

CONSTITUTION

NEW ZEALAND INSTITUTE OF PSYCHOANALYTIC PSYCHOTHERAPY INCORPORATED. Ammended in 2011

Article I – NAME

The Institute shall be called the “New Zealand Institute of Psychoanalytic Psychotherapy Incorporated” and is hereinafter referred to as “the Institute”.

Article II – AIMS

The aims for which the Institute is established are:

- 1) To constitute an Institute which shall be made up from a multi-disciplinary group of social workers, psychologists and practitioners of other appropriate disciplines, committed to the practice, development and organization of psychoanalytic psychotherapy:
- 2) To increase learning and promote understanding of the theory and practice of psychoanalytic psychotherapy:
- 3) To define, establish and maintain high standards of training, competence, ethics and research in the practice of psychoanalytic psychotherapy:
- 4) To provide a forum for the exchange of ideas and information about psychodynamic psychotherapy and related subjects:
- 5) To maintain adequate communication between members of the Institute and the wider community:
- 6) To pursue and maintain close links with similar professional organizations, nationally and internationally:
- 7) For reward or otherwise to publish a periodic journal which shall be the Journal of the Institute and to publish books, papers and other documents and to consider, undertake and deal with reporting and publicity of psychotherapy material.

NB. See appendix for definition of psychoanalytic psychotherapy.

Article III – MEMBERSHIP OF THE INSTITUTE

- 1) Application for membership shall be in writing or by invitation and in such form as the Membership Committee may from time to time decide.
- 2) Each applicant for membership shall produce evidence to the satisfaction of the Membership Committee for acceptance in one of the defined categories of membership:

A) Clinical Member:

She/he shall be a clinical professional who has satisfied the requirements of membership in his or her relevant professional body, and who has had professional clinical experience equivalent to 3 years full time. Clinical professional for this purpose means a medical practitioner, psychologist, social worker, psychotherapist or child psychotherapist, or any other clinical professional whom, in the opinion of the Institute has equivalent status.

She/he shall have had:

- a) Appropriate personal analytically oriented psychotherapy with a therapist approved by the Institute. It is highly recommended that a significant portion of personal therapy be on the basis of twice weekly.
- b) A minimum of 120 hours of individual supervision from supervisors approved by the Institute. At least 2 cases under supervision must have been treated weekly, one for a minimum of 2 years and one for a minimum of 1 year.
- c) A minimum of 70 hours participation in clinical discussion meetings.
- d) Didactic training through attendance at and participation in a comprehensive course covering aspects of psychoanalytic theory, developmental psychology and theory of psychotherapy.
- e) A satisfactory performance as determined by the Institute in a final assessment of competence by whatever means the Membership Committee shall from time to time establish.

The Membership Committee shall have authority to grant clinical member status to an applicant where evidence has been received that the applicant has had clinical background, training, personal therapy and experience to an extent deemed equivalent for the Institute's requirements of experience and supervision.

B) Honorary Member

The Institute may invite any person to accept honorary membership on the

grounds of his or her service to or support of psychotherapy.

C) Affiliate Member

That he or she having been a clinical member and having retired from active work as a psychotherapist yet wishes to retain membership of the Institute and the Institute having investigated the circumstances, has agreed to this.

D) Trainee Member

She/he shall attend the Institute's Training Programme for at least three years duration involving:

- a) Attendance at and participation in a comprehensive didactic course covering aspects of psychoanalytical theory, developmental psychology and theory of psychotherapy, this to be arranged by the Training Committee.
- b) A total of at least 120 hours supervision from supervisors approved by the Training Committee. This must have involved at least one hour of individual supervision per week of individual psychotherapy cases, to commence within the first year of the course and continuing throughout the full three years of the course. Two cases must have been treated twice weekly under supervision, one for a minimum of two years and the second for a minimum of one year. In exceptional individual circumstances these criteria may be varied with the consent of the Training Committee.
- c) A personal experience of psychotherapy over a period of at least three years with a therapist or therapists approved by the Training Committee. All three years must be on the basis of at least twice weekly therapy.
- d) Under exceptional individual circumstances, these criteria may be varied at the discretion of the Training Committee.

The Membership Committee shall have the right to refuse membership to any applicant and the applicant shall have leave to ask the reason for such a refusal; notwithstanding such an undertaking, the Committee's decision is final.

The Institute may from time to time invite one (1) person to become Patron of the Institute.

All applications for membership shall be lodged with the Secretary to the Committee who shall be required to present the application to the next meeting of the Admissions Committee.

No person shall be deemed to be a member until he or she shall have been notified of his or her admission by the secretary and shall have paid the joining fee and annual

subscription.

A joining fee will be payable on admission by a new member of the Institute. The joining fee and annual subscription payable by members shall be determined by the Institute at the Annual General Meeting from time to time.

Any member of whatever category whose subscription and/or training fees shall be in arrears for a continuous period of twelve (12) months shall not be entitled to the privileges of such membership, or continue their training until fees are paid.

The Institute shall have the power to make a levy on its members by resolution passed in the meeting of the Institute. The profits of the Institute shall not be available for distribution to members

Any clinical, honorary, affiliate and trainee member may notify in writing to the Secretary his or her intention to resign from membership and training of the Institute and such resignation shall take effect from the date of acceptance by the Training Committee. Any subscription or other money due from such members of the Institute remains liable for payment. Voting rights are forfeited upon acceptance of resignation.

Register Of Members

The Secretary shall, on behalf of the Association, keep and maintain the Register of Members, in accordance with section 27 of the Act.

Membership of the Psychoanalytic Psychotherapy Association of Australasia (PPAA)

The NZIPP is a member organization of the PPAA.

All ordinary individual members of the member organizations of the PPAA are individual members of the PPAA and as such are bound by the Constitution and By-Laws of the PPAA

Disputes and Mediation

(As ratified in PPAA constitution of June 2007)

1. The grievance procedure set out in this rule applies to disputes under these Rules between:-

- a) a member and another member; or
- b) a member and the Institute
- c) Trainee and member and/or Institute

2. The parties to the dispute must first meet to resolve the dispute themselves.
3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must hold a meeting in the presence of a mediator.
4. The parties to the dispute must agree to equally share the costs of mediation.
5. The mediator must be :
 - a) a person chosen by agreement between the parties; or
 - b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Institute; or
 - (ii) in the case of a dispute between a member and the Institute, a person who is a qualified external mediator.
6. A member of the Institute can be a mediator.
7. The mediator can not be a member who is party to the dispute.
8. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
9. The mediator, in conducting the mediation, must:-
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
10. The mediator must not determine the dispute.
11. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Article IV – CESSATION OF MEMBERSHIP

- 1) Any member who:
 - 1 Fails within six (6) months of a demand in writing to pay any subscription(s) or other monies due to the Institute: or
 - 2 Refuses or neglects to comply with any rules of the Institute shall be liable to expulsion by resolution of the Admissions Committee provided that not less than twenty one (21) days before the meeting at which the resolution is passed notice in writing of such meeting and proposed resolution shall be

posted to the member at his or her address appearing in the Register of Members and provided that he or she shall have the opportunity at the meeting of tendering any oral or written explanation.

- 2)
 - a) Each Institute member will be bound to their respective Professional Association's Code of Ethics; e.g. N.Z. Association of Psychotherapists; Psychological Society of N.Z.
 - b) In the event of an Institute member refusing or neglecting to comply with the Institute's rules or displays unprofessional conduct in their relationship with the Institute, that member's behaviour will be reviewed.
- 3) There shall be an Ethics Tribunal of the Institute consisting of:
 - a) Two members of the Institute, one of whom shall be the Secretary; and one of whom shall be the Chairperson;
 - b) Two other members of the Institute selected by the Executive Committee.
- 4) The tribunal shall report its findings to the Institute.
- 5) Upon receiving a complaint in writing from 2 members of the Institute or upon a resolution of the Institute, the Secretary shall convene a meeting of the Ethics Tribunal to enquire into any complaint or unprofessional conduct.
- 6) The Secretary shall give not less than 30 days notice of the meeting to the member. Such notice shall contain a full statement of the allegations to be made against the member and advise as to his/her right to be present and address the Tribunal in defence.
- 7) The quorum of the Tribunal shall be 3 members.
- 8) The Chairperson shall have the conduct of all hearings before the Tribunal and shall have a casting vote.
- 9) The Tribunal shall:
 - a) Proceed expeditiously and without undue regard for formality inquire into the complaint.
 - b) Appoint a clinical member to expeditiously pursue and prosecute the complaint for and on behalf of the Institute

- c) Not be bound by any rule of evidence.
- d) Have the power to examine any witness called in relation to the complaint.
- e) Subject to the Constitution determine the procedure of a hearing of a complaint.
- f) May adjourn the hearing as it thinks fit.

10) The member shall have the right to:

- i) Be present during the hearing of the charge.
- ii) Call evidence in support of his case.
- iii) Address the Tribunal at the conclusion of the hearing of all the evidence.
- (iv) The member shall not be entitled to legal representation before the Tribunal.

11) At the conclusion of the hearing the Tribunal will report its findings and recommendation to the Institute.

12) If following study of the report the Institute finds the member has acted unprofessionally the Institute may:

- I) Reprimand the member.
- ii) Require a period of probation and/or additional supervision.
- iii) Suspend the membership of the member for such period as it thinks fit.
- iv) Expel the member from the Institute.

In all other cases the Institute shall dismiss the complaint.

13) The Secretary shall give written notice of the decision to the member within seven (7) days of the decision of the Institute.

14) The member may appeal to the Institute against the decision if after the hearing of the Tribunal evidence is discovered touching the complaint that was not available at the hearing before the Tribunal. The Institute shall determine the procedure for such appeals and its decisions shall be final.

15) If a member shall cease to hold or retain the qualifications held by him or her when admitted to membership of the Institute, such membership may be terminated any time by the resolution of the Institute to that effect and upon such a resolution of the Institute being passed, the name of the member shall be removed from the Register of Members and the member duly notified forthwith.

16) A member whose membership of the Institute is terminated shall no longer describe himself as a member or ex-member of the Institute, or use any letters on his or her business card or any advertisement, or otherwise to indicate that he or she has been a member of the Institute. Any subscription or other monies due from such a member to the Association at the date of such termination of membership shall become a debt immediately due to the Institute.

Article V – COMMITTEES

1) The control and directions of the policy and affairs of the Institute shall be vested in committees which will have various functions:

a) The implementation of the aims of the Institute.

b) The setting up of standing and ad-hoc committees to assist in general and specific functions for the Institute.

c) Decisions regarding admission or cessation of membership to the Institute.

d) The establishment and maintenance of criteria for admission of individuals to membership of the Institute, the Institute's training programmes etc.

2) The management of the Institute shall be vested in various committees:

a) The Executive – the Chairperson, Secretary and Treasurer shall constitute the Executive and shall be responsible for management and control the business and affairs of the Institute.

b) The Training Committee

c) The Membership Committee

d) The Ethics Committee

e) The Publications Committee

3) All appointments of office bearers shall be for one (1) year terms with all committee members retiring at the General Meeting and eligible for re-election. Each committee shall have a chairperson.

The office bearers may hold the same office for a maximum of three (3) consecutive years; subsequently they are eligible to stand for re-election after one year.

If a vacancy occurs on the committees during the term of office, the Institute may appoint a member to fill a vacancy until the next election.

4) The Institute may appoint from its membership, representatives to attend any meeting or any body with which the Institute is affiliated or associated.

5) The Institute may employ an Executive Secretary to implement its decisions. His or her duties shall be clearly outlined in a job description. The Executive Secretary shall not have a vote on the Institute or on the Executive.

6) Four (4) members of the Institute shall form a quorum at Institute meetings.

7) A minimum of two (2) meetings of the Institute shall be called during any 12 month period.

8) The Secretary shall prepare and supervise all business papers and see that the minute books and other records of the Institute are properly kept and that the instructions of the Committees are properly carried out.

9) The Secretary shall be the official agent of communication between the Institute members and shall consult with the Chairperson on all urgent matters or emergencies that may arise between meetings of the Institute, and forthwith report thereon to the Executive.

10) Every member shall be allowed, on application to the Secretary, to inspect the minute books, the books of account and the register of members of the Institute.

Meetings

- 11) An Annual General Meeting shall be held at least once in each calendar year at such time and place as the Institute shall determine. A quorum shall be constituted by one quarter of the membership of the Institute or their authorized proxies.

The Annual General Meeting shall be held for the following purposes:

- a) To receive reports from the committees and the treasurer, and receive the balance sheet and statement of accounts and auditor's report for the preceding financial year.
- b) To conduct elections amongst members for the positions on the Committees and Executive which have fallen vacant.
- c) To decide on any motion, notice of which has been lodged in writing with the Secretary no less than sixty (60) days before the Annual General Meeting

- 12) No person who is not a member of the Institute shall be entitled to take part in any meeting except as directed by the Institute.

- 13) The Institute may, whenever it thinks fit, convene an Extraordinary General Meeting.

Within twenty one (21) days of receipt of a requisition signed by not less than three quarters of the members the Secretary shall call an Extraordinary General Meeting. Any such requisition shall state the purpose for which the meeting is called. If the required meeting is convened by the Secretary within twenty one (21) days of receipt of the request for such a meeting, the requisitionists or a majority of them may themselves convene the meeting; giving thirty one (31) days notice of such a meeting. An Extraordinary General Meeting of one quarter of the membership or their authorized proxies shall form a quorum. If a quorum is not present within half an hour from the time appointed for the meeting, the members present, being not less than three (3) shall be a quorum.

- 14) The Chairperson shall preside at all meetings. In the absence of the Chairperson the meeting shall elect a Chair.

15) The accidental omission to send, or the non-receipt of any notice etc., shall not invalidate the proceedings of any meeting held pursuant thereto.

Elections

16) Notice of the Annual General Meeting and a memorandum calling for nominations for the Committees shall be sent to all members at least thirty one (31) days prior to the Annual General Meeting.

Nominations for the Committee and Executive positions shall be made in writing to the Secretary. Each nomination shall be approved by the nominee and one (1) member of the Institution and sent to the Secretary at least twenty one (21) days before the Annual General Meeting. No nominations will be accepted unless the nominee is financial. If the nominations do not exceed the number for any office or for the number of other committee members to be elected, then those so nominated shall be declared elected. If the nominations exceed the number to be elected then a ballot shall be held. The candidates up to the number of vacancies who received the most votes shall be declared elected and in the case of two or more candidates receiving an equal number of votes then the election shall be determined by lot. If there is no nomination for a vacancy received prior to the Annual General Meeting, the Annual General Meeting may receive nominations and conduct an election.

Voting

18) At any meeting of the Institute unless a poll is demanded a declaration by the Chair that a resolution has been carried and an entry to that effect in the minute book of the proceedings of the Institute shall be sufficient evidence of that fact without indication of the number or proportion of votes recorded in favour or against such resolution. If a ballot be demanded every member whether present or by proxy or postal vote shall have one (1) vote, the Chair having also a casting vote and the result of the ballot shall be declared as the resolution of the Institute.

19) Any member who is unable to attend a General or Extraordinary Meeting may apply to the Secretary for a postal vote, or may authorize a proxy.

20) In accordance with the terms of Article III Clauses 8 and 10 voting rights are forfeited.

21) A member whose membership of the Institute is terminated in accordance with Article IV clauses 1, 13 and 14 will cease to have voting rights.

22) All decisions of the Institute are to be on a three quarters majority except for changes to the Constitution which will be notified in writing thirty days in advance and can be made normally only at an Annual meeting or at an Extraordinary meeting of the Institute. The constitution shall be amended if agreed to by a three quarters majority of members present and voting.

Article VI – FINANCE + ACCOUNTS

- 1) The general funds of the Institute shall be under the control of the Institute.
- 2) All funds of the Institute shall be deposited in the first instance to the credit of the Institute at such bank or banks or credit union as may be appointed. All monies received shall be paid into one or more of the banking accounts in the name of the Institute. All payments from such accounts shall be made by cheque, signed as may be decided from time to time by the Executive. It shall be the duty of the Treasurer to receive all subscriptions due by members and deposit them to the credit of the Institute with the bank(s) appointed.

Accounts shall be passed for payment at any meeting of the Institute, and payments made by cheque as herein provided.

- 3) Official receipts for subscriptions, donations or other payments to the Institute shall be issued by the treasurer or by other office bearers of the Institute.
- 4) The Institute shall cause proper accounts to be kept with respect to:
 - i) All sums of money received and expended by the Institute and the manner in respect of which the receipts and expenditures take place.
 - ii) All sales and purchases of goods by the Institute.
 - iii) The assets and liabilities of the Institute to be kept in such manner as will enable the accounts of the Institute to be conveniently and properly audited.
- 5) The books and accounts shall be kept at the Institute's office.
- 6) At the Annual General Meeting, the Treasurer shall lay before the Institute an income and expenditure account and a balance sheet containing a summary of the assets and liabilities of the Institute made up to the end of the preceding financial year.

7) Every such account and balance sheet shall be accompanied by a report from the Treasurer as to the financial affairs of the Institute, including information as to what amount, if any, has been written off.

8) Every balance sheet and account of the Institute when audited and adopted by a General Meeting shall be conclusive, except as regards any error discovered therein within ninety one (91) days after the adoption thereof. Whenever any such error is discovered within that period, the account shall forthwith be corrected.

9) The financial year of the Institute will end thirty (30) days before the Annual General Meeting.

Audit:

10) At least once in every year the accounts of the Institute shall be examined and the correctness of the aforesaid balance sheet and the income and expenditure account ascertained and declared by the honorary auditor (s). Such honorary auditor(s) shall be appointed at the Annual General Meeting.

Article VII – INDEMNITY

As a condition of membership of the Institute each member agrees to indemnify the Institute, i.e. its officers, committees from any and all claims:

a) arising out of the instituting and processing of ethical matters in respect of said member and the imposition or disclosure of sanctions as a result of said proceedings;

b) with respect to any third party action or proceeding brought against such member based upon, arising from the ethical and, professional standards of the Institute or any ethical proceedings conducted by the Institute involving such a member.

Article VIII – COMMON SEAL OF THE INSTITUTE

1) The Institute shall have a Common Seal on which its corporate name shall appear in legible characters.

2) The Common Seal of the Institute shall not be used without the express authority of

the Institute and every use of the Common Seal shall be recorded in the minute's book.

3) The affixing of the Common Seal of the Institute shall be witnessed by any two of the Chairperson, the Secretary, the Treasurer.

4) The Common Seal of the Institution shall be kept in the custody of the Secretary or of such other person as the Institute from time to time decides.

Article IX - DISSOLUTION OF THE INSTITUTE

Procedures for dissolution of the Institute shall be as follows:

- a) A General or Extraordinary Meeting shall pass a resolution for the dissolution of the Institute by a majority of members present and voting; and
- b) this resolution shall be communicated to each member at the address appearing on the Register of Members and a General or Extraordinary meeting shall be called to confirm the resolution, such meeting shall be held no less than thirty (30) days thereafter, at which not less than one quarter of members shall be present. The said motion shall be confirmed by a majority of three quarters present and voting thereon. If a quorum is not present within half an hour from the time appointed for the meeting, the members present being not less than three (3) shall be a quorum.
- c) The Institute shall thereupon, or at such future date as shall be specified in such resolution, proceed to realize the property of the Institute; and if after discharge of all debts and liabilities there remains any property whatsoever the same shall be distributed to a recognised charitable organization.

APPENDIX

DEFINITION OF PSYCHOTHERAPY

For the purposes of the Institute, psychoanalytic psychotherapy is defined as an approach to the treatment of emotional problems which:

stems from and takes place within the broad conceptual framework of psychoanalytic theory of human behaviour and mental life;

regards the individual as an ever-changing dynamic system in which every part or aspect relates to, affects and is affected by all the others;

assumes that many emotional and cognitive functions and experiences take place in the unconscious;

assumes that the process which governs admission to and exclusion from conscious awareness can be modified by insight or self- understanding;

assumes that therapy takes place within a relationship which involves commitment and responsibility from both the therapist and patient;

recognizes and utilises the development of transference as an important vehicle for the achievement of insight and therapeutic change;

regards counter-transference as an inevitable component of the therapeutic relationship which can be modified and productively utilised, and the expression of which can be controlled only by virtue of the therapists self-understanding;

undertakes, within the theoretical framework provided, constantly to assess the therapeutic progress of each patient and to evaluate and refine the techniques employed as well as the theory itself.