

Terms & Reference for EMDR ASIA

Memorandum of Understanding (REVISED 24 MARCH 2013)

This document outlines the basic operational principles and guidelines for the effective function of EMDR Asia

PREAMBLE: EMDR Asia is a professional and academic organization established for the EMDR associations of Asian region. This association has been formed to bring together Asian countries with established EMDR organizations to form an international association so that we may collaborate, establish minimum standards and professional norms, develop mechanisms for exchange of academic and clinical information. EMDR Asia supports the development of EMDR associations in the region.

ARTICLE 1 NAME OF THE ASSOCIATION

The name of the Association shall be “EMDR Asia”.

ARTICLE 2 AIMS AND OBJECTIVES OF THE ASSOCIATION

2.1 To provide an international forum within and outside Asia for the discussion of matters relevant to research and the practice of Eye Movement Desensitization and Reprocessing. In furtherance of these objectives the Association shall:

2.1.1 Organize conferences which will normally be arranged by the national/ regional association in the country in which the conference is held.

2.1.2 Encourage and support the establishment and development of EMDR associations in all Asia-Pacific countries.

2.1.3 Establish and maintain relationships with EMDR associations and other relevant bodies both within and outside of Asia.

2.1.4 Set minimum standards for training and development in accordance with other international associations.

ARTICLE 3 MEMBERSHIP

3.1 membership in the Association shall be open to EMDR associations within Asia- Pacific region who subscribe to the objectives at the discretion of the Governing Body of EMDR Asia. There will be only one association recognized from any nation/ region.

3.2 Membership status shall be considered upon application and completion with these following requirements :

3.2.1 the EMDR association has at least twenty (20) EMDR trained members 3.2.2 established association with by laws/registration in place

3.2.3 established as an equivalent of a non-profit or an academic membership association

3.3 Members will be able to participate in all discussions and activities and have voting rights. On the other hand EMDR trained individuals without established national organization can be observers but without voting right.

3.4 New members shall be accepted by majority vote of the Governing Body present at the General Meeting.

3.5 The Governing Body may recommend, for election by the Annual General Meeting, as Honorary Fellows who have made significant contributions to the advancement of Eye Movement Desensitisation and Reprocessing.

3.6 The Governing Body shall have the right to recommend to the General Meeting the exclusion of a national/ regional association or an individual from membership if fails to adhere to the objectives of the Association.

ARTICLE 4 THE GOVERNING BODY

4.1 The Governing Body of the Association shall be comprised of:

One nominated representative of each member association who has been duly nominated by that association. From the Governing Body, an Executive Committee of officers will be elected:

President

Vice President

President-Elect

Past-President

Secretary of Organizational Development

Secretary of Standards and Training

Secretary of Conference Planning

Treasurer

4.1.2 The President shall normally hold office for three years. The term may be extended for a further three years with the agreement of the board for maximum of two terms.

4.1.3 The President will have been elected as President-Elect the year prior to becoming President.

4.1.4 The outgoing President shall normally serve a further year as Past- President following his/her term of office.

4.1.5 The Vice-President shall normally hold office for three years. The term may be extended for a further three years.

4.1.6 The Treasurer shall be elected for a term of 3 years from nominations sought from all member associations. The term may be extended for a further three years.

4.1.7 The Secretaries of Organizational Development, Conference Planning, and Standards and Training shall be elected from the Governing Body at the Tri-Annual General Meeting and shall serve for three years. The terms may be extended for a further three years.

4.1.8 The local Conference Chair shall be selected by the association hosting the Annual Conference and shall serve until the conference is held and all business is completed for that conference.

4.2 In the event of a vacancy occurring among the officers, the remaining officers may elect any member of the Governing Body to complete the term of office until the next Tri-Annual General Meeting. The nominations should be opened by the President, and election can be conducted electronically. The new position will remain valid for the remainder of the term.

4.3 The Governing Body shall have the power to co-opt additional members to the Governing Body if deemed necessary.

4.4 The Governing Body shall have the right to exclude an association or a member from membership of the Association with one month's notice, if an association or a member fails to adhere to the objects of the organization.

4.5 The General Meeting of the governing body should have a provision to exclude an officer from the Board and one month's notice must be given to the Board of any motion to exclude a member or association.

ARTICLE 5 RESPONSIBILITIES OF THE GOVERNING BODY

5.1 The President shall:

5.1.1 Preside at and arrange meetings of the Executive Committee at least twice per year. These may be held in person or electronically.

5.1.2 Preside at and arrange the General Meetings and other meetings of the Governing Body.

5.1.3 Prepare the agenda for meetings in consultation with the other committee members.

5.1.4 Be responsible for the welfare and proper operation of the Association.

5.1.5 Preside over the Conference and liaise with the Conference Organiser and Organising Committee prior to the Conference.

5.1.6 Work collaboratively with the Secretary of Standards and Training to review and facilitate research and academic activities as per needs of specific Asia-Pacific associations, and communicate with other EMDR International Associations to strengthen EMDR practices worldwide.

5.1.7 Collate all received information and send a brief report to Governing Body members quarterly.

5.1.8 Be the sole representative and spokesperson from EMDR Asia to other EMDR international associations, or the media, unless an additional person is specifically delegated by the President.

5.2 The Vice-President shall:

5.2.1 Assist the President and the Executive Committee in organizing the agenda for teleconferences, Governing Body meetings and extraordinary meetings.

5.2.2 Communicate with the President on a regular basis.

5.2.3 Plan activities of regional interest in liaison with the President and Secretary of Organizational Development

5.3 The President-Elect shall: 5.3.1 Assist the President and deputize in the event of his/her absence.

5.4 The Past President shall assist the President and President-Elect in ensuring continuity between Governing Bodies.

5.5 The Secretary of Organizational Development shall:

5.5.1 Be responsible for the administration of the Association in cooperation with the President and the other Executive Committee members.

5.5.2 Compile the minutes of all meetings.

5.5.3 Maintain close liaison with the representatives of the member associations, communicate with member countries, collate information related to activities and events and prepare progress reports to be shared with all member countries at least quarterly.

5.5.4 Support developing associations and member country representatives in development of structure for their organizations.

5.5.5 Assist the President in preparing regional activities, fundraising, project development and facilitation of EMDR field activities to be carried out in any part of the region.

5.6 The Treasurer shall:

5.6.1 Be responsible for the receipt, custody and disbursement of all funds of the Association in close co-operation with the President.

5.6.2 Make a written and oral report on the financial status of the Association at General Meeting and account for all receipts and payments as required.

5.6.3 Organise the independent audit of the annual accounts.

5.6.4 Prepare annual budget for forthcoming events to present to the Executive Committee for approval.

5.6.5 Support and guide member associations in fundraising if requested, and share information with the Executive Committee.

5.6.6 Initiate opportunities for fundraising

5.6.7 The resources of EMDR Asia are to be utilized for the conferences and other activities as approved by the Executive Committee

5.6.8 Review and establish the possibility of central fundraising mechanisms as activities progress. This shall be presented to the Executive Committee.

5.6.9 Individual member associations can receive funds and maintain accounts as per the laws of the individual countries.

5.7 The Secretary of Standards and Training shall:

5.7.1 Review current standards being followed by individual countries for EMDR training, development of trainers, development of consultants, and qualifications of training participants.

5.7.2 In collaboration with the President, prepare guidelines and standards for training and continuing education that will meet requirements for reciprocity with existing EMDR regional associations.

5.7.3 Develop Standard Operating Procedures for training, consultation, and continuing education.

5.7.4 Correspond with member countries to assist in meeting standards for training and continuing education, and to assist in following Standard Operating Procedures.

5.7.5 Facilitate the development of trainings and consultation in liaison with the President and other Executive Committee members

5.8 The Secretary of Conference Planning shall:

5.8.1 Oversee and coordinate conferences, maintain records that can be passed down from one Conference Chair to the next.

5.8.2 Be accountable to the President, and work collaboratively with the President, the Secretary of Organizational Development and the Secretary of Standards and Training to assure a successful event and to uphold the quality of the conference.

5.8.3 Work collaboratively and supportively with the delegated Conference Chair.

5.8.4 Along with the Executive Committee, select a conference location that satisfies the needs of the member associations.

5.8.5 Identify a local Conference Chair who shall

5.8.5.1 Be responsible for the organisation of the Conference hosted by his/her national/ regional association and liaise with and be accountable to the Secretary of Conference Planning.

5.8.5.2 Prepare all conference reports and be responsible for all business and accounting related to the conference.

5.9 National/regional Association Representatives shall:

5.9.1 Be the sole representative elected or appointed to represent their national/ regional association to the Governing Body of EMDR Asia.

5.9.2 Have the authority to speak for their national/ regional Association.

5.9.3 Represent their national/ regional association on the Governing Body of the Association and act as liaison between their national/ regional association and the Governing Body by:

5.9.3.1 Ensuring that membership fees payable by their national/ regional association (once established) are submitted to the Treasure by the due date;

5.9.3.2 Informing the Secretary of Organizational Development and the President at least every six months of any matters involving his/her national/ regional association of interest to the general membership of the Association, e.g. meetings, conferences, workshops, visiting lecturers, etc.;

5.9.3.3 Circulating to their national/ regional association members any matters of relevance distributed by officers of the Association;

5.9.3.4 Circulating to their national/ regional association members all details of the Annual Conference of the Association distributed by the Secretary of Conference Planning;

5.9.3.5 Responding to all correspondence from officers of the Association within one month of receipt;

5.9.3.6 Attending the Annual General Meeting of the Governing Body of the Association or nominating a substitute notified to the Secretary at least four weeks in advance of the meeting.

ARTICLE 6 GOVERNING BODY MEETING

6.1 The Governing Body Meeting of the Association is concurrently held during the Conference.

6.2 Agenda items and nominations for officers shall be sought at least two months prior to the Governing Body Meeting.

6.3 At least one month notice in writing shall be given to all representatives of associations of the agenda and venue of the Governing Body Meeting. Unless it is an extraordinary meeting, the date, place of the meeting shall be decided at the previous General Meeting.

6.4 The quorum at the Governing Body Meeting shall be 50% of the membership of the Governing Body.

6.5 In a situation where decision-making is required more than 50% of the attending membership's approval should be obtained.

6.6 The Governing Body Meeting agenda could include the appointment of the members of the Audit Committee

ARTICLE 7 VOTING AT MEETINGS

Note: all nominated representatives of member associations, and the nominated representative of nations in the process of developing their EMDR association will enjoy voting privileges. The following guidelines should be discussed, modified as necessary, and agreed upon for implementation once EMDR Asia determines it is time to do so.

7.1 Only nominated representatives or their substitutes in accordance with Article 5.9 and accepted by the Governing Body shall be eligible to vote.

7.2 Only representatives of those member associations that have met designated financial commitments to the Association shall be entitled to vote.

7.3 Unless otherwise determined by the Governing Body voting at all meetings shall be by show of hands.

ARTICLE 8 FINANCES

8.1 The income of the Association will derive mainly from the conference, and from any other sources deemed appropriate by the Governing Body.

8.2 A budget shall be presented and voted upon at the Governing Body Meeting.

8.7 No member of the Governing Body may receive any financial reward for services rendered in that capacity but the Governing Body and/or Executive Committee may be reimbursed for reasonable expenses, agreed upon by the designated members of Governing Body, actually incurred in carrying out their duties.

8.8 The Governing Body, being the Executive Committee and the nominated representatives, do not pay the registration fee for the Conference if they have fulfilled their responsibilities as laid down in this Memorandum of Understanding: representatives must fulfil their duties under Article 5.9 in order to be eligible for free registration.

ARTICLE 9 POWER TO AMEND THE Memorandum of Understanding (MoU)

9.1 Alterations or amendments to the Memorandum of Understanding may only be made at the Governing Body Meeting.

9.2 A proposal to amend the MoU may be made by the nominated representative of a member association and/or by the Executive Committee.

9.3 A proposal to amend the MoU must be submitted to the President and the Secretary of Organizational Development at least three months prior to the Governing Body Meeting in order to allow sufficient time for consideration by each member association.

9.4 A proposal to amend the MoU shall be submitted to each member association at least two months prior to the Governing Body Meeting

9.5 To amend the MoU a proposal shall require at least a two-thirds vote in favour by the nominated representatives of member associations present at the Governing Body Meeting.

ARTICLE 10 DISSOLUTION OF THE ASSOCIATION

10.1 In the event of the Association being dissolved any assets remaining, after satisfying all outstanding debts and liabilities, shall be distributed among member associations.