

THE COMPANIES ACTS 1985 AND 1989

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

Of

THE BSMDH (SCOTLAND)

Rules and Bye Laws pursuant to Articles 51 and 52 of the Articles of Association:

1. Training

- a) Basic training (which is required for full membership and is the first step towards Accreditation) will comprise a minimum of 6 days (or 36 hours). This training will be organised by BSMDH (Scotland), in whatever way they see fit, within the Core Curriculum and ethos of BSMDH (Scotland).
- b) The Core Curriculum will be compiled by the Academic and Accreditation Committee who will keep a watching brief on courses to ensure consistency of standards.
- c) In special circumstances training provided by other organisations may be classed as equivalent. This shall be considered on a case-by-case basis by the Academic and Accreditation Committee and ratified by Council.
- d) Certificate of Accreditation will be organised by BSMDH (Scotland), in whatever way they see fit, within the Core Curriculum and ethos of BSMDH (Scotland).

2. Membership

The criteria for admission to membership to the company shall be as follows:

- a) Full Membership shall be open to medical and dental practitioners who have completed a basic education in the practice of hypnotherapy as approved by the Academic and Accreditation Committee of the BSMDH (Scotland), i.e., BSMDH (Scotland) Basic course or its equivalent, and who are registered members of their appropriate professional body.
- b) Senior Membership shall be open to senior members of the BSMDH (Scotland), who are in good standing, but who have retired from their main clinical practice. Such members may, at the discretion of the Council, if appropriately insured for any therapeutic activity, remain as members of the BSMDH (Scotland) when their GMC or GDC registration has not been continued provided their GMC or GDC registration have not been revoked or suspended. Senior members retain all rights of Full Membership.

- c) An Accredited Member is a Full or Senior Member who has undertaken the Certificate of Accreditation. Accredited members retain all rights of their Full or Senior Membership. All members of the BSMDH (Scotland) should be encouraged to ultimately obtain Accreditation.
- d) Here may be Fellows of the Society, who will be full or Senior Members proposed by the unanimous vote of the Council and elected at the A.G.M., who have made outstanding contributions to the aims of the BSMDH (Scotland).
- e) There may be Honorary Members, proposed by the unanimous vote of the Council and elected at the A.G.M., who have made an outstanding contribution to hypnosis or the BSMDH (Scotland). They will be entitled to attend General meetings but will not be entitled to vote or to hold Office.
- f) Temporary membership will be granted to those who have completed the BSMDH (Scotland) Training Modules, and who have applied to become a Full member of BSMDH (Scotland). Temporary membership will be free of charge to the member and will cease at the end of the membership year in which the training was completed. Temporary members will be entitled to attend General meetings but will not be entitled to vote or to hold Office.
- g) Applications for membership shall be made on the prescribed form and be accompanied by the requisite subscription and whenever possible, direct debit details.
- h) The company may terminate membership in the event that any subscription or fees remain unpaid for any year.
- i) The company shall have power to review systematically and periodically the suitability of every individual's membership.
- j) Members must only use hypnosis within their own field of clinical expertise.
- k) Council retains the right to review membership criteria.

3. Council

- a) All Principal Officers will be Full or Senior members of the BSMDH (Scotland) and will normally have previously served as Council members. All such Officers are to be elected/re-elected at the Annual General Meeting.
- b) The Principal Officers will work together and with Council and its committees. They will each have prime responsibility in defined areas. The Honorary Secretary in organisation and delivery; the Honorary Treasurer in finance and budgeting, the President-Elect in supporting the President and the President in strategy, planning and having an overview and lending his/her experience whenever appropriate.
- c) The précis of their meetings will be circulated to all Council members and circulated to all members through the Newsletter.

- d) Policy decisions are usually made at the full Council meetings. In the case of an emergency where the Executive does not feel able to take the decision alone and it cannot wait until the next Council Meeting an e-mail or postal vote may be taken and ratified at the next Council meeting. Such a vote must have the support of the majority of Council. (ie. If we have 12 on Council then 7 must agree), not merely a majority of those who respond. A council member failing to respond with their vote by any given deadline will be considered to have indicated their acquiescence with the proposal.

Constitutional changes remain as needing a 2/3 majority at AGM. Copies of all votes will be held at the BSMDH (Scotland) Office.

- e) As well as the principal officers Council shall consist of the Chairman of the Academic and Accreditation Committee, Chairman of the Ethical Committee, Chairman of the IT and Media Committee, Editor of Society Publications, Librarian, Representatives to other societies where BSMDH (Scotland) is a constituent society/member, and an officer to liaise with all sister societies, all elected by Council on a three year term.
- f) The Immediate Past President will be entitled to attend, with full voting rights, for one year immediately after having held office as President.
- g) Reports from Council, Principal Officers and any committee should be available to any member who requests them, in addition to distribution of information via the Newsletter and in appropriate sections of the Company website.

4. Elections

- a) All Principal Officers and council members will be elected at the Annual General Meeting (AGM). Nominations will be called for, from all Full and Senior Members, and these should be in the hands of the Returning Officer (Honorary Secretary) by three weeks before the AGM.
- b) All nomination papers should show the post, the name of the Candidate along with his/her signature signifying acceptance of nomination. The paper will also show the name and signature of the Proposer and the Secunder. Verification of fully paid up membership of the nominee will be obtained from the Honorary Treasurer.
- c) A member may nominate or second only one candidate for any one post.
- Voting - The Returning Officer (Honorary Secretary) will be responsible for the conduct of any election.
 - Voting will be by ballot with a single non-transferable vote. Ballot-slips may be posted to the Returning Officer. All the postal Ballot-slips must be in the hands of the Returning Officer no later than forty eight hours prior to the A.G.M. Ballot papers may be presented at the A.G.M. and be counted with those ballot papers already received by the Returning Officer.

- If only one candidate has been nominated for any post he/she will be deemed to have been elected to that post without voting, subject to the approval of the A.G.M.
 - Council or Full Members at the A.G.M. may nominate a member for any post only in the absence of a prior nomination and the A.G.M. may elect the officers so nominated without the requirement for a full postal vote.
 - Council may request the incumbent to continue in any position which remains unfilled after completion of the Election of Officers. Council may appoint a member to serve, should the incumbent be unable to accept the position offered, but for one year only.
- d) In the event of there being more than one nomination for any position of Principal Officer or council, the names of persons nominated and the ballot slips will be circulated to all members by two weeks before the AGM.

5. Committees

- a) Academic and Accreditation Committee– responsible for (i) maintenance and standard of education courses, (ii) laying down regulatory advices and supervising such courses, (iii) keeping a register of the suitable trainers and speakers and inviting such trainers and speakers to relevant events (iv) advising and supervising all matters concerning the issue of Certificate of Accreditation. (v) Academic and Accreditation Committee may have a 'Research' Sub-committee responsible for encouraging and recording appropriate research.
- b) Ethics Committee – responsible for (i) the enforcement of the code of ethics, (ii) formulating, implementing and reviewing ethical issues related to the Company, (iii) advising council on appropriate management of any ethical issues or complaints.
- c) Media and IT Committee- responsible for (i) maintenance of the Company website and email account. (ii) any press or media interaction. (iii) aiding with IT aspects of trainers and speakers presentations at Company events.
- d) Editorial Committee of Society Publications – responsible for (i) the editing, publication and distribution of Company publications, newsletters, etc. The Chairperson of the Editorial Committee of Society Publications will also be known as the Editor of Society Publications.
- e) Library Committee- responsible for
- i. the continuing maintenance and storage of the Company Library, consisting of Company owned books, journals, videos/DVD's, etc
 - ii. the compilation and maintenance of an up-to-date inventory of the Company Library which shall be accessible to members,

- iii. the lending to and returning from members of any item from the Company Library.
- iv. the issuing and implementation of any fees or fines to members.
- v. the purchase or acquisition of new materials for the Company Library as approved by Council. The Chairperson of the Library Committee will also be known as the Librarian.