

The Society for Clinical and Experimental Hypnosis

BYLAWS

ARTICLE I – Membership

Section 1: The membership of SCEH shall consist of fellows, full members, life members, honorary members and student affiliates. The dues for all levels of membership shall be set by the Executive Council. (The words “new” or “membership” refer to fellows, full members, life members, and student affiliates.)

- (1) Dues are payable in advance.
- (2) Each member shall receive the SCEH Newsletter or bulletin, *The International Journal of Clinical and Experimental Hypnosis*, and other publications which the Executive Council finds feasible to distribute gratis.
- (3) All members shall also receive the benefits of certain reductions in rates at advanced training seminars and courses sponsored by SCEH.

Section 2: STUDENT AFFILIATE membership will be made available to students in pursuit of their doctorates or who are serving either internship or residency, and students in programs approved by the Council of Social Work Education leading to a Master’s degree in social work, or students in programs leading to a masters degree in nursing. The applicants shall be candidates to those degrees implicit to Article I, Section 3 of the Bylaws of this Constitution. Appropriate letters from the chairs of their respective department or an executive officer of their university shall accompany their application verifying current status. Student affiliate status shall be limited to the period during which the affiliate is officially an intern, a resident or a student working for a doctorate or masters degree, as described above. A student affiliate shall receive all the privileges of membership with the exception of the right to vote or hold office.

Section 3: FULL MEMBER: Full membership will be available to physicians, dentists, doctoral level psychologists, social workers who have been awarded a masters or doctoral degree in social work by a university accredited by the Council on Social Work Education, doctoral level speech pathologists qualified for membership in the American Psychological Association, chiropractors and those with a masters degree in nursing, psychology or marital/family therapy, doctoral level practitioners of Traditional Chinese Medicine who are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), or other fields recommended by the Credentials and Membership Chair and approved by the Executive Committee. All members 1) shall be licensed or certified at the independent practice level in the state/province in which they practice or 2) shall have a faculty or senior level research position at a university or other research facility, or shall be conducting research on hypnosis which has the potential to make a bone fide contribution to the literature. All shall be members of a professional society consistent with their degree. They shall have received their degree from a University or College accredited by its appropriate regional accrediting body. They shall have had initial workshops, training courses, or seminars n hypnosis of at least twenty hours from SCEH, The American Society of Clinical Hypnosis (ASCH), The International Society of Hypnosis (ISH) or their affiliates, or shall present such other combinations of training and experience as is deemed equivalent by the Credentials and Membership Committee. They shall be actually using hypnosis in their clinical practice or research at the time of application for membership. It is assumed that the types of cases, problems and procedures handled come within the ethical limitations of practice for the respective profession of the applicant.

Applicants shall present complete documentation of the above requirements with their application. In addition, membership applications shall be accompanied by two letters of recommendation from colleagues familiar with

the hypnosis-related clinical or research work and professional competence of the candidate, preferably members of the Society for Clinical and Experimental Hypnosis or an affiliated organization. The Credentials and Membership Committee shall be the judge of whether an applicant's degree, degree program, and hypnosis training meet the qualifications for membership. Full members shall have the right to vote, hold office, and chair a standing committee.

If a person does not qualify for membership in SCEH but has made exceptional contributions to the field of hypnosis, s/he may be nominated by a fellow of the society for full membership. The Executive Council must then accept or reject the application by majority vote.

Section 4: FELLOWSHIPS may be conferred by the Executive Council, either acting in its own right or upon the recommendation of the Awards and Fellowship Committee. This is a recognized honor bestowed by SCEH and is not subject to application. It is an indication that the recipient is known to be an outstanding contributor to the science or practice of hypnosis. It will be conferred by the Executive Council where a full member has published either a major book in the field, a significant number of well-recognized scientific papers, has served SCEH as an officer or in some other significant capacity, or has gained national repute as a clinician or teacher. A candidate for fellowship must have been a full member for at least three years. Fellowship carries with it full voting privileges.

Section 5: LIFE MEMBERSHIP – Any member is eligible to apply for life membership status upon reaching the age of 65 provided that s/he has been a member for at least ten years. Life members shall pay a reduced membership fee as determined by the Executive Council and shall continue to receive all the privileges of membership.

Section 6: HONORARY MEMBERSHIP may be conferred by the Executive Council, either acting in its own right or upon the recommendation of the Credentials and Membership Committee. Such membership may be granted to individuals who, although not fulfilling the requirements of the defined categories of membership, have distinguished themselves in serving the cause of scientific research in this area either directly or through service to SCEH. Honorary members shall pay no dues and have no vote, but shall receive gratis all publications of SCEH and be welcome to attend all SCEH functions open to the membership.

Section 7: FOREIGN MEMBERS (members who reside outside the United States and its possessions and Canada) shall be elected to their respective status as all other members, and depending upon such status, shall have the same rights, privileges and immunities. These members shall pay the same dues as members from the United States and its possessions and Canada, depending upon their respective levels of membership, as defined in Article I (Sections 1, 2, 3, 4, 5, and 6) of the Bylaws.

- (a) Applicants for full membership from any part of the world will be judged in accordance with professional standards as set forth in that part of the world, provided that these standards can be established as equivalent to the standards governing American and Canadian members. Thus, where the M.B.B.S. degree is the acceptable medical degree, for example, it will be accepted in lieu of the M.D. All decisions in this area shall be subject of the final approval of the Executive Council.

Section 8: Membership in SCEH is open only to individuals. Should an organization pay the dues of a member, such membership remains in the name of the member.

Section 9: Resignation from SCEH shall be considered to be in force when a member fails to pay dues for two consecutive years, or if written resignation is received at the administrative office of SCEH from a member who is up-to-date in dues payments. There shall be no refund of dues. A member in good standing before resignation seeking to reapply to SCEH shall be required to follow all procedures necessary for a new applicant.

ARTICLE II – Finances and Dues

Section 1: The fiscal year of SCEH shall be a twelve month period conforming to the annual calendar year.

Section 2: Dues for individual membership in SCEH shall be for calendar years, as designated in the Bylaws (Article I, Section 1).

Section 3: Membership in SCEH shall correspond to the calendar year. Applicants shall have their membership dated back to January 1 in any year when accepted prior to August 1 of that year. If elected after August 1, they shall be given the option of (a) having their membership start with January 1 of the following calendar year (having the dues they paid with the application apply to that year) or (b) having their membership dated back to January 1 of the year in which they are accepted (having the dues they paid with their application apply to that year) and paying dues for the following year as soon as they receive notification of their acceptance. (c) Individuals elected after August who attend an introductory SCEH workshop at members' fee in the year of application shall have no option except "(b)." Members elected for a particular calendar year shall be entitled to all publications regularly distributed to members during that year.

Section 4: At the discretion of the president, an Auditing Committee shall be appointed to examine the financial records of SCEH. The report of this committee, when called for, shall be included in the annual report of the treasurer, as provided for in the Bylaws (Article III, Section 4, Paragraph (d)).

Section 5: All financial decisions shall be in accordance with Article VII (Sections 1 and 2) of the Constitution.

ARTICLE III – Duties of Officers

Section 1: The PRESIDENT of SCEH is its chief administrative officer and presides at all meetings of SCEH and of its Executive Council. Except as otherwise provided by resolution of the Executive Council, the president is empowered to sign, in the name of SCEH, all formal documents. The president shall appoint all committees, unless a committee's constituency is specified in the Constitution or elsewhere in these bylaws, may call a meeting of the Executive Council or of the total membership, and, in addition, shall have such responsibilities as may be delegated by the Executive Council.

Section 2: The PRESIDENT-ELECT shall preside in the absence or disability of the president and shall, at such time, exercise the powers of the president. The president-elect shall perform such other duties as may be assigned by the president or by the Executive Council.

Section 3: The EXECUTIVE SECRETARY shall be concerned with the communications of SCEH with individuals, groups or institutions, and shall be the active liaison officer in all SCEH transactions not otherwise designated.

Section 4: (a) The TREASURER shall keep the accounts of SCEH and deposit them in such bank or trust company as may be designated by the Executive Council for such purpose. (b) Such SCEH deposits shall be made subject to draft only on the signature of the treasurer, or such other officer or officers (or member or members) of SCEH as may be designated by the Executive Council for this purpose. (c) The treasurer shall act to enforce the regulations set forth in the Bylaws (Article I, Section 1 and Article II, Sections 1, 2, and 3). (d) The treasurer shall present an annual financial report at the annual business meeting. If an Auditing Committee has examined the financial records of SCEH, as provided for in the Bylaws (Article II, Section 4), then the report of this Committee shall be included in the treasurer's report. (e) The treasurer shall also be the chair of the Budget Committee.

Section 5: (a) In the event of the death, resignation, or absence of the president, his/her duties shall devolve successively upon the president-elect, the executive secretary, and the treasurer. However, at no time shall one person maintain two executive offices. (b) Where a loss of an executive officer has been established, a special election shall be called for, excepting the president who shall be succeeded by the president-elect. However, special elections shall not be called, and a vacancy shall be filled by an appointee of the Executive Council, if

three-quarters of the full term of a vacant office have been served. Thus, any vacancy occurring at eighteen months or later, after a given election, shall be filled by an appointee of the Executive Council. (c) Special problems in the replacement of officers, elected or appointed, shall be dealt with at the discretion of the council.

ARTICLE IV – Nominations and Elections

Section 1: A committee on nominations and elections, chaired by the immediate past president of SCEH, shall be appointed biennially by the Executive Council. This committee [nominating committee] shall consist of at least five (5) and no more than seven (7) fellows of SCEH, at least two of whom will be past presidents (in addition to the immediate past president).

- (a) The Nominations and Elections Committee shall cause a nomination ballot to be circulated to voting members of SCEH at least 60 days prior to the mailing of the election ballot.
- (b) The Nominations and Elections Committee shall be guided by the results of the nomination ballot but shall also be permitted to exercise requisite judgment.

Section 2: The ballots shall be sent to the members eligible to vote not later than May 15th of the election year unless executive decision delays the election for a period not to exceed thirty (30) days. A double-envelope system shall be used to insure a secret ballot. Validation shall be by signature on the left-hand edge of the envelope. This edge shall be sheared off each envelope before the ballots are removed and counted.

Section 3: The ballot shall contain spaces for the writing in of names of candidates not on the ballot.

Section 4: The ballots shall be returned to the chair of the Committee on Nominations and Elections within thirty (30) days of their receipt by the members eligible to vote.

Section 5: Candidates for office must be either full members or fellows in good standing as set forth in the Bylaws (Article I, Section 4, 5 and 6).

Section 6: The candidates who receive the largest number of votes cast in a mail ballot (as designated above, Bylaws, Article IV, Section 2) shall be declared as the elected officers.

Section 7: In the event of a tie vote in an election involving more than two candidates for a particular office, the chair of the Committee on Nominations and Elections shall arrange a run-off election. In the event of a tie vote in an election involving only two candidates for an office, the election shall be decided by a vote of the Executive Council. Such election shall be by mail ballot, if necessary.

Section 8: Ballots shall be counted by the Committee on Nominations and Elections sitting in session – or if this is not feasible, by the administrative director at the SCEH Administrative Office and any member(s) appointed by the Executive Council.

Section 9: The ballots and all material pertinent to the election shall be retained in the SCEH Administrative Office for a period of one year.

Section 10: The newly elected administration shall take office at the time of the annual scientific meeting in the fall of the election year. There shall be a formal ceremony of inauguration.

Section 11: In the event of a war-time emergency which might disperse the voting membership, the incumbent Executive Council shall decide on the course of government during the duration of difficulties.

Section 12: Election to office shall be for a period of two (2) years. Officers may be re-elected to serve in the same office for no more than a single term, with the exception of the treasurer. However, there shall be no regulation against service in different offices of an elective nature beyond a single re-election.

ARTICLE V – Committees

Section 1: Standing committees shall be as follows: Awards and Fellowships; Budget; Credentials and Membership; Constitution and Bylaws; Ethics and Professional Attitudes; Education; Law and Public Relations; Legislation; Nominations and Elections; Organization of Local Societies; Publications; and Research.

Section 2: The duties of these committees, if not already defined in the Constitution and/or Bylaws, shall vary with the needs of SCEH and be subject to definition by the elected members of the Executive Council.

Section 3: Chairs of standing committees shall have voting power on the Executive Council. Vice chairs of standing committees shall have voting power when substituting for an absent committee chair.

ARTICLE VI – Place of Meeting

Section 1: Meetings of SCEH shall be held in different central localities to which a large number of members may travel. Attempts shall be made to rotate the cities of annual meetings.

Section 2: No annual meeting shall be held at any place where any member of SCEH may be excluded from sessions or other gatherings sponsored by SCEH.

ARTICLE VII – Local Societies

Section 1: A local society may be formed in any geographical unit, including region, state, county, or city.

Section 2: A local society may have any number of members provided that at least 51% are members of SCEH. However, no local society shall consist solely of members of any one profession or occupation.

Section 3: A local society must have a constitution and/or bylaws which shall not be in conflict with SCEH Constitution bylaws or policies.

Section 4: A local society which has at least 100 members shall be entitled to a representative on the SCEH Executive Council. The procedure for designating the representative shall be determined by the local society but the representative must be a Full Member or Fellow of SCEH.

Section 5: A group seeking local society status shall apply formally to the chair of the SCEH Committee on Local Societies and shall submit a copy of its constitution/bylaws, membership roster and a list of its officers. The Committee on Credentials and Membership and the Constitution and Bylaws Committee shall assist the Committee on Local Societies in evaluating the application.

Section 6: The Committee on Local Societies shall submit the application and its recommendation to the Executive Council. An application must receive a majority vote of the Executive Council in order to be approved.

Section 7: A newly created local society shall receive a formal charter, duly signed by the SCEH president and secretary.

Section 8: A charter may be revoked for cause by a two-thirds vote of the Executive Council.

Section 9: A local society shall submit an annual report to the SCEH secretary. The annual report must include a membership roster and a full account of any changes in the constitution/bylaws that have been enacted. Failure to submit a proper annual report may be grounds for revoking a local society charter.

ARTICLE VIII – Publications

Section 1: The Executive Council shall authorize publications as it sees necessary. The Editor-in-Chief of each publication shall be appointed by the Executive Council (Article V, Section 4).

ARTICLE IX – Affiliate Societies

Section 1: The Executive Council shall have the power to establish affiliation with SCEH, upon application, of any scientific society having acceptable professional people who are organized for the purpose of promulgating the scientific study of and/or use of hypnotic techniques.

Section 2: The Executive Council shall have the power to discontinue any affiliation with any other society at any time.

Section 3: Members of affiliate societies shall be eligible, if qualified, for the various levels of membership of SCEH. However, membership in an affiliate society shall not be, in itself, cause for membership in SCEH.

ARTICLE X – Affiliation with Major Scientific Societies

Section 1: SCEH may, upon approval of its Executive Council, affiliate with:

- (a) Any society of an international scope, having the same functions, objectives, and standards of SCEH; or
- (b) Any society of a scientific nature, the affiliates of which are active in varying areas of science.

Section 2:

- (a) In the event of Section 1, Paragraph (a) (above), the rules and regulations of SCEH shall remain intact as outlined herein. There shall further be an independence of function of SCEH, e.g., membership in SCEH shall not be synonymous with membership in the International Society and vice versa,
- (b) In the event of Section 1, Paragraph (b) (above), SCEH shall retain its total individuality, meeting, however, such requirements as set forth for affiliation in the Constitution and Regulations of the American Association for the Advancement of Science.

ARTICLE XI – Records and History

Section 1: The administrative director of SCEH shall be the custodian of all financial records, minutes of official meetings and committee reports.

Section 2: The president of SCEH, with the consent of the Executive Council, may appoint an historian whose function shall be to integrate those records of SCEH that are significant in its evolution and development. At the discretion of the president and historian, such historical records may be submitted to the Archives of the History of American Psychology, The University of Akron, Akron, Ohio 44325.

ARTICLE XII – Manner of Conducting Meetings

Section 1: Meetings of SCEH shall be conducted according to Robert's Rules of Order.

ARTICLE XIII – Impeachment of Officers

Section 1: Any elected officer shall be subject to removal from office if: (a) found guilty of unethical professional conduct, and/or (b) behaving in a manner contrary to the good of SCEH as an officer of SCEH.

Section 2: (a) A two-thirds majority of the Executive Council is required in order to impeach a SCEH officer. The vote may be by mail ballot but in any case, the accused officer shall not vote. (b) The impeachment charges against an officer shall be considered by the Executive Council and the officer shall have the right to present a defense, including the right to be represented by legal counsel, but shall not vote on any matter arising in the hearing. (c) The executive powers of the accused officer shall not be suspended while the Executive Council considers the impeachment. (d) A vote of two-thirds of the members of the Executive Council is required in order to find an officer guilty as charged.

ARTICLE XIV – Problems of Ethics

Section 1: (a) Unethical behavior of members shall be reported to the chair of the Committee on Ethics. (b) The accused member shall be given an opportunity to present a defense at an official hearing of the Ethics and Professional Attitudes Committee in special session. (c) Should the Ethics and Professional Attitudes Committee judge the defendant guilty, the case will be relayed to the Executive Council which may then decide upon the ultimate disposition.

Section 2: (a) Any member of SCEH dropped from the roster shall be permitted to reapply for membership through the Ethics and Professional Attitudes Committee in a period not less than two years. (b) Such applicant shall be considered in the light of the severity of the offense and the likelihood of rehabilitation. (c) Should the Ethics and Professional Attitudes Committee approve reinstatement, the individual's credentials (with appropriate written comments) shall then be forwarded to the chair of the Credentials and Membership Committee. (d) In the event that a dismissed member has failed to be reaccepted twice under the provisions of this article, the individual shall then no longer be permitted to reapply.

ARTICLE XV – Administrative Assistance

The Executive Council is empowered to hire clerical or technical assistance, either temporary or permanent, for its own needs or for those of the Central Office. Such personnel may have the administrative powers assigned to them by the Council.

ARTICLE XVI – IJCEH Editor-in-Chief

Section 1: The Editor-in-Chief of the *International Journal of Clinical and Experimental Hypnosis* shall be responsible to Executive Council for the general welfare of the *Journal* but shall function independently of the Executive Council in all fiscal, scientific, and editorial matters.

- (a) The Editor-in-Chief shall be appointed for a five-year term. There is no limit on the number of terms of reappointment.
- (b) The Editor-in-Chief shall be a member of the SCEH Budget Committee and Publications Committee.

ARTICLE XVII – Original Constitution and Bylaws

Section 1: This Constitution and its Bylaws shall become effective as soon as ratified according to the Constitution as printed in the *Journal for Clinical and Experimental Hypnosis*, October 1955, Volume 3, Number 4 (Article 8) and the Bylaws of the same (Article 5, Section 1).

ARTICLE XVIII – Amendments to Bylaws

Section 1: A two-thirds vote of the Executive Council meeting in session, when a quorum is present, can modify the Bylaws of SCEH.

ARTICLE XIX – Incorporation

Section 1: The Society for Clinical and Experimental Hypnosis has been incorporated as a non-profit making body by a provisional charter granted June 28, 1963 by the Board of Regents on behalf of the Education Department of the State of New York. Henceforth, SCEH shall be known as The Society for Clinical and Experimental Hypnosis.

ARTICLE XX – Disbandment

Section 1: Should SCEH ever be disbanded for any reason whatsoever, no assets remaining will accrue to the benefit of any officers or members of SCEH. In such an event, assets would be turned over to the World Mental Health Organization or to a non-profit educational organization.

- REVISED 9/2004