

EMDR All-Ireland Association

Governance Manual

A. Duties and Powers of the Board

- i. The Board shall manage the Association and shall have sole responsibility for all strategic and executive decisions made on behalf of the Association.
- ii. As a constituent member of EMDR Europe the Board will comply with the rules and regulations of EMDR Europe. The policies and procedures of the national Association (EMDR All-Ireland), subject to the constitution shall have overall jurisdiction and supersede all other rules and regulations.
- iii. The Board shall hold such meetings as are necessary to manage the Association.
- iv. In furtherance of the Aims of the Association the Board will concern itself with promotion, co-ordination, and standards of training.
- v. In furtherance of the Aims of the Association the Board will, on behalf of its membership, be responsible for the Accreditation of Practitioners and Consultants. To this end the Board shall establish an Accreditation Sub-Committee.
- vi. The Board shall appoint.
 - a. Representative to EMDR Europe (EMDRE). Normally this will be the President unless the board decides otherwise.
 - b. Representative To EMDR Europe C&A committee
- vii. The Board may establish such other sub-committees as may best carry out the aims of the Association.
- viii. The Board shall appoint an external auditor/accountant to audit/examine the finances of the association and to prepare the annual accounts for approval by the Annual General Meeting
- ix. The board shall appoint an administrator who will carry out the day-to-day administration of the Association.
- x. The Board shall appoint relevant advisors from time to time to assist it in its work.
- xi. All Board meetings shall be recorded for the purpose of facilitating accurate recording of board meeting minutes by the Board Secretary

B. Responsibilities of the Board Members

- i. The President shall be responsible for the welfare and proper operation of the Association.
- ii. The President shall be responsible for the Agenda for Board meetings in consultation with the Board.
- iii. The President shall preside over the Annual Conference
- iv. The President Elect shall assist the President and deputise in the event of his or her absence.
- v. The Past President shall assist the President and President Elect.
- vi. The board Secretary shall be responsible for the compilation and circulation of the minutes of all meetings to the board members.
- vii. The Treasurer shall be responsible for the receipt, custody and disbursement of all funds of the Association in close co-operation with the President.
- viii. The Treasurer shall make a written and oral report of the financial status of the Association at the Annual General Meeting of the Association and account for all receipts and payments as required.
- ix. Directors' attendance at all board meetings is a requirement. To maintain position of director, a minimum attendance at 50% of meetings in any 12-month period is required and no more than 3 consecutive meetings can be missed in any 12-month period.
- x. Directors will be required to sign and be bound by the EMDR All-Ireland Director code of Conduct.
- xi. Every Director shall serve on at least one EMDR All-Ireland Association committee for the duration of their term.

C. Officers and Functions

The Board will consist of elected officers and co-opted members.

The elected officers will be the President, President elect and the Past President.

The following posts will be appointed from the Board or co-opted onto the Board: -

- i. Board Secretary
- ii. Company Secretary

(Notes:

- a. It is suggested that company secretary and board secretary could be merged to form one role.

- b. It is recommended that the company secretary should not hold a significant office on the board, e.g. President, President Elect or Past President, Treasurer.
- iii. Treasurer
- iv. a. Representative to EMDR Europe
 - b. Representative To EMDR Europe C&A committee
- v. Chair of the Accreditation Committee
- vi. Chair of the Scientific and Research Committee
- vii. Chair of the Child and Adolescent committee
- viii. Chair of Governance committee
- ix. Chair of Communications committee
- x. Regional and Special Interest Groups Co-ordinator
- xi. The Chair of any other sub-committees as appointed by the Board from time-to-time e.g., Equality, Diversity and Inclusion committee.
- xii. Advisors appointed by the Board from time to time.

D. Organisation, sub systems and functions:

Board committees

The board will appoint the following committees:

Accreditation, (including Membership and CPD)

Child and Adolescent

Governance & oversight

Scientific and Research / academic

Communications

Equality, Diversity and Inclusion

Infrastructure (Operational) Task group (The focus of this specific purpose task group is to review current systems and infrastructure and to consider future systems and infrastructure requirements.)

AGM Organising Task group – To plan arrangements for upcoming AGM and Conference

Any other committees or taskgroups as appointed by the Board from time to time.

Roles and functions

Treasurer

Finance

Budget

Expenses

Costing

Investment

Board Secretary / Company Secretary

- Board Minutes
- Archiving and distribution
- AGM notices

Conference and Workshops

- Scientific and Research Committee

Governance & Oversight

- Company Secretary
- Policy
- Risk Management
- Ethics
- Disciplinary
- Procedural Guidelines
- Professional Standards
- Constitutional Matters
- Legal affairs
- Charitable status
- Elections and appointments
- Succession planning overview
- Statutory compliances
- Charitable Status / Compliance
- Elections and appointments
- AGM procedures & notice / formal legal organisation
- Board meetings procedures
- Membership and subscription management

EMDR Europe Representatives

- 1 EMDR Europe Representative
- 2 EMDR Europe C&A Representative

Child and Adolescent Committee

Communication Committee

- Newsletter
- Website
- E-mail
- JISC Mail
- Public Relations
- Social media
- Newsletter editor / representative
- Regional groups coordinator
- Special Interest groups (SIG) coordinator

Accreditation Committee

Accreditation

CPD

Consultants training

E. Elections of the Board

- i. The President Elect will be elected by a ballot of the membership.
- ii. Nominees for the position of president elect will be sought from among members of the current EMDR All-Ireland board and members of current EMDR All-Ireland committees.
- iii. Nominations for vacant board positions shall be sought by notice in writing to all members of the Association, sent 6 to 8 weeks prior to the Annual General Meeting and to be returned not later than 28 days before the AGM.
- iv. When the number of nominations is greater than the number of positions available, an election will be conducted by an independent professional body and will be completed ahead of the Annual General Meeting.
- v. Elections will be held biannually for the President Elect whose term will last for two years before becoming President.
- vi. The President Elect at the end of his/her term of office shall automatically become President for the following two years unless the majority of the Board considers him/her unsuitable or unfit for office.
- vii. In this case an election for the position of President will be held without delay.
- viii. The past President will serve for one year after completing his/her term as President.
- ix. A person appointed as President shall not be eligible for re-election as either President or President Elect for 4 years after completing his/her term as the Past President.
- x. Elections shall take place annually for vacant director positions.
- xi. One third (rounded to the nearest whole number) of Directors shall retire from office at the Annual General Meeting every year. The Directors to retire every year shall be those who have been longest in office since their last election. Persons who became Directors on the same day shall (unless they otherwise agree amongst themselves) be determined by lot. A retiring Director shall be eligible for re-election.

- xii. Directors may be nominated and re-elected to serve on the Board for consecutive terms.
- xiii. Any member validly nominated for election as a new Director of EMDR-All Ireland Association, must attend the AGM where the election is held, introduce themselves to members prior to voting and outline their case for seeking election as a Director.
- xiv. All members of the Board shall be voting members of the Association.
- xv. The board of directors shall consist of up to a maximum of 12 serving directors. The Board can decide at its discretion to expand the number of directors to a maximum of 15.
- xvi. The minimum quorum for a board meeting to proceed shall be a majority of currently serving directors.

F. Finance

- i. The Board shall be responsible for the finance and the expenditure of funds in accordance with the Articles of Association.
- ii. The Board may pay out of the funds of the Association reasonable travelling and subsistence expenses incurred by members in attending meetings of the Board. The Board may also, at their discretion, fund reasonable travelling and subsistence expenses that have been incurred by members of the Association in relation to the business of the Association.
- iii. No Officer of the Association, member of the Committee or member of the Association is entitled to receive any financial reward for services rendered in that capacity.
- iv. The Treasurer will have day-to-day responsibility for the Association's finances and will be responsible for all matters of finance and will report on their actions and decisions to the Board on a regular basis.
- v. In addition, the Treasurer will be responsible for reporting on the Associations finances at the Annual General Meeting.
- vi. A Finance Sub-Committee may be constituted as required. This sub-committee will normally comprise the Treasurer, President and Past-President.
- vii. The accounts of the Association shall be presented at the Annual General Meeting by the Treasurer, a formal report will be available to members.

- viii. The Treasurer is responsible for ensuring accurate and appropriate records are kept of the Association's financial dealings and that the annual accounts are produced in the legally required format.
- ix. The Treasurer will also ensure the Association's financial records are submitted annually for examination by the appointed independent examiner or auditor in accordance with statutory requirements.

G. Membership

1. Eligibility for membership

To be eligible for full membership of the EMDR All-Ireland Association, applicants must:

- 1.1 Hold active and ongoing professional accreditation/registration with one of the recognised professional accreditation bodies, listed on the website, entitling them to practice as a mental health professional in Ireland.
- 1.2 Have a practice address located on the island of Ireland.
- 1.3 Have completed or be in the process of completing an EMDR Europe accredited EMDR training.

2. Membership arrangements and categories

- 2.1 The Association shall consist of Full Members, Associate Members, Introductory Members, Honorary Members and Retired Members, Dual Members.
- 2.2 Membership of the Association shall be open to persons who fulfill the criteria of the relevant membership category outlined below.
- 2.3 Any dispute over eligibility for membership will be resolved by the Board.
- 2.4 The Association is primarily an interest group and membership does not confer any professional status. Members may not use their membership to imply any such professional status.
- 2.5 Paid up members in good standing with the Association are eligible to benefit from the services of the association and to attend and vote at the AGM.

3. Classes of Membership:

3.1 Full Members

Applicants for Full Membership of the Association shall submit such information in support of their application as the Board shall require.

3.2 Associate Members

Associate membership will be considered for individuals in such circumstances where full membership is not appropriate or practicable and where the criteria for full membership are not met.

Students, trainees and research workers and individuals in similar situations, who may not have completed a recognized course of training may also be considered if they demonstrate a legitimate interest in EMDR.

Applicants for Associate Membership shall submit such information in support of their application as the Board shall require which will be duly assessed and decided upon.

3.3 Introductory Members

Free introductory membership for one year will be offered to individuals who have completed at least the first part of the standard training. The reduced rates and terms of introductory membership incentive scheme is subject to periodic review and revision at any time by the board

3.4 Honorary Members

The Board may recommend to the Annual General Meeting individuals who have made an outstanding contribution nationally and/or internationally to the advancement of EMDR to be awarded the status of Honorary Member.

2.5. Retired Members

Retired Membership would be open to any current or past EMDR Association member who has permanently ceased practising, in a paid or voluntary capacity.

Retired accredited members would not renew their accreditation and would not be listed as EMDR accredited therapists

Retired members would pay a nominal annual membership fee is €25

Applications would be submitted to admin@emdrireland.org for board approval.

2.6 Dual Membership

Dual membership is a reciprocal arrangement between EMDR All-Ireland Association and EMDR UK Association. For details, see separate Dual Membership document

4. Subscriptions

The subscription for all members shall be a sum paid annually to be agreed by the Board within the following considerations:

- 4.1 Subscriptions are due annually for payment on 01 January with full payment to be made not later than 31 January of that calendar year.
- 4.2 Reasonable action will be taken to ensure that membership is renewed before an individual is considered to have lapsed. Late Subscriptions outstanding 90 days will lead to cancellation of Membership without further notice from 01 April in accordance with the Association 3 level collection reminder procedure
- 4.3 Lapsed membership will result in a loss of accredited status and loss of access to all association resources and privileges.
- 4.4 If membership lapses and is then renewed a modified re-accreditation will apply, the nature of which will be determined by recommendation from the Accreditation Committee with approval from the Board. Mitigating circumstances will be taken into account when deciding the appropriate reaccreditation process, including a determination on any disputes on payment of outstanding arrears to bring membership up to date
- 4.5 There shall be no subscription fee for Honorary Members.
- 4.6 Paid-up members in good standing with the Association are eligible to benefit from the services of the association and to attend and vote at the AGM.

H. Administration

- 1.1 All EMDR All-Ireland Association essential codes and passwords should be held securely and be accessible independently by a minimum of three officers:
 - i. EMDR All-Ireland Association Administrator
 - ii. EMDR All-Ireland President
 - iii. EMDR All-Ireland President Elect

I. General

1. The Governance manual shall be subject to ongoing review and updating by the Board of directors.
2. In the event of a conflict between this governance manual and the EMDR All-Ireland constitution, the constitution shall take precedence.

Updated May 08, 2024