

# Czech Institute for Analytical Psychology

*registered association*

## Constitution

### Article 1

*Name and address of the Association*

1/ The Czech Institute for Analytical Psychology, r.a. (hereinafter the ČIAP or “Association”) is considered to be an association within the meaning of Act No. 89/2012 Coll., the Civil Code.

2/ The ČIAP is located in: Brno, Czech Republic

### Article 2

*ČIAP’s Mission (Purpose)*

1/ The mission (purpose) of the ČIAP is, above all, to support analytical psychologists living or working in the Czech Republic, to support education, scientific research, development and publication of articles in the field of analytical psychology and Jungian psychotherapy. In addition to foster an atmosphere of collegiality, furnishing opportunities for continuing education, praxis and maintenance of professional standards and ethical conduct of its members. Furthermore to lay the foundation for training in Analytical Psychology, in accordance with the requirements of the International Association of Analytical Psychology (hereinafter referred to as IAAP), for suitable candidates who wish to become members of IAAP through ČIAP.

### Article 3

*Acquisition of Membership*

1/ ČIAP membership is twofold:

- a) Full membership - open to individual members of the IAAP (referred to as IM IAAP) living or working in Czech Republic and any other IAAP members to whom the membership of the Society may decide to offer membership
- b) Affiliate membership - open to IMs of the IAAP not living or working in the Czech Republic; members of other Societies within the IAAP, and to Full Members of the Czech Society for Analytical Psychology, registered association, BIN: 65341139 (further referred to as ČSAP).

2/ Acquisition of membership

- a) Full membership – granted by the General meeting of the ČIAP, after submitting an application for membership
- b) Affiliate membership – granted by the General meeting of the ČIAP, after submitting an application for membership

3/ Applications of persons wishing to become a Member should be sent in writing. The Board of the ČIAP shall respond in writing to every application.

4/ Admission to membership shall be decided, by an affirmative vote, by the majority of the members.

#### **Article 4**

##### *Rights and Obligations of Members*

1 / All members of the Association have the right:

- a) to submit proposals, suggestions and complaints to the Board related to ČIAP activities,
- b) to be informed about ČIAP events,
- c) attend the association's General meeting.

2/ Full members, who have paid the membership dues, have a voting right at the association's General meeting. Affiliate members are not granted a voting right at any formal meetings of the ČIAP.

3/ All members, are required:

- a) to behave in accordance with the ČIAP statutes and follow the resolutions of the ČIAP bodies;
- b) to behave in accordance with the Code of ethics of the ČIAP
- c) to pay the membership fee on time and in the manner laid down by the Board;
- d) to participate in ČIAP activities according to their capacities and abilities;
- e) to duly carry out the duties entrusted to them;
- f) to protect ČIAP property;
- g) to establish an e-mail address for communication with ČIAP.

4/ All Association members that have paid the membership dues have the right to be entered on the list of members on the ČIAP website.

#### **Article 5**

##### *Membership Fee*

1/ Members of the Association must pay the membership fee for the entire calendar year, even in the event that membership lasted for only part of the calendar year.

2/ The amount and due date of the membership fee is decided by the Board.

3/ The Association's claims on a member for paying the membership fee, for which the member is in arrears, does not terminate the member's membership in the Association.

4/ Termination of membership in the Association does not entitle a member to full or partial reimbursement of the membership fee paid for the period in which membership was terminated.

## **Article 6**

### *List of Members*

1/ The Association keeps a list of members. The list of Association's members is not open to the public by default.

2/ The Association's Board is responsible for keeping the list of members. The lists are kept in electronic form.

3/ The following data are registered in the list of members; first and last name, date of birth, telephone, e-mail address, date membership fee paid, or data about suspending the exercise of membership rights, the date at which each of the members assumed and ceased to hold office.

4/ Entries and deletions concerning membership of the Association are carried out by an authorised member of the Board.

5/ The member notifies and documents the Association of any change in the information kept in the list of members immediately after the event has occurred. The Association makes a record of any fact immediately after the change has been demonstrated.

6/ A member is entitled to request and to receive a free confirmation of membership in the Association and the content of the entries in the list members.

7/ The data entered in the list of members can only be used by the Association for its needs in relation to Association members and for the need to create a list of members paying the membership fee. This data can only be used for other purposes with the consent of the members they concern.

8/ As soon as a member's membership ends the Association deletes it from the list. The Association only allows the former member or the legal representative to look at the part of the list that contains data about membership of members whose membership in the Association has ended.

9/ Usage of personal information acquired from the members or those interested in membership of the Association and persons with whom the Association is in contact for the purpose of fulfilling its mission, see Art. 2, is governed by the internal Data Processing Regulation

## **Article 7**

### *Termination of Membership*

1/ Membership of the Association shall cease with secession, expulsion from ČIAP training, expulsion from the Association or not paying the membership fee within six months of the payment date or death.

2/ Membership ceases when a written notice of secession from the Association is delivered to the Board.

3/ The expulsion of a member from the Association is always decided upon by the Association's Board following a recommendation by the Ethics committee, or by decision of Association's General meeting. A member can be expelled for reasons of breach of obligatory conduct as presented by the Constitution and the Code of Ethics of the Association, or by damaging the good name of the Association.

4/ Membership of the Association ends if a member has not paid the membership fee within six months from the payment date after having been reminded once. Membership shall expire six months after the date for paying the membership fee. The Board notifies the member about expiry of Association membership by letter.

### **Article 8** *ČIAP Bodies*

ČIAP bodies are:

- a) General meeting
- b) The Board
- c) The Ethics Committee

### **Article 9** *The General meeting*

1 / The General meeting is the Association's highest body and decides on all the Association's relevant issues that are not entrusted to another Association body by law, these statutes or an General meeting decision. The Association is obliged to hold a General meeting as necessary, once a year at minimum. All members are eligible to participate. The General meeting is directed by the President of the Board (or the Vice president in case of the President's absence).

2/ The ČIAP is obliged to send an invitation to the General meeting to all members, with at least 30 day notice, by regular mail or e-mail.

The board is obliged to call for a special General meeting if at least 1/3 of all members call for the meeting. This meeting has to take place prior to 40 days from the reception of such an enquiry.

3/ The business to be transacted at the Annual General Meeting shall include:

- a) Presenting the reports of the Executive Committee of the Association and its Sub-Committees, if any;
- b) Presenting the Treasurer's report with the Income and Expenditure Accounts and Balance Sheet of the Society;
- c) Electing the Members of the Executive Committee by vote;
- d) Transacting any other general business of the Society included in the notice convening the Meeting.

4/ At any general meetings a resolution put to the vote of the Meeting shall be decided by a show of hands and by proxy votes, and decisions shall be by simple majority vote, unless otherwise stated.

5/ The quorum necessary for the transaction of the General Meeting is ½ of its full members.

6/ Every Full Member, that has paid his membership dues to the date of the General meeting, shall have one vote.

7/ Where there is an equality of votes, the President shall be entitled to a casting vote.

8/ Votes may be given either personally or by proxy. Appointment of a proxy shall be made in writing to the Secretary of the Society. Only a full Member of the Society can act as a proxy. A member can only be a proxy for one vote (apart from his own vote, if any).

9/ In the case that the General meeting doesn't meet its quorum even 15 minutes after the start of the General meeting, a substitute General meeting takes place after 60 minutes following the initiation of the original General Meeting hereinafter referred to as "Substitute General Meeting"). The Substitute General Meeting constitutes a quorum by the presence of any number of full members of the CAAP. The Substitute General Meeting shall decide by a simple majority of the present regular members of the CAAP. The Substitute General Meeting can only decide on the matters mentioned in the program originally convened on by the General Meeting.

10/ The General meeting's main activities are:

- a) to determine the main focus of the Association's activities
- b) to decide about an amendment to the statutes
- c) to elect and dismiss the Association's Board
- d) to elect and dismiss members of the Ethics Committee
- e) to issue internal regulations in accordance with the Association's statutes
- f) to approve the Association's economic results
- g) to approve the Association's plan of activities
- h) to assess the activities of the Association's other bodies and their members
- i) to decide about the Association's dissolution with liquidation and handling the liquidation balance
- j) to decide on altering the Association
- k) to vote on admitting a new member to the ČIAP
- l) to assess and monitor the quality of the professional and training events organised by ČIAP
- m) upon a proposal from the Ethics Committee to decide upon ethical matters in the provisions of Article 11 (7 to 9).

11/ Decisions regarding expulsion of a member, as stated in the art. 7 §3 require a 2/3 majority of votes.

12/ To adopt a decision to amend the statutes or alter or cancel the Association in liquidation a 2/3 majority vote of General meeting members is necessary. General meeting members that are not present at the General meeting at which matters referred to in the first sentence (hereinafter a "Decisive Meeting") are decided upon may submit their votes in writing. Votes must be received by the Board at least on the day preceding the date on which the crucial meeting is held.

13/ Guests may participate at an General meeting in an advisory capacity with the consent of the Board. Every General meeting member can propose expelling guests during a discussion on each issue or during the entire meeting. Such a proposal shall be decided by the Board by secret ballot.

## **Article 10**

### *The Board*

1/ The Board is the Association's collective statutory body. The Board has 5 members. This change was not yet in the sent document, The Board's President and Vice-President may act separately.

2/ Board members are elected by the General meeting. The term of office on the Board shall be three years. Only full members can be members of the Board. Board members are elected into position and they can resign, be dismissed, by voting a new Board or by termination of Association membership. Repeated election of Board members is possible for all members, except the member of the Board, who has been the President of the Board in the term preceding the Board's next election. After a one term hiatus, the member can be again elected as a member of the Board.

3/ The Board elects the President and Vice-President from its members. The President and Vice-President head the Board.

4/ The Board's activities include the following:

- a) to run the Association's day-to-day affairs
- b) to create and make amendments to the codes of conduct and presents the to the General meeting pending approval
- c) to manage the Association's assets in accordance with its mission
- d) to discuss any proposals, initiatives and complaints by members concerning ČIAP activities
- e) assesses and monitors the quality of vocational and educational events organized by the ČIAP
- f) organises vocational and educational events.

5/ The Board can decide upon creation of Sub-Committees to take on some of its tasks and duties. The purpose of the Sub-Committee shall be stated upon its creation. Sub-Committees can be created ad hoc, as deemed necessary.

6/ The Board shall meet not less than twice per year and more frequently at its own discretion. The time and place of the Board's meeting is set by the Board's President, invitations to the meeting shall be send in writing to Board members 7 days prior to the meeting in question. A Board meeting has to take place in the event that such a request is made by at least 1/2 of its members, that being so that the Board meeting is held at the latest within 30 days from the date

of delivering such a request. If they fail to meet this obligation, any Board member is entitled to convene a General meeting at the expense of the Association.

7/ The quorum necessary for the transaction of the business of the Board shall be more than half of the total number of Full-Member Board members. Every member of the Board has one vote. Decisions at any meeting shall be decided by a simple majority of votes. In case of equality of votes the President shall have a casting vote. Each elected Member shall have one vote.

8// In the event of a Board member's resignation, the outgoing Board member shall perform their obligations arising from this position until a replacement Board member is co-opted by the Board or elected by the General meeting.

9/ The Board may also decide outside of the meeting in writing or using technical means (hereinafter "per rollam decision-making"). Details of the Board's per rollam decision-making are specified by a Board resolution.

### **Article 11**

#### *The Ethics Committee*

1/ The Ethics Committee primarily oversees the maintenance of a high professional level in the practice of ČIAP members and their correctness in relation to a client, in particular in the sense of the Associations' code of ethics, which must be upheld by ČIAP members. The Ethics Committee also expresses its stance on professional issues related to the Association's purpose, it gives recommendations for Association members' psychotherapy practice, for organising ČIAP training and for the work of ČIAP supervisors. The Ethics Committee convenes in regards to its own code of conduct.

2/ The Ethics Committee has three members, with the Ethics Committee's president acting as its head. Members of the Ethics Committee are elected by the Association's General meeting. Any member of the Association can be elected as a member of the Ethics committee. There must always be at least one woman and one man in the Ethics Committee. Membership in the Ethics Committee is incompatible with a position in any other elected/named body of the Association. The term of office of the Ethics Committee shall be three years.

3/ The Ethics Committee members vote the Committees President from its own body. The Ethic Committee's president directs and coordinates the work of the Committee.

4/ The Ethics Committee President's term of office ends by resignation, termination of General meeting membership or termination of Association membership. The Ethics Committee President cannot be dismissed from the post. The Ethics Committee President has the right to be present at the Association's Board meetings, without a vote.

5/ An Ethics Committee member's term of office ends by resignation, dismissal by the Association Board, the end of the Ethics Committee's term of office, termination of General meeting

membership or termination of Association membership.

6/ A member of the Ethics Committee can be re-elected for a maximum of two consecutive terms of office. In the case of terms of office not being consecutive, re-election is possible without any restrictions.

7/ The ethics committee convenes as deemed necessary. Meetings of the Ethics Committee are convened by its President. The Ethics Committee decides by a simple majority of votes of its members. In case of equality of votes the Committee's President is entitled to a casting vote.

8/ Ethics Committee meetings are convened and governed by its President. It is necessary to have the consent of the majority of its members for a resolution to be valid. The Ethics Committee is likewise authorised to make decisions in a per rollam manner (by post, fax, e-mail).

9/ A complaint to the Ethics Committee is submitted in writing to the Ethics Committee President at the address of the Association's registered office. The Ethics Committee is obliged to comment on the complaint within 30 days of receipt. If it is not apparent from the complaint who submitted it or who it concerns, the Ethics Committee may postpone the complaint and not discuss it.

10/ The Ethics Committee shall discuss the complaint at its meeting and on the basis of the facts established it decides either to dismiss matters due to a groundless complaint or hands the matter to the Board for further consideration with a recommendation on how to proceed in the matter. The Ethics Committee delivers the decision to the Board. The Ethics Committee convenes in regards to its own code of conduct.

11/ If an Ethics Committee member's post ends prior to the end of the Ethics Committee President's term of office, the Ethics Committee President shall appoint a new Ethics Committee member without undue delay and inform the Board of their appointment.

## **Article 12**

### *Negotiating on Behalf of the Association*

1/ The Board's President and Vice-President may act independently on behalf of the Association.

2/ If the value of an undertaking on behalf of the ČIAP exceeds CZK 20,000, and, in the case of recurring acts, then the amount of CZK 5,000 for each act, the Board's President and Vice-President are obliged to act together.

3/ For legal negotiations that establish the ČIAP's ownership, other tangible or usage rights for real estate, or it concerns the ČIAP's existing ownership, other tangible or usage rights for real



estate, the President and Vice-President shall be required to obtain prior written consent from the Board. Without such consent the legal negotiations shall be null and void.

### **Article 13**

#### *ČIAP Management*

1/ The assets the ČIAP owns or uses, shall be treated solely in accordance with its mission and objectives, which are based on the Association's statutes and in accordance with the law.

### **Article 14**

#### *Transitional and Final Provisions*

1 / Article 10 (1) and (5) of these Statutes also applies to existing members of the bodies of the Association.

2 / These Statutes were approved by the General Meeting on 13.7.2018 and come into force with immediate effect

#### ***Transitional provisions, valid since 12.6. 2015***

1/ Founding members of the ČIAP are:

PhDr. Ludvík Běťák (4. 3. 1947; Dykova 26, 636 00 Brno)

PhDr. Michaela Hapalová (30. 1. 1963; Renoirova 15/594, 150 00 Praha 5)

Mgr. Miloš Knob (13. 5. 1975; Kořenského 1054/3, 150 00 Praha 5)

Mgr. Petr Patočka (20. 12. 1967; Husovická 18, 614 00 Brno)

Mgr. Maria Schoemaker-Brožová (15. 1. 1951; Noachstraat 2, 2951 AG Alblasserdam, NL)

Mgr. Martin Skála (23. 9. 1973; Na Kavčích horách 14, 147 00 Praha 4)

Mgr. Ervin Široký Ph. D. (23. 6. 1970; Kounicova 26, 611 35 Brno)

PhDr. Jana Vašková (19. 5. 1949; Bartošova 2006/11, 757 01 Kroměříž)

Mgr. Pavel Zach (23. 5. 1963; Na Hroudách 3/239, 288 00 Nymburk)

2/ Members of the Association's founding Board – statutory body of the Association – are:

a) Mgr. Martin Skála, born 24. 9. 1973, residing at Na Kavčích horách 14, Praha 4 – President

b) Mgr. Petr Patočka, born 20. 12. 1967, residing at Husovická 18, Brno – Vice-President

c) PhDr. Ludvík Běťák, born 4. 3. 1947, residing at Dykova 26, Brno

d) PhDr. Jana Vašková, born 19. 5. 1949, residing at Bartošova 2006/11, Kroměříž

2.1/ The first Board (see §2) is obliged to hold the first General meeting of the Association prior to 3 months upon registering the Association in the Federal Register. If this prerequisite is not met, any founding member of the Association is entitled to convene a General meeting at the expense of the Association.

2.2/ The term of office of the founding Board members of the Association ends by election of new Board members at the Association's first General meeting. Provision in art. 10 §2 regarding re-election restrictions of the Board's President does not apply for the elections held at the Association's first General meeting.

3/ The founders of the Association are considered as founding members upon registering of the Constitution at the Federal Register.

4/ This Constitution comes into force upon signing of all founding members of the Association and consequent registration of the Constitution at the Federal Register.

5/ For admission into the Federal register, the founders have appointed co-founder: Petr Patočka