



## STATUTES OF THE EUROPEAN ASSOCIATION FOR PSYCHOTHERAPY (EAP)

### Preamble

The Strasbourg Declaration of Psychotherapy 1990 is the bedrock of this organisation's commitment to establishing a unified and independent profession of psychotherapy across Europe.

In accordance with the aims of the World Health Organisation (WHO), the non-discrimination accord valid within the framework of the European Union (EU) and intended for the European Economic Area (EEA), and the principle of freedom of movement of persons and services, the undersigned agree on the following points:

1. Psychotherapy is an independent scientific discipline, the practice of which represents an independent and free profession.
2. Training in psychotherapy takes place at an advanced, qualified and scientific level.
3. The multiplicity of psychotherapeutic methods is assured and guaranteed.
4. A full psychotherapeutic training covers theory, self- experience and practice under supervision. Adequate knowledge of various psychotherapeutic processes is acquired.
5. Access to training is through various preliminary qualifications, in particular in human and social sciences.

### § 1 Title

The European Association for Psychotherapy  
Association Européenne de Psychothérapie  
Europäischer Verband für Psychotherapie  
The registered office of the EAP is in Vienna, Austria.

### § 2 Aims and Objectives

- 2.1 The EAP was founded on 30<sup>th</sup> June 1991 in Vienna, Austria. It is a non-profit organisation that aims to unite psychotherapy organisations into a common association, and organises individual psychotherapists of different orientations in Europe on the basis of the "Strasbourg Declaration of Psychotherapy 1990".
- 2.2 The EAP will seek to promote for the benefit of the public the relief of involuntary emotional suffering, the prevention of mental illness and disorder and the improvement of quality of life and well being.
- 2.3 The EAP is a professional body that aims to promote high standards of ethics, training and education for the benefit of the general public.
- 2.4 The EAP endeavours to influence the development and regulation of psychotherapy standards in European countries and the European Union and to make available information and documentation to political organisations and Government Departments.
- 2.5 For the benefit of the general public, the EAP establishes a European certificate of psychotherapy „The European Certificate of Psychotherapy,, (ECP) and issues it to properly qualified psychotherapists throughout Europe. The EAP establishes a register of the ECP holders and ensures that the high quality of the ECP is maintained. The EAP establishes a European Certificate of Psychotherapy Document (ECP Document) to provide guidelines for the procedures and criteria of training and qualifications.

- 2.6 The EAP promotes collaboration and exchange of ideas among the different psychotherapy organisations, encourages contact with related services, and supports practical and relevant research.

### **§ 3 Means to realise the purpose of the EAP**

- 3.1 The purpose of the association should be realised through idealistic and material means. As idealistic means could serve lectures, meetings, research, publication of a journal (the International Journal of Psychotherapy) and a library. The material means should be realised through admission fees, annual membership fees and contributions, conference fees and other proceeds.

### **§ 4 Membership**

#### **4.1 Organisational members**

Psychotherapy organisations from European countries that support the aims and objectives of the EAP can apply for membership of the EAP. There will be four classes of organisational members:

- \* Ordinary Organisations
- \* National Umbrella Organisations (NUO)
- \* European Wide Organisations (EWO)
- \* Affiliated Organisations

- 4.1.1 **Ordinary Organisations:** A psychotherapy organisation will initially be accepted as an Ordinary Organisation.

4.1.1.1 The organisation must be legally registered, and must possess an accountable administrative and financial structure; it must be active in the field of psychotherapy; it must have a clear definition of who is within the organisation, and on what grounds; and it must have a written code of ethics or practice, compatible with the ethical guidelines of the EAP.

4.1.1.2 Ordinary Organisations that are not members of the Governing Board may be organised within the EAP in a Chamber of Ordinary Organisations.

#### **4.1.2 National Umbrella Organisations**

4.1.2.1 A psychotherapy organisation in a European country which demonstrably represents the broadest range of differing psychotherapy approaches, containing the largest number of practitioners and adhering to the principles of the EAP may be appointed a National Umbrella Organisation by the Governing Board and becomes a member of the Governing Board.

4.1.2.2 A National Umbrella Organisation may be appointed a National Awarding Organisation as stipulated in the ECP document.

#### **4.1.3 European Wide Organisations**

4.1.3.1 A psychotherapy organisation which provides training in, or which represents a training in, at least six European countries in a modality that is recognized as scientifically valid by the EAP may be appointed a European Wide Organisation by the Governing Board of the EAP and becomes a member of the Governing Board.

4.1.3.2 A European Wide Organisation may be appointed a European Wide Accrediting Organisation as stipulated in the ECP document.

- 4.1.4 **Affiliated Organisations:** Affiliated Organisations shall be organisations with an interest in psychotherapy. Affiliated Organisations have no voting rights.

- 4.1.5 Any substantive changes in name, structure or purpose of any Organisational Member have to be referred to EAP in a legally validated way.

## **4.2 Individual Members**

- 4.2.1 Must have an academic degree or equivalent and training as a psychotherapist in a scientifically recognized method according to the definition of psychotherapy made by the EAP.
- 4.2.2 Must be a member of one of the organisations mentioned under 4.1.1, 4.1.2, or 4.1.3, if such organisations exist in the country where the applicant practices psychotherapy or resides. The Governing Board can make exceptions.
- 4.2.3 Are organised within the EAP in a Chamber of Individual Members.
- 4.2.4 All holders of the ECP who are registered with the EAP qualify for Affiliate Membership of the Chamber of Individual Members.

## **4.3 Honorary Positions:** The Governing Board can recommend people for honorary positions. These need to be ratified at a General Meeting. There are no voting rights connected with honorary positions.

- 4.3.1 Honorary President: One person can be appointed Honorary President, on the recommendation of the Governing Board. The Honorary President has the right of presence in the AGM, GM, EGM, and on the Governing Board, but has no voting rights.
- 4.3.2 Honorary members shall be persons who have been significantly involved with the EAP, recommended by the Governing Board.
- 4.3.3 People in honorary positions do not pay membership fees.

## **4.4 Supportive members:** Shall be persons who of personal effort and/or financial support promote the interest of EAP. The Governing Board will appoint supportive members. Supportive members have no voting rights.

## **4.5** Only organisations and individuals that are actual members of EAP can claim a membership relationship with EAP. Only properly appointed EAP members are allowed to use the name and logo of the EAP on their professional stationary, business cards, etc., with the approval of the General Secretary.

## **§ 5 The Governing Board**

### **5.1** The Governing Board shall be made up of the following persons:

- 5.1.1 Ex Officio Members: the President and the two Vice-Presidents, the Treasurer, the General Secretary, the External Relations Officer, the Registrar and any other officer appointed by the Governing Board or the General Meeting. Each officer must be member of a National, European or Ordinary Organisation.
- 5.1.2 One delegate of each National Umbrella Organisation. Where in a country no National Umbrella Organisation exists, the Governing Board may appoint a representative from that country as a delegate with one vote.
- 5.1.3 One delegate of each European Wide Organisation.
- 5.1.4 One delegate of each Committee created by the General Meeting or the Governing Board.
- 5.1.5 One delegate of the Chamber of Individual Members and one delegate of the Chamber of Ordinary Organisations.
- 5.1.6 The Governing Board will be chaired by the President, a Vice-President, or his or her substitute.
- 5.1.7 The President, as chair of the Governing Board, is responsible for the Board meetings, the business, the continuity, and the coordination of the Governing Board.
- 5.1.8 A quorum of the Governing Board shall be one third of its appointed membership who are represented in person. If there is not a quorum, any decisions must be referred to the next Board meeting.

## **5.2 Duties of the Governing Board**

- 5.2.1 The Governing Board shall carry out the decisions and policies of the EAP. During the financial year and between Annual General Meetings (AGM), the Governing Board shall have the power to manage the activities of the EAP, not specifically attributed to another organ by these statutes.
- 5.2.2 The Governing Board shall appoint Officers appropriately (other than President, Vice-Presidents, and Treasurer – elected by the General Meeting).
- 5.2.2.1 These officers shall include, at least, a General Secretary, an External Relations Officer and a Registrar.
- 5.2.2.2 All Officers are appointed for an initial 2-year period, and may be re-appointed every 2 years, up to a maximum of 10 years. Any extension of this period, requested by the Governing Board, must be approved at a General Meeting.
- 5.2.2.3 The Governing Board can appoint a Deputy or an Assistant to any Officer, other than the President.
- 5.2.2.4 Any officer wishing to resign shall give the Governing Board advance notice. The Governing Board can invite nominations for the vacant position. Nominations go to the Nominations Committee (see §5.4).
- 5.2.2.5 Any officer appointed by the Governing Board can be voted out of such appointment by the Governing Board.
- 5.2.3 All decisions of the Governing Board shall be determined on the basis of one vote per member of the Governing Board and by simple majority of the votes cast. An abstention from voting is not a vote, and does not count. Votes cannot be accumulated through multiple representations on the Board. Any member of the Governing Board may delegate their vote to another present member. A member can only carry one ‘proxy’ or delegated vote.
- 5.2.4 Any change in the voting procedure must be made by the General Meeting with two thirds of the votes cast and after previous discussion in a Board Meeting, held at least two months in advance.
- 5.2.5 The Governing Board shall appoint a European Training Standards Committee (ETSC), a National Umbrella Organisations Committee (NUOC) and an European Wide Organisations Committee (EWOC), a Statutes Committee, a Membership Committee, a Registrations Committee, a Finance Committee, an Ethical Guidelines/Coordination Committee, the Training & Accreditation Committee (TAC), the Grandparenting Advisory Panel (GAP), a Nominations Committee, and any other committees, working parties or other groupings as are needed. The chairs of the mentioned committees shall be voted in by the Governing Board.

## **5.3 Advisory Committee**

- 5.3.1 The Governing Board can appoint an Advisory Committee that is constituted of former Presidents of the EAP and includes the outgoing Vice-President and the President-in-Office. It can include other past members of the Executive Committee or Officers that are voted in by the Governing Board.
- 5.3.1.1 The Advisory Committee will be chaired by one of the members of the committee, as elected by the Committee.
- 5.3.1.2 The Advisory Committee is entitled to have a representative on the Executive Committee with only a consultative voice.
- 5.3.2 All committees receive their tasks in written form from the Governing Board and report to the Governing Board.
- 5.3.3 The Governing Board will adopt and issue standing orders and/or rules of procedure which shall be subject to review at the AGM and which shall be consistent with the provision of the Statutes of the EAP.
- 5.3.4 The Governing Board shall present a statement of the annual accounts to the AGM, signed by the Treasurer. At least 1 month before the AGM, the budget of the next financial year and any

proposals for changes to the annual membership fee must be circulated to members of the Governing Board, subject to its approval, for voting at the AGM.

- 5.3.5 The administration office supports and carries out the tasks on behalf of the Presidency and of the Governing Board (the latter through the General Secretary), and fulfils all administrative affairs. The General Secretary guides the office in accordance with the directives from the Governing Board and the President.

#### **5.4 Nominations Committee**

- 5.4.1 The Governing Board may install a Nominations Committee.
- 5.4.2 The Nominations Committee is appointed by the Governing Board and consists of between two and five members, serving for a period of a minimum of one year, or until their successors have been appointed. The Nominations Committee members cannot be members of the Executive Committee.
- 5.4.3 The task of the Nominations Committee is to prepare the nominations of the President-elect, the Treasurer (elected at the AGM), and officers elected by the Governing Board (see 5.2.2). It identifies when officers have to be elected or re-elected, announces the forthcoming vacancies in good time, collects nominations, and scrutinizes these in accordance with the position's job description.
- 5.4.4 The Nominations Committee shall present suitable candidates to the AGM or a meeting of the Governing Board. Names of candidates and their relevant details must appear with the agenda of that meeting, circulated beforehand in good time.

#### **§ 6 The Executive Committee**

- 6.1 The Executive Committee of the EAP shall consist of a maximum of twelve persons: the President, the two Vice-Presidents, and the Treasurer, all elected by the General Meeting, the General Secretary, the External Relations Officer, the Registrar, the Chairpersons of the NUOC, EWOC and ETSC, all appointed by the Governing Board. The Governing Board may elect two more of its members to the Executive Committee. Minutes of its decisions will be taken down and presented to the Governing Board.
- 6.2 The Executive Committee carries out the tasks of the Governing Board and is responsible to the Governing Board.
- 6.3 The President shall call the meetings of the Executive Committee. Or, one third of the members of the Executive Committee can call a meeting of the Executive Committee, and in this case the meeting should take place within 6 weeks at the latest and notice of such a meeting should be given to all members of the Executive Committee at least 2 weeks in advance.
- 6.4 A quorum of the Executive Committee shall be at least one more than half of its members. All decisions of the Executive Committee shall be determined on the basis of one vote per member and by simple majority of the votes cast.

#### **§ 7 The Presidency**

- 7.1 The President shall represent the EAP to outside bodies, organise the General Meetings, and the Governing Board Meetings.
- 7.2 The President shall be elected by the General Meeting and hold office for a two year period. Re-election is possible.
- 7.3 There shall be two Vice Presidents *elected by the General Meeting for a two year period*. One shall be the immediate past President and the other shall be the President elect. Re-election is possible.
- 7.4 The elections shall proceed by ballot (after nomination by the Nominations Committee if one exists).
- 7.5 The President and the General Secretary, or officers appointed by them in the event of their unavailability, will sign legal documents of the EAP.
- 7.6 The President is an ex-officio member of all committees of the EAP with exception of the

Nominations Committee.

- 7.7 In his or her second year in office, after decision of the Board and confirmed by the Annual General Meeting, the President can arrange the EAP Conference.
- 7.8 If between terms the office of the President becomes vacant, the President-elect will take his or her place.
- 7.9 In the event of an Officer becoming incapacitated, the President in consultation with at least two Officers (drawn from the two Vice-Presidents, the General Secretary and the Treasurer) can appoint a temporary replacement until the next meeting of the Governing Board.

## **§ 8 The General Secretary**

- 8.1 The General Secretary is appointed by the Governing Board (see §5.2.2).
- 8.2 The General Secretary is responsible for the administration office.
- 8.3 The General Secretary is accountable to the Governing Board and should work in close collaboration and within the guidelines of the Presidency, the Executive Committee and the Governing Board.

## **§ 9 The General Meeting**

- 9.1 The Annual General Meeting (AGM) will take place at least every 18 months. It will indicate the basic direction of the EAP and is its maximum legislative and governing body. The AGM will settle all periodical business, in particular:
- Appointment of tellers
  - The annual reports from the President, the General Secretary, the External Relations Officer, the Registrar, and any other elected or appointed officer of the EAP
  - The annual reports from committees
  - Adoption of the annual accounts and the budget for the following year
  - The level of membership fees on proposal of the Governing Board and any other fees
  - Election of the President and the Vice-Presidents, and the Treasurer (Candidates are presented by the Nominations Committee).
  - Election of the auditors
  - Decision of all proposals presented by the Governing Board, a member organisation or its Delegates
  - Date and place of the next Annual General Meeting
  - All other decisions mentioned in these statutes
- 9.2 The President, or his or her substitute, will chair the AGM.
- 9.3 Proposals for the agenda must be sent to the President not less than eight weeks in advance (date as postmark). The invitation and the agenda, together with the accounts and other required documents, must be sent out under responsibility of the administrative office/General Secretary not later than four weeks before the AGM (date as postmark).
- 9.4 Only items included in the circulated agenda may be voted upon at the meeting. Additional items may be discussed at the discretion of the President, but not voted upon this time.
- 9.5 In special matters a postal vote may be authorised by the AGM allowing the entire membership two months minimum after reception of the related documents with the relevant part of the minutes of the AGM as approved by the Executive Committee. A postal vote can only be allowed on matters where simple majority is required.
- 9.6 The Executive Committee or the Governing Board may call an Extraordinary General Meeting (EGM) at any time, by decision of 2/3 majorities of its members present. The Governing Board shall also call an Extraordinary General Meeting if it receives a request to do so from 15% of the organisational members of the EAP. The President will call the Extraordinary General Meeting within 12 weeks. The agenda and supporting documentation shall be sent to all members at least two weeks before the EGM (date as postmark).

9.7 A General Meeting (AGM or EGM) will be recognized whenever it has been convened in accordance with the Statutes.

## **9.8 Details of the General Meeting**

9.8.1 A quorum of the GM will be recognized whenever it has been convened in accordance with the statutes when at least half of the ordinary members are present. If this number is not present within 30 minutes after the time designated for the opening of the session, the GM starts with the ordinary members present with the same agenda out of regard for the members present.

9.8.2 Voting: Votes shall be on a majority basis unless otherwise stated in the Statutes. The chair should ask what points on the agenda should be voted on by ballot. If the number of the abstentions together with the no votes is more than the votes in favour, the motion is postponed. In case of a tie, the President shall declare the motion lost.

9.8.3 Elections will be decided be on the basis of absolute majority (more than 50%) on the first ballot, and, if this is not achieved, of a relative majority (the highest number of votes) on any further ballot.

9.8.4 Should the Meeting so decide, a secret ballot will be organized for elections or votes.

9.8.5 The removal of an EAP Board Member will be put on the agenda as a separate item. The assembly will decide by a single majority vote.

9.9 Only a General Meeting can vote out of function or out of appointment elected or appointed officers that have been elected or appointed by the General Meeting.

9.10 The minutes of the General Meeting are the responsibility of the General Secretary and will be circulated no later than one month after the General Meeting.

9.11 The General Meeting is empowered to decide the winding up of the EAP. This will require a two-thirds majority of the votes cast. Following such decision any money, goods or property owned by the EAP shall, after satisfaction of all proper debts and liabilities, be transferred to the World Council for Psychotherapy for the promotion of psychotherapy or to some other non-profit organisation with compatible aims.

## **§ 10 Voting Rights and Procedures**

10.1 Voting rights will be reserved to the delegates of Organisational Members and to the delegates of the Chamber of Individual Members and Organisational Members.

10.2 All members of Organisational Members and all members of the Chamber of Individual Members and the Chamber of Organisational Members, except Affiliate Members, are eligible to appointments within the EAP.

10.3 Organisational Members and the Chambers of Individual and Organisational Members are entitled to have a number of delegates and / or votes proportional to the number of their paying members, i.e.

3 to 49 members	1 Delegate/vote
50 to 199 members	2 Delegates/votes
200 to 1999 members	1 additional vote per 200 members (E.g. 3 votes up to 399 members)
From 2000 members	1 additional vote per 500 members (e.g. 12 votes for 2000-2499 members; 13 votes for 2500-2999 members; etc.) up to 15 votes maximum.

10.4 Any Organisational Member delegate unable to be present at the General Meeting may arrange with one other delegate to vote on his or her behalf. This will apply only when communicated to the President in writing with both names mentioned before the start of the meeting. An Organisational Member delegate can only vote on behalf of one other Member Organisation.

- 10.5 The President, Vice-Presidents, and Officers do not have individual votes in the General Meetings. They can only vote if they represent an Organisational Member.

## **§ 11 Admission of Members**

- 11.1 All applications for membership must be submitted to the Membership Committee consisting of the President and two members from the National Umbrella Organisations Committee and two members from the European Wide Organisations Committee. The Membership Committee recommends admission or non-admission to the NUOC or EWOC. The NUOC or the EWOC then accepts or declines admission. The Governing Board will be given a list of acceptances. If there are no objections the applications will be finally approved.
- 11.2 Only upon receipt of a letter of acceptance from the General Secretary can an organisation or an individual claim membership of the EAP. The awarding of the ECP to an individual gives that person the right to apply for membership (Individual or Affiliate) without going through the Membership Committee.
- 11.3 The Membership Committee will review the grounds for membership of all organisations, and Individual Members, within the EAP not less than once every three to seven years. This period is to be decided by the NUOC for the National Umbrella Organisations, by the EWOC for the European Wide Organisations, by the Governing Board for other organisations. The Membership Committee presents its report with propositions for a final decision to the Governing Board within that period.

## **§ 12 Termination of Membership**

- 12.1 Any member can withdraw from the EAP at any time without mentioning any reason. The membership fee has to be paid fully for the running business year of the withdrawal. The resigning member has a legal claim to all statutory services of the EAP until the end of the running business year. Membership will be cancelled by termination of a member organization, by withdrawal of the organisation by its own free will or by suspension. Individual membership will be cancelled by one's own free will, by suspension or by death.
- 12.2 Reasons for suspension of membership are: no longer meeting the requirements for EAP membership; failure to pay the membership fees; organisations allowing membership of psychotherapists who act in violation of their own Ethical Guidelines or Professional Code: Reasons for exclusion of membership are: where members that have been declared to have acted against the interest of the Association or contrary to the Ethical Principles, as determined by the Governing Board.
- 12.3 If the member is in arrears with paying its membership fee for 9 months after reception of the bill and two reminders, the membership can be withdrawn automatically. The General Secretary will inform the member by letter.
- 12.4 In case of not meeting any more the requirements for EAP membership, or in case of acting against the interests of the Association or contrary to the Ethical Principles, or any other complaint about a member, the complaint shall be made in writing to the President. The President shall send the issues to the appropriate committee (Ethics Committee, EWOC, NUOC, ETSC etc.), that then reports to the Governing Board. If the Governing Board comes to the decision that the complaint is legitimate, it will require the member in question either to fulfil the requirements of the Governing Board or to withdraw from the EAP. The membership can be suspended or excluded by a 2/3 decision of the Governing Board. A suspended or excluded member has the right of appeal to the next General Meeting.
- 12.5 Excluded members are not allowed to claim EAP membership. Excluded members may be allowed to apply for membership again after removal of the matter of exclusion and according to conditions decided by the Governing Board.

## **§ 13 Register**

**EAP Statutes:** voted at Vienna, 19<sup>th</sup> February 2011

- 13.1 The Governing Board establishes a register of psychotherapists who have qualified for the European Certificate of Psychotherapy (ECP).
- 13.2 As a task of the Governing Board, the Registration Committee, headed by the Registrar, carries out the responsibilities of registration.

#### **§ 14 The Auditors**

- 14.1 The auditors will examine all the financial affairs of the EAP, including the annual financial statements, and will present their written report in person to the General Meeting.
- 14.2 The auditors will have no other official function within the EAP.

#### **§ 15 Financial Means**

- 15.1 The EAP may have the following as income sources in accordance with its non-profit status:
  - a) Admission fees
  - b) Annual membership fees
  - c) Certification fees
  - d) ECP registration fees and other fees
  - e) Conference, lectures and meeting fees
  - f) Contributions
  - g) Sales from publications
  - h) Donations
  - i) Interests
  - j) Any other lawful income as approved by the Governing Board of EAP.
- 15.2 The Organisational Members mentioned in article 4 will pay an annual membership fee according to the number of membership of the organisation. This fee will be decided by a General Meeting. The Governing Board has the authority to make reductions or sanctions concerning payments.
- 15.3 The financial year will run from 1<sup>st</sup> May to the 30<sup>th</sup> of April.
- 15.4 In financial matters the Treasurer or the General Secretary together with the President or his/her substitute are authorised to sign. On order of the President the Treasurer can sign up to the amount authorised by the Governing Board.
- 15.5 The Financial Committee, headed by the Treasurer, will supervise the finances, the payments and the bookkeeping.

#### **§ 16 Liability**

Only the Association's assets will guarantee debts and liabilities incurred by EAP.

#### **§ 17 Arbitration Court**

- 17.1 The Governing Board may decide to establish an Arbitration Court concerning conflicting parties within the EAP.
- 17.2 The Arbitration Court is composed of three members of the EAP. Each party of the dispute appoints one member to represent them. These will have to vote a third person, who will be the chairperson of the Arbitration Court.
- 17.3 If the nomination of the arbitrators through the parties of the dispute is not taken up in time or a chairperson has not been named to both arbitrators within 28 days, then the nomination will be taken up by the presidency. Members of the presidency who are in any way connected with a party of the dispute are not allowed to be the Chairperson of the Arbitration Court.

**EAP Statutes:** voted at Vienna, 19<sup>th</sup> February 2011

- 17.4 The Arbitration Court will pass their decision after hearing the parties of dispute in the presence of all members by simple majority of votes. It will decide to the best of one's knowledge and belief. The resolutions of the Arbitration Court have to be sent by letter to all parties of the dispute.
- 17.5 The parties can within four weeks appeal to the Governing Board against the decision of the Arbitration Court. The Governing Board then decides finally with a 2/3 majority.

**§ 18 Amending these Statutes**

- 18.1 Amending these Statutes can be done from a proposition from any member, properly seconded, to the General Meeting, preferably after consultation with the Statutes Committee.
- 18.2 The proposition for changes of the Statutes must be announced and put on the agenda for discussion in a meeting of the Governing Board, at least three months before the General Meeting.
- 18.3 Only a General Meeting can make changes to the Statutes of EAP. These will require a two-thirds majority of the votes cast.