



# Rules

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## Preamble

EABCT has gradually made significant changes in the way it is managed and accomplished advancements in different sectors (Training Standards, Accreditation, Special Interest Groups, Annual Congresses, Working Groups). Rules, as well as guidelines, were introduced to facilitate these changes and they were spread in different documents. The current version of the Rules aims at putting everything together in one source, clarifying content and simplifying language into a commonly understood level.

EABCT's official and lawful foundation is the Constitution. Altering the Constitution is only recommended when major structural changes are needed. The governance of EABCT is more based on the *Rules*, which are always easier to adjust to a new reality. Amendments of the Rules only require a formal decision by the Governing Body. The current version includes a new layout, new sections, updated content and embodiment of traditional processes not previously recorded.

The current version of the Rules was a project completed in five stages, gradually allowing everyone's involvement (Board members, Representatives and Association Manager). We wish to thank everyone for their valuable input.

**Thomas Kalpakoglou**  
President

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## List of abbreviations

1GM =	First General Meeting
2GM =	Second General Meeting
AC =	Accreditation Committee
AM =	Association Manager
BM(s) =	Board Meeting(s)
BT =	Behavioural Therapy
Board =	Board of Directors (same as <i>Committee</i> in the Constitution)
Board Members =	Officers of the Board
CBT =	Cognitive Behavioural Therapy
CT =	Cognitive Therapy
Congress =	Annual Congress
GB =	Governing Body
GM(s) =	General Meeting(s)
Host =	Association(s) hosting the Annual Congress and/or the General Meetings
MA/MAs =	Member Association/Member Associations
President =	Same as <i>Chairman</i> in the Constitution
Representative(s) =	Representatives of Member Associations
Secretary =	Honorary Secretary
SIGs =	Special Interest Groups
WICK =	World Congress Committee
WGTS =	Working Group on Training Standards

## 1. Aims of EABCT

- 1.1. The **Constitution** (see Appendix I) of the Association states that EABCT's objects are to create an international forum in Europe to facilitate discussion on evidence-based behavioural and cognitive approaches. The constitution refers to health care, education and related areas, from individual to society level, and includes everything directly and indirectly related to, and conducive to, such discussions.
- 1.2. The overall objects are more specifically expressed by the following aims:
  - 1.2.1. To facilitate and organise annual congresses on CBT.
  - 1.2.2. To make and maintain contacts with associations and organisations engaged in behavioural and/or cognitive therapy both within and outside Europe.
  - 1.2.3. To apply all other lawful means deemed useful or required for achieving the objects set.

## 2. Aims of the Rules

- 2.1. The **Rules** are made to facilitate the work of the Board and are designed to guide the activities of the GB (see section 4).
- 2.2. The Rules apply to all activities of the GB. In particular, the activities of the GB include two GMs (1GM and 2GM) and additional Representatives' meetings when required.
- 2.3. The EABCT Constitution (Appendix I) overrides these Rules.
- 2.4. The current version (**Version 2017**) of the Rules overrides any previous versions of the Rules. This version is valid from September 15<sup>th</sup>, 2017.
- 2.5. Amendments in the Rules: whenever necessary, the Board and/or the Representatives may propose amendments in the Rules. Following thorough scrutiny by the GB, amendments will require formal acceptance at a GM.

### 3. Association Membership

#### 3.1. Duration and types of Membership

- 3.1.1. Confirmed membership is valid for a period of five years after which it has to be reconfirmed by explicit request from the MA.
- 3.1.2. There are two types of membership in EABCT: Full and Affiliate. (see also section 3.6.3)

#### 3.2. Full Membership. In order to become a Full Member, an Association has to:

- 3.2.1. Be within the geographical boundaries of Europe. (See also section 3.6 for exceptions)
- 3.2.2. Be a broad based CBT, BT or CT Association (broadness being defined in terms of theoretical background, professionals accepted as members and activities promoted).
- 3.2.3. Must fulfil the criteria as mentioned in section 3.7.

#### 3.3. Full MAs:

- 3.3.1. Name a Representative who attends the GMs and has voting rights on behalf of their Association. (see also section 4.9)
- 3.3.2. Benefit from reduced congress fees, the website, the newsletter and other forms of communication.

#### 3.4. Affiliate Membership. Associations applying for Affiliate Membership may be:

- 3.4.1. Non-European Associations.
- 3.4.2. Less broad based or specialised CBT, BT or CT Associations in terms of theoretical background, professionals accepted as members and activities promoted.
- 3.4.3. Must fulfil the criteria as mentioned in section 3.7. (See also section 3.6 for exceptions)

#### 3.5. Affiliate MAs:

- 3.5.1. Name a contact person that liaises with the Board regarding EABCT issues. The Board may invite any Affiliate MA to send a Representative to attend the 1GM or 2GM if required.
- 3.5.2. Benefit from reduced congress fees, the website, the newsletter and other forms of communication.

#### 3.6. Note regarding exceptions to 3.2 and 3.4 above.

- 3.6.1. This rule relates to Full MAs based outside the geographical boundaries of Europe which joined EABCT before March 2007.
- 3.6.2. The decision to introduce a category for Affiliate Member Associations was taken at the 1GM in Barcelona in March 2007.
- 3.6.3. Associations that became members of EABCT before the decision mentioned 3.6.2 was taken may have Full Membership status but meet the criteria for Affiliate Membership. It has been agreed that they are able to retain Full Membership unless they choose otherwise.

#### 3.7. General Rules for MAs: Associations applying for membership:

- 3.7.1. Applying MAs subscribe to EABCT's objects and aims as stated in art.2 of the Constitution and collaborate with the other MAs to achieve these aims.
- 3.7.2. Applying MAs are not-for-profit Associations. An Association may have a profit-making branch, the income from which is reinvested in the Association to promote its activities.
- 3.7.3. They must have been in existence at least one year.
- 3.7.4. An Association with less than 40 members can be accepted as Affiliate member if it is the first one in a given country. Once it has grown over 40 members, the Association may then apply for full membership if it meets the criteria above.
- 3.7.5. Procedure: applications for membership are usually presented at the 1GM, with an opportunity for questions and clarifications.
- 3.7.6. Voting on acceptance of the application takes place at the 2GM of the same year.

- 3.7.7. The first affiliation is provided for a provisional period of two years. This allows the organisation's EABCT representative to receive support from an existing representative who acts as a mentor.
- 3.7.8. The new MA ensures that its representative is present for a minimum of two of the possible four general meetings which will take place during that two year provisional period. In cases of financial hardship, EABCT will negotiate support to the organisation in fulfilling this responsibility.
- 3.7.9. EABCT promotes collaboration between member associations. If there is an existing MA in the country of the applicant association, a description of similarities and differences is requested. The applicant association is also asked about collaboration with the existing association(s). The existing regional/national association is asked about similarities/differences and collaboration. This is intended to promote understanding. There is no right of veto.

## 4. Governing Body

- 4.1. The GB consists of the Board, plus one Representative from each MA. There are at least two GMs planned each year (see section 6). Additionally, the GB may also have a Representatives' Meeting during the Congress.
- 4.2. The Board consists of five elected Members with the following general titles:
  - 4.2.1. President
  - 4.2.2. Secretary
  - 4.2.3. Treasurer
  - 4.2.4. Scientific Coordinator
  - 4.2.5. Training Coordinator
- 4.3. Each Board member is normally elected for a period of three years. (The election process is described in more detail in section 5). The roles of Board members are described below:

### 4.4. President

- 4.4.1. Presides over the Association as in the Constitution.
- 4.4.2. Is responsible for ensuring that the Board carries out the Activity Plan.
- 4.4.3. Presides at and arranges the BMs and any GMs or Representatives' meetings which may be called.
- 4.4.4. Sets the agenda for the meetings in consultation with the other members of the Board.
- 4.4.5. Is responsible for the welfare and proper operation of the EABCT.
- 4.4.6. Is responsible for ensuring that elections to Board Offices and committees are carried out according to the Constitution and Rules.
- 4.4.7. **General Responsibilities:** The President is responsible for ensuring that the Board and MAs:
  - a. Are aware of and fulfil their governance responsibilities.
  - b. Comply with applicable laws and bylaws.
  - c. Conduct Board business effectively and efficiently.
  - d. Are accountable for their performance.
  - e. In order to fulfil the above responsibilities, and subject to the EABCT's Constitution, the President also: proposes policies and practices; sits on committees when necessary; monitors the performance of the EABCT Office; submits reports to the Board, to the GMs, and to other stakeholders; proposes the creation of committees; performs other duties as the need arises and/or as defined in the rules.
- 4.4.8. **Accountability:** The President is accountable to the GB.
- 4.4.9. The President may delegate specific duties to the Association Manager, Board, Representatives and/or committees as appropriate; however, accountability remains with the President.
- 4.4.10. **Board-Staff Relations:** The President is the primary liaison between the Board and the AM. In this capacity, the President has regular contact with the AM and the hosting Association of the EABCT Office.
- 4.4.11. **External Relations:** The President is responsible for ensuring that the organisation maintains positive and productive relationships with other organisations. In this capacity, the President serves as primary spokesperson for the organisation. Duties may include:
  - a. Representing the organisation to the media.
  - b. Representing the organisation on European governmental or nongovernmental organisations and committees.
  - c. Representing the organisation at the World Congress Committee (WCC) and other world CBT bodies, which handles the decision about the time and location for future World Congresses. Alternatively, the President and the Board can nominate a deputy.

- d. Timely and appropriate reporting of Board decisions and actions to members, committees or other stakeholders.
- 4.4.12. **Signing Officer:** the Board designates the President as one of the signing officers for certain documents, such as contracts or other documents on behalf of organisation.
- 4.4.13. **Board Development:** The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of the Board.

#### 4.5. Secretary

- 4.5.1. The role of the Secretary includes overall remit for communication within the organisation. The Secretary's role therefore includes:
  - a. Preparing and circulating Secretary's reports for meetings and as otherwise required, to summarise the activities and communications which have taken place.
  - b. Seeking nominations for Board and other elected roles within the organisation.
  - c. Coordinating with the AM to prepare agendas for, and taking minutes of meetings. Minutes will be taken at all GMs and circulated to the Representatives.
- 4.5.2. Collating the **Activity Plan** by:
  - a. Taking proposals from the Board about activities for the coming year.
  - b. Preparing a presentation on the Activity Plan for the GM.
- 4.5.3. Attending GMs to:
  - a. Speak to the secretarial and communications items on the agenda.
  - b. Answer questions and advise Representatives on the Activity Plan.
  - c. Present the Secretary's report.
- 4.5.4. Managing **applications for membership:**
  - a. Reviewing applications and communicating with the GB.
  - b. Relaying queries and feedback to applicants.
- 4.5.5. Taking **Minutes** and communicating actions:
  - a. Taking minutes for meetings if the AM is not present;
  - b. Collating and circulating minutes when they have been prepared.
- 4.5.6. Responding to queries, letter-writing:
  - a. Collaborating with the AM in preparing letters and emails on behalf of the Board.
- 4.5.7. Overseeing aspects of **communications** as agreed by the Board and in collaboration with the AM. This may include convening and leading the Editorial Board, which assists in:
  - a. Proposing strategies for promoting communications.
  - b. Asking Representatives for news stories.
  - c. Reporting on relevant conferences and meetings in Europe and elsewhere.
  - d. The production of a Newsletter.
  - e. EABCT's profile in Social Media (including Twitter, Facebook, LinkedIn).

#### 4.6. Treasurer

- 4.6.1. The role of the Treasurer is to have an overall remit for financial matters within EABCT. The Treasurer is responsible for administration of finances, budget and projects. The Treasurer therefore:
  - a. Oversees general **financial monitoring:** income (membership fees, accreditation, levy, etc.) and outgoings (Board, Office, AM, SIGs, etc.).
  - b. Attends the GMs to speak to the financial items on the agenda, answer questions and advise Representatives on financial decisions.
  - c. **Banking:** Ensures that appropriate bank transfers are made on time, in liaison with the AM.
  - d. Prepares the **Budget Plan** and **Financial Reports**, to be circulated at/or in time for GMs.
  - e. Is responsible for approval of expenses by ensuring that expenses claims are in line with the rules and are claimed appropriately and by ensuring that appropriate reimbursements are made in a timely fashion.

- f. Congresses: In collaboration with the Board, has a focus on the financial aspects of the bids to host a congress, as well as the financial monitoring of EABCT and WCBCT congresses in Europe.
- g. **Projects:** Reviewing bids for projects; making recommendations to the Board for decisions on their financing; auditing and monitoring related expenses; ensuring that project payments are made in a timely fashion according to the rules.

#### 4.7. Scientific Coordinator

- 4.7.1. The Scientific Coordinator has an **overall remit for scientific activities within the EABCT**, including congresses and other meetings, workshops and interest groups. The Scientific Coordinator therefore:
  - a. Attends the GMs to speak to the scientific items on the Agenda, provide a report, answer questions and advise Representatives on decisions and voting related to scientific activities.
  - b. Has a focus on scientific aspects of congresses, offering advice, liaison and support for all EABCT congresses, WCBCT congresses taking place within Europe and other congresses organised in association with EABCT.
  - c. Negotiates the contract for holding the congress with the Host and looks after EABCT's interests in the contracting process.
  - d. Is responsible for developing and monitoring standards of quality concerning the scientific program and organisation of the congresses.
  - e. Receives bids for congresses.
  - f. Gives advice in developing bids.
  - g. Oversees the pricing of the congress.
  - h. Maintains communication with congress organisers and scientific committee.
  - i. Receives reports and updates from the Hosts of the congress.
  - j. Is responsible for developing and maintaining a database which is an archive of useful information for MAs intending to host congresses and workshops. This will be available to Board members and all the Representatives and will include: (1) Do's and Don'ts based on gathering feedback from previous congress and workshop organisers, including financial and organisational matters as well as scientific content, (2) hints and tips for a successful congress, (3) information on monitoring and celebrating diversity, both in terms of invited speakers, the content of the programme and accessibility for delegates.
  - k. Invites Hosts to summarise their experiences of organising a congress in a format that will help future Hosts to benefit from it.
- 4.7.2. The Scientific Coordinator is responsible for supporting and overseeing the work of **SIGs** in EABCT, and reports to the GMs on their work.

#### 4.8. Training Coordinator

- 4.8.1. The role of the Training Coordinator is to be responsible for developing **training, accreditation and supervision** standards. In addition, giving help and advice to MAs that are in the process of developing an education program. The Training Coordinator therefore:
  - a. Attends the GMs to speak to the training items on the Agenda.
  - b. Answers questions and advises Representatives on decisions and voting related to training activities.
  - c. Chairs the WGTS and the AC and prepares a report for the GB to feedback on the committee activities at their respective meetings.
  - d. Provides assistance, promotes and elaborates the accreditation procedure, by which MAs' training criteria may be accredited by EABCT.
  - e. Offers support and collaboration on the development of standards in CBT in MAs, and is concerned with future contributions to education and training, competence and quality in CBT.

- f. Ensures that documentation relating to training and accreditation is regularly reviewed, updated where necessary, and circulated to MAs as appropriate.

#### **4.9. Representatives**

- 4.9.1. Representatives represent their Association in the EABCT and act as liaison persons with the Board by:
  - a. Informing the Board of any changes in their Association (new Board, number of members, contact details, etc)
  - b. Informing the Editorial Board at least twice a year of any matters of interest to EABCT MAs, e.g. meetings, conferences, workshops, visiting lecturers, etc.
  - c. Circulating information from the GB about matters of relevance to their Association.
  - d. Circulating all details of EABCT congresses distributed by the Host to their members.
  - e. Responding to correspondence from the Board within one calendar month of receipt.
  - f. Attending the GMs.
- 4.9.2. Representatives are responsible for ensuring that their MA's fee is paid before 31st March in the year in which it is due.
- 4.9.3. Representatives will not be entitled to a reduced fee to attend Congress, or other subsidised activities funded for Representatives by EABCT or Hosts, if their MA's membership fee is not paid on time.
- 4.9.4. Representatives inform the AM of their intention to attend the GMs
  - a. If a Representative is unable to attend, it is possible for the MA to nominate a substitute or proxy. Notification that a substitute or proxy is nominated must be received by the AM at least two weeks before the meeting is due to take place.
  - b. Representatives are responsible for ensuring that substitutes receive all the information relevant to the GM, the Rules that apply to attendance, and other information, which may assist the substitutes in fulfilling their role.
  - c. (Please see also Section 5.2.4 and 5.2.5 on proxy voting and exceptional circumstances).

#### **4.10. Honorary Fellow**

- 4.10.1. EABCT recognises individuals within EABCT who have given distinguished and outstanding service to the organisation and the promotion of CBT in Europe over a long period of time.
- 4.10.2. Nominations:
  - a. Nominations for an Honorary Fellowship of EABCT are sent to the Administrator of EABCT. These should be sent with a seconder from a different EABCT member organisation, and a 500 (max) word statement in support of the nomination.
  - b. The nomination should be considered by an ad hoc group including two Board members from at least two different MAs.
  - c. Nominations can be considered via email or other means, and do not require a face-to-face meeting.
- 4.10.3. Once a decision has been reached, the Honorary Fellow will be informed, and a presentation of a framed certificate will be made at the next GM to take place.
- 4.10.4. Recipients of the award are able to use the title 'Honorary Fellow of EABCT'.

#### **4.11. Committee membership**

- 4.11.1. The Board may convene committees from time to time. For example, the Working Groups on Training Standards, the Accreditation Committee, the Newsletter Editorial Board.
- 4.11.2. A Board member will Chair each committee.
- 4.11.3. Committee membership entails a term of office of three years.
- 4.11.4. Committee members are able to serve for a maximum of two terms of office.
- 4.11.5. When a new committee is formed, a decision may be taken to reduce the term of office of one or two members of the group by one year, in order to ensure that there is continuity within the committee.

## 5. Nominations and Elections

### 5.1. Nominations to the Board

- 5.1.1. All roles on the Board are for a three year term ending at the 2GM where voting takes place for the role.
- 5.1.2. The Board and Representatives pay attention to and celebrate diversity in EABCT, and this should be reflected in nominations to the Board. The aim is that members of the Board are representative of EABCT in terms of skills they bring to their role on the Board.
- 5.1.3. Any member in good standing of a Full MA is eligible to be nominated for a position on the Board.
- 5.1.4. Nominations for Board positions must be received by the AM before 1st December in the year preceding the election date. The 1GM must take place at least three calendar months after 1st December.
- 5.1.5. In order for a nomination to be valid, the following must apply:
  - a. A person in a Board role may stand for a second term in the same role. In this case, the full nomination process must be followed.
  - b. A person completing a second term of office in a Board role may not stand for the same role until a different person has taken at least one term of office.
  - c. A Board member may be nominated for another position on the Board at the end of their first or second term of office.
  - d. Board members currently in post may be nominated for another role on the Board before completing their term of office.
  - e. Board members who have moved to a different role part way through their term of office are permitted to stand for a second term in the new role.
  - f. The person who is proposed must agree to be nominated before the nomination is sent to the AM.
  - g. The person who is nominated must submit a statement of their suitability for the role, and their plans for their proposed term of office, which must also be submitted before 1st December in the year preceding the one in which the election will be held. This must be given in writing.
  - h. Nominations and supporting statements are notified to the Representatives before/at the 1GM.
  - i. Candidates for Board Roles will be given an opportunity to present their case to the Representatives during the 1GM.
  - j. Any objections to a nomination must be raised according to the Rules, in writing, and within one calendar month following the 1GM.

### 5.2. Voting procedures and election results:

- 5.2.1. According to the Constitution, matters concerning persons will be voted on in writing, unless the meeting decides to vote by acclamation. If no absolute majority is obtained in the voting on the appointment of persons, a second vote will be taken between the proposed candidates. If then again no one has obtained an absolute majority, revote will be taken, until either one person has acquired an absolute majority, or if the vote has been between two persons and the votes are equally divided. On the aforementioned repeated voting (not including the second vote), voting will each time be between the persons voted for in the preceding vote, but leaving out the person obtaining the fewest votes in the preceding vote. If the smallest number of votes was cast for more than one person, it will be decided by lot which of these persons may not be voted for anymore at the new vote. If there is a tie in the voting between two persons, it will be decided by lot which of them has been elected.
- 5.2.2. **Elected unopposed:** this takes place when there is only one candidate for the election, and no valid objection has been raised for the nomination.

- 5.2.3. **Votes** are counted by more than one person agreed by the Representatives to be impartial. These may be, for example, congress administrators; a member of an EABCT MA deemed acceptable by the Board; a person attending as an 'accompanying person' at the congress.
- 5.2.4. **Proxy voting** is permitted by informing the AM in writing at least two weeks before the date of the meeting, giving the name of the Proxy, and the name of the MA whose vote they are using.
- 5.2.5. Exceptional circumstances: The Board decides the best way to deal with such circumstances in the best interest of EABCT.

### **5.3. Elections to working group or committee positions**

- 5.3.1. Working groups or committees entail a term of office of three years and their members are able to serve for a maximum of two terms of office. When a new committee is formed, a decision may be taken to reduce the term of office of one or two members of the group by one year, in order to ensure that there is continuity within the committee. The process for nominating and electing people to a committee mirrors the process for nomination and election of Board members. However, a simple majority is required for the election of committee members.

### **5.4. Election of Representatives**

- 5.4.1. Representatives may be delegated or elected according to the MAs' own processes for choosing a Representative.
- 5.4.2. A letter of appointment should be sent to the Secretary or AM by MAs to confirm that a person is a Representative.
- 5.4.3. There will be one Representative for each Association.
- 5.4.4. It is recommended that a Representative is given a term of office for at least 4-5 years, ensuring continuity.

## 6. Meetings

6.1. The main meetings held by EABCT are the two GMs of the GB: the 1GM and the 2GM, which is usually held at the annual congress.

6.2. The President, or a nominated deputy from the Board Chairs the GMs.

### 6.3. The **organisation of the 1GM:**

6.3.1. The 1GM is usually held on the second Saturday of March.

6.3.2. The meeting takes place for a whole working day in order to address the business of the Agenda.

6.3.3. The main business of the meeting is to hear reports from the Board, to gather feedback from MAs, to discuss items that require consideration, and to make proposals on which voting will take place.

6.3.4. The 1GM is usually held in the host country of the forthcoming annual congress, but may be held in a different location for any practical or organisational reasons.

6.3.5. The Host may organise some promotional hospitality, for example a social event, to assist with the promotion of the congress to all the MAs.

6.3.6. The **agenda** for the 1GM may include:

a. Welcome and overview by the President.

b. Introductions and apologies for absence; record of attendance signed by each Representative (or their nominated substitute) and the Board.

c. Minutes of previous GMs; matters arising from the Minutes

d. President's report.

e. Secretary's report including activity report/planning and communications.

f. Treasurer's report including the financial report, auditing committee's report, and/or budget planning.

g. Training Coordinator's report; presentation of current and previous projects.

h. Scientific Coordinator's report; reports from SIGs.

i. Nominations for Board and Committee posts will be announced; nominees for Board roles will usually be given a brief opportunity to make a presentation to the meeting.

j. Applications for membership: Associations which have applied for membership are invited to send a representative to the meeting in order to meet the representatives, introduce their association and answer questions.

k. Congresses: The next congress to be held is presented by the Representative of the Host MA; future congress hosts are also invited to update the meeting; bids to host a future congress are announced, and the proposed Host(s) are invited to present their bids; feedback on previous congresses

l. Any other business: items of 'any other business' should be notified to the AM or Secretary at least two weeks before the meeting; Representatives are invited to offer information about their MA's activities in advance of the meeting, so that these can be presented to the meeting; urgent items of 'any other business' must be notified to the Chair of the meeting at the start of the day, in order for these to be included in the Agenda.

m. The meeting ends with closing remarks from the President and confirmation of the date of the next meeting.

6.3.7. The Board may include development work, such as small group discussions, progressing strategy or other more in depth discussion at the 1GM.

### 6.4. The **organisation of the 2GM**

6.4.1. The 2GM is usually held on the second day of the EABCT congress.

6.4.2. The Host provides the venue for the meeting, and collaborates with the Board and organisers of the congress to agree a suitable time for the meeting to take place. It is expected that the

venue will be accessible, and the time arranged so that Representatives are able to attend even where they are also presenting during the congress.

- 6.4.3. If there is no congress in a specific year, the Board will determine an appropriate location and time for the meeting to take place.
- 6.4.4. The main business of the 2GM is to make decisions and vote on proposals that have been discussed at previous meetings.
- 6.4.5. Proposals are made in advance of the Agenda being prepared, and only proposals included on the Agenda will be voted on at this meeting.
- 6.4.6. The 2GM is an open meeting. Any member of an MA may attend the meeting. Only Representatives or a valid Proxy may vote at the 2GM. (see section 5 for details)
- 6.4.7. The **agenda** for the 2GM usually includes the following items:
  - a. Welcome and overview by the President; introductions and apologies for absence; attendance record.
  - b. Minutes of previous GMs; matters arising from the Minutes.
  - c. Elections; voting (results of elections are announced after counting of votes at a suitable point later in the meeting) for Board and Committee posts.
  - d. President's report.
  - e. Secretary's report including the activity plan for the following year.
  - f. Treasurer's report including the budget plan the following year; projects' reports.
  - g. Training Coordinator's report.
  - h. Scientific Coordinator's report.
  - i. Applications for membership (voting taken by show of hands).
  - j. Votes on bids to host future EABCT Congresses (voting taken by show of hands).
  - k. Results of Elections.
  - l. Any other business. (see also 6.3.6.l)
  - m. Closing remarks from the President; date and location of next GM.

## 7. Finances

- 7.1. **Income:** EABCT's sources of income will normally include MAs' membership fees, the congress levy, accreditation and any other source deemed appropriate by the GB.
- 7.2. The GB may not call on the MAs to provide further contributions unless expressly resolved and voted on at a GM.
- 7.3. **Membership fees** are due on 1st January each year. (see also section 7.8)

### 7.4. Financing of the GMs

- 7.4.1. MAs cover all hotel, subsistence and travelling costs and other expenses incurred by their Representatives for the purpose of attending the GMs.
  - 7.4.2. The Host MA may offer one free hotel night for Representatives of emerging countries, as listed in Wikipedia's current list.
  - 7.4.3. All expenses of the Board are paid by EABCT.
  - 7.4.4. The Host is responsible for the cost and provision of lunch, refreshments and an evening meal for the Board and one Representative per MA attending the meeting; as well as providing facilities (e.g. audio-visual equipment) and meeting rooms for the GMs. On special occasions, invitations by the Host, or the Board, or a MA (subject to Board's approval) may be made, in which case the inviter will meet the relevant expenses.
- 7.5. No Board member or Representative may receive payment from EABCT for services rendered in that capacity.
  - 7.6. Board expenses covered by EABCT are defined in the Expenses Rules (see section 7.9).
  - 7.7. The Expenses Rules also apply for EABCT representation to other Associations.
  - 7.8. Representatives are entitled to a free registration for the congress only if (a) they have fulfilled their responsibilities laid down in these rules and (b) their MAs have paid their fees by 31st March
  - 7.9. **Expenses Rules:** The following rules apply to the Board, officials and guests of the EABCT (they do not apply to congress speakers, guests of the congress committee or foreign guests of national associations):
    - 7.9.1. Expenses will be reimbursed only where they have been incurred on agreed EABCT business, and as far as documented with receipts, bills and tickets.
    - 7.9.2. Expenses claims forms are to be used to claim expenses. These are available from the AM.
    - 7.9.3. Expenses which can be claimed include Bus and Tram at official fares for airport buses and local transport. Second class train fares can be reimbursed. Economy class Ferry or boat fares are refunded. For overnight ferry journeys, a single or double cabin fare can be reimbursed.
    - 7.9.4. Airplane: economy class fares can be reimbursed. Tickets must be purchased at official airline websites. If tickets are purchased from a travel agency, then a photocopy of the actual ticket (that clearly indicates the cost) must be provided along with the agency's invoice. Premium economy or Business class tickets may be offered on long-haul flights (over 6-hours), subject to the Board's approval.
    - 7.9.5. Car: a general rule of 20 euro cents per km applies. Toll fees and essential car parking fees will also be covered.
    - 7.9.6. Taxi: Taxi fares will only be refunded if travel schedules or circumstances make this necessary.
    - 7.9.7. Additional travel costs: travel insurance is not refunded. Fare for excess baggage is only refunded if caused by transport of materials essential for carrying out EABCT business.

- 7.9.8. Accommodation: Expenses for a single room, at accommodation decided by the Board. Board members are entitled to up to 3 nights' accommodation for the 1GM and up to 4 nights' accommodation for the 2GM.
- 7.9.9. Additional days and nights of stay: If additional time of stay would ensure that overall travel expenses cost less, then this may be refunded if appropriate agreement from the Board is sought in advance of the expenses being incurred. Subsistence allowance on such additional days may be funded as below. Travel fares incurred will only be reimbursed when on EABCT business.
- 7.9.10. Meals: A maximum subsistence allowance of 40.00 Euros per day is allowed when on EABCT business.

## **8. Annual Congress**

- 8.1. The Congress is the major EABCT scientific event, and as such is a key activity of EABCT. The purpose of the Congress is to promote CBT in Europe, to share research, clinical work, education and training, as well as providing an opportunity for international networking. It is expected that the Congress will take place annually if circumstances permit. The rules on Congresses have been developed in order to guide potential hosts and congress organisers in running a high quality and well organised event.
- 8.2. EABCT Congresses respect and reflect equality and diversity in all aspects of their organisation delivery.
- 8.3. There are two main approaches to hosting the Congress, with EABCT as lead Host and organiser, or MAs as lead Hosts with the collaboration of EABCT.
- 8.4. A contract to host the congress will be agreed between the parties concerned, and will be signed according to the signing rules of both EABCT and the MA(s) hosting the congress.

### **8.5. Bidding to host a Congress**

- 8.5.1. An MA or group of MAs collaborating jointly may prepare a bid to host the Congress. Bids are to be made according to the EABCT Constitution and these rules.
- 8.5.2. Bids must be received by the EABCT Office by 1st December in the year preceding the 1GM which takes place four years before the proposed congress is to be held.
- 8.5.3. Bids are presented to the 1GM by the Representative(s) from the MA(s) proposing to host the congress.
- 8.5.4. Bids must include a brief outline of the proposed host association(s), the location and suggested theme for the Congress.
- 8.5.5. Representatives are able to ask questions at the 1GM. They are also responsible for communicating about Congress bids to their MA, and feeding back any further questions before voting takes place.
- 8.5.6. Voting on bids to host Congresses takes place at the 2GM in the same year.
- 8.5.7. The voting process will be the same as that of electing Board members. (see section 5)
- 8.5.8. Once a bid has been accepted according to the Rules and Constitution, the process of organising the conference is guided by the Scientific Coordinator in liaison with the host MA(s).
- 8.5.9. Decisions regarding the Congress will be made in collaboration with the Board via the Scientific Coordinator.

### **8.6. General Financial Matters**

- 8.6.1. Financial interactions between EABCT and the Host are subject to EABCT Constitution and Rules.
- 8.6.2. The Host must adhere to the fee structure in the agreed contract.
- 8.6.3. Fees: The Host is required to offer a reduced fee for full-time students and for members of financially challenged associations or countries (according to Wikipedia's list).
- 8.6.4. Registration fees must include access to all scientific events, except for pre-congress and in-congress workshops where an additional fee may be charged. It is expected that 50% of in-congress workshops will be provided without charging an additional fee.
- 8.6.5. Congress Levy:
  - a. EABCT will charge the congress organiser a congress levy. The congress levy is 3% of the total sum of registration fees. This is including students, attendants that pay a reduced price, and one day attendants. It excludes paid workshops and additional fees for social events.
  - b. After the congress, the congress organiser will send a list of paying participants to the EABCT office.

## **8.7. Keynote Speakers**

- 8.7.1. Keynote speakers are guests of the congress and are not charged a registration fee. As guests of the congress, they would also be invited to attend the social events without charge.
- 8.7.2. Arrangements might need to be considered for keynote speaker's partner.
- 8.7.3. Keynote speakers are usually paid an honorarium. They would also be offered reimbursement of an economy airfare and local economy fares for transport or other appropriate travel expenses and their accommodation during the congress.
- 8.7.4. Fees and expenses paid to speakers should be stipulated in a written agreement beforehand.
- 8.7.5. Reimbursement should be paid only against receipts and keynote speakers should be advised that these are necessary.
- 8.7.6. Keynote speakers may be asked to run pre-congress workshops in order to help fund the keynote speakers' fee.

## **8.8. Pre-congress workshops**

- 8.8.1. An additional fee is usually paid for pre-congress workshops
- 8.8.2. Presenters of pre-congress workshops are usually paid an honorarium.
- 8.8.3. The presenter usually receives an economy airfare, or other appropriate travel expenses, and one or two night's accommodation depending on how far they travelled.
- 8.8.4. The presenter will still pay a registration fee if he/she attends the congress, unless otherwise specified by the Host.
- 8.8.5. If more than one person is presenting the workshop the honorarium, travel expenses and hotel costs would be split proportionally according to the leaders' agreement.
- 8.8.6. These arrangements relate to workshops that attract up to 50 participants (paid registrations). For workshops attracting more participants, other arrangements may be negotiated.

## **8.9. In-congress workshops**

- 8.9.1. Where a fee is charged for attendance at a in-congress workshop, the workshop leader(s) will receive 50% of the in-congress workshop fees, unless there is another arrangement with the Host.
- 8.9.2. 1.5-hour workshops are provided without additional charge.
- 8.9.3. In-congress workshop presenters will be expected to pay all other expenses in attending the congress including the registration fee, travel and accommodation.
- 8.9.4. The Host is free to make other arrangements.

## **8.10. Free workshops**

- 8.10.1. Free workshops may focus on:
  - a. Training the trainers workshops which are relevant for people involved in training.
  - b. ABC of CBT workshops (1,5h-2,5h), for practitioners focusing on specific therapeutic interventions/strategies/methods (called true colours of CBT case presentations (1h-1,5h), for practitioners and presenting interesting cases).
  - c. Any contemporary scientific theme within the CBT framework.
  - d. The abstract of the workshop should clarify which attendants the free workshops are of interest to.

## **8.11. Complimentary registrations**

- 8.11.1. All speakers would normally be expected to pay a registration fee.
- 8.11.2. Complimentary registrations may also be offered to:
- 8.11.3. Members of the local scientific and organising committee.
- 8.11.4. Current EABCT Board members.
- 8.11.5. One Representative of each MA identified by the Secretary and Association Manager.
- 8.11.6. Any other guests that the Host wishes to invite.

## 8.12. Organisational matters

- 8.12.1. The Host MA(s) choose a President of the Congress, who will usually be the President of (one of) the Host MA(s).
- 8.12.2. The President of EABCT and the President of the Congress may each give a Presidential Address. This will be in a prominent place in the venue and the programme, and will take place prior to the 2GM.
- 8.12.3. A Chair should be appointed for each part of the scientific programme as appropriate.

## 8.13. Scheduling

- 8.13.1. The Congress will take place over three full days.
- 8.13.2. The congress organisers make arrangements for registration, which should allow sufficient time for delegates to register in time to gain access to workshops and symposia. Registration processes, venue and timings should be made available to delegates in advance, via the Congress website and information given to registered delegates before the congress.
- 8.13.3. The suggested timing is between 8.30 to 18.00 hrs. Timetabling should ensure that there is enough time for delegates to move between activities.
- 8.13.4. Breaks should include enough time for all delegates to access refreshments, lunch and facilities as needed. Refreshments should be served in the congress venue, and at least free water must be available.
- 8.13.5. It is expected that there will be both an Opening and a Closing Ceremony. These should be included in the fee for registration. The opening event and any plenary sessions must be in English or translation facilities should be available if a significant part of these proceedings are in another language. The Opening Ceremony/Reception usually takes place after the pre-Congress workshops have finished.

## 8.14. Scientific organisation

- 8.14.1. The official language of the congress will be English. The majority of presentations will be in English or translated into English. It is acceptable to run a small proportion of the scientific events (keynotes, symposia, open papers, workshops, etc.) in the language(s) of the host country. However, this should be limited to no more than two non-English language streams at any time.
- 8.14.2. **Scientific programme:** In general, the scientific program may include:
  - a. Pre-congress workshops.
  - b. Keynote lectures.
  - c. Symposia.
  - d. Workshops and skill classes.
  - e. Open paper sessions.
  - f. Poster presentations.
  - g. Clinical master classes (public supervisions).
  - h. Meet the expert sessions.
  - i. A balance between scientific and SIGs activities. SIG sessions may take the form of (a) symposium with 2-3 short presentations on the specific topic by an already existing SIG, followed by a general discussion; (b) interactive session, lead (possibly) by the Chair of an existing SIG. Such a meeting could provide a forum at which members of a SIG meet each other to talk about future programmes, research projects, organisation of regional meeting, etc.; (c) dissemination SIG symposium: A panel with 2-4 speakers, with the aim of attracting new people to join or to constitute a new SIG. It should be focused on a topic of general interest.
- 8.14.3. Workshops
  - a. The organising committee should provide an opportunity for one day and/or half day pre-congress workshops.

- b. Organisation should allow for a smooth registration of attendees prior to the workshops, or other means of ensuring that they are able to start on time. For example, proof of registration should be regarded as sufficient In order gain access to pre-congress workshops.

#### 8.14.4. In-congress workshops

- a. It is suggested that there is a choice of at least two in-congress workshops per session, of up to half a day.

#### 8.14.5. Keynotes and invited addresses

- a. There should be a minimum of nine keynote/invited addresses.
- b. These presentations should last between 45 minutes and an hour.
- c. Selection of keynotes should represent the broader membership of EABCT, and a range of different or new keynote speakers is expected.
- d. Keynote speakers should be from a diverse geographical background.
- e. There should be a gender balance of keynote/invited speakers.
- f. A Chair should introduce each keynote/invited address.

#### 8.14.6. Symposia

- a. It is recommended that EABCT congresses should have a minimum of six to eight symposia running at the same time, depending on the expected number of delegates
- b. Symposia should include an introduction, at least three presentations plus time for questions and/or a discussion.
- c. Symposia should reflect the diversity of CBT.
- d. It is expected that the scientific organisers will encourage symposia where a number of different countries are represented, as well as symposia where speakers work in the same group

#### 8.14.7. Open free papers sessions

- a. There should be at least 6 available sessions for open papers presentations
- b. Wherever possible, open papers should be organised around themes.

#### 8.14.8. Poster sessions

- a. Facilities for presenting posters need to be made available.
- b. The organisers need to inform presenters about size of the Poster boards; the Host should provide any materials needed for displaying posters

### 8.15. Provisions by the Host

#### 8.15.1. Audio-video preparation room (AVA).

#### 8.15.2. All rooms for presentations and meetings should be equipped with appropriate technical equipment

#### 8.15.3. All rooms for EABCT business, such as the Board Meetings, working groups, and for GMs are of sufficient size and have appropriate equipment and technical support, as well as being easily accessible from the congress venue.

#### 8.15.4. Free exhibition space should be provided to the Hosts for the following two years, in order to promote the next two EABCT congresses.

#### 8.15.5. Hosts should also provide free space for the promotion of future WCBCT congresses.

#### 8.15.6. The registration information, whether digital or paper, should include information promoting future congresses, congress abstract book, a map detailing where the scientific and social events are held, a pocket-sized overview of the entire conference, a city map showing the main means of transport.

#### 8.15.7. The Host ensures there is space for exhibitions including books and other exhibits of interest to the delegates.

### 8.16. Copyright

#### 8.16.1. The Host should seek permission to take photographs and audio or visual recordings of presentations. This includes permission for presentations to be uploaded to the Congress

and/or EABCT websites. Calls for papers should include this request, and authors/presenters should be asked again for their permission to be photographed or recorded prior to the presentation.

- 8.16.2. Where permission has not been granted, the presenter(s) should be made aware that it is their responsibility to communicate this to the delegates/audience before the presentation is given. The presenter may ask the Chair to communicate this information.

### **8.17. Evaluation**

- 8.17.1. An electronic survey is circulated by the Host via email to delegates after the congress. The congress evaluation should then be sent to the EABCT Board before December 1st of the year in which the congress took place.

### **8.18. Awards at Congress**

- 8.18.1. The '**EABCT-award**' is presented to a person who has been key to the development of CBT in the region in which the Congress is taking place.
  - a. The person is nominated by the Host.
  - b. The presentation takes place either at the Opening or Closing Ceremony of the Congress.
  - c. The 'type' of award is decided and offered by the Host. The cost of any type of award is also covered by the Host.
- 8.18.2. The '**EABCT prize for the best poster**'
  - a. The selection of the best poster takes place during the poster exhibition.
  - b. The scientific committee and representatives collaborate to choose the best poster.
  - c. The prize for best poster is presented at the closing ceremony.
  - d. The prize is one free registration for one of the next three EABCT congresses. The cost of the prize is covered by EABCT.

### **8.19. Social programme and hospitality**

- 8.19.1. The opening ceremony/reception forms part of the social programme.
- 8.19.2. The programme should include a minimum of one event that facilitates delegates meeting in a social situation, such as a party or gala dinner. A separate charge can be made for these events but should be reasonable.
- 8.19.3. A closing ceremony: this should be the last session to finish the congress. It may include a final keynote speech. The Host is encouraged to organise a small memorable social event (e.g., singing, dancing).

### **8.20. Certificate of attendance – Continuing Professional Development (CPD) and Continuing Medical Education (CME) points**

- 8.20.1. The Host should prepare the availability of certificates of attendance for the congress and pre-congress workshops. These certificates must indicate the place, date and time of the event, together with the exact hours of this event.
- 8.20.2. The Host should make all the preparation so that delegates can receive CME and CPD points by attending the congress. For this reason, MAs are required to have the EABCT congresses accredited in their country for relevant CME and CPD points.
- 8.20.3. The Host is required to facilitate this process in collaboration with MAs.

## 9. Projects

- 9.1. Subject to the Treasurer's financial report and the Board's decision, funds may be made available for scientific projects proposed and run by MAs. The Board informs the MAs of such a decision at the 2GM each year.
- 9.2. Applications for projects must be submitted to the Board before the 1st of December in the same year.
- 9.3. A project should have a clear goal and aim. It should be supported by a budget plan and timetable that enables it to be completed and evaluated in a reasonable timescale.
- 9.4. There must be a plan to report on the project and disseminate the information and benefits that it will hopefully have realised to EABCT and its member associations.
- 9.5. A wide range of projects is acceptable including workshops, meetings, training and research (Conferences or Congresses are excluded).
- 9.6. The funding agreed must be used to finance costs associated with the main aims of the project, i.e. publicity and promotion, travel and associated costs for people contributing to the project, direct costs of running the project, etc. It may not be used for social events that may accompany the project.
- 9.7. Those responsible for negotiating the expenditure on the project must ensure that they get value for money and should only fund the fees of speakers/lecturers at a reasonable rate and travel costs at economy rates.
- 9.8. The association(s) leading on the project will send receipts/invoices to the Treasurer for payment as the project has been completed. The Treasurer will ensure that the association is reimbursed on receipt for the receipts/invoices.
- 9.9. The association(s) leading on the project will send a report to the Treasurer once the project has been completed. This report will detail how the funding has been used and how the project has succeeded in meeting the aims as proposed.
- 9.10. A list of those people who have contributed and have benefited from the project should be included together with feedback from those who participated. The association(s) leading on the project will present the outcome of the project at a GM, based on their report, as soon as possible after the project has been completed.
- 9.11. Information from the projects will be made freely available to EABCT and all member associations either directly or via the website and/or newsletter. Associations will also be expected to provide progress reports on their projects on a regular basis to the general meetings of EABCT.
- 9.12. Projects' procedure: MAs are asked to follow the **steps** below:
  - 9.12.1. **Preparation:**
    - a. Fill in an application form.
    - b. Follow the general guidelines for projects.
    - c. Provide a detailed description of the project.
    - d. Make a budget and clearly state the funding requested from EABCT.
  - 9.12.2. **Submission:**

- a. the application should be sent to the EABCT office and the Treasurer by December 1st for projects to be carried out in the following year.
- 9.12.3. **Assessment:**
- a. The Board will assess the application at the BM in December.
  - b. Additional information may be requested.
  - c. Proposer MAs are notified of the decision to fund or not to fund the project. If the project proposal is accepted, the proposer is notified well before the 1GM in order to prepare for a small presentation at the meeting (and progress reports for every GM thereafter).
- 9.12.4. During the 1GM, the Board will announce the selected projects of that year and these projects will be given the “go ahead” for implementation.
- 9.12.5. Upon completion, a final descriptive report is sent to the Treasurer on how the project developed. A final presentation is made during the GM. The report will be distributed to all MAs so that they can benefit from it.
- 9.12.6. **Financial settlement:** A final financial report is sent to the Treasurer with a list of all the expenses and a PDF copy of all invoices and receipts. The actual amount refunded will be based on these lists and copies of the expenses, and it will never exceed the initial amount allocated for the project.

## 10. SIGs

### 10.1. Aims of SIGs

- 10.1.1. To create a group of people, within the EABCT, with an interest in studying specific clinical and scientific areas of practice and to develop research in these areas.
- 10.1.2. To create a forum that will assist the development of proposals for research or projects funding (e.g. to EU, WHO, etc.), and to participate to international scientific projects and activities promoted by National and International Organizations (e.g. WHO,) in the field of Mental Health.
- 10.1.3. To stimulate debate and share experiences about clinical trials and procedures, new therapeutic methodologies and techniques related to the CBT.

### 10.2. General rules and economic governance

- 10.2.1. The official language of a SIG will be English.
- 10.2.2. Each SIG will create a list of members that will allow all members to participate to the discussions of the group. The Chair will encourage all members of the group to start discussions on the LinkedIn group used for this purpose.
- 10.2.3. A SIG will have a Chair who will be a member of a recognized EABCT MA.
- 10.2.4. No SIG may release any position or policy statements on public policy matters in the name of EABCT. Furthermore, statements in the name of a SIG shall contain a disclaimer clause, making it clear that the SIG is not speaking for EABCT or any other SIG of EABCT. EABCT disclaims any responsibility for information and materials posted by any of its SIGs. Such information and materials do not necessarily reflect the values, attitudes, or opinions of EABCT and its members and staff.
- 10.2.5. SIGs receive no financial support from EABCT. A financial report should be made available to the Treasurer following any SIG activity that has financial dimensions. EABCT will not be responsible for any financial loss made by such an activity. However, any generated surplus will be made available to EABCT.

### 10.3. How to start a new SIG

- 10.3.1. The SIG is activated by an Initiator, who proposes the area of interest to the Board via the Scientific Coordinator who verifies that the suggested topic is relevant to the principles and interests of the EABCT.
- 10.3.2. A proposal for a new SIG should highlight:
  - (a) the rationale of the SIG
  - (b) the scientific evidence on which it is based, and
  - (c) the reasons why it should be of interest to EABCT.
- 10.3.3. Once the topic is approved, the Initiator will list those (CBT therapists and students) who will be members of the SIG, along with a proposed Chair, and receive a final approval from the Board.
- 10.3.4. Members will usually belong to a recognized EABCT MA, but where there are requests from people outside EABCT, the Chair will consider these after consultation with the Scientific Coordinator.
- 10.3.5. The Scientific Coordinator informs the AM about the establishment of the SIG, so that the group can be opened in **LinkedIn**. Space on the EABCT website will be allocated to the new SIG and an opportunity given for other people to join the new group.
- 10.3.6. New people who wish to join the group will contact to this effect the EABCT AM who will check that they are indeed professional working in mental health or related domain. The EABCT AM will inform the Chair of new group members.

#### **10.4. Participation at EABCT Congresses**

- 10.4.1. SIGs may organize panel discussions, symposia or to disseminate their group within the EABCT congresses by following the general submission rules of the host scientific committee. The scientific committee has the right to decline submissions if they do not meet the quality standards or the criteria for placement in the program. Furthermore, the Chairs are encouraged to organize informal meetings with other Chairs and SIG members, in social common spaces, with the aim to share common strategies and to plan future activities.

#### **10.5. SIGs Activities**

- 10.5.1. SIGs may organize a local (regional) meeting or other kind of activities using the EABCT logo, only after they have submitted the proposal (overall plan, budget plan, etc.) to the Scientific Coordinator and received the Board's approval.
- 10.5.2. Activity reports will have to be made available to the Scientific Coordinator by December 1st each year.
- 10.5.3. The Chair provides periodical progress reports to the Scientific Coordinator.
- 10.5.4. The Chair can seek advice from the EABCT Scientific Advisory Board (SAB).
- 10.5.5. The Scientific Coordinator organizes periodical meetings for the Chairs in order to share the progress of each group, methodology of work, and to organize a common scientific platform. Examples include dissemination of new treatment methodologies, organizing multicentric international trials, editing activities (articles, journals, books, etc.), organizing supervision and workshops in developing countries, etc.

## 10. Training

- 10.1. The EABCT sets **training standards**, which are:
  - 10.1.1. Set, or modified, by the WGTS and then discussed and approved by the GB.
  - 10.1.2. Accepted by all MAs.
- 10.2. The WGTS consists of four members, including the Training Coordinator as Chair. The group is elected for a 3-year tenure (see also section 5.3).
- 10.3. The WGTS is expected to monitor the accreditation scheme and work upon any improvements related to the overall process, accreditation criteria, future developments, etc. For this reason, WGTS will be in close contact with the AC in order to obtain or give useful feedback and recommendations

## 11. Accreditation

- 11.1. General rules and guidelines are included at the **Accreditation Protocol**, which is set or modified, by the WGTS. The Accreditation Protocol is discussed and approved by the GB and is accepted by all MAs.
- 11.2. Regarding the **Accreditation Committee (AC)**, the following rules apply:
- 11.2.1. Goals
    - a. To approve accreditation of MAs.
    - b. To act as an advisory body to all MAs not fulfilling the accreditation criteria.
  - 11.2.2. Formation
    - a. AC members will have a three-year term.
    - b. AC will consist of four members: three Representatives of MAs and a Chair (Training Coordinator).
    - c. Should a member of the AC resign, another Representative will be elected at the following GM
  - 11.2.3. Election Procedure
    - a. Elections will take place in such a way that smooth continuation of the AC's work is possible.
    - b. The election procedure is described at section 5.3.
  - 11.2.4. Efficiency
    - a. The AC will appoint one of its members to keep minutes of AC meetings, gather all correspondence related to an application, inform the Board, and send the complete file to the AM for archiving.
    - b. The AC works within a structured timeframe for each application, as this is described at the relevant section of the Accreditation Protocol.
  - 11.2.5. Related Expenditure
    - a. The AC is expected to be a low-budget work body.
    - b. Any costs related to meetings (e.g. room rental, accommodation) will be considered by the Board and met accordingly.
    - c. Since AC members are expected to be Representatives of MAs, they will also be expected to meet (whenever required) during GMs.

## Appendix I: EABCT Constitution

Ref : POS (120405.4)

File no.: 22002596

### UNOFFICIAL TRANSLATION

#### ADOPTION OF AND AMENDMENT TO THE CHARTER

On this, the thirteenth day of February two thousand and six, there appeared before me, mr. Kees Hendrikus Josef Flink, civil-law notary practising in Utrecht (the Netherlands): Mr prof. dr.Jan van den Bout, living in Ruurlo, the Netherlands, Brinklaan 41 (postal code 7261 JH), born in Tiel on the thirtieth of October nineteenhundred forty-nine, married, passport number: ND09201122, acting in this matter as set out below.

The person appearing declared:

- that the general meeting of the association: European Association for Behavioural and Cognitive Therapies, an association with limited legal capacity with its registered office in Utrecht, the secretariat of which is at Utrecht, Maliebaan 50 B (postal address: 3581 CS), resolved on the twenty-third day of September two thousand and five to amend its charter of association;
- that at the same meeting it was resolved that the association should acquire full legal capacity and for this purpose to include the amended charter in a notarial deed;
- that the general meeting also resolved to appoint the person appearing to execute this deed;
- that the aforementioned resolutions of the general meeting are evident from a document attached to this deed.

In implementation of the resolutions of the general meeting, the persons appearing declared that they wished to lay down the amended charter of the association as follows:

#### CHARTER

##### NAME AND REGISTERED OFFICE

###### Article 1.

1. The name of the association is: **European Association for Behavioural and Cognitive Therapies.**
2. The association's registered office is in Utrecht.

#### OBJECTS

##### Article 2.

The association's objects are: creating an international forum in Europe for discussions on matters important to the empirically founded principles and practice behavioural approaches and cognitive approaches in health care, education and affiliated areas, at an individual level as well as at society level, and also everything directly or indirectly related or conducive thereto, all in the broadest sense.

1. The association aims at achieving its objects by matters including:
  - a. organizing annual congresses;
  - b. making and maintaining contacts with associations and organisations, in and outside Europe, engaged in behavioural therapy and cognitive therapy; and also by applying all other lawful means deemed useful or required for achieving the objects set.

#### ASSOCIATION YEAR

##### Article 3.

The association year coincides with the calendar year.

#### MEMBERSHIP

**Article 4.**

1. The association is made up of:
  - a. members;
  - b. honorary members.

Where in this charter reference is made to the membership or members, this includes all membership or member categories, unless the contrary is shown.

2. Members can only be associations (in Europe and elsewhere) which subscribe to the association's objects and which have been admitted as such by the general meeting. Only these members will be members within the meaning of the law.
3. Honorary members are those who for extraordinary service to the association or in the context of the association's objects have been appointed as such by the general meeting on the recommendation of the committee or a member.
4. The committee must keep a register, containing all the members' names and addresses. The members are obliged to inform the committee of a change of address forthwith. Each member must appoint one natural person as its permanent representative and must inform the committee of this in writing. In case of a change of representative the member must inform the committee of this in writing immediately.

**CONTRIBUTION****Article 5.**

1. The general meeting may resolve that members must pay a contribution. Members may be divided into categories paying different contribution.
2. The committee is authorized in specific cases to grant a full or partial exemption from the obligation to pay a contribution. Such a resolution requires the prior approval of the general meeting.

**END OF MEMBERSHIP, SUSPENSION****Article 6.**

1. The membership ends:
  - a. upon the dissolution of the member;
  - b. upon termination by the member;
  - c. upon termination by the association;
  - d. upon expulsion.
2. A member may only terminate the membership in writing taking effect from the end of the association year and with due observance of a notice period of four weeks, provided always that:
  - a. a member may terminate its membership with immediate effect within one month of being informed of a resolution to convert the association into another legal form, to merge or to divide;
  - b. a member may terminate its membership with immediate effect within one month of becoming aware or being informed of a resolution by which its rights or its obligations - other than the obligations of a financial nature - are increased; the resolution will then not be applicable to this member.
3. The membership or honorary membership may be terminated by the general meeting. This may be the case when a member has ceased to fulfil the requirements for membership, if it does not fulfil its obligations towards the association, and also if the association cannot reasonably be required to allow the membership to continue. Termination as referred to in this paragraph is with immediate effect.
4. Termination in breach of the provisions of paragraph 2 causes the membership to end at the earliest possible moment following the date of notification.
5. Members can only be disqualified by the general meeting. A member may only be disqualified if it has acted in breach of the association's charter, standing orders or resolutions, or prejudices the association in an unreasonable manner. Disqualification causes the membership to end with immediate effect.
6. If the membership ends in the course of an association year, the annual contribution for the whole year will nevertheless be due.
7. The committee may resolve to suspend a member. A suspension which is not followed with three months by a resolution to terminate the membership will end by the passage of this time.

## **RIGHTS AND OBLIGATIONS OF HONORARY MEMBERS**

### **Article 7.**

Honorary members have no rights and obligations other than those assigned and imposed on them by or pursuant to the charter or the standing orders.

## **THE COMMITTEE**

### **Article 8.**

1. The committee consists of at least five (5) officers. Only natural persons may be appointed officer. They are appointed by the general meeting. Only those may be appointed officer who:

- a. are officer of a member; and/or,
- b. are a member of such a member.

The number of officers is determined by the general meeting.

2. Candidates for the committee may be proposed by the committee, as well as on the recommendation of at least one member.

3. The chairman, secretary and treasurer and such other officers as the general meeting considers desirable must be elected. An officer may hold more than one office.

4. The executive committee is formed by the chairman, secretary and treasurer. The executive committee is entrusted with the day-to-day affairs of the association. The provisions of Article 10 apply mutatis mutandis to the executive committee.

## **TERM, END OF COMMITTEE MEMBERSHIP, SUSPENSION**

### **Article 9.**

1. Officers must resign not later than three years after their appointment according to a rotation schedule to be drawn up by the committee, provided always that they will stay in office as long as the vacancy of the officer resigning by rotation has not been filled. A resigning officer can be reappointed immediately, provided always that a resigning officer can only be reappointed to his office for one consecutive period. An officer who has been reappointed to an office and has therefore held the same office for two consecutive periods can be reappointed to another office immediately. Persons appointed to fill an interim vacancy will take the place of their predecessor on the rotation schedule.

2. An officer will also resign:

- a. upon the termination of his membership of the association;
- b. if he is an officer as referred to in the fourth sentence of Article 8 paragraph 1: by ceasing to be an officer and/or a member of such a member;
- c. if the membership of the member employing the officer concerned and/or of which he is a member, or of the member of which he is an officer, ends in whatever way;
- d. on his retirement in writing;
- e. if he loses the right to dispose of his property;
- f. upon expiry of the time for which he was appointed.

3. If an officer is absent or unable to act, the other officers will be charged with the management. If one or more officers are absent, the remaining officers or the remaining officer will form a competent committee. Vacancies must be filled not later than at the next general meeting.

4. Any officer, even one appointed for a definite period, may be dismissed or suspended by the general meeting at any time. A suspension which is not followed by a resolution to dismiss, will end by the expiry of this period.

## **RESOLUTIONS BY THE COMMITTEE**

### **Article 10.**

1. The committee will meet as often as this is required in accordance with the charter or the chairman or another officer requires this.

2. At meetings only valid resolutions may be adopted if at least half of the officers are present or represented. An officer may be represented at a meeting by a fellow officer by written proxy. An officer may only act as an authorized representative for one other officer. The committee may also adopt resolutions in writing, provided that all officers have expressed themselves in writing on the motion concerned, including by electronic data carrier.
3. All committee resolutions must be adopted by an absolute majority of votes.
4. The secretary must take the minutes of the proceedings at each meeting.
5. The opinion stated by the chairman at a meeting on the outcome of a vote will be decisive. The same applies to the contents of an adopted resolution, in so far as the vote was taken on a motion not put in writing. If, however, the correctness of this opinion is challenged immediately after it has been stated, a new vote will be taken, if the majority of the meeting or, if the original vote was not taken by roll-call or in writing, a person with voting rights so desires. This new vote will cause the legal consequences of the original vote to lapse.

## **THE COMMITTEE'S DUTIES AND AUTHORITY**

### **Article 11.**

1. The committee is charged with the management of the association. The committee may grant one or more of its powers to others, provided they are described clearly. The person, who exercises powers in this way, will act in the name of and under the responsibility of the committee.
2. Testamentary dispositions may only be accepted with the benefit of inventory.
3. Provided with the general meeting's prior approval, the committee will be authorized to conclude agreements to acquire, dispose of and encumber property subject to registration as well as to conclude agreements in which the association binds itself as surety or joint and several debtor, warrants performance by or provides security for the debt of a third party.
4. Each year the committee must draw up an activities plan before a time to be determined by the general meeting, with a related budget, and must submit these documents to the general meeting for approval.
5. The committee requires the prior authorization or approval of the general meeting for assuming obligations and/or make expenditures, if such an obligation and/or expenditure is not included in an activities plan approved by the general meeting, as referred to in paragraph 4 of this article, or if the amount which is included for this obligation and/or expenditure exceeds the budget related to that plan.
6. Notwithstanding the provisions of paragraph 5, the general meeting may subject committee resolutions to be described in detail to its approval or authorization, provided the committee has been given an exact description of the resolutions concerned.

## **REPRESENTATION**

### **Article 12.**

1. The association is represented by the committee. The association may also be represented by two officers acting jointly.
2. The committee may resolve to grant authority to one or more officers as well as to third parties, to represent the association within the limits of this authority. The committee may also resolve to confer a title on those with power of attorney.
3. The committee must report the granting of continuing authority to represent to the Trade Register of the Chamber of Commerce.
4. If an officer has a conflicting interest with the association, he may nevertheless represent the association, unless the general meeting appoints one or more persons for this purpose.

## **ANNUAL REPORT - ACCOUNT RENDERED**

### **Article 13.**

1. The committee is obliged to keep records of the financial position of the association and of everything concerning the association's activities, in accordance with the requirements arising from these activities, and to keep the books, documents and other data carriers in such a way that the association's rights and obligations can be known from them at any time.

2. The committee must publish its annual report on the course of events and the policy conducted by the association at a general meeting within six months of the end of the association year, except where this period has been extended by the general meeting. It must present the balance sheet and the statement of assets and liabilities with an explanation to the general meeting for approval. These documents must be signed by the officers; if the signature of one or more of them is lacking, the reason for this omission must be given. Upon expiry of this period any member may demand from the joint officers at law that they fulfil these obligations.

3. The general meeting must appoint an auditing committee from the ordinary members of at least two persons who may not be members of the committee. The auditing committee must audit the documents referred to in the second sentence of paragraph 2 and must report its findings to the general meeting.

4. If the auditing of the account rendered requires special knowledge of accounting, the auditing committee, subject to the approval of the committee, may be assisted by an expert at the association's expense. The committee is obliged to provide the auditing committee with all information required for its auditing work, if requested to show it the cash journal and the assets and to make the association's books, documents and other data carriers available for consultation.

5. The committee is obliged to keep the books, documents and other data carriers referred to in paragraphs 1 and 2 for a term of seven years.

## **GENERAL MEETING**

### **Article 14.**

1. Each year, not later than six months after the end of the association year, a general meeting -the annual meeting- must be held. At the annual meeting matters coming up for discussion include:

- a. the annual report and the account rendered as referred to in Article 13 with the report of the audit committee mentioned therein as well as the activities plan with the related budget for the next association year;
- b. the appointment of the audit committee referred to in Article 13 for the next association year;
- c. filling any vacancies;
- d. motions of the committee or the members, announced in the notice convening the meeting.

2. Other general meetings are held as often as the committee deems this desirable.

3. The committee is also obliged to convene a general meeting either at least four weeks before the date of the meeting at the written request of at least members together holding at least one tenth of the votes or, if such members so require on a date more than four weeks after the notice.

If the request is not acceded to within fourteen days, those requesting the meeting may convene it themselves in accordance with Article 15.

## **MANNER OF CONVENING A MEETING AND ACCESS**

### **Article 15.**

1. The general meetings must be convened by the committee. Meetings are convened by sending notices to the members' addresses as contained in the membership register. They must be convened at least three months before the date of the meeting, not counting the day of the notice and that of the meeting.

2. The notices convening a meeting must include the matters to be handled at the meeting.

3. Admission to the general meeting will be open to all the members who have not been suspended and to officers of the association. The general meeting will decide on the admission of persons other than those referred to above.

## **VOTING RIGHTS AND ADOPTING RESOLUTIONS**

### **Article 16.**

1. All non-suspended members are entitled to vote at meetings. Each of these members may cast one vote. A honorary member is not entitled to vote at meetings. Each member is authorized to appoint a proxy in writing. Each member may only cast its vote for one other member.

2. Resolutions must be adopted by an absolute majority of the votes validly cast, unless provided otherwise in this charter. Blank votes will be considered as not having been cast.

3. If the votes are tied on a motion not concerning the appointment of persons, the motion will be rejected.

4. Matters concerning persons will be voted on in writing, unless the meeting decides to vote by acclamation. If no absolute majority is obtained in the voting on the appointment of persons, a second vote will be taken between the proposed candidates. If then again no one has obtained an absolute majority, revote will be taken, until either one person has acquired an absolute majority, or if the vote has been between two persons and the votes are equally divided. On the aforementioned repeated voting (not including the second vote), voting will each time be between the persons voted for in the preceding vote, but leaving out the person obtaining the fewest votes in the preceding vote. If the smallest number of votes was cast for more than one person, it will be decided by lot which of these persons may not be voted for anymore at the new vote. If there is a tie in the voting between two persons, it will be decided by lot which of them has been elected.
5. A unanimous resolution of all the members, whether or not a meeting is held, will have the same force as a resolution of the general meeting, provided that it is passed with the prior knowledge of the committee.
6. The judgement pronounced by the chairman of the meeting that the meeting has adopted a resolution will be decisive. The same applies to the contents of a resolution which has been adopted, in as far as voting was on a motion which had not been set out in writing.
7. If the correctness of this opinion is challenged immediately after it has been pronounced, a new vote will be taken if the majority of the meeting or, if the original vote was not taken by roll-call or ballot, a person present and entitled to vote so desires. This new vote will nullify the consequences of the original vote.

## **CHAIRMANSHIP - MINUTES**

### **Article 17.**

1. The general meeting must be chaired by the committee's chairman. If the chairman is absent, one of the other officers to be appointed by the committee will act as chairman. If the chairmanship should not be provided for in this manner, the meeting itself will provide for its chairmanship.
2. Minutes must be kept of the proceedings of each meeting by or on behalf of the secretary or another person appointed for this purpose by the chairman, which must be signed by the chairman and the secretary after adoption by the general meeting. The members must be informed of the contents of the minutes.
3. If a meeting is convened at the request of members with due observance of the provisions of Article 14 paragraph 3 of this charter, those who have requested the meeting may appoint persons other than committee members in charge of the meeting and of preparing the minutes.

## **COMMITTEES**

### **Article 18.**

1. The general meeting may set up and abolish one or more committees.
2. The general meeting will determine the duties and powers of the committees.
3. The general meeting may appoint to and dismiss from the committees its own members or other persons.

## **STANDING ORDERS**

### **Article 19.**

1. Anything for which further rules are required can be regulated by standing orders. Standing orders may not contain provisions which are in conflict with the law or the charter.
  2. The standing orders must be adopted and amended by the general meeting.
- The provisions in the next two articles concerning amendments to the charter apply mutatis mutandis to adopting and amending standing orders.

## **AMENDMENTS TO THE CHARTER, MERGER AND DIVISION**

### **Article 20.**

1. No amendments may be made to the association's charter other than pursuant to a resolution of the general meeting convened with notice that an amendment to the charter will be proposed at this meeting. A copy of the motion in which the proposed amendment is set out verbatim must be sent to the members and the representatives together with the notice convening the meeting.

2. A copy of the motion in which the proposed amendment is included must be submitted for inspection by the members at a suitable place at least five days before the general meeting until the end of the day on which the meeting is held.
3. A resolution to amend the charter may only be adopted by a majority of at least two thirds of the votes validly cast. At least two thirds of the members must be present or represented at the meeting.
4. Unless at least two thirds of the members are present or represented at a meeting at which a motion for amendment to the charter comes up for discussion, a new meeting must be convened. At this meeting a valid resolution to amend the charter may be adopted by a majority of at least two thirds of the votes validly cast irrespective of the number of members present or represented.
5. The provisions of this article apply mutatis mutandis to a resolution for a merger or division.

**Article 21.**

The provisions of Article 20 do not apply if all the members entitled to vote are present at the general meeting and the resolution to amend the charter is adopted by a unanimous vote.

**Article 22.**

The amendment to the charter will not take effect until it has been set out in a notarial deed. Each officer will be authorized separately to execute the aforementioned notarial deed.

**DISSOLUTION**

**Article 23.**

1. The association may be dissolved pursuant to a resolution of the general meeting. The provisions of Articles 20 and 21 will apply mutatis mutandis.
2. The association will continue to exist after its dissolution to the extent necessary for the liquidation of its assets. Documents and announcements sent by the association must contain the words 'in liquidation' after its name. Liquidation is completed when the liquidators are satisfied that all assets are accounted for.
3. The association's assets will be liquidated by the officers. The provisions concerning appointment, suspension, dismissal and the supervision of officers will remain applicable. The remaining provisions contained in the charter will also remain in force as much as possible during the liquidation.
4. The credit balance after the liquidation will be used for the purposes most in keeping with the objectives of this association, as determined by the general meeting.
5. After the liquidation the books and records of the dissolved association must remain in the custody of the person appointed for this purpose by the general meeting for seven years.

**FINAL PROVISION**

**Article 24.**

The committee will be granted all powers within the association which have not been granted to other bodies by law or by this charter.

**CONCLUSION**

The person appearing is known to me, civil-law notary. Furthermore I, civil-law notary, communicated and explained the substance of the deed to the person appearing, including the consequences ensuing from the contents of the deed. The person appearing declared that he had taken cognizance of the contents of this deed and agreed to them. Immediately after its limited reading, this deed was signed by the person appearing and by me, civil-law notary. The deed was executed in Utrecht on the date stated at the beginning of this deed.