

# **IRSJA MEMBER'S MANUAL 2007**

## **TABLE OF CONTENTS**

I.	IRSJA OVERVIEW_____	2
II.	BYLAWS & AMENDMENTS TO BYLAWS_____	3
III.	CODE OF ETHICS_____	20
IV.	PROCEDURES OF THE ETHICS COMMITTEE & ETHICS APPEALS COMMITTEE_____	26
V.	NOMINATING COMMITTEE PROCEDURES_____	41
VI.	MEMBERSHIP COMMITTEE PROCEDURES_____	46
VII.	WAIVER FOR ALL ANALYST APPLICANTS & MEMBERS_____	52
VIII.	NEW ANALYST ORIENTATION to IRSJA_____	53
IX.	IRSJA OPERATING POLICIES_____	57

Following a decision by the Society to streamline the Member's Manual at the fall 2007 meeting in Louisville, Ky, sections related to the training and admissions Manual were removed from this document and now exist separately as Training and Admissions Manuals.

## **I. IRSJA OVERVIEW**

### **The Inter-Regional Society of Jungian Analysts**

(Established December 15, 1973)

#### **The IRSJA Executive Committee** (elected for 2-year term)

- President
- Vice-President
- Secretary
- Treasurer
- Director of Training
- Director of Admissions

#### **Training Committee** (elected for 2-year term)

- Director + 4 analysts; President and Vice President, ex-officio
- Oversees the process of candidates' training and Review Committees, organizes and directs the Propaedeuticum and final exams, maintains training records, provides orientation for graduates and new analyst members, provides training for the Society, and maintains a critical link to local training seminars.

#### **Review Committees** (appointed by the Training Committee)

- Each committee: Chair + 3-4 analysts, working with an assigned group of candidates throughout their training
- Meet with candidates each fall to review and discuss progress in training, evaluate applications for taking exams, and maintain ongoing communication with the Training Committee, and the local training seminars and their coordinators.

#### **Local Training Seminars**

- Local training coordinator + local IRSJA analysts, working with pre- Propaedeuticum candidates and auditors, and control candidates
- Local Training Seminars are responsible for candidates' training throughout the year: annually process and evaluate applicants for local seminars and meet with, review, and evaluate progress of seminar candidates (pre-Propaedeuticum and Control) and auditors; maintain communication with IRSJA Review Committees, including recommendations regarding candidates' progress and requests by auditors applying for candidacy.

#### **Admissions Committee** (elected for 2-year term)

- Director + 8 analysts
- Each spring the AC conducts individual and group interviews, evaluates, and selects individuals for candidacy from applicants recommended by the local training seminars.

#### **Other IRSJA Committees:**

- Ethics Committee (5 members-elected)
- Ethics Appeals Committee (7 members-elected)
- Membership Committee (3 members-elected)
- Nominating Committee (3 members-elected)
- Temenos Committee (3 members-elected)

#### **Other IRSJA Positions:**

- |                   |                      |                     |
|-------------------|----------------------|---------------------|
| • Archivist       | Community Liaison    | Database Manager    |
| • Parliamentarian | Facebook Coordinator | Website Coordinator |

## II. BYLAWS & AMENDMENTS TO BYLAWS

### BYLAWS OF THE INTER-REGIONAL SOCIETY OF JUNGIAN ANALYSTS

#### Article I NAME

The name of this organization shall be THE INTER-REGIONAL SOCIETY OF JUNGIAN ANALYSTS (IRSJA).

#### Article II PURPOSE

This Society is organized and shall be operated as a non-profit organization exclusively for charitable and educational purposes. Subject to the foregoing general purposes, it shall:

- a) Set up minimum requirements for the training and practice of Jungian analysis and provide professional training for qualified candidates.
- b) Promote a more general understanding of the concepts of C.G. Jung.
- c) Encourage further contributions to the advancement of knowledge in Analytical Psychology and related fields.

No part of the net earnings of this organization shall inure to the benefit of any private shareholder or individual. In the event of dissolution of this organization, its assets, after payment of or provision for liabilities, shall be distributed to an educational or other charitable organization as the then officers of this organization may select.

#### Article III MEMBERS

##### SECTION 1. Regular members

There are four categories of regular membership: Founding members, Active members, Members Emeriti, and Life members.

##### A. Founding members

###### (1) Defined

Founding members shall be those members of the International Association for Analytical Psychology (IAAP) attending the organizational meeting on 15 December 1973.

###### (2) Rights and Obligations of Founding members

- a) Founding members shall have all rights and obligations of Active members, except they shall not be obligated to pay Society dues or meet the attendance requirements.
- b) Founding members may pay IAAP dues through the Society.

**B. Active members****(1) Defined**

- a) Active members shall be those members of the Society who have been duly admitted and who fulfill the obligations of the Society.
- b) Jungian analysts who are already members of the International Association for Analytical Psychology, or who have graduated from an IAAP-recognized training program, shall be eligible to apply for Active membership in this Society.
- c) Qualified graduates of the training program of this Society are eligible to apply for Active membership in the Society.
- d) An Active member automatically attains the status of Senior Analyst five (5) years following graduation from a recognized training institute and/or acceptance into the International Association for Analytical Psychology. A Senior Analyst is eligible to function as a Control Analyst for training purposes.

**(2) Procedures for Admission of Active members**

- a) Prospective members, who are not graduates of IRSJA, can apply to the chair of the Membership Committee. Upon completion of the application process, prospective members will be proposed by the Chair of the Membership Committee for acceptance by the Society. Election to Active membership is by a majority vote of those present at a regular business meeting of the Society.
- b) Graduates of IRSJA shall submit their written requests for Active membership to the chair of Membership Committee immediately upon graduation.

**(3) Rights and Obligations of Active members**

Members may attend all regular society meetings and business meetings, serve on any committees to which they are elected or appointed, and take part in the general business and training functions of the Society. They must sign the Waiver and Release Form. They bind themselves to ethical behavior as defined by the IRSJA Ethics Code and to maintaining payment of dues and meeting attendance requirements.

**C. Members Emeriti**

Member Emeritus status occurs automatically when members are 70 years of age or older. Their rights and obligations remain the same as an Active member except they may pay one-half the dues and do not have to meet the attendance requirements. In extenuating circumstances, Emeritus status may be conferred on members younger than 70 upon recommendation of the Executive committee and approval by the Society.

**D. Life Members****(1) Defined**

Life members shall be those Society members who have made substantial and exceptional contributions to the founding or sustaining of the Society, but who are no longer able or do not wish to participate as Active members.

**(2) Procedures for Selection of Life members**

A potential Life member may petition to or be nominated by the Executive Committee and must be approved by two thirds (2/3) of the attendees at a Society business meeting.

**(3) Rights and Obligations of Life members**

- a) Life members shall have all rights and obligations of Active members, including the right to vote. They shall not be obligated to pay Society dues or meet the attendance requirements.
- b) Life members may pay IAAP dues through the Society.

## SECTION 2. Associate Members

- (1) Defined  
Associate members shall be IRSJA members who wish to participate in Inter-Regional programs but do not wish to be regularly active in the meetings or training activities of the Inter-Regional Society. Only Active members in good standing are eligible for Associate membership.
- (2) Procedures for applying for Associate status  
 a) Application for Associate membership shall be made in writing to the Secretary. The Executive Committee shall consider the request and make recommendations concerning the application. Election to Associate membership is by a majority vote of members at a regular Society meeting.  
 b) An Associate member who desires to become an Active member shall submit such request, in writing, to the Secretary. The Secretary shall follow the procedures outlined in paragraph 2a) above.
- (3) Rights and Obligations  
 a) Associate members may attend all meetings of the Society and of the Local Training Seminars with which they are affiliated, present papers, participate in discussions, and serve as examiners or interviewers if requested by the Director of Training or the Director of Admissions.  
 b) Associate members may neither vote nor hold elected office in the Society with the exception that those Associate members who pay IAAP dues through the Inter-Regional Society may vote on all matters directly concerned with IAAP, including election of Inter-Regional delegates to IAAP congresses.  
 c) Associate members may serve on committees as appointed by the President.  
 d) Dues for Associate members shall be twice the regular dues, exclusive of IAAP membership dues paid through the Inter-Regional Society.  
 e) Associate members are considered to be Inter-Regional analysts and, when qualified, Senior Analysts of Inter-Regional.  
 f) Associate members are exempt from the requirement of attending business meetings to maintain their membership.  
 g) Except as described herein, Associate members are bound by all rules and regulations of the Society, and must sign the Waiver and Release Form.

## SECTION 3. Affiliate Members

- (1) Defined  
Affiliate members shall be chosen from among non-analysts who (1) have recognized stature in a cultural or scientific field related to analytical psychology, and (2) have made a significant contribution to analytical psychology. The total number of Affiliate members shall not exceed ten percent (10%) of the total Active membership.
- (2) Procedures for applying for Affiliate status  
Affiliate members must be nominated by written petition signed by no fewer than ten (10) Active members. The petition shall be reviewed by the Executive Committee and, if the Committee favors the petition, the proposed Affiliate member shall be recommended to the Society at a business meeting. A two thirds (2/3) vote of the Active members present shall be required to elect an Affiliate member to membership.

(3) Rights and Obligations

Affiliate members may attend Society meetings, participate in discussions of a scientific or cultural nature, and may serve in a consulting role on committees as appointed by the President. Affiliates may not vote, hold office, or attend business meetings. They shall pay the normal dues of Active members, shall abide by the ethical standards of the Society, and shall sign the same Waiver and Release Form required of Active members. They are not required to maintain the attendance standards. Except as described herein, Affiliate members are bound by all rules and regulations of the Society.

**SECTION 4. Fees and Dues**

- A. A non-refundable application fee, set by resolution of the Executive Committee or by the membership, shall be paid by each applicant. Graduates of IRSJA are exempt from payment of this fee.
- B. Annual dues, due and payable the first day of the fiscal year, shall be set by resolution of the membership upon recommendation of the Executive Committee. New members confirmed in the second half of the fiscal year shall pay half the amount of the annual dues. The Treasurer is responsible for notifying the member, in writing, of dues that are delinquent. After one year of delinquency, the Treasurer shall notify the Executive Committee.

**SECTION 5. Attendance**

Members must attend at least one meeting every two years. The Secretary shall be responsible for notifying the Executive Committee of any member who has not met this requirement or who has not requested, in writing, an excused absence. The Secretary shall notify the member in writing that the above action has been taken.

**SECTION 6. Resignation or Termination of Membership**

- A. Resignation  
Any member in good standing may resign by delivering his/her written resignation to the Secretary. Members under review by the Ethics Committee may not resign.
- B. Termination Initiated by the Society
- (1) Non-payment of dues  
A year's non-payment of dues may result in termination of membership by a two-thirds vote of the Executive Committee upon notification of the Executive Committee by the Treasurer. The member must have had four weeks' written notification by Certified Mail of the proposed termination.
- (2) Non-Attendance  
Failure to meet the attendance requirement may result in termination of membership by a two-thirds vote of the Executive Committee upon notification of the Executive Committee by the Secretary. The member must have four weeks' written notification by Certified Mail of the proposed termination.
- (3) Ethical Issues

Upon recommendation of the Ethics Committee, membership may be revoked. Such a termination must be approved by a two-thirds vote of the Society members present at a regular business meeting. The Ethics Code and Procedures, as approved by the Society, will be adhered to.

(4) *Termination of Affiliate Members*

Cause for the termination of Affiliate membership includes, but is not limited to, non-payment of dues, non-fulfillment of obligations to the Society, or failure to abide by Society's standards. Such a termination must be approved by a two-thirds vote of the Society members present at a regular business meeting following a business meeting at which such termination of membership has been proposed in writing by no fewer than ten (10) Active members.

### **SECTION 7. Reinstatement of Membership**

Reinstatement of a former member shall be at the discretion of the Executive Committee, subject to the approval of the Society, upon payment of the current dues and reinstatement fee to be set by the Executive Committee. If the cause of termination or resignation was an ethics violation, the Executive Committee will confer with the Ethics Committee before making their recommendation to the Society.

## **Article IV OFFICERS**

Officers of the organization shall be:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Director of Training
- f) Director of Admissions

An officer shall be elected for a term of two years, or until a successor is elected. The successor to the presidency in case of the President's absence or inability to serve shall be the Vice-President. If the Vice-President is also unable to serve, the Director of Training shall assume the presidency until the next regularly scheduled business meeting at which time an election will be conducted. The term of office for all the above officers shall begin at the close of the meeting at which they are elected. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Society.

## **ARTICLE V Duties of Officers**

- A. **The President** shall administer matters pertaining to the entire Society, preside at meetings, and serve as liaison with other professional organizations. He/She will serve as an ex-officio member of the Training Committee.
- B. **The Vice-President** shall assist the President, be responsible for the organization of the semiannual meetings, and carry on other duties of the President in his/her absence. She/He will serve as an ex-officio member of the Training Committee.



- C. **The Secretary** shall record the minutes of Executive Committee and business meetings, maintain attendance records, file any periodic reports, conduct the general correspondence of the Society, send out notices of meetings of the Executive Committee and send out required notices to all members. The Secretary shall also keep a separate record of amendments to the Bylaws and of new decisions made at each business meeting.
- D. **The Treasurer** shall collect fees and dues, administer IAAP membership dues, pay bills, keep accounts of all Society funds and present a financial report at business meetings or upon request of the President. This report must be presented to the membership at least annually.
- E. **The Director of Training** shall chair the Training Committee, administer the training program in accordance with the Training Manual, as approved by the Society, and report to the Executive Committee and to the membership of the Society at a business meeting at least annually.
- F. **The Director of Admissions** shall respond to inquiries concerning admissions for training with the Society, shall organize and conduct admissions interviews in accordance with the Admissions Manual, as approved by the Society, and shall report to the Executive Committee and to the membership of the Society at a business meeting at least annually.

## **Article VI MEETINGS**

### **SECTION 1. Scheduling and Notification**

- A. Meetings of the Society shall be held regularly twice a year. Ordinarily these meetings shall take place in the spring and the fall. Written notice of said meetings shall be given to all members at least four (4) weeks in advance.
- B. Special meetings may be called for by a quorum of Active members in writing. Only matters announced in the call for the meeting may be acted upon at this meeting. Written notice must be given to all members at least four (4) weeks in advance of such a meeting.

### **SECTION 2. Business Meetings**

Society business meetings are to be held during the semiannual meetings of the Society, and must be held at least annually. Business meetings shall be convened for the transaction of major matters of business and the presentation of reports by committees and officers. The regular Fall Meeting shall be known as the Annual Meeting and shall include the election of officers when appropriate, as well as usual business.

### **SECTION 3. Decisions**

- a) **A quorum** of one-third of the Active members of the Society (not including Life members) shall be required for voting on matters requiring Society approval.
- b) **Absentee vote:** Absentee ballots shall be allowed in elections for Society officers and

- Ethics Committee members.
- c) **Majority vote:** A majority shall consist of over half of the votes cast in a duly authorized vote by the Society in any matter requiring Society approval, and shall suffice unless specified otherwise in the Bylaws.

## **Article VII EXECUTIVE COMMITTEE**

### **Composition**

The Executive Committee shall consist of the President, Vice-president, Secretary, Treasurer, Director of Training, and Director of Admissions. Vacancies in any position other than the President shall be filled by an affirmative vote of a majority of the remaining members of the Executive Committee. A member elected to fill a vacancy shall serve for the unexpired term of his/her predecessor in office.

### **Functions**

- a) The Executive Committee shall conduct the business of the Society and oversee its operations.
- b) The Executive Committee shall meet at such times and places as they themselves determine, or in the absence of such determination, as designated by the President. At least one designated meeting in each calendar year shall be held at the call of the President or on written request of a majority of the Executive Committee. Members of the Executive Committee shall be notified, either in person or in writing, of the meeting at least three (3) weeks prior to each meeting. A majority of the members of the Executive Committee shall constitute a quorum. Decisions of the Executive Committee shall be by majority vote unless otherwise stated in the Bylaws.

### **Authority**

The Executive Committee shall conduct the business of the Society between Society business meetings, fix the hour and place of meetings, make recommendations to the Society and, in general, administer the business of the Society, subject to approval by the membership of the Society.

## **Article VIII STANDING COMMITTEES**

### **SECTION 1. The Training Committee**

#### **A. Composition**

The Training Committee shall consist of the Director of Training as chairperson and 4 members-at-large elected by the Society, with attention to gender and geographic diversity. The President and Vice President shall serve as ex officio members. No member of the Training Committee may serve as an examiner or on a Review Committee. A quorum shall consist of a majority of members attending a given meeting.

**B. Functions**

The Training Committee shall oversee the training of analytical candidates according to the procedures set forth in the Training Manual, as approved by the Society.

**C. Authority**

All decisions of the Training Committee shall be subject to approval by the membership of the Society.

**D. Term**

Members of the Committee shall be elected for a term of two (2) years.

<b>SECTION 2. The Admissions Committee</b>
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**A. Composition**

The Admissions Committee shall consist of the Director of Admissions and eight (8) analysts, at least four of whom (including the Director) are Senior Analysts. All Committee members are elected by the Society with attention to gender and geographical representation. Additional analysts may serve at the request of the Director as needed on an ad hoc basis. A quorum shall consist of a majority of members attending a given meeting.

**B. Function**

The Admissions Committee will meet to determine admission to candidacy for training with the IRSJA. The policies governing admission are those set forth in the Admissions Manual, as approved by the Society.

**C. Authority**

All decisions of the Admissions Committee shall be subject to approval by the membership of the Society.

**D. Term**

The members of the Committee shall be elected for a term of two (2) years.

<b>SECTION 3. The Ethics Committee</b>
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**A. Composition**

The Ethics Committee shall be constituted according to the Code of Ethics and Procedures, as approved by the Society.

**B. Function**

The Committee shall adjudicate ethical grievances in accordance with the Code of Ethics and Procedures which have been approved by the Society.

**C. Authority**

The Committee is empowered to make decisions as stipulated in the Code of Ethics and Procedures which have been approved by the Society.

**D. Term**

Members of the Committee shall be elected for a term of two (2) years.

#### **SECTION 4. The Nominating Committee**

##### **A. Composition**

The Nominating Committee shall be constituted of three (3) members elected by the Society.

##### **B. Function**

The Committee shall solicit nominations for the election of officers and committee members and shall oversee the election process as described in the Members Manual, as approved by the Society.

##### **C. Term**

Committee members shall be elected for a term of two (2) years.

#### **SECTION 5. The Membership Committee**

##### **A. Composition**

The Membership Committee shall be constituted of three (3) members appointed by the President.

##### **B. Function**

The Committee shall process applications for membership to IRSJA and make recommendations about the applicants to the Society as described in the Members Manual, as approved by the Society.

##### **C. Term**

Committee members shall be appointed for a term of two (2) years.

### **Article IX FINANCIAL TRANSACTIONS**

#### **SECTION 1. Signatures**

- a) All checks, drafts, and orders for payment of money shall be signed in the name of the corporation by the Treasurer and may be countersigned by such officers or agents as the Executive Committee may from time to time designate for that purpose.
- b) An audit by an outside source shall be obtained at least every four years and whenever a new Treasurer is elected.

#### **SECTION 2. Execution**

When the execution of any contract, conveyance or other instrument has been authorized by the Society, the President, Vice-President, Secretary or Treasurer, may execute the same in the name of and on behalf of the Society, and may affix the corporate seal thereto. The Executive Committee shall have the power to designate the officers and agents who shall have the authority to execute any instrument on behalf of this corporation.

## **Article X USE OF ASSETS**

### **SECTION 1. No Gain or Profit**

The corporation shall have no capital stock and is not organized for gain or profit, but is exclusively for the purposes set out in the Articles of Incorporation, and no part of its corpus or earnings shall inure to the benefit of subscribers, donors, contributors, directors, officers and/ or other private individuals.

### **SECTION 2. Political Activity**

The name of the Society, its corpus, earnings, and its directors individually or collectively acting in their capacity as such, shall not aid in influencing legislation by propoganda or otherwise; nor shall such participate or be participated in any political campaign on behalf of any candidate for public office.

### **SECTION 3. Dissolution**

Upon dissolution of the corporation for any reason, all of the corpus and earnings of any character whatsoever of which the corporation may then be the owner shall be distributed to one or more public charitable organizations as provided in the Articles of Incorporation.

## **Article XI INDEBTEDNESS**

Neither the officers, the Executive Committee, a committee, an agent, nor any employee of the corporation shall have the authority to contract any indebtedness or incur any obligation on behalf of any member, officer, director of the corporation, and/or contributor to the corporation. No officer, director, or agent of the corporation shall ever be personally liable for any debt, contract, obligation or tort of the corporation, nor of any other officer, director or agent.

## **Article XII SEAL**

The seal of the corporation shall be circular in form and shall consist of the name of the corporation inscribed around the outside border, surrounding a design. The Secretary shall take charge of the seal. The seal of the corporation shall not be necessary to authenticate any duly conducted act of the Society.

## **Article XIII CONFLICT WITH PURPOSES**

This corporation is organized under the Texas Non-Profit Corporation Act and is subject thereto. The provisions of the Articles of Incorporation and/or these ByLaws shall govern in any manner or situation where the provisions of said Act are inconsistent, or in conflict, with the purposes of the corporation, to the extent permitted by said act.

**Article XIV  
PARLIMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order* (latest revised edition) shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Society.

**Article XV  
REVISION OF THE BYLAWS**

A Bylaws Committee shall be appointed by the Executive Committee to consider and make recommendations regarding any proposed revisions of these Bylaws. The Committee's proposed revisions shall be presented to the Executive Committee, who will cause them to be submitted in writing to the Society for approval.

**Article XVI  
AMENDMENTS TO THE BYLAWS**

**SECTION 1. Proposals**

Any proposal to amend the Bylaws of the Inter-Regional Society shall be presented in writing, signed by ten (10) Active members, to the Executive Committee. The Executive Committee shall present the proposal to the membership at the first possible regular Society business meeting. A vote on the proposed amendment(s) shall occur at the next regular Society business meeting.

**SECTION 2. Voting**

A two-thirds (2/3) majority of the membership voting at a regular Society business meeting is required for passage of any amendment to these Bylaws.

**SECTION 3. Notice**

There must be at least four (4) weeks' written notice from the Secretary to the membership that the proposed amendment(s) will be voted on at the next specified meeting.

Adopted     Fall 2001     (date)  
    Ruth Hepler     (secretary)

**AMENDMENTS TO THE BYLAWS**

**AMENDMENT I**

**ARTICLE VIII**

**ETHICS APPEALS COMMITTEE**

**SECTION 6. The Ethics Appeals Committee**

**Composition**

The Ethics Appeals Committee shall be constituted according to the Code of Ethics and Procedures, as approved by the Society.

**Function**

The Committee shall adjudicate appeals of ethical grievances in accordance with the Code of Ethics and Procedures which have been approved by the Society.

**Authority**

The Committee is empowered to make decisions as stipulated in the Code of Ethics and Procedures which have been approved by the Society.

**Term**

Members of the Committee shall be elected for a term as specified in the Code of Ethics and Procedures, as approved by the Society

Adopted April 24, 2004 (date)  
Carolyn M. Bates (secretary)

**AMENDMENT II****Article VIII****STANDING COMMITTEES****SECTION 1. The Training Committee****A. Composition**

The Training Committee shall consist of the Director of Training as chairperson and 4 senior analysts, members-at-large elected by the Society, with attention to gender and geographic diversity.

Adopted October 22, 2005 (date)  
Carolyn M. Bates (secretary)



## AMENDMENT III

### Article III

### MEMBERS

#### SECTION 1. Regular Members

##### B. Active members

*(3) Rights and Obligations of Active members*

Members may attend all regular society meetings and business meetings, serve on any committees to which they are elected or appointed, and take part in the general business and training functions of the Society. They must sign the Waiver and Release Form within 30 days of date of receipt. They bind themselves to ethical behavior as defined by the I-RSJA Ethics Code and to maintaining payment of dues and meeting attendance requirements.

#### SECTION 2. Associate Members

*(3) Rights and Obligations*

Except as described herein, Associate members are bound by all rules and regulations of the Society, and must sign the Waiver and Release Form within 30 days of date of receipt.

#### SECTION 3. Affiliate Members

*(3) Rights and Obligations*

Affiliate members may attend Society meetings, participate in discussions of a scientific or cultural nature, and may serve in a consulting role on committees as appointed by the President. Affiliates may not vote, hold office, or attend business meetings. They shall pay the normal dues of Active members, shall abide by the ethical standards of the Society, and shall sign the same Waiver and Release Form required of Active members within 30 days of date of receipt. They are not required to maintain the attendance standards. Except as described herein, Affiliate members are bound by all rules and regulations of the Society.

#### SECTION 6. Resignation or Termination of Membership

##### B. Termination Initiated by the Society

*(5) Failure to sign Waiver and Release Form*

Failure to sign the Waiver and Release Form may result in termination of membership by a two-thirds vote of the Executive Committee upon notification of the Executive Committee by the Secretary. The member must have had four weeks' written notification by Certified Mail of the proposed termination.

Adopted April 22, 2006 (date)  
Carolyn Bates (secretary)

**AMENDMENT IV**

**Article VIII**

**STANDING COMMITTEES**

**SECTION 5. The Membership Committee**

**A. Composition**

The Membership Committee shall be constituted of three (3) elected members.

**C. Term**

Committee members shall be elected for a term of two (2) years.

Adopted \_\_\_\_\_ October 21, 2006 \_\_\_\_\_ (date)  
\_\_\_\_\_ Carolyn Bates \_\_\_\_\_ (secretary)

**AMENDMENT V**

**Article III**

**MEMBERS**

<b>SECTION 6. Resignation or Termination of Membership</b>
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B. Termination Initiated by the Society

(3) *Ethical Issues*

Upon recommendation of the Ethics Committee for termination of membership, Procedures of the Ethics Committee and Ethics Appeals Committee, Section II, B. 2. "Cases of 'Resolution involving Formal Actions'" will be adhered to.

Adopted \_\_\_\_\_ October 21, 2006 \_\_\_\_\_ (date)  
 \_\_\_\_\_ Carolyn Bates \_\_\_\_\_ (secretary)

**AMENDMENT VI**  
**ARTICLE VIII**  
**STANDING COMMITTEES**

**SECTION 3. The Ethics Committee**

**E. Chair**

The Chair of the Ethics Committee shall be elected for a term of two (2) years. The term of office for the Chair shall begin at the close of the meeting at which he/she is elected.

**SECTION 4. The Nominating Committee**

**D. Chair**

The Chair of the Nominating Committee shall be elected for a term of two (2) years. The term of office for the Chair shall begin at the close of the meeting at which he/she is elected.

**SECTION 5. The Membership Committee**

**D. Chair**

The Chair of the Membership Committee shall be elected for a term of two (2) years. The term of office for the Chair shall begin at the close of the meeting at which he/she is elected.

Adopted April 21, 2007 (date)  
Carolyn Bates (secretary)

### III. CODE OF ETHICS

#### Preamble

"Feeling always binds one to the reality and meaning of symbolic contents and these in turn impose binding standards of ethical behavior."

-- C. G. Jung *The Psychology of the Transference*

Practicing analysts regularly encounter problems characterized by a conflict of duties and the call of opposing ethical demands. Jungian analysts feel that such conflicts are best resolved through an honest inner struggle. These guidelines are meant to serve as an aid in that endeavor.

The ultimate criterion of ethical behavior is the conscience of the individual who has wrestled with the ethical issues involved in any given situation. However, the ethical results arrived at by an individual are not binding on the community or society at large. Like the individual, every community has a right, and an obligation, to define its own standards and values. For conscience's sake, the individual may then have to bear the opprobrium of the community and submit to social, professional, and legal sanctions.

Not every ethical conflict between an individual and a community is the result of different standards. Often the problem is the absence of ethical feeling, and the subordination of ethics to other needs, and an inability to uphold one's ethics in practice. Every individual and community suffers from such lapses and failures. No individual or community can lay claim to moral superiority. When we personally fail to live up to the ethical standards we have set for ourselves and our colleagues, or when we are unaware of such failures and they are brought to our attention, we hope to be treated in a compassionate and humane way. When others find themselves in similar circumstances, we hope to accord them the same compassion and humanity. It is in this spirit that we endorse the following guidelines.

The members of the Inter-Regional Society of Jungian Analysts (IRSJA) are Jungian psychoanalysts trained in helping people to deal with human problems in a psychological way. They are committed to increasing knowledge of the personal and archetypal dimensions of human behavior and to the promotion of interpersonal and intrapsychic understanding. Analysts recognize that the freedom of enquiry and exploration necessary to their work carries with it the commitment to increased consciousness, competence, objectivity and concern for the best interests of analysands, students, colleagues, and the public at large.

In order to fulfill this commitment and to make it explicit, the members of the IRSJA have agreed upon the following ethical guidelines.

All members of the IRSJA are expected to be in compliance with the contents of the code of ethics of other professional groups to which they belong and with the laws of the state(s) in which they practice.

The following provisions are not to be taken as creating any kind of legal liability, either civil or criminal.

\* This code and these procedures are based on those of the New York and San Francisco Institutes. We wish to acknowledge their contributions and to thank our colleagues for their guidelines and suggestions.

## **Section A**

### **ETHICAL PRINCIPLES WITH ANNOTATIONS**

#### **Principle I. Responsibility of the Analyst**

In providing services, members aim at the highest standards of their profession and accept the responsibility for the consequences of their acts.

a. As practitioners, analysts bear the responsibility of clarifying the working agreement between themselves and their analysands. This working agreement may include such considerations as: length and frequency of sessions, the cost and method of payment, the conditions for cancellation of sessions, and where the meetings shall take place. Other contractual arrangements are discussed when they arise in treatment.

b. Analysts avoid personal, social and financial interactions with analysands which might compromise the analytic process.

c. It is recognized that members may assume other professional roles in the training of analysts where special consideration must be given to preserving the boundaries between analysis and the supervision of a training candidate, and between analysis and education. In such situations, analysts shall be sensitive to possible conflicts tending to interfere with their duties.

d. As supervisors, analysts shall have the responsibility to clarify and help objectify the presenter's case material. Supervisors shall identify and explore countertransference reactions pertinent to the case and shall respect the boundaries of the supervisee's personal analysis.

#### **Principle II. Competence of the Analyst**

The maintenance of high standards of competence is a responsibility shared by all analysts in the interest of the community and the profession as a whole. Analysts are aware of the boundaries of their own competence and the limitations of their own techniques. They use techniques for which they are qualified by training and experience.

a. Analysts must not misrepresent their academic and/or professional training and/or experience, nor their professional affiliations. Members bear the responsibility of correcting members who misrepresent their professional qualifications and/or affiliations, either by individual discussion or by bringing the infraction to the attention of the Ethics Committee.

b. Analysts shall not attempt to diagnose, prescribe for, treat or advise on problems outside the recognized boundaries of their own competence.

c. In regard to the areas of their personal analysis, supervision, and education, analysts shall continue to pursue their professional growth. They are receptive to new procedures and changes in expectations and values over time.

d. When treatment methods are used for which there are no established standards, analysts must take whatever precautions are necessary to protect the welfare of their analysands.

e. In compliance with the state and federal laws describing research with human subjects, analysts must receive written consent from the analysand to serve in a dual role as both analysand and subject of research.

f. Analysts recognize that personal problems and conflicts may interfere with professional effectiveness. When they become aware of their personal problems, they must seek competent professional assistance to determine whether they should suspend, terminate, or limit the scope of their professional activities.

g. Any physical or mental disability (e.g., senility, substance abuse) which could cause a member to be unable to perform the service implicit in the psychoanalytic contract or to fulfill responsibilities as a member in good standing in the Society or the professional community shall be grounds for the Ethics Committee to institute, according to its procedures, its own investigation of the conduct of a member.

### **Principle III. Moral and Legal Standards**

Analysts become and shall remain aware of the possible impact of their professional and public behavior not only upon the quality of their work but upon the community's trust in their profession, and upon the ability of their colleagues to carry out professional activities.

a. Analysts are aware that personal values affect the conduct of their therapeutic work and their presentation of materials in teaching roles. They should recognize and respect the diverse attitudes which others bring, and remain aware of these when dealing with sensitive topics.

b. Members are obligated to be in compliance with all relevant state and federal laws. In their professional roles as practitioners, supervisors or instructors, members shall not take any action that violates or diminishes the legal and civil rights of analysands, supervisees, students or colleagues.

c. Should a member be expelled from an affiliated or other recognized professional association, be de-licensed in their field or practice, or be charged with a criminal offense, the IRSJA may investigate the conduct of the member according to its procedures, providing a complaint is brought forth.

d. All members have the obligation to cooperate with the rules and procedures of the Ethics Committee in the investigation of a complaint.

### **Principle IV. Public Statements and Non-Analytical Communications**

Care should be taken in public statements and non analytical communications, either within the context of the therapeutic session or in the community at large, to serve the purpose of helping an individual make informed judgments and choices or of fostering activities contributing to an improved community.

a. Members shall present their own qualifications, affiliations, and functions accurately and objectively. They shall avoid misrepresentation in presenting the practice of analytical psychology either to analysands or to the public at large.

b. In public statements offering personal advice, psychological opinions, or information about the availability of services and publications, members shall utilize the most relevant material and must exercise the highest level of professional judgment.

c. When expressing professional opinions or points of view, members shall not make it appear, directly or indirectly, that they speak on behalf of the IRSJA or represent its official position, except as authorized by the IRSJA or its representatives.

d. Members are responsible in the course of public speaking, advertising and writing to avoid superficiality, exaggeration and other kinds of misrepresentation. Brochures that promote the services of a center should describe them with accuracy and dignity and should not be misleading.

### **Principle V. Confidentiality**

Analysts have a primary obligation to respect the confidentiality of information that is relevant to the treatment of an analysand in the course of their professional activities.

a. Analysands are entitled to know under what conditions their material may be divulged. Where appropriate, analysts shall inform their analysands of the legal limits of confidentiality.

b. Information obtained during analytic sessions and group therapy, and/or presented in case seminars is discussed only for professional purposes, always taking care to guard the identity of the analysand.

c. Analysts should refrain from presenting case material of recognizable analysands (e.g. candidates or IRSJA members) in training seminars and professional meetings. This material should be confined to consultations with colleagues or supervisors and the identity of the analysand should be guarded carefully.

d. Analysts who present personal information, obtained during the course of their professional activities, in writings, lectures or other public forums must obtain prior consent from the analysand and must disguise all identifying information.

e. Analysts shall make provisions for maintaining confidentiality in the storage and disposal of records. An analyst may release confidential information only with the written authorization of the analysand or under legal compulsion.

f. Analysts at times may find it necessary, for the protection of the analysand or the community from imminent danger, to reveal privileged communication disclosed by the analysand. At all times the analyst must weigh the right of the analysand to confidentiality and thus to unimpaired treatment and the right of the community to protect its own welfare.



## **Principle VI. Welfare of the Analysand**

Analysts have the continuing duty to respect the integrity and protect the welfare of analysands.

a. Analysts shall inform those concerned of the purpose and nature of Jungian analytic treatment and of any evaluative, clinical, educational or training procedure proposed, with full cognizance of the other's freedom of choice with regard to participation.

b. Aware of their own needs and of their influential position vis-a-vis those in their care, analysts shall make every reasonable effort to avoid dual relationships such as in the treatment of close friends and relatives that could impair their professional judgment. Special caution is to be exercised in regard to dual relationships involved with those who are analysands as well as students or supervisees. When possible, acting as both analyst and formal supervisor is to be avoided.

c. Analysts shall use the initial sessions to explore the presenting problem and determine whether analytic treatment can be of help. They are cautious in their initial prognosis and shall not exaggerate the efficacy of their service.

d. Because analysis is first and foremost for the benefit of the analysand, analysts shall be extremely careful not use their professional relationships to give or receive other personal gain or services to further their business, political or religious interests, nor shall they encourage analysands to engage in activities in order to profit professional groups or organizations.

e. Analysts shall terminate an analytic relationship when it is reasonably clear that the analysand is not benefitting from it. At an appropriate time the analyst shall initiate a discussion with the analysand about the termination of the relationship and attempt to secure a mutual agreement with the analysand. An analyst shall not cease treatment without giving the analysand adequate notice to locate an alternative. Where appropriate, the analyst shall offer to help the analysand locate alternative sources of assistance.

f. Any sexual intimacies defined as all forms of overt and covert seductive behavior as well as physical contact of a sexual nature are unethical within the therapeutic relationship. Sexual harassment such as deliberate or repeated comments, gestures, or physical contacts are equally unethical. Sexual intimacy between analyst and analysand constitutes a de facto termination of the analysis and an infringement of an analysand's right to professional and unimpaired treatment, even when the analysand invites or consents to such involvement. With an awareness that such a transgression is a violation of professional ethics, for which they have a social responsibility and a legal liability, analysts shall terminate the analysis in a respectful and non-punitive manner, and insofar as possible, with the analysand's agreement. In such a situation, analysts shall have the obligation to seek peer consultation and/or competent professional assistance to resolve the personal conflicts and countertransference reactions that interfere with their professional effectiveness.

g. Analysts are sensitive and responsive to information received during analytic sessions concerning unethical behavior of another professional. After careful exploration of the circumstances, if deemed appropriate, the analyst shall inform the analysand that the reported behavior is or may be unethical and that guidelines for ethical conduct have been formulated and are available. At all times the principle of confidentiality and the rights and wishes of the analysand shall be the priority consideration.

## **Principle VII. Collegial Relationships**

Members bear the responsibility of insuring that appropriate standards of competence, honesty, and integrity are maintained within the Society and with other professionals.

a. Analysts respect the traditions and practices of their colleagues and of other professionals within the therapeutic field. If an analyst is contacted by a person who is already receiving similar services from another professional, the analyst shall carefully consider that relationship and proceed with caution and sensitivity to the therapeutic issues as well as the prospective analysand's welfare. The analyst discusses these issues with the prospective analysand so as to minimize the risk of confusion and conflict. In some cases, after consultation with the prospective analysand, it is desirable for the analyst, with the consent of the analysand, to communicate with the previous professional before agreeing to commence treatment.

b. Analysts understand the areas of competence of related professions. They make full use of professional resources that serve the best interests of analysands, and exercise foresight and tact in helping to obtain complementary or alternative assistance when they judge that to be indicated.

c. Professional relationships shall not be exploited by members. They do not, for example, accept payment from other professionals for referrals.

d. When appropriate, analysts shall seek all significant information from the source of referrals and other relevant professionals.

e. Members shall assign credit to those who have contributed to or directly influenced their writing or research. Specific citations shall be made for unpublished as well as published material.

f. When member A comes to know of an ethical violation by member B, it is incumbent upon member A seriously to weigh his or her responsibilities to the aggrieved analysand, to the profession and its integrity, and to the colleague. It may be appropriate initially to attempt to resolve the issue informally by bringing the behavior to the attention of member B. If the misconduct is of a minor nature where it appears to be due to lack of sensitivity, knowledge or experience, such an informal solution is preferable and usually effective. If the ethical violation is not of a minor nature or if an informal solution by friendly remonstrance or collegial consultation with the member in question is not effective, and especially if the violation is continuing or repeated, members are strongly encouraged to file a written complaint according to the procedures described herein for the complainant in the Procedures of the Ethics Committee.

g. When a member's alleged ethical misconduct is referred for determination to the Ethics Committee, the accused member shall be obliged to cooperate with the process and procedures of the Ethics Committee.

Approved Fall 1993 (Date)

Ruth Hepler (Secretary)

## **IV. PROCEDURES OF THE ETHICS COMMITTEE AND ETHICS APPEALS COMMITTEE**

The *IRSJA Code of Ethics* and the *IRSJA Procedures of the Ethics Committee and Ethics Appeals Committee* are living documents which will be revised over time. The current and future membership of the IRSJA is encouraged to reflect on and revise over time the IRSJA Code and IRSJA Procedures in light of the insights gained through the deeply human struggle to maintain high ethical standards.

The Ethics Committee is available to anyone, inside or outside the Jungian community, who is concerned about possible unethical, unprofessional, or otherwise harmful conduct on the part of any member or candidate of the Inter-Regional Society of Jungian Analysts.

A person so concerned is encouraged to discuss with the Ethics Committee any questions he or she may have about professional conduct. Any person contacting the IRSJA or the Ethics Committee about a possible concern has the right to receive a copy of the relevant *IRSJA Code of Ethics* and the relevant *IRSJA Procedures of the Ethics Committee and Ethics Appeals Committee*.

A person who accepts membership or candidacy for membership in the Inter-Regional Society of Jungian Analysts binds himself or herself to accept the final judgment of the Ethics Committee or the Ethics Appeals Committee, rendered in accordance with these procedures, as to a matter concerning professional ethics.

### **I. COMPOSITION AND ELECTION OF THE ETHICS COMMITTEE**

A. The Ethics Committee Members shall be elected by the membership at a regularly scheduled meeting. The Ethics Committee shall consist of five IRSJA members and shall include at least one senior member (more than five years in the IRSJA) and one junior member.

Nominations and Elections shall be conducted in accordance with the IRSJA procedures for nominations and elections of officers and committee members.

The Ethics Committee shall elect the Chairperson from amongst the senior members of the Ethics Committee.

B. Ethics Committee members shall be elected for a term of two (2) years and may be re-elected for two (2) additional terms for a maximum of six (6) consecutive years. Membership shall be on a rotating basis. At least one member shall rotate off the committee every two (2) years.

C. A vacancy occurring during the term of any member of the Ethics Committee shall be filled through an appointment made by a two-thirds vote of the Executive Committee for the remainder of the term of the person leaving the Ethics Committee.

D. In case of inability or inappropriateness to serve in a particular case, for example where a dual relationship exists, a member may step down from the Ethics Committee and be replaced for that case. The temporary replacement shall be selected by a two-thirds vote of the remaining members of the Ethics Committee.

## **II. CONSULTATIONS AND COMPLAINTS**

Concerns and questions may be communicated to the Ethics Committee in two ways: A. Consultation and B. Formal Complaint.

### **A. Consultation**

Consultation may be sought by anyone from any member of the Ethics Committee individually or from the entire Ethics Committee. Such consultation shall remain confidential within the Ethics Committee. There is no obligation on the part of the person seeking consultation to bring a formal charge. No written communication is required in order to schedule a consultation.

The purpose of consultative contact with the Ethics Committee is to provide individuals with a place to begin discussing, without threat of disclosure or pressure toward action, concerns about their own or others' conduct about which they may be unclear, conflicted, or fearful.

The Ethics Committee member/s consulted may help the individual frame the issues of concern, consider avenues for resolution, and provide information, as appropriate, about other options open to the individual (other interventions; filing a formal complaint with the Ethics Committee; informing professional associations or licensing and certifying organizations; seeking legal counsel; etc.) Although, at this stage, the member(s) of the Ethics Committee shall not offer a judgment about the conduct being described (unless the individual is describing his or her own behavior), the Ethics Committee member(s) consulted may nevertheless provide perspective and information about whether the behavior, if verified, might be illegal, unethical, or otherwise unprofessional.

The consultative level of contact offers the option of having the Ethics Committee or one of its members attempt to mediate a resolution of an ethical problem or grievance without a formal complaint being filed, if that is the wish of the aggrieved person and if the Chair of the Ethics Committee concurs. Because at the consultative level the Ethics Committee acts only in an advisory capacity, such mediation depends on the voluntary cooperation of the parties involved. The resolution will include an agreement concerning whether it will be held entirely confidential, or will involve a voluntary release of information about the matter outside the IRSJA, or within the IRSJA membership, or within other IRSJA committees.

### **B. Formal Complaint**

1. When the Ethics Committee proceeds to hear a formal complaint, it will conduct a professional peer investigation. Such an investigation is not a judicial process.

2. Time Restrictions. The Ethics Committee will only consider complaints in which the claimed unethical conduct occurred:

(a) three (3) years, or less, prior to the date of the complaint if the alleged unethical conduct did not take place during the complainant's analysis or psychotherapy;

(b) seven (7) years, or less, prior to the date of the complaint if the alleged unethical conduct took place during the complainant's analysis or psychotherapy. The seven (7) year period shall be deemed to have started immediately after the termination of

the analysis/psychotherapy or when there is no longer significant contact between the complainant and respondent, whichever date is later.

A complainant shall have the right to show cause as to why such a time restriction for a complaint shall be extended. Any extension beyond the time limit specified here must be approved by a majority of the members of the Ethics Committee.

3. Anyone seeking to file a formal complaint shall be provided a copy of the *IRSJA Code of Ethics* and the *IRSJA Procedures for the Ethics and Ethics Appeals Committees*.

4. In order for the Ethics Committee to process a formal complaint, the complaint must be communicated in writing to the Chair of the Ethics Committee. The complainant must state:

(a) that a formal complaint is being filed,

(b) whose behavior it concerns, and

(c) a description of the alleged behavior that is sufficient to allow the Ethics Committee to decide whether it is the appropriate forum to hear the complaint.

If more information is needed in order to make this decision, the Ethics Committee may ask for further information from the complainant, either in writing or in a meeting with the Ethics Committee or one of its members. The Ethics Committee shall then decide if the complaint has sufficient merit to be accepted. The intent is to permit the Ethics Committee to dismiss frivolous complaints.

Receipt of any communication from a potential complainant shall be acknowledged in writing within 30 days.

5. On submitting a complaint, the complainant will be asked to sign an agreement to accept the rules, confidentiality of the proceedings, procedures of the Ethics Committee, and a release authorizing the Ethics Committee to give a copy of the complaint letter to the respondent. If the complainant has been an analysand of the respondent, consent will be requested to allow the respondent to provide the Ethics Committee with appropriate records and answer questions concerning the confidential professional relationship. See forms in Appendix.

The Ethics Committee shall make a decision about acceptance of a complaint within eight (8) months of receipt of the complaint.

6. Notification to Complainant and Respondent:

(a) The Chair of the Ethics Committee shall notify the parties, within thirty days, of the Ethics Committee's decision to accept the complaint and shall identify the members of the Ethics Committee.

(b) The Chair shall consider any objections to the membership of the Ethics Committee by any of the parties involved and appoint substitute members at his or her discretion. Objections must be submitted in writing to the Chair within thirty days of receipt of the notification of the composition of the Committee. Any objection

must clearly demonstrate a conflict of interest between any of the members of the Ethics Committee and any of the parties in the case under investigation.

(c) The notification to the respondent shall contain:

(i) the name of the person who has filed the complaint and a copy of the complaint;

(ii) an instruction to the respondent to review *The IRSJA Code of Ethics* and the *Procedures of the Ethics Committee and Ethics Appeals Committee*;

(iii) confirmation that, by virtue of the respondent's membership in the Society, he/she has agreed to abide by the IRSJA Procedures, and in particular, that he/she will uphold the obligation to maintain confidentiality (see form in Appendix); and

(iv) a request for a written response to the allegations.

(d) Depending upon the nature and severity of the complaint, the Chair of the Ethics Committee may choose to discuss with the respondent the possibility of voluntary suspension of the respondent's involvement in training activities during the investigation.

#### 7. Compliance with Rules:

(a) The complainant and the respondent shall have thirty days from the date of the mailing of a communication from the Ethics Committee to respond as required by these rules or otherwise requested in the communication. Any extension of this time limit shall be granted only for good causes.

(b) Failure on the part of the complainant to comply with any provision of these rules may result in termination of the investigation and closure of the case.

(c) Failure on the part of the respondent to comply with any provision of these rules shall be viewed as evidence of lack of cooperation and shall constitute a violation of the IRSJA Code of Ethics unless good cause is shown. The Ethics Committee shall deal with lack of cooperation in accordance with the Procedures of the Ethics Committee and the Ethics Appeals Committee and may impose whatever sanctions it believes the violation warrants, taking into account the nature and seriousness of the charges.

8. Complainant and respondent bear all financial responsibility for their expenses incurred during the processing of the complaint.

9. Investigation of a Complaint: After a complaint is filed and accepted, the Ethics Committee shall conduct an investigation as follows

(a) The complainant and the respondent have the right to be accompanied by someone at the Ethics Committee meeting to witness the process. The Ethics Committee must be notified at least thirty (30) days before the meeting if either party plans to be so accompanied and by whom. When joint meetings are held,

where both complainant and respondent are present, the Ethics Committee must notify the other party when one party plans to be accompanied and by whom.

(b) The complainant will be asked to appear for a personal interview with the Ethics Committee. In this meeting, the complainant will be given an opportunity to provide a detailed description of the behavior in question, and the Ethics Committee members will be able to ask questions to help clarify what occurred and the impact it has had on the complainant.

(c) The Ethics Committee may request written records or responses from the complainant or respondent, either before or after a personal meeting.

(d) The Ethics Committee will schedule a separate meeting with the respondent at which time the respondent will have the opportunity to respond to the complaint.

(e) The complainant and respondent may at any time communicate in writing with the Ethics Committee.

(f) The Ethics Committee may request further information at any time, in writing or by personal interview, from the complainant, the respondent, or other parties it deems appropriate.

(g) The Ethics Committee may request that the two parties attempt to resolve their difficulty through discussion, either with the Ethics Committee, one of its members, or in another appropriate forum.

(h) The Ethics Committee may request that the two parties attempt to mediate their difficulties instead of the Ethics Committee's making a determination of an ethical violation.

(i) The Ethics Committee may, when necessary, proceed to a hearing at which the person lodging the complaint and the person against whom the complaint is made shall present their respective positions and supporting evidence. The hearing can be with each party separately and/or with both in a joint meeting. The Chair of the Ethics Committee shall send written notice of the hearing to the parties at least forty-five (45) days before the hearing date.

j) Each party shall have the right to hear and to question the testimony of the other party. A person needs to request that he/she wishes to exercise that right; and the other party is required to participate in a joint meeting if so requested.

(k) The Ethics Committee, after appropriate deliberation, shall communicate its findings and decision in writing to both parties:

(a) When the findings fall under "Resolution within the Ethics Committee" (see II, C, 2), such notification shall occur not more than forty-five (45) days after the last meeting with the parties.

(b) When the findings fall under "Formal Actions" (see II, C, 3), such notification shall occur as specified below (III, B, 2).

10. Ethics Committee Findings: The Ethics Committee shall make a particular finding appropriate to an individual case. The following are some foreseeable categories of findings:

- (a) Dismissal of charges.
- (b) Finding of unethical conduct leading to "Resolution within the Ethics Committee."
- (c) Finding of unethical conduct leading to "Formal Actions" (stipulated resignation, suspension, expulsion).

### **C. Ethics Committee Actions**

1. If violations are found, sanctions are imposed that are congruent to the violation. The purpose of sanctions is generally educative (except in the case of formal actions) and such sanctions need to address two specific concerns: patient safety and analyst competence.

2. Resolution within the Ethics Committee if violations are found but the Ethics Committee does not determine that formal actions (set out in paragraph 3 below) are indicated, the Ethics Committee may take, or ask of the respondent to accept, any of the following informal actions, alone or in combination:

- (a) Mediated resolution of the matter with the respondent.
- (b) Private or mediated apology to the complainant.
- (c) Individual therapy relevant to the situation.
- (d) Individual supervision relevant to the problem. The Ethics Committee may make specific recommendations for types of supervision to be sought.
- (e) Independent medical and/or psychological examination, with a consultant to be approved by the Committee, with report to be released to the Committee or to the respondent's therapist or supervisor, at the discretion of the Committee.
- (f) Monitoring as stipulated by the Committee.
- (g) Probation for a period of time and under conditions specified by the Committee and monitored by the Committee.
- (h) Apology to the IRSJA membership including candidates if so specified by the Committee.
- (i) Suspension from certain positions of responsibility within the Society.

The Ethics Committee shall inform, no later than forty-five (45) days after the last meeting with the parties, the complainant and the respondent of its decision. If a violation is found to have occurred, it shall specify the principle(s) found to have been violated and the actions taken (II, C, 2, a through i) by the Ethics Committee.



In cases resulting in sanctions # c through # i (II, C, 2, c through i), the Ethics Committee shall inform the president of the IRSJA of its decision.

From the date of mailing by the Ethics Committee of the notification of such a Resolution within the Ethics Committee, the respondent and the complainant shall have thirty days to accept or appeal the determination of the Ethics Committee. If the determination is accepted by both the complainant and the respondent, the Chairperson shall notify both parties that the matter has been resolved through a Resolution within the Ethics Committee, stating the principle(s) of the Code of Ethics that were found to have been violated and the actions taken (II, C, 2, a through i) by the Ethics Committee.

If either respondent or complainant appeal the determination, the appeal will be heard as specified below. (See III. Appeals)

If no timely appeal is filed, the decision of the Ethics Committee shall become final and the respondent and complainant shall be deemed to have accepted it. If the respondent fails to comply with any directives of a final decision, the Ethics Committee will view such lack of response as failure to cooperate and may initiate appropriate actions. It shall so notify the complainant within thirty days after the thirty day period for acceptance or appeal of the determination of the Ethics Committee.

### 3. Formal Actions

Formal Actions of the Ethic Committee include:

- (a) Stipulated resignation from the Society (resignation at the request of and/or with the consent of the Ethics Committee).
- (b) Suspension from the Society.
- (c) Expulsion from the Society.

In every case where the Ethics Committee determines that formal actions are indicated, an automatic and independent review of the process, findings and decisions of the Ethics Committee shall be conducted by the Ethics Appeals Committee as specified in Section III, B, 2.

### **D. Cooperation with the Ethics Committee**

All members, candidates, and affiliates of the Inter-Regional Society of Jungian Analysts are required to cooperate with the Ethics Committee in investigations.

Once an investigation has begun, the respondent may not resign from the IRSJA prior to conclusion of the investigation.

A lack of cooperation in working with these Committees to resolve the questions in dispute could, in itself, be grounds for a finding of unethical conduct, depending on the circumstances, and could form the grounds for Ethics Committee sanctions.

## **E. Reports of the Ethics Committee**

The Ethics Committee makes a summary report to the Society at regularly scheduled business meetings. Such reports do not include specifics about cases that have come to its attention since all such information is confidential. The report will include the number of cases heard and the types of issues that are problematic, e.g. issues of dealing with negative or erotic transference, boundaries, fees, referral for psychiatric evaluations, etc. The membership will affirm receipt of the report.

## **F. Meetings of the Ethics Committee**

1. The Ethics Committee will take responsibility for raising consciousness about ethical understanding among its members.
2. The Ethics Committee shall meet at regularly-scheduled meetings of the Society. It shall offer consultation, hear cases, review and discuss its policies and procedures as well as any concerns that arise.
3. The Ethics Committee may develop procedures for internal use by the Ethics Committee. Such internal guidelines and procedures must fall within the parameters of the *IRSJA Code of Ethics* and *IRSJA Procedures of the Ethics Committee and Ethics Appeals Committee*.
4. The Ethics Committee may make recommendations to the IRSJA Program Committee about programs on matters of ethics.
5. The Ethics Committee may conduct its work through meetings, telephone discussions, and/or exchanges in writing.
6. The chair shall discuss with the Treasurer all matters pertaining to costs involved in doing the Ethics Committee's work.
7. The Ethics Committee may delegate some of its responsibilities to subcommittees which it creates for defined purposes. For instance, if monitoring is part of the imposed and accepted sanctions, it may establish a subcommittee to monitor a respondent's implementation of conditions. Such a committee may be constituted in such a way that it will follow the respondent throughout the process of implementation of conditions.

## **III. Appeals**

### **A. Composition and Election of the Ethics Appeals Committee**

1. The Ethics Appeals Committee shall be elected by the membership at a regularly scheduled meeting. The Ethics Appeals Committee shall consist of seven (7) IRSJA members selected from among current IRSJA members who have served as IRSJA presidents or who have served, either in the IRSJA or in another IAAP society, as chairs of the Ethics Committee, Training Committee, Admissions Committee, Review Committees. If necessary, the Nominating Committee may nominate senior members of the IRSJA who have extensive experience working in committees although they may not have served as committee chairpersons.

2. Nominations and elections shall be conducted in accordance with the IRSJA procedures for nominations and elections of officers and committee members. The Ethics Appeals Committee shall elect its Chairperson from amongst its members.

3. Ethics Appeals Committee members shall be elected for a term of two (2) years and may be re-elected for two (2) additional terms for a maximum of six (6) consecutive years. Membership shall be on a rotating basis.

4. A vacancy occurring during the term of any member of the Ethics Appeals Committee shall be filled through an appointment made by a two-thirds vote of the Executive Committee for the remainder of the term of the person leaving the Ethics Appeals Committee.

5. In case of inability or inappropriateness to serve in a particular case, for example where a dual relationship exists, a member may step down from the Ethics Appeals Committee and be replaced temporarily. The temporary replacement shall be selected by a two-thirds majority vote of the remaining members of the Ethics Appeals Committee.

## **B. Responsibilities, Functions, and Procedures of the Ethics Appeals Committee**

1. Cases involving "Resolution within the Ethics Committee"

(a) In cases of "Resolution within the Ethics Committee" (cases not involving formal sanctions), both complainant and respondent are entitled to file an appeal in cases (i) where the Ethics Committee failed to follow applicable Ethics Committee Procedures; (ii) where there is new, substantial evidence which brings into question the substantive validity of the Ethics Committee's findings and actions.

(b) An appeal must be filed within thirty days of the date of the letter that communicates to all parties the Ethics Committee's decision. Appeals filed later than this time period will not be considered.

(c) Appeals shall be filed with the Chair of the Ethics Appeals Committee who shall determine whether the appeal merits consideration based on the criteria listed above (III, B, 1, a & b). If the appeal is accepted, the Chair of the Ethics Appeals Committee shall appoint a Subcommittee of three (3) members from among the seven (7) members of the Ethics Appeals Committee.

In cases of conflicts of interest, for example where a dual relationship exists, the Chair of the Ethics Appeals Committee may appoint senior members of the IRSJA who are not members of the Ethics Appeals Committee to serve on a subcommittee.

(d) The Subcommittee shall review the findings and recommendations of the Ethics Committee and determine whether the findings, decisions, actions of the Ethics Committee shall be upheld.

(e) In determining whether the actions of the Ethics Committee shall be upheld, the Subcommittee shall limit its review to the issues of (i) whether procedures were followed, and (ii) whether substantial new evidence exists to bring into question the validity of the Ethics Committee's findings and decisions. The Subcommittee may (i) submit the case back

to the Ethics Committee for further review, or (ii) make a final decision at the Appeals Subcommittee level based on available information, or (iii) appoint a subcommittee to re-investigate the complaint. In cases of re-investigation, the procedures for investigation stated above (II, B, 9-10, C) shall be followed.

(f) Within thirty (30) days of making its decision, the Appeals Subcommittee shall notify the complainant and the respondent of its decision.

In cases resulting in sanctions # c through i (Section II, C, 2, c through i), the Appeals Subcommittee shall inform the President of the IRSJA of its decision.

(9) The decision of the Appeals Subcommittee shall be final within the IRSJA.

## 2. Cases of "Resolution involving Formal Actions"

(a) Ethics Committee resolutions involving "Formal Actions" include

- (i) stipulated resignation (resignation at the request of and/or with the consent of the Ethics Committee);
- (ii) suspension;
- (iii) expulsion.

(b) In every case where the Ethics Committee determines that "formal actions" are indicated, an automatic and independent review of the process, findings, decisions of the Ethics Committee shall be conducted by the Ethics Appeals Committee as specified in the following sections.

(i) In every case where the Ethics Committee determines that "formal actions" are indicated, the Chair of the Ethics Committee, within thirty (30) days of reaching its decision, shall notify

- (1) the respondent and the complainant of the decisions which it is sending to the Ethics Appeals Committee for automatic and independent review;
- (2) the Chair of the Ethics Appeals Committee that a case shall be reviewed;
- (3) the President of the IRSJA that a case involving formal actions is being presented to the Ethics Appeals Committee.

(ii) The chair of the Ethics Appeals Committee shall arrange a meeting of the Ethics Committee with the Ethics Appeals Committee as soon as practical but no later than at the next meeting of the IRSJA; at that meeting, the Ethics Committee will bring its findings, procedures followed, and decisions before the Ethics Appeals Committee for independent review. After hearing the Ethics Committee's presentation of its work, the Ethics Appeals Committee will proceed with its review.

(iii) All parties, complainant and respondent, shall be informed of the meeting date between the Ethics Committee and the Ethics Appeals Committee at least 45 days before the meeting.

(iv) The Ethics Appeals Committee may choose to re-investigate the complaint partially or fully. In the event of a re-investigation, the procedures for investigation (# II, B, C) are to be followed. It may seek further information from the parties involved via mail, phone, or in person.

(v) Parties may request to appear in person before the Ethics Appeals Committee. Such appearance shall be requested at least 45 days before the meeting. If one party requests to appear, the other party has to be notified.

(vi) All decisions of the Ethics Appeals Committee are made by two-thirds (2/3) majority vote.

(vii) All decisions of the Ethics Appeals Committee are final within the I-RSJA

(viii) If, after review, the Ethics Appeals Committee revises the Ethics Committee's original recommendation, it shall follow the procedures relevant to the sanctions it imposes.

(ix) If the Ethics Appeals Committee decides to proceed with formal action:

(1) it shall inform the President of the IRSJA;

(2) it shall inform the complainant and the respondent of the action, stating the principle(s) of the Code of Ethics that were found to have been violated and the specific formal action (II, C, 3) which will be taken.

(3) it will give a report to the IRSJA at the next IRSJA business meeting, stating the principle(s) found to have been violated and the specific formal action (II, C, 3) which was taken. The membership will affirm receipt of the report.

### **C. Cooperation with the Ethics Appeals Committee**

1. All members, candidates, and affiliates of the Inter-Regional Society of Jungian Analysts are required to cooperate with these Committees in investigations.

2. Once an investigation has begun, the respondent may not resign from the IRSJA prior to conclusion of the investigation.

3. A lack of cooperation in working with these Committees to resolve the questions in dispute could, in itself, be grounds for a finding of unethical conduct, depending on the circumstances, and could form the grounds for Ethics Committee sanctions.

#### **D. Reports of the Ethics Appeals Committee**

When a formal action has been taken:

1. The Ethics Appeals Committee will give a report to the IRSJA at the next IRSJA business meeting, stating the principle(s) found to have been violated by the respondent and the specific formal action (II, C, 3) which was taken. The membership will affirm receipt of the report.
2. The Ethics Appeals Committee shall inform the IAAP, stating the principle(s) found to have been violated by the respondent and the specific formal action (II, C, 3) which was taken.
3. The Ethics Appeals Committee may communicate its findings (stating the principle(s) found to have been violated by the respondent and the specific formal action (II, C, 3) which was taken) to affiliated associations, state licensing and certification boards, and such other individuals and organizations which the Ethics Appeals Committee deems necessary to protect the public health, safety, welfare. No such communication shall be made without the advice of counsel to insure that the Ethics Appeals Committee, the IRSJA, its officers and members are complying with applicable laws and are not in violation of laws of defamation.

#### **IV. Records and Confidentiality of Records**

A. All records and information regarding investigations of the Ethics Committee and Ethics Appeals Committee are confidential.

B. All files, written or electronic, shall be stored securely and be accessible only for the work of the Ethics Committee and Ethics Appeals Committee. It is the responsibility of the Chair of the Ethics Committee to provide secure storage and to transfer the stored materials to his/her successor.

C. After an investigation is completed, the Ethics Committee and the Ethics Appeals Committee, as applicable, shall:

1. Prepare a summary report which includes the nature of the violation, the members of the Committee responsible for the investigation, the findings and recommendations.
2. Place this summary report together with the letter of complaint, the letters notifying the parties of the findings and recommendations, reports of monitoring, as applicable, letters about the final disposition, other significant documents, as determined by the Committee, in a sealed envelope that has the name of the respondent and date of investigation on the outside. The summary report constitutes the record to be retained as specified below by the Chair of the Ethics Committee. The sealed materials may be opened only by the Chair of the Ethics Committee if an allegation of unethical conduct is made against the respondent, and in such case any subsequent use of the materials shall be subjected to the sole discretion of the Chair of the Ethics Committee.

3. Place other materials of the Committee/s in a separate, sealed envelope. These materials shall be kept by the Committee/s until the time for an appeal has expired. If an appeal is filed within the IRSJA, these materials will be available to the Committee/s for the deliberations involved in the appeal. If no appeal is filed, these materials shall be destroyed when the time period for filing an appeal has expired.

D. The record (described in Section IV, paragraph C, 2) shall be retained for a period of the longer of ten (10) years after completion of a case or the period set out in paragraph F below. The ten (10) year period shall begin after the last official contact between the Ethics Committee or the Ethics Appeals Committee and the respondent. In cases where the sanctions include monitoring or probation or other post-determination action, the ten (10) year period shall begin after the monitoring or other post-determination period has been completed.

E. In cases of non-violations the record shall be retained until the time for an appeal expires. When the time period for filing an appeal has expired, these records shall be destroyed.

F. Records concerning members (1) who were expelled, suspended, or permitted to resign shall be maintained for the approximate lifetime of the member (for instance, if the member was in his/her forties at the time of the sanction, for a period of 40 years); (2) who were readmitted under a stipulated resignation shall be maintained for ten (10) years after readmission.

## **V. Personal and Collegial Responsibility for Ethical Conduct**

A. When a member of the IRSJA becomes aware of personal impairment, he/she is responsible for remedying the impairment.

B. When a member of the IRSJA becomes aware of a colleague's impairment, he/she is responsible for addressing the colleague's impairment (e.g. personal and direct conversation with the colleague; consultation with the Ethics Committee; other interventions).

C. When a member of the IRSJA has been sanctioned for professional misconduct by a professional association or by a licensing or certifying authority, he/she must notify the Ethics Committee in writing within thirty (30) days of receipt of the notice of sanctions. The Ethics Committee will review the situation and may institute an investigation if indicated.

D. When the Ethics Committee becomes aware of a members impairment or of a member's having been sanctioned by a professional association or by a licensing or certifying authority, the Ethics Committee shall address the situation. It may do so by consultation or, if necessary, it has the authority to file a formal complaint.

## **VI. Effective Date**

These procedures shall be in effect from and after the fall meeting, October 2003.

## RELEASE OF INFORMATION FORMS

### 1. To be signed by each complainant

I, \_\_\_\_\_, hereby agree to accept and abide by the Procedures of the Ethics Committee and of the Ethics Appeals Committee throughout the process of investigation of the complaint which I have filed against \_\_\_\_\_. In particular, I agree to accept and abide by the provision of confidentiality of all Ethics Committee and Ethics Appeals Committee proceedings, except for reports as outlined in the Procedures.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 2. To be signed by each complainant

I, \_\_\_\_\_, hereby give permission to the Ethics Committee and Ethics Appeals Committee of the Inter-Regional Society of Jungian Analysts to give a copy (or a paraphrase) of the complaint I am making against \_\_\_\_\_ to \_\_\_\_\_, the person against whom I am making this complaint, and to quote from materials I have provided. Such material may come from any personal interviews I have with the Committees or its members, and from my correspondence with attachments, if any.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 3. To be signed if the complaint is regarding one's current or former psychotherapist

I, \_\_\_\_\_, hereby give permission to \_\_\_\_\_ the psychotherapist against whom I am making the complaint, to give to the Ethics Committee and Ethics Appeals Committee of the Inter-Regional Society of Jungian Analysts all records of interactions pertinent to the complaint.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 4. To be signed by the respondent

I, \_\_\_\_\_, hereby re-affirm that I accept and will abide by the Procedures of the Ethics Committee and of the Ethics Appeals Committee throughout the process of investigation of the complaint which \_\_\_\_\_ filed against me. In particular, I re-affirm that I accept and will abide by the provisions concerning confidentiality of all Ethics Committee and Ethics Appeals Committee proceedings, except for reports as outlined in the Procedures.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Adopted 25 April 2003 (date)  
G. Ruth Hepler (secretary)



## V. NOMINATING COMMITTEE PROCEDURES

(Circulated, May 4, 2002)  
(Revised 2008)

The elections of the Inter-Regional Society of Jungian Analysts are staggered. There is an election at every Fall Meeting. The members of the Executive Committee, the Ethics Committee Chair, the Ethics Committee and the Ethics Appeals Committee are voted in one year (odd numbered year); the Training Committee, the Admissions Committee, the Nominating Committee and Chair and the Membership Committee and Chair are voted in the following year (even numbered year)..

### **PROCEDURES FOR NOMINATION AND ELECTIONS OF THE EXECUTIVE COMMITTEE, THE ETHICS COMMITTEE CHAIR, THE ETHICS COMMITTEE, AND THE ETHICS APPEALS COMMITTEE**

**Nomination Procedures:** During the spring meeting prior to elections, the chair will ask anyone wishing to be considered for nomination to a committee or office to make a short statement. These statements and those of anyone else wishing to be considered for nomination should be forwarded to the second co-chair of the nominations committee who will e-mail/mail the statements to all voting analysts.

The chair of the Nominating Committee starts the nomination process. In early summer, after requesting two sets of address labels from the Registrar, he/she contacts the current officers of the Executive Committee, the current members of the Ethics Committee and the Ethics Chair, and the current members of the Ethics Appeals Committee to find out who is willing to run for another two-year term. (As in the formation of every standing committee, consideration is given to incumbency and continuity, as well as to gender balance, diversity of training backgrounds, representation from different Training Seminars, and balance of old and new analysts.)

Next, the form for open nominations is prepared, listing the names of the incumbents and leaving spaces for write-ins. A cover letter is written informing the membership of those incumbents currently serving on committees who are declining to run for any office, as well as those who are willing to serve in other capacities. This letter is also an invitation to all voting members of the Inter-Regional Society to submit write-ins and to participate in their organization's election at the upcoming Fall Meeting. During the last week of July, the chair, after requesting current e-mail addresses of all voting members from the Registrar, will e-mail all voting members with a e-mail address, the cover letter, the nomination form and instructions how to complete the online form. Members who do not have e-mail addresses will receive the cover letter and the nominations form and an unstamped envelope bearing his/her preferred address by regular postal mail. There is a deadline for the return of these requests for nominations. Any forms received after that date are not counted.

When the deadline is reached, the chair counts the names on the on-line form and the returned forms. After the counting, the three who received the highest number of nominations for each office of the Executive Committee, and the Ethics Chair and those whose names were submitted the most for the Ethics Committee (up to eight) and the Ethics Appeals Committee (up to 14) are all contacted and asked whether they are willing to accept their nomination. If a member declines nomination, the name which has the next highest number of nominations is contacted, and so on. Then the returned and counted nomination forms (and the second set of address labels) are submitted/mailed to the first *co-chair* for the recounting.

After the recount and any corrections and additional phone calls or contacts, the first *co-chair* prepares the official election ballot. In a cover letter, he/she may want to make some comments or suggestions, and gives instructions about how to deal with absentee ballot.

Near the end of September, under the names of the three members of the Nominating Committee and signed by the first *co-chair*, the official election ballot and the cover letter of instructions is mailed or e-mailed to all the members. According to the Bylaws of Inter-Regional, this information must reach each voting member of the Society at least two weeks before the Fall Meeting. Those members who are unable to attend the Fall Meeting but who would like to participate in the elections of the Executive Committee, the Ethics Committee Chair, the Ethics Committee and the Ethics Appeals Committee, may send their votes, based on the official election ballot, to the preferred address of the second *co-chair* by a certain date, for example, the weekend before the Fall Meeting begins. No absentee ballots will be accepted after the designated date. Absentee ballots must be returned in an envelope with the person's name on the outside of the return envelope.

**Election Procedures:** The voting ballots to take to the Society election meeting are prepared by the Nominating Committee. In order to facilitate the election process, Tellers may be appointed to hand out and collect the ballot slips. Copies of the forms with the results from the requests for nominations may be handed out to use as work sheets. Depending on the circumstances, it may be helpful to have a flip chart on hand. The order of the election is as follows: Executive Committee; Ethics Committee Chair; Ethics Committee; Ethics Appeals Committee. The chair of the Nominating Committee presides over the elections.

*Nominations from the floor will occur only in cases of emergency withdrawal, or where there are vacancies in the official nominating ballot. (If there is only one official nomination for a particular office, there may be a motion from the floor to elect the individual officer by acclamation.)*

The officers of the Executive Committee are elected one-by-one in the following order: President, Vice President, Secretary, Treasurer, Director of Training, and Director of Admissions. After the nominees for each office are voted on and the ballots are collected by the Tellers, the committee withdraws to count the votes of those present, as well as the votes on the absentee ballots. The results will be announced at the following analysts' business meeting.

At the beginning of the election meeting the second co-chair brings the absentee ballots to the Secretary to be opened. Only those absentee ballots that have been signed and sent in by the official deadline set by the Nominating Committee may be accepted and counted. An absentee ballot will not be accepted from any member who is present at the meeting but who decides to skip the election formalities. While the *chair* and the first *co-chair* are counting the votes for President, the second *co-chair* takes the absentee ballots out of their envelopes. These votes are then counted in where applicable and so on down the line.

N.B. Because the elections are staggered, a newly elected Director of either the Admissions Committee or the Training Committee could be a current member of either committee. That person will, therefore, leave a vacancy on the committee. It will be the prerogative of the new Director to appoint ad hoc someone to fill that place for one year until the next election.

The Ethics Committee Chair will be elected next, chosen from the (no more than three) names on the official nominating ballot. (As per the Ethics Procedures, the Chairperson shall be a senior member of IRSJA.)

The four Members of the Ethics Committee will be elected next, chosen from the (no more than eight) names on the official nominating ballot. (As per the Ethics Procedures, the Ethics Committee shall consist of at least one senior member and one junior member.)

After the counting, the four nominees (out of eight) with the highest number of votes are announced together in alphabetical order.

### **ADDITIONS TO THE NOMINATION AND ELECTION PROCEDURES**

1. ADDITION approved by the members present at the 2003 spring meeting, Boulder, CO. The seven (7) Members of the Ethics Appeals Committee will be elected next from no more than fourteen (14) names on the official nominating ballot. Nominations from the floor will occur only in cases of emergency withdrawal or where there are vacancies in the official ballot. After the counting, the seven nominees (out of fourteen) with the highest number of votes are announced together in alphabetical order. After each election of this Committee, the members will decide among themselves who will act as chair.

2. ADDITION approved by the members present at the 2005 fall meeting, Houston, TX. An alternative method for nominating and electing members of the Executive Committee, Ethics Committee and Ethics Appeals Committee is to use electronic Internet e-mailing of the nomination form and ballot. An accompanying letter of instruction outlining how to complete each form on line will be included in the e-mail. All documents will be e-mailed to members who have e-mail addresses using a current list of e-mail addresses obtained from the Registrar. Regular postal service will continue to be used for those members who do not have e-mail addresses.

3. ADDITION approved by the members present at the 2007 spring meeting, Boulder, CO. The Chairs of the Ethics Committee, the Nominating Committee and the Membership Committee shall be elected for a term of two years. (These Chairs will be elected at the same meeting as their committee members are elected following the said nomination and election procedures set forth in the current Nominations Procedures).

4. ADDITION approved by the members present at the 2006 fall meeting, Santa Fe, NM. The Membership Committee shall be constituted of three (3) elected members. The three (3) members of the Membership Committee will be nominated and elected when the Training Committee, the Admissions Committee and the Nominating Committee are nominated and elected.

### **PROCEDURES FOR NOMINATIONS AND ELECTIONS OF THE TRAINING COMMITTEE; THE ADMISSIONS COMMITTEE; THE NOMINATING COMMITTEE AND THE CHAIR; THE MEMBERSHIP COMMITTEE AND THE CHAIR.**

**Election Procedures:** For the above four Committees, there will be no requests for nominations mailed out to the electorate. The nominations will come from the floor from the membership present at the designated Fall Election Meeting.

Several weeks before the Fall Meeting, the chair of the Nominating Committee will contact all the current members of the Training, Admissions, Nominating and Membership Committees to find out who is willing to run for reelection. Other members who would like

to be on these Committees will have given the matter serious thought by the time of the election and, whether present at the meeting or not, they will have communicated their desire to be nominated to their colleagues.

The voting ballots to take to the Society election meeting are prepared. Tellers may be appointed to hand out and collect the ballot slips. Two flip charts are needed, one for each side of the meeting room.

The order of the nominations is as follows: Training Committee; Admissions Committee; Nominating Committee and Chair; Membership Committee and Chair. The chair of the Nominating committee will preside over the elections.

The four members of the Training Committee will be elected as a group. After the two *co-chairs* have written the names of the current committee members who would like to run for another two-year term on the flip charts, nominations from the floor can begin. Up to eight names may be on the chart. After the counting, the four names (out of the eight) with the highest number of votes are announced together in alphabetical order.

The eight members of the Admissions Committee will be elected as a group. After the two *co-chairs* have written the names of the current committee members who would like to run for another two-year term on the flip charts, nominations from the floor can begin. Up to sixteen names may be on the chart. After the counting, the eight names (out of sixteen) with the highest number of votes are announced together in alphabetical order.

The Chair of the Nominating Committee will be elected before the two (2) members of the Nominating Committee. After the *two co-chairs* have written the name of the current Chair who would like to run for another two-year term on the flip charts, nominations from the floor can begin. Up to three (3) names for the Chair can be on the chart. After counting the votes, the person with the highest number of votes is announced as the Chair of the Nominating Committee

The two (2) members of the Nominating Committee will be elected as a group. After the two *co-chairs* have written the names of the current committee members who would like to run for another two-year term on the flip charts, nominations from the floor can begin. Up to four (4) names for the committee may be on the chart. After the counting, the two names (out of four) with the highest number of votes for the committee are announced together in alphabetical order.

The Chair of the Membership Committee will be elected before the two (2) members of the Membership Committee. After the *two co-chairs* have written the name of the current Chair who would like to run for another two-year term on the flip charts, nominations from the floor can begin. Up to three (3) names for the Chair can be on the chart. After counting the votes, the person with the highest number of votes is announced as the Chair of the Membership Committee.

The two (2) members of the Membership Committee will be elected as a group. After the two *co-chairs* have written the names of the current committee members who would like to run for another two-year term on the flip charts, nominations from the floor can begin. Up to four (4) names for the committee may be on the chart. After the counting, the two names (out of four) with the highest number of votes for the committee are announced together in alphabetical order.

Before the ballots are to be completed the Nominations Chair will request that each person whose name appears on the flip chart stand to be identified. After the Tellers have picked up the completed ballots, the Nominating Committee will withdraw to count the votes of those present at the meeting. The results will be announced at the end of the analysts' business meeting where the voting took place or the next day at the analysts' business meeting.

At the Spring Meetings the Nominating Committee will give a report in which they will announce the upcoming fall election and briefly review the relevant nomination and election procedures. It is important that every effort is made to support diversity and vitality on all the Standing Committees and to give as many members as possible opportunities to actively participate in the Committee work. This will be the Nominating Committee's opportunity to foster a broad participation in the upcoming nomination and election process, and to encourage those members who are considering running for an office or for membership on a Committee to seriously think about it, and to inform their colleagues of their interests and intentions. Campaigning may also be promoted, but it needs to take place *before, not during* a Fall Election Meeting. For example, if it is desired, campaigning could occur during a Spring Meeting or at the Fall Meeting after a Business Meeting, or at some other designated time or place. The Nominating Committee may be called upon to facilitate campaign presentations by prospective nominee.

Amendment to Nominations and Election Procedures, approved by members at the Fall meeting in St. Louis, Missouri.

Because the elections are staggered, there could be members on the Training and/or Admissions Committees who may be elected to other offices of the Society, thus creating a vacancy on the respective committee. In this situation after the election of the Executive Committee is completed and announced there will be an election to fill such a vacancy on the Training and/or Admissions Committee. Nominations will come from the floor followed by immediate voting by ballot. The ballots will be counted and the outcome from the election will be announced later during the meeting. The newly elected member(s) will serve on the Training and/or Admissions Committee until the following October.

## IX. MEMBERSHIP COMMITTEE

### A. MEMBERSHIP COMMITTEE PROCEDURES

(Revised February 2007)

#### I.) The Committee Description and Duties of the Chair

As stated in the IRSJA Bylaws, the primary function of the Membership Committee is to accept and process applications from Jungian analysts who wish to join the Society and to recommend for membership those applicants who meet the Society's requirements for membership.

Also as specified in the Bylaws, the Chair and two Committee members are elected by the membership of the Society. The Chair and the Committee members should accept these appointments only if they will be available to attend both the fall and spring meetings when necessary for the committee's functioning. All committee positions are for two years.

The Chair receives an annual stipend of \$750, which is generally awarded during the fall conference. He/she is also reimbursed for miscellaneous expenses throughout the year (copies, phone, postage, etc.). Committee members other than the Chair, as well as those assisting with applicant interviews, receive a stipend of \$250 per meeting when their presence is necessary for the committee's functioning.

The Chair is responsible for processing all requests for membership in a timely and collegial fashion and maintaining communication with the applicants throughout their application process. Additionally, he/she communicates regularly with the other committee members and reports to the President, as well as interacts with the other officers and members of the Society as needed.

#### A.) Prior to the opening of each Society meeting, the Chair performs the following duties:

- Discusses with committee members (and checks with the President), to set the meeting time for the committee at the next Society meeting.
- Continues to communicate with interested applicants, suggesting they read carefully the guidelines for applying analysts on line and reminding them of the strict deadlines for applications, while also forwarding to those planning to apply the information on the upcoming meeting/conference.
- Communicates with those analysts who have already begun the application process and attended a first meeting, asking if they will be returning to complete their requirements for membership and reminding them of expectations for the second application meeting.
- Checks through all application packets of materials from new applicants, notifying each applicant that her/his materials have been received and everything is in order.
- Once paper applications and fees are received, and with sensitivity to applicants' travel concerns, sets the time of the individual interviews for applicants attending the first of their two required meetings (usually on the opening day of the meeting) and conveys this to applicants as early as possible.

- Well in advance of a meeting, forwards to committee members the collected application materials from all new applying-analysts.
- Forwards to the Treasurer the names of new analyst-applicants and fees collected as part of the applications.
- Alerts the Registrar as to how many Facebooks will be needed for the upcoming Society meeting based on the number of new applying-analysts.
- Forwards to the Secretary the names of new analyst-applicants who will be attending the next Society meeting (for nametags), as well as the names and personal information for applying analysts expected to complete their application process for membership and be voted into the Society at the next meeting (to assist with the Society waiver).
- Works with the Vice President and IRS hotel coordinator in making arrangements for the Friday lunch-meeting with the applying-analyst, those new and those returning.
- Sends an invitation by e-mail to the members of the Executive Committee and any other special guests invited to the Friday lunch meeting. (At the fall meeting, the candidate representatives are invited to the lunch in advance of the meeting.) Any expectations of both applicants and guests, as well as committee members, are relayed at this time.
- Shortly before the meeting, emails a brief description of what will occur at the meeting in relationship to the applicants (such as a reminder that they will be asked to stand and briefly share with the membership where they live and practice, where they trained, what their thesis topic was, and any current interests). The email includes a reminder that a welcome note will be at the hotel desk prior to the scheduled individual interview and will contain the location and/or room number for the interviews.
- Finally, the Chair prepares a written report of the committee business to be presented during a business meeting of the Society. (It should include a welcome to new IRS graduates, newly voted in analyst members, returning analyst-applicants, and those applicants attending their first meeting of the Society.) A copy of the final report is given to the Secretary for the minutes.

B.) During Society meetings, the following takes place:

- The Membership Committee comes together at each meeting of the Society to discuss the business of the committee and review applications for membership, and to facilitate the committee's working relationship. (As needed, the President meets with the committee during this time.)
- New applicants for membership are individually interviewed by members of the committee on the opening day of the meeting, if possible. The focus of the interview is to get to know the applicants and to introduce them to the Society. During the interview, applicants are presented with the Society Facebook. (Three interviewers must be present for all interviews. If a MC member is unable to be present, a substitute is appointed to join the committee for the interviews.)
- The President welcomes all new members of the Society and all applying analysts at the opening reception for the meeting (a general welcome-no names).

- At the opening AM meeting for the conference (and based on the day of the Membership Committee report), the Chair of the MC introduces by name and location, only, any new analyst-applicants for membership.
- During the appropriate business meeting, the Chair makes her/his report to the Society, which includes introductions of all new members since the last meeting and both new and returning analyst-applicants. This includes introductions of the spring graduates of the IRSJA. (See above for specifics for new applicants.)
- On Friday, the Membership Committee hosts a lunch meeting for all applying analysts and invited guests. The primary purpose of the gathering is to get more fully acquainted with applicants and for them to learn more about the philosophies and functioning of the Society, as well as to share some of their impressions of the Society and ask questions. It is also an opportunity to meet and exchange with members of the Executive Committee and other members of the Society.
- At the final business meeting of the Society, the President introduces those analyst-applicants who have completed their requirements for membership and then asks them to step out of the room. (Only those being voted upon leave the room.) The Chair of the Membership Committee reads the names of those the MC is recommending for membership. After the appropriate process being presided over by the President reaches completion, a vote is taken. A majority vote of the members present is needed for acceptance into the Society. The analysts who have been received as new members are welcomed back into the room and congratulated.
- Once the new members are congratulated, the Secretary asks each analyst to sign the Society's Analyst Indemnity Waiver.

C.) Following the close of a meeting of the Society, the Chair's duties are as follows:

- Once an applicant becomes a member of the Society, the Chair sends the names and all pertinent information 1) to the Secretary for inclusion in the Society minutes, 2) to the Treasurer, who sends a partial-year dues statement to new members voted in during the spring meeting; those entering in the fall are not billed until the next yearly dues statement, 3) to the Society Registrar for inclusion of the new members in the next Society Facebook and in the Society's general email and mailing lists, and 4) to the Vice President for his/her records and mailing lists. (New members are also asked to fill out the information for the Facebook and forward it to the Registrar as soon as possible, including a recent photo)
- Following the acceptance of analyst-applicants into the Society, the Chair forwards to each new member a follow-up survey regarding their application process. A welcoming note congratulating them on their acceptance into the Society is included with the survey, as is a reminder regarding the Training Committee's orientation, lunch-meetings for new graduates and other new members at upcoming Society meetings.
- And, when necessary, the Chair updates the Application Information on line, which includes: the application procedures for the applying analysts, the brief Orientation to the Society, and the organizational Flow Chart for the Society. In addition, she/he keeps current the Membership Committee Procedures section of the Member's Manual.



## II. The Requirements for Applicants & the Application Process

According to the Bylaws of The Inter-Regional Society, an analyst must be a graduate of an IAAP approved Jungian training program and/or currently be a member-in-good-standing of the IAAP to apply for admission to the Society.

The Chair of the committee shall require applicants to furnish the following information:

1. Evidence of graduation from a Jungian training program. This may be a copy of your diploma or a letter confirming your graduation signed by the current President or Registrar of the training program from which you graduated.
2. An autobiographical statement, 2-3 pages in length.
3. A copy of your curriculum vitae. (Please limit to several pages.)
4. A letter confirming your "membership-in-good-standing" signed by the President of any Jungian society or societies in which you currently hold membership, or have held membership in the past. Please indicate whether or not you are currently a member of any other Jungian societies.
5. A signed statement regarding: A) reasons for seeking membership, B) reasons for termination of membership in any other Jungian societies, C) disclosure and explanations regarding ever having been the subject of an ethical inquiry in any Jungian or other professional organizations.
6. A signed and dated *Release of Information* (for use only in the application process).
7. Two letters of recommendation from members in good standing of the IRSJA. (These may be sent by e-mail, if preferred.)
8. A non-refundable \$100 application fee

In addition, each applicant must attend two meetings of the Society following the acceptance of their completed *paper* application and fee. (Attendance at a Society meeting does not count towards membership unless the required application information, documents, and fee have been received by the Chair.) The deadline for the application materials, including recommendations, is September 1st for the fall meeting, and March 1st for the spring meeting. Once the paper application process has begun, an applicant has one year to follow through in completing this initial phase of rendering the requested information and fee and beginning to fulfill the attendance requirements. The applicant then has 18 months, or attendance at 2 out of 3 Society meetings, to complete their attendance requirements.

As soon as an analyst indicates a serious interest in applying for membership, which would include presentation of all required information, documentation, and fee, he/she becomes an *official* applicant for membership in the Society. When these initial requirements have been met, and then are followed by attendance at a Society meeting, the applicant is placed on the Society's general e-mail and mailing lists. (Prior to this, once an analyst has expressed an initial interest in application and correspondence with the Chair has begun, the applicant is placed on the appropriate group e-mail list by the Membership Chair.) The applicant is also presented with a Society Facebook (a photo directory) while attending their first meeting of the Society in order to assist them in getting acquainted. However, an

applicant's name is not added to the Facebook until they have been voted into the Society, at which time the Secretary also makes available to the new members copies of the Member's Manual (also available on line).

At the initial meeting, each applicant is required to participate in an individual interview with analysts from the Membership Committee. At each of the two meetings the applicant attends, the applicant is also required to participate in a group lunch-meeting with other applicants, the Membership Committee, and representatives from the Society. The primary focus of these individual and group meetings is to become better acquainted with one another and to further the relationships between the applicants, the Membership Committee, and other Society members. The interview and group gatherings are also an opportunity to begin orienting the applicants to the Society and to answer questions they may have regarding the Society. (Each applicant will have had access to a written orientation and organizational Flow Chart describing the Society when they begin their application process and/or received copies of these documents during the individual interview.) Through the applying-analyst sharing something of his/her professional and personal histories, and by exploring with each applicant their reasons for seeking membership in the IRS and her/his ideas about participation in the Society, it is hoped that a sense of relatedness begins to develop between applicants and the Society membership.

At the opening reception for each conference, the President will welcome as a group the new and returning analysts applying for membership. During the first business meeting as part of the Membership Committee report, the Chair will welcome and introduce to the Society the analysts received into the Society as members at the previous meeting, including any new graduates of the Inter-Regional from the spring before. Then the Chair will again welcome and now introduce individually all analysts applying for membership, asking those attending their first meeting to briefly share with the Society the following: where they live and practice, where they trained, the subject of their Jungian thesis or dissertation, and a brief description of their current Jungian interests and work.

During the closing business meeting at both fall and spring conferences, the President will ask the analyst-applicants being recommended for membership in the Society to stand and be introduced. Following introductions, only those applicants who have completed their application process and are being considered for membership in the Society are asked to leave the room prior to the Chair of the Membership Committee reading aloud the names of applicants being recommended to the Society. At this time, a motion is made to receive the individuals named into membership, followed by any discussion, and then followed by a vote of the present members. A majority vote of the analyst members present is needed for an applicant to become a member. Once the voting process has reached completion, the analysts are invited back into the meeting and the new members are welcomed into the Society. Following their acceptance, new members are then required to sign the Society's Analyst Indemnity Waiver.

According to the Bylaws of the Society, the Membership Committee is charged with recommending the applicants to the Society. Should any complications arise during an applicant's process, the Chair of the Membership Committee will immediately notify the President.

If an analyst-applicant is unable to complete the application requirements according to the deadlines described in the application information, he/she is no longer considered an active applicant. At this time, his/her name is deleted from all Society correspondence and the applicant's file is destroyed. Also, one year after an applicant has been voted into the

Society membership, all application information and documentation is destroyed. Former applicants are welcome to begin the application process again at a later time.

### III. Reapplication for Former IRSJA Members:

Former members-in-good-standing who wish to apply for reinstatement to active or associate status in the Society are asked to put their request in writing and forward it to the Secretary. The Executive Committee will then review the request and present it to the membership for a vote.

### IV. Membership Committee Transitions:

Membership Committee files from the retiring Chair will be passed to the new Chair as soon as possible and will include the following:

1. Copies (and/or locations on line) of the required application information, release of information, follow-up surveys, orientation information, and the organizational Flow Chart for the Society. (The Membership Procedures are also available on line in the Member's Manual.)
2. All information pertaining to analysts who have expressed an interest in applying for membership within the designated time frames: names, correspondence information and other pertinent information relevant to the current status of each analyst who has expressed interest and/or is actively engaged in the application process. (Application material on analyst-applicants who have been voted in as members are kept for one year.)
3. Additionally, historical information and documents of relevance to the Membership Committee, including information on Bylaw changes relating to the Committee.

Each retiring Chair and his/her Committee members should make every effort to meet with the new Chair and Committee members to share the experience of working with the Membership Committee, and most importantly, to assist in facilitating a smooth transition for the applying analysts currently active in the application process.

**For: Analysts Applying for Membership in the IRSJA**

**Re: A Release of Information**

In accordance with my interest in applying for active membership in The Inter-Regional Society of Jungian Analyst, I give my consent for the Membership Committee of the IRSJA for the following: to request information regarding my analyst membership status in any Jungian societies in which I currently hold, or have formally held, some form of membership. If additional information is needed in processing my application, I understand that the Membership Committee may request further information regarding my status in these societies.

Name: \_\_\_\_\_

Mail to: Chairperson, Membership Committee

**VII. WAIVER & RELEASE FORM**

**INTER-REGIONAL SOCIETY OF JUNGIAN ANALYSTS**

I do hereby waive and release the Inter-Regional Society of Jungian Analysts (I-RSJA) from any and all claims or causes of actions I may have against the I-RSJA arising from my practice of psychological counseling or analysis, my supervision of psychological counseling or analysis, my duties as a teacher, examiner, reviewer, committee member, or any other administrative duty I may perform relative to the I-RSJA.

Signed \_\_\_\_\_

Sworn before me on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Notary)

(Affix seal here)

## **VIII. NEW ANALYST ORIENTATION to IRSJA**

### **New Analyst Applicants**

Prepared by the Inter-Regional Membership Committee for Analysts Applying for Membership (Spring, 2005)

Welcome to the IRSJA. As you participate in the application process for membership, and observe our business meetings and socialize with our members, we invite you to experience the often-intangible qualities and values that form our identity as a Society. Because the full Society meets only twice a year and encompasses geographic as well as theoretical diversity, community cohesion stems from Eros created by a conscious respect for differences and an operational commitment to holding the tension of the opposites.

We hope to facilitate your orientation to the Society by offering a brief description of our organizational structure and training process. The officers: President, Vice-President, Director of Training, Chair of Admissions, Secretary, and Treasurer make up the Executive Committee. Please see our web site for details regarding election routines for each office.

The Admissions Committee, Training Committee with its Review Committees, the Ethics Committee and the Ethics Appeals Committee, and the Nominating Committee, as well as the Membership Committee, comprise the core structure of the Society. Our annual meetings take place in October and April, with the fall meeting focusing primarily on programs and candidate reviews while the spring meeting focuses on admissions, candidate exams, and analyst and candidate programs.

Significant training for the candidates takes place at both of the national meetings, giving the candidates access to analysts beyond their local seminars. Analysts who are voting members (full membership as opposed to Associate or Affiliate membership) are required to attend at least one meeting every two years, though excused absences for more extended periods are acceptable. Meetings typically are held in various cities throughout the country with efforts made to balance eastern and western locations.

Along with ongoing education and the social, collegial aspects of the Inter-Regional Society, training exists as the core function of the Society. A detailed description of the candidate application process and training process can be found on the IRS web site ([www.irsja.org](http://www.irsja.org)) in the Training Manual. Although the training process is continually refined and revised, there are core tenants that are unchanging. For example: "It must be understood by prospective candidates that the training in Jungian analysis offered by the society does not automatically give the legal right to practice analysis or psychotherapy. Ours is a postgraduate program and all applicants must possess at least a master's degree and be licensed to practice. The Inter-Regional Society will admit non-clinical candidates only in those states where the licensing laws permit them to practice Analytical Psychology without violating any laws relating to licensure."

The Society is made up of nine local training seminars, each under the umbrella of the IRS Training Committee and Society but also maintaining a fair amount of autonomy in their functioning (such as: fees charged to participants, how often and for how long participants are recommended or required to attend various seminars and colloquiums, and/or what honorariums are received by seminar presenters, etc.). Currently, the local seminars

include: Denver, Florida (Fort Lauderdale), Kansas City, Memphis, Minneapolis/St. Paul (currently not training), New Orleans, Philadelphia, Pittsburgh, and Texas (Austin). Each local seminar has a training coordinator who oversees the seminar participants (candidates and auditors) and gathers written evaluations of candidates by participating seminar instructors. The local seminar coordinator serves as the liaison between the candidates and analysts who participate in the local seminar and the larger Society. Thus, the coordinator regularly interfaces with the Admissions Committee, the Training Committee, and the candidate Review Committees.

Potential applicants for candidacy are required to complete a pre-application period of at least six months of participation in a local training seminar. Applicants are interviewed by several IRS analysts from the local seminar who determine whether or not to recommend an applicant for acceptance as a candidate in the IRS training program. The applicant will submit to the Admissions Chair:

- 1) confirmation of 100 hours of face-to-face personal analysis with an IAAP analyst prior to March 1 of the year of application,
- 2) evidence of participation in a Local Training Seminar for a minimum of 6 months prior to application to the IRSJA,
- 3) a letter of support and agreement to train from the Local Training Seminar Coordinator,
- 4) a master's degree that meets the requirements of the Inter-Regional Society, or graduation or enrollment in a program for a terminal degree that, when achieved, will meet the requirements of the Inter-Regional Society, and
- 5) a completed application package delivered to the Admissions Committee Chair by March 1<sup>st</sup>. When an applicant is approved by the IRS Local Seminar and the Admissions Committee to attend the spring admissions process, each individual participates in individual and group interviews. If admitted, the Training Committee will assign the new candidate to a Review Committee that will accompany her/him throughout their training.

The Review Committee will be composed of 4 analysts, at least two of whom are Senior Analysts. The Review Committees meet with candidates annually at the fall meeting where they conduct an evaluation and review of the candidate's progress. They engage in ongoing psychological conversation with candidates each year and between meetings as needed. While this conversation may include various if not all aspects of the candidate's training experience, the committees are encouraged to regard the candidate's personal analysis with particular tact and respect

The Review Committees maintain a strong connection to the Training Committee, passing their recommendations to the Training Committee at the annual fall meeting and using the Training Committee as a consultation and advisory board whenever necessary. The Training Committee is then charged with making candidate recommendations to the larger Society during the business meeting. In the end, the IRS membership itself has the responsibility for confirming the recommendations made regarding each candidate throughout the stages of training. Importantly, during all phases of Inter-Regional training, every effort must be made to avoid dual relationships and to prevent the contamination of the containers of training.

Beyond the initial local seminar participation, Candidacy is the first stage of training. It lasts a minimum of 2 years. When a candidate feels ready, he/she petitions his/her Review Committee at the fall meeting for approval to take the Propaedeuticum the following spring. The Propaedeuticum, as with all other exams, is only given once a year in the spring. The Control stage of training follows successful completion of the Propaedeuticum. During Control, a candidate follows the guidelines of his local seminar while also seeking to fulfill his/her supervisory requirements from within the local area or in consultation with any IRS analyst. With permission, a control candidate may choose to affiliate with an alternate IRS case colloquium. Prior to taking the final exams, the candidate must have at least 100 hours of face-to-face consultation (control hours) and 180 hours of analytic work with analysands under consultation. The 100 hours of consultation must include at least 50 hours on one case and at least 6 hours on each remaining case.

The Control stage of candidacy also lasts a minimum of 2 years. When the candidate feels ready, he/she may again apply to the Review Committee at the fall meeting to take his/her Thesis and/or Cases Examinations. In doing so, the candidate chooses his/her thesis topic, the thesis advisor (Chair) and one reader; a second reader is then assigned by the Training Committee. Similarly, the candidate selects the Chair of his/her Case Committee, while the Training Committee assigns the two readers for the Case Committee. Either of these two final exams may be taken first, but all final exam requirements (such as supervision hours) must be completed to take either, or both. And as mentioned earlier, the Society as a whole confirms all significant training recommendations from the Training Committee as candidates progress through training.

Once again, to more completely comprehend the interactions between the various training functions of the Inter-Regional Society through the distinct stages of training, we invite you to review the Training Manual on the IRSJA web site ([www.irsja.org](http://www.irsja.org)). We hope this brief overview provides a helpful window into at least some of the most important aspects of the Inter-Regional Society.

Please feel free to discuss interests and questions with the Membership Committee or with any other members of the Society.

We wish you well.

The Membership Committee  
April 2005

## **New Graduates**

### **IAAP Directory of Analysts**

The International Association for Analytical Psychology maintains a database of analysts from which a current Directory of Analysts is generated online.

After graduation, you can add your name, address, and other details to the IAAP Directory. Use the Internet to view the Directory page at:  
[http://www.iaap.org/database\\_directory](http://www.iaap.org/database_directory)

If you are a new analyst, use the "Anonymous User" search above to see if you already have a record in the database. If you do, contact the webmaster ([webmaster@iaap.org](mailto:webmaster@iaap.org)) to obtain your UserName and Password.

If you do not yet have a record in the Directory Database, please click "New Analyst" and add your data. When you submit your entry, your record will be activated as soon as possible.

### **IRSJA Mailing Lists**

1) Visit the IRSJA website at <http://www.irsja.org>, check the Main Menu, and if you have not already done so, create a personal account with a Username and Password that will enable you to log in to the member's area of the website.

2) Add your name and e-mail address to the Newsletter mailing list if you are not already listed.

3) Request that the IRSJA Registrar and also Webmaster add your name to specific e-mail lists for analysts. The Registrar and Webmaster are both listed in the IRSJA Members Manual.



## **IRSJA Operating Policies (2009)**

### **Minutes of IRSJA Meetings**

The minutes will be sent out via email. Anyone may request in writing to the Secretary that they wish to receive the Minutes through the post.

Candidates will be included among those who receive the Minutes.

### **Yearly Analyst Dues**

Dues are to be paid to the treasurer by February 1.

The treasurer collects IAAP dues and forwards them to the IAAP annually. IAAP dues are to be paid by July 1<sup>st</sup> of each year.

Members should inform the Treasurer of their age upon reaching 70, so they will be charged for Emeritus rather than regular dues. Members voting through the IRSJA in the IAAP should inform the Treasurer upon reaching 75 because they no longer have to pay IAAP dues. Please inform the Treasurer of any change in terms of IAAP voting status so that she can collect the correct dues amount and have you on the appropriate list of voting members.

### **Analyst Insurance and Waiver**

All analyst members of the Inter-Regional Society of Jungian Analysts who wish to participate in the training program of IRSJA in the roles of evaluator supervisor, examiner and reviewer are required to maintain adequate malpractice insurance. Adequate malpractice insurance includes both protection against liability arising from direct patient care and protection against liability arising from teaching and administrative duties within the IRSJA.

All analysts are required to sign an analyst waiver and to have their signature notarized. The analyst waiver was required as of the fall meeting in Pittsburgh (10/1981).

New analysts are required to sign the analyst's waiver and to present the waiver to the New Analysts Committee prior to joining the IRSJA. It is the responsibility of the New Analyst Committee chair to see that the waiver is signed and filed with the Secretary.

## **Fees**

The Executive Committee has the right to waive dues for a member analyst for good cause. This will be reported to the membership.

Any motion to change financial policy, such as analysts'/candidates' dues, exam fees, stipends and honoraria (but excluding personal expenditures made on behalf of IRSJA) shall be placed on the Business Meeting agenda and outlined at a regularly scheduled meeting of the Society and recorded in the minutes of that meeting as the first reading. The second reading will occur when the motion is reread at the next regularly scheduled Business Meeting and acted upon. The second reading will be reflected in the minutes of that meeting, as will the results of the vote. This measure has been introduced to avoid votes on financial matters taking place late in a last Business Meeting with a minimal quorum.