

- For members who have the relevant qualifications from the two (2) or three (3) years training course in Psychophonetics and who are in their first year after graduation and working professionally with Psychophonetics, but do not meet the requirements of registration for Membership in any of the other professional categories.
- For members who meet requirements for provisional membership as outlined in the Association By-Laws, for post training practice, supervision, and CPD; and advertised in the Categories of Membership document on the IAPP website.
- Registered members have full voting rights.

7. Student Membership

- Open to students in years two (2) and three (3) of the Psychophonetics training course and completing the supervision hours and practice as required by the training organisation.
- Student members have no voting rights.

All members accepted into the Full, Associate, Honorary/Life, Community of Practitioners, Organisational/Groupwork and Provisional categories are registered members of the Association and may vote at meetings and serve on any committee or sub-committee of the Association.

Members accepted into the Student category are eligible to serve on sub-committees of the Association, but do not have a vote.

Obligations of Membership

- 1) To abide by the constitution, By-laws, regulations, code of ethical principles and Practice, Guidelines and mutual responsibility for the representation of the profession to the public.
- 2) To commit themselves to a process of initial and ongoing supervision as stipulated by the By-laws of the association for the maintenance of the professional standards that are expected of members.
- 3) To undertake continuing professional development in accordance with the By-laws of the association.

Application for Membership

- 1) All applications for membership shall be made on the prescribed application form of the Association. Completed application forms shall be lodged with the Membership Officer of the Association.
- 2) No person shall be admitted as a member of the Association unless approved by the Membership Officer &/or Secretary on behalf of the Executive Committee.
- 3) When an applicant has been accepted, the Membership Officer shall, as soon as possible, inform the applicant of such fact in writing and request payment of their first annual subscription fee.
- 4) Upon payment of such first annual subscription, an applicant shall become a member of the Association, provided that if payment is not made within two (2) calendar months after date of election, the Executive Committee may cancel such election.

Termination of Membership

Termination of membership may be by death or written cancellation by resignation, or by order of the Executive Committee.

- 1) Resignation from the Association shall be made in writing to the Membership Officer or Executive Committee of the Association and such resignation shall be acknowledged in writing by the Membership Officer or Executive Committee.
- 2) Membership of the Association is dependent upon the timely payment of fees. Any member who fails to pay membership fees by the due date and after one written reminder to do so, shall forfeit membership in the Association.
- 3) Any member who, after the prescribed procedure of the Ethics Committee, is deemed to have acted in a way that harms the reputation of the Association or contradicts the aims of the Association may be suspended from the Association. In the event of suspension, the member may appeal against the decision in writing to the Executive Committee. Such appeal will be considered at the next meeting of the Executive Committee. Until the appeal is considered, the member will remain suspended.

Payment of Membership Fees

- 1) Membership fees for each category of membership (except honorary/Life membership) are due and payable in advance by 30th September of each year.
- 2) A membership fee payable by a new member is due and payable immediately upon the acceptance by the committee of the membership application and may, in the discretion of the committee, be reduced on a pro rata basis for the financial year in which that member's application for membership is accepted (ie. 50% if 6 months for the remainder of that year).
- 3) Membership fee for each category of membership (except Honorary/Life membership) are such sums as may be determined from time to time by the Executive Committee.
- 1) Any member whose fee remains unpaid two months after the due date for payment will automatically cease to be a member of the Association. The Executive Committee may reinstate the member on such terms as it considers fit.

7. VOTING

All registered members of the Association (except for student members), whose membership fees are not in arrears for the current financial year, shall be eligible to vote, each with one equal vote. Each member of the Executive Committee is to have one equal vote. Decisions of the Executive Committee are to be reached by consensus, failing that, by simple majority.

Voting Procedure

- 1) All voting for the Executive Committee shall be by secret ballot (and via email for those on zoom or skype); changes to the constitution and any other motions brought before the Annual General Meeting or a special general meeting shall be by show of hands.
- 2) The passing of rules and regulations will be by simple majority; the making of changes to the constitution by a two thirds (2/3) majority and for the termination of the Association by a majority of 80% of members eligible to vote at that meeting.
- 3) Voting on behalf of a member eligible to vote may be by proxy provided that the proxy voter obtains written permission to do so from such member. Such written permission to be handed to the President before start of the meeting.
- 4) In the case of an equal number of votes, the President shall have the casting vote.
- 5) A voting member is entitled to appoint in writing another voting member of the Association to act as proxy and to attend and vote at any general meeting.
 - a) The President may be appointed as proxy.
 - b) The proxy instrument (refer Appendix A) may give instructions as to how a vote is to be cast.
 - c) Proxy instruments must be lodged with the Secretary no less than 24 hours prior to the scheduled start of the meeting.
 - d) A voting member may act as proxy for no more than two other voting members.

8. MANAGEMENT OF THE ASSOCIATION

The Members of the Association shall be represented by an Executive Committee consisting of between 5-7 Members, the majority of whom are a registered professional member of the Association, with the exception of the first 12 months after the first AGM in which time other members may hold office. At least one member of the Executive Committee will be an official representative of the Institute appointed by the Institute and at least one member will ideally be a member of the School of Spiritual Science of the Anthroposophical Society.

Role of Executive Committee

The role of the Executive Committee is:

- 1) To manage and represent the Association on behalf of the Members and the Constitution, as interpreted by the AGM and as necessary to achieve the aims of the Association.
- 2) To verify and admit new members to the association.

The Executive Committee shall have the power to suspend or cancel registration of a Member if proved to be in breach of codes of Ethics or Practice with sufficient severity, following the agreed

Complaints Procedure and in consultation with the duly appointed Ethics Committee. The Executive Committee is to appoint an Ethics sub-committee. A chairperson of such committee to be on the Executive Committee, who will be responsible for dealing with complaints against Members through maintaining and implementing the Complaints Procedure, for the ongoing development of the Code of Conduct, Code of Practice and policy regarding ethical matters.

Office Bearers

The Committee shall consist of the following office bearers.

- President
- Vice-president
- Secretary
- Treasurer
- General Committee members

Summary of Functions

- | | |
|-----------------|---|
| President | Act as international ambassador/leader for the ongoing developing profession of Psychophonetics, with the founder Yehuda Tagar as the first President. Chair meetings or appoint chair; oversee agenda with secretary; ensure correct meeting procedure |
| Vice president: | Act as president when appropriate |
| Secretary: | Correspondence and day to day administration; preparation and minutes for Committee and AGM meetings |
| Treasurer: | Management of bank account and Association funds; preparation and presentation of annual financial statements and reports. |

Further details of tasks and sub-committees are listed in the By-Laws.

Term of Office, Nominations and Elections

Term of Office

- 1) The term of office shall be for two (2) years from appointment at an AGM, except for the founding President whose term shall be for four (4) years if willing and ongoing if willing. All members of the Executive Committee may be re-elected.
- 2) To ensure continuation, at least two Executive Committee members will stand for re-election to the new Committee.

- 3) In order to do justice to the international nature of the Association, at least some members from other countries should be represented in the Executive Committee.

Nominations and Elections

- 1) All members of the Executive Committee shall be nominated and elected from the existing Registered Member categories of the Association (except for student category).
- 2) Members entitled to vote for the Executive Committee shall nominate the Executive Committee members by means of a nomination form and members can self nominate for a position. The nomination form shall contain among other things: the role of office to which the member nominates.
- 3) Nominee members shall have the skills/interests/experience to carry out specific functions of the office/portfolio.
- 4) Nomination forms shall be sent to all members with the right to vote with notification of the AGM.
- 5) Completed nomination forms shall be returned to reach the Secretary of the Association one (1) week before the AGM.
- 6) Executive Committee members shall be elected by secret ballot by voting at the AGM, or voting by proxy or by email if attending via zoom.
- 7) Ballot papers shall be presented to all members at the AGM or emailed beforehand if attending via zoom.
- 8) Whenever the Executive Committee considers it to be in the best interests of the Association to co-opt additional members to the Executive Committee, it shall be entitled to do so and such decisions shall be confirmed at the next AGM by vote, or by proxy or by email.
- 9) Upon resignation of an Executive Committee member during his or her term of office, the AGM is to elect a replacement. If the resignation takes place during the period between AGMs, and the number of Executive Committee members falls below 5, the Executive Committee shall request nominations from the membership, and email voting will confirm one of them in simple majority of returning votes. It is the Executive Committee's responsibility to follow procedures to fill vacancies between AGMs.

Powers of the Executive Committee

The Executive Committee shall have the following powers:

- 1) To pay costs, charges and expenses incidental to the promotion of the aims of the Association;

- 2) To appoint, and at its discretion, remove or suspend such clerks, agents and servants for permanent, temporary or special services as it may from time to time think fit, and to determine their powers and duties and fix their fee as it may think fit;
- 3) To appoint Sub-Committees as it may deem fit and to delegate any of the powers of the Executive Committee to such Sub-Committees.
- 4) To purchase or otherwise acquire for the Association in the name of the Association any property, rights, privileges which the Association is authorised to acquire at such price and generally on such terms as it may think necessary and fit;
- 5) To secure the fulfilment of any contracts or agreements entered into by the Association by mortgage or charge of any or all of the property of the Association for the time being as it may think fit;
- 6) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Association in the name of the Association;
- 7) To make and give receipts, releases and other discharges for monies payable to the Association and for claims and demands of the Association;
- 8) To determine who shall be entitled to sign on the Association's behalf bills, notes, receipts, endorsements, cheques and releases;
- 9) To invest and deal with any of the monies of the Association not immediately required for the purposes thereof in such a manner as it may deem fit and from time to time to vary or realise such investments;
- 10) From time to time at its discretion to raise or borrow or secure payment of any sums or sum of money for the purpose of the Association;
- 11) To enter into such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things on behalf of the Association as it may consider expedient for and in relation to any of the matters aforesaid, or otherwise for the purposes of the Association;
- 12) To take such further steps as the Executive Committee may from time to time deem necessary to achieve the aims of the Association.
- 13) To create a body of regulations decided upon by simple majority of the Executive Committee expressing the Executive Committee's interpretation of both the constitution and the By-Laws, for the running of the association. These regulations will be in place until the next AGM to be ratified by the next AGM.

Sub-Committee

- 1) A sub-committee of the Association may only be established by the Executive Committee.
- 2) A sub-committee is to have no executive power to manage or control the affairs of the Association.
- 3) The Executive Committee may establish such sub-committees as it considers necessary to facilitate the objects of the Association. The Executive Committee may delegate to any sub-committee such functions as it considers appropriate and may revoke any such delegation.
- 4) The Executive Committee must establish By-laws for the operation of each sub-committee.
- 5) A convenor or member of a sub-committee must be a member of the Executive Committee.
- 6) Sub-committees which may be appointed by the Executive Committee include :
 - a) Membership sub-committee
 - b) Ethics sub-committee
 - c) Professional Development sub-committee
 - d) Publications sub-committee.

Finances

- 1) The Association must keep such books, accounts and accounting records as are required to be kept by an Association.
- 2) The financial transactions and funds of the Association are to be managed by the Treasurer in consultation with the Executive Committee of the Association.
- 3) The financial transactions of the Association are to be conducted by means of a bank account held in the name of the Psychophonetics Institute Intl. and only to be used for the Association.
- 4) All cash receipts must be recorded by way of official receipt on behalf of the Association .
- 5) The financial year end to be 30th September.
- 6) The Executive Committee must appoint the Treasurer for the accounts of the Association, and online transactions relating to the account of the Association.
- 7) The Association may appoint an auditor at each Annual General Meeting.
- 8) The Association funds shall be utilised solely for the purpose of achieving the aims of the Association.
- 9) Funds not immediately required for this purpose may be invested in the name of the Association.
- 10) The Association shall not carry on any profit making activities; or participate in any business, profession or occupation carried on by any of its members; or provide any financial assistance, premises, continuous services, or facilities to its members for the purpose of carrying on any business, profession or occupation by them.

- 11) No amendment to the provisions of this previous paragraph may be made without the prior approval of the relevant Government Authority in charge of registration of Associations.

Termination of office during term of office

Termination of office may be by death or written cancellation by resignation or by order of the President.

- 1) Resignation from the Executive Committee of the Association shall be made in writing to the President of the Association and such resignation shall be acknowledged in writing by the President.
- 2) Any member of the Executive Committee who, after the prescribed procedure of the Executive Committee, is deemed to have acted in a way that harms the reputation of the Association or contradicts the aims of the Executive Committee of the Association with sufficient severity may be asked to step down from position of office on the Executive Committee. In the event of suspension, the member may appeal against the decision in writing to the Executive Committee. Such appeal will be considered at the next meeting. Until the appeal is considered, the member will remain suspended.

Liability of Office Bearers

Office bearers shall not be personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the Association.

Relationship between the Association and the Institute

The Institute, and other institutions authorised by it, will be the authority regarding the qualification and certification of practitioners eligible for membership of the Association.

The Institute will determine the following:

- a) Minimum standards of training required for qualification as a Psychophonetics practitioner, supervisor, or teacher.
- b) Conditions for use of the copyright terms Philophonetics, Psychophonetics, Psychophonetics Institute Intl. and their logos.
- c) All matters of copyright of terms, courses, awards which are intellectual properties of Yehuda Tagar and the Institute, their ownership and the conditions for their use by Members.
- d) The distribution of methodological, pedagogical, research and publication material from the Institute to the Association and its members.

9. MEETINGS

Executive Committee Meetings

- 1) The Executive Committee shall conduct at least four (4) committee meetings per year and as often as deemed necessary by the President or at the request of one or more members of the Executive Committee.
- 2) A quorum of the Executive Committee shall consist of the President and at least four (4) other members. If the President is unable to attend, he/she may co-opt the vice-president as acting president.

Annual General Meetings

- 1) Each Annual General Meeting must be held no later than three months after the end of the financial year at such place, date and time determined by the Executive Committee, with members in other countries attending via zoom.
Notice of each meeting shall be emailed to members not less than six (6) and not more than eight (8) weeks prior to the date of the Annual General Meeting. The Executive Committee shall notify all members of the Association of the date of the Meeting and invite them to submit by a suitable date, items for its agenda.
- 2) Not less than one (1) week prior to the date of the Annual General Meeting the Executive Committee shall send to all members of the Association the agenda for the Annual General Meeting and the report of the Executive Committee on the past years' activities and an account of the finances of the Association.

The business to be transacted at the Annual General Meeting shall be:

- 1) To read the Notice convening the meeting.
- 2) To confirm the Minutes of the previous Annual General Meeting and any other Special General Meeting.
- 3) To receive and consider the report/s of the Executive Committee.
- 4) To receive and consider the financial statements and a proposed budget for the forthcoming year.
- 5) To determine subscriptions for the ensuing year.
- 6) To elect and approve the forthcoming Executive Committee.
- 7) To consider and decide upon motions on which notice has been given.
- 8) In addition to the Constitution as the operational guideline of the association, the association makes provision for legislative developments, to be termed By-laws, in the spirit of the

Constitution, to be decided upon at every AGM. These By-laws will be decided upon by the AGM according to its standard voting regulations.

- 9) To consider any other business.

Special General Meetings

Special General Meeting to be called at the request of four (4) members with a specific agenda, to be held within 7 to 28 days of the request, presented to the Executive Committee in writing.

- A quorum for any General Meeting shall not be less than the President and three (3) other members of the Executive Committee.
- A quorum for a meeting requiring changes to the constitution shall be not less than seven (7) members of the Association including the President and three (3) other members of the Executive Committee.
- A quorum for a meeting for the termination of the Association shall be not less than 80% of the total membership of the Association including the President and three (3) other members of the Executive Committee.

10. MINUTES AND REPORTS

- 1) Minutes of the Committee meetings shall be sent to members of the Executive Committee within four (4) weeks after a meeting.
- 2) Minutes of the Annual General Meeting of the Association shall be sent to all members within eight (8) weeks after the Annual General Meeting.
- 3) Minutes of all meetings shall be stored and on hand in such a manner that they are available to all members of the Association.

11. AMENDMENTS TO THE CONSTITUTION

- 1) A proposed amendment to the Constitution of the Association shall be submitted in writing together with a motivation. A proposal for amendment of the Constitution may be submitted by a Registered Member and must be seconded by another Registered Member. Proposed amendments should reach the President of the Association sixty (60) days before the Annual General Meeting or a Special General Meeting of the Association and should be circulated to all members thirty (30) days before the AGM or SGM.
- 2) The Constitution may be amended upon a two-thirds majority of those members voting by show of hands either present at the AGM or SGM or by proxy or by email vote. Quorum

required for such meeting to be not less than seven (7) members of the Association including the President and three (3) other members of the Executive Committee.

- 3) Amendments to the Constitution of the Association shall be binding on the Executive Committee of the Association.

12. COMPLAINTS

Any member of the Association or member of the public may submit an original, signed complaint against a member of the Association, in writing, with full supporting evidence of the contravention, directly to the Committee of the Association. Procedures for dealing with a complaint are conducted in accordance with the By-Laws of the Association.

Disciplinary Action

If the Committee finds that the complaint has been proved and that a breach of this code has been committed by the respondent it shall have the power to take one or more of the following courses of action in respect to the respondent:

- (a) a warning in such form as the Committee shall consider appropriate;
- (b) order that the member attend further training to be specified, as the Committee shall consider appropriate
- (c) order that the member practice under appropriate supervision for a period to be specified;
- (d) suspension of membership from the Association for a period not to exceed three months;
- (e) expulsion from the Association.

13. DISSOLUTION AND ALLOCATION OF ASSETS

The Association may be dissolved by means of a resolution of not fewer than 80% of the Members present and voting at an AGM or voting by proxy or by email. Notification to do so must be submitted to all members of the Association in writing, to reach members at least sixty (60) days before the AGM or SGM. In the event of dissolution, its funds and assets shall be distributed to an association or trust having similar aims and objectives, as resolved by the outgoing Executive Committee. No portion of the assets shall be used for the benefit of office-bearers or members of the Association or any individual or private organisation.

APPENDIX A
PROXY AUTHORISATION PROFORMA

Secretary

International Association of Psychophonetics Practitioners (IAPP)

Email:

I
(Full Name – Block Letters)

of
(Address)

being a member of IAPP with voting rights, hereby appoint

.....
(Full Name – Block Letters)

as my proxy, to vote for me and on my behalf at the AGM or (Special) General Meeting of the Association to be held onand at any adjournment thereof.

Dated this day of 20

Signature

In respect of the items contained in the Notice of Meeting -

- I have instructed my proxy how to vote, or
- I have instructed my proxy to vote as they think fit, or to abstain from voting.

Please Note:

1. *The Constitution specifies that only registered members have voting rights at general meetings of the Association (not student members).*
2. *Members acting in the capacity of proxy must also have voting membership rights.*
3. *It is the responsibility of members to ensure that their proxy is aware of and accepts the authorisation.*
4. *Voting members may act as proxy for two other members only.*
5. *A proxy authorisation must be lodged with the Secretary no less than 24 hours prior to the scheduled start of the meeting.*