

**The Israeli Association of
Animal-Assisted Psychotherapy -
IAAAP**



**האיגוד הישראלי לטיפול רגשי
- הנעזר בבעלי-חיים -
מ.ר.ח.ב.**

OFFICIAL BYLAWS

The Israeli Association of Animal-Assisted Psychotherapy – IAAAP

INTRODUCTION

1. IAAAP is a non-profit institution and its goal is the professional advancement of Animal-Assisted Psychotherapy (AAP)
2. IAAAP will be in contact with similar professional associations in Israel and in the world.
3. There is nothing in Clause 1 that negates the salaried employment of managers and/or employees in other positions
4. The employment of salaried managerial workers and/or people in other positions is conditional to the annual approval of the general assembly.

GOALS

5. Advancement of the academic and professional development of the members of IAAAP that work in the area of AAP
6. Activity that advances and supports aspects that accompany IAAAP's members in their work as therapists
7. Advancement of professional ethics, whether concerning therapists or animals (both within and outside of therapy)
8. The development of professional supervision and tools for supervision in the area of AAP
9. Advancement of research and publications in the area of AAP
10. Advancement of the recognition by the general public of AAP
11. Advancement of the recognition, by relevant governmental bodies, of AAP as psychotherapy

RESPONSIBILITIES

12. IAAAP is an official body with legal rights and obligations.
13. The assets and funds of IAAAP will be used only in the service of the advancement of its goals and will not be divided up between the members in any manner.

MEMBERSHIP

14. The founders of IAAAP are members from the day of the registration of IAAAP in the Foundation Registry.
15. Anyone may be accepted as a member of IAAAP who fits the criteria of former education, academic and field training in the area of AAP, and supervision, and who has filed the proper credentials as follows:
- a) Former education – B.A. or B.S. from an institution recognized by the Israeli Council for Higher Education in an area related to psychotherapy (such as social work, psychology, clinical criminology, art therapy, drama therapy), and/or medicine (such as medicine, nursing, paramedical professions), and/or educational profession (such as special education, counseling), and/or life sciences (such as biology, zoology, veterinary science).
 - Anyone who does not have a degree in an area related to psychotherapy as mentioned above must complete, before the beginning of studies in AAP or in conjunction with them, four introductory courses as follows: introduction to psychology (at least one semester), psychopathology or abnormal psychology (at least one semester), developmental psychology (at least one year), and psychological theories of personality (at least one year).
 - A case of an applicant having a different course of studies than that stated above will be left to the judgment of the Membership Committee.
 - b) Academic training in the field of AAP – The course of study will include at least 1100 actual academic hours, not including field training, and will include the following subjects: psychology, acquaintance with special needs populations and methods of work with them, animal science, ethics in AAP, the human-animal connection, AAP, group supervision, individual supervision.
 - Academic studies are to be completed within the framework of certificate studies programs in a institution recognized by the Israeli Council for Higher Education, and/or various continuing education courses in the field of AAT (outside of the certificate program one studied in) which are studied in an institution recognized by the Israeli Council for Higher Education.
 - In exceptional cases, with the approval of the acceptance committee, the candidate for membership to the association may complete professional training, according to the above description, in an institution recognized by the Israeli Council for Higher Education' outside of a training program.
 - c) Clinical field training – Members must have worked at least 750 hours in a therapy setting that is under the supervision of one of the following: Health Ministry, Welfare Ministry, Education Ministry. Included in these hours must be at least 400 hours of direct therapy. Hours spent in field placements from the time of one's studies may

be included in these hours. These hours must be accompanied by clinical supervision by a recognized therapist, preferably one who well-versed in the area of AAP, or by a member of IAAAP that belongs to Level IV or above, as details in clause 18. The applicant must produce for the Membership Committee signed confirmation by the supervisor concerning the type of the clinical population, extent of the hours, and the number of hours of supervision received. During the accumulation of the 400 hours of direct therapy hours:

- 1) The supervisor must be a therapist belonging to Level IV or above, as detailed in clause 18, that comes from one of the following disciplines: clinical psychology (including psychology with training in various specific types of therapy), clinical social work, creative and expressive therapy (art, music, dance, biblio, etc.). During the first three years after the establishment of the IAAAP, the decision of the appropriateness of the supervisor will be left to the judgment of the Registration and Classification Committee.
- 2) The candidate must receive at least one hour of clinical supervision for each 5.5 hours of direct therapy (at least 80% of the supervision must be individual, while the rest may be group supervision).

16. Period of transition ("Grandfather Clause") – During the first two years, from the establishment of IAAAP, those that have worked in the field of AAP for at least 5 years (and have accumulated at least 750 hours of direct therapy), accompanied by clinical supervision (according to the requirements set in clause 15), may apply for membership to IAAAP. The applicant must produce for the Membership Committee signed confirmations by the supervisor and by the director of the field placement concerning the type of the clinical population, extent of the hours, and the number of hours of supervision received. During this transition period, the decision of the Membership Committee will be based upon the document "Definition and Essence the Profession". In the instance that a decision is reached concerning the application (based on the document "Definition and Essence the Profession"), the application will be turned over to the Exceptions and Appeals Committee.

17. Candidate for membership –

- a) A student or graduate of a training program that answers to the criteria, who has yet to complete all the requirements for acceptance for membership to IAAAP, as detailed.
- b) A candidate for membership of IAAAP has the right to participate in every general assembly meeting and has the partial right to services of IAAAP, according to the decision of the general assembly. A candidate does not have the right to vote in a general assembly meeting and does not have the right to vote for or be voted into any committee of IAAAP.
- c) The Board is allowed to fix the amount of candidate fees that the candidate must pay in order to be registered as a candidate.

- d) The decision to accept a candidate as a member of IAAAP is left to the Registration and Classification Committee after the candidate has shown that (s)he fits the requirements for membership and after membership dues are paid.
- e) If the Membership Committee does not accept the candidate into membership, the candidate is allowed to appeal the decision before the Exceptions and Appeals Committee.

18. The ranking (and advancement of rank) of members of IAAAP – After acceptance of a candidate to membership, the level will be decided according to hours of academic training, continuing education in the field, and field therapy work accompanied by supervision. The number of hours of academic training required specifically for each level, includes 28 hours of academic study in the area of the human-animal connection, 28 hours of academic study in the area of animal care (such as animal welfare, animal behavior, ethics in work with animals). The remaining hours of academic training will be in the area of psychotherapy (such as psychology, psychotherapy, psychiatry, ethics in therapy, special populations). All continuing education must be recognized by IAAAP or by the Israeli Council for Higher Education. The requirement for training in the areas of the human-animal connection and animal care will become effective four years from the date of the establishment of IAAAP.

Founder of IAAAP –

- a) One whose signature is found on the following documents: "Request for the Registration of a Foundation", "Declaration" and "Bylaws".
- b) A founder of IAAAP will be ranked at Level III or higher and will have the right to be voted into any position, without connection to his/her level.
- c) At the end of 5 years, a founder who is chair of a committee will be required to prove that she has received the academic training according to the level required for that position in order to continue in that position.

Honorary Member (unranked) – Those who have uniquely contributed to the area of AAP and do not fit the criteria as detailed in Clause 15b. An honorary member will be accepted as a member of IAAAP according to the decision of the Exceptions and Appeals Committee at their discretion, without the possibility of being ranked.

Level I – A member accepted into IAAAP according to the minimum requirements of hours of study in a recognized program, or a member accepted according to Clause 16 ("Grandfather Clause").

Level II – A member who has studied 350 hours past the requirements of Level I and has worked at least 500 direct therapy hours beyond Level I and has received at least one hour of individual clinical supervision for every eight hours of direct therapy given by a supervisor of Level IV or higher.

Level III – A member who has studied 350 hours past the requirements of Level II and has worked at least 700 direct therapy hours beyond Level II and has received at least one hour of individual clinical supervision for every eight hours of direct therapy given by a supervisor of Level IV or higher.

Level IV – Clinical supervisor – a member who fits the conditions of Level III and has accumulated 3000 hours in his/her work as a therapist (not including supervision), has accumulated 300 hours clinical supervision (150 of which was individual), and supervises - under supervision - therapists in the area of AAP.

Level V – Senior supervisor – A member who fits the conditions of Level IV and fits the criteria of one of the following:

- Studied in a course - consisting of 600 hours of study - for clinical supervision of psychotherapists in an institution recognized by the Israeli Council for Higher Education.
- The process of "Supervised Supervision" was undertaken for at least a period of two years. The supervisor must have supervised at least a total of four students, and have received for this 50 hours of supervision. Out of the 50 hours of supervised supervision, at least 30 hours must be individual supervision. The remaining 20 hours may be obtained under the framework of group supervision in a group of not more than five participants.

19. The following professional achievements in the area of AAP will be recognized in the determination of the member's rank:

- a book published in the area of AAP (one or two writers) – worth 450 hours of academic study
- a chapter in a book, or an article that is published in a journal with critical guidelines for acceptance, or an article published in a collection of articles – worth 120 hours of academic study
- a lecture presented in an international convention – worth 120 hours of academic study (in the case of more than 2 names on the presentation, the hours will be divided accordingly)
- Academic or research activity, or volunteer activity that advances the goals of IAAAP, subject to the approval of the Board, will lead to credit for hours of preparation. In the case of teaching courses, for the first year only of a course, compensation will be awarded for the extent of preparation: the number of hours of preparation will count as double that of the number of teaching hours in addition to the number of actual teaching hours.

One must provide a copy of the volume, or first page or printed version, of the article or the book. In the case of a lecture or presentation, one must provide the convention program showing the name of the presenter and the abstract of the lecture/presentation.

20. The decision concerning the ranking of a member of IAAAP will be made by the Membership Committee, after it has been proven to fit the requirements of the level, after the payment of membership dues.
21. Yearly renewal of membership in the IAAAP will entail filling in forms with details of therapy hours and clinical supervision according to the requirements of the member's level.

MEMBER'S RIGHTS AND OBLIGATIONS

22. A member of IAAAP has the right to participate and vote in every meeting of the general assembly and will have one vote in each election. A member will have the right to vote and be voted on for each committee of IAAAP.
23. A member of IAAAP has the right to participate in the association's activities and to enjoy all the services of the association.
24. The Board is allowed to determine the amount of membership dues that each member is obligated to pay.
25. A person whose membership to IAAAP has been cancelled will not have returned to him/her membership dues for the time period up till the cancellation.

CANCELLATION OF MEMBERSHIP

26. Membership in the IAAAP will expire:
 - a. upon the death of the member.
 - b. upon the resignation of the member from the IAAAP. Resignation will come into effect after 48 hours from the deliverance of the resignation announcement in writing to the committee.
 - c. if the member does not pay any payments owed to the IAAAP.
 - d. upon the expulsion of the member from the IAAAP.
27. The General Assembly is allowed, according to the recommendation of the Board, to decide on the expulsion of a member from the IAAAP on one of the following grounds:
 - a. The member did not uphold the provisions of the bylaws or of the decisions of the General Assembly.
 - b. The member acted against the goals of the IAAAP.
 - c. The member is convicted of a heinous crime or another crime that is connected to his/her professional and ethical position in the field of AAP.
28. The Board will not recommend to the General Assembly to expel a member from the IAAAP unless the member has been given a fair chance to explain his/her claims before the board, and will not recommend expulsion, for the reasons stated in clauses 27a, 27b and 27c, unless the member has been informed and given a reasonable amount of time to make reparations.

THE DELIVERANCE OF MESSAGES TO MEMBERS

29. Personal invitations, demands, advance notices and other personal notices of the IAAAP to the members will be delivered personally, by regular mail, or by email. This will be done according to the address that is given by the member and is written in the Membership Registry. Change of address in the Membership Registry will be carried out by request of the member.

30. General announcements, as in announcements of seminars, conventions, courses, meetings and invitations to bring up suggestions for the order-of-the-day for general meetings, member benefits etc., will be advertised on IAAAP's internet site. It is the responsibility of the member to stay updated and read the announcements.

THE GENERAL ASSEMBLY

31. The day, hour and location of the meeting of the General Assembly will be determined by the IAAAP Board.
32. The meeting of the General Assembly will be called by the Board at regular intervals and not less than once a year, at a time and place determined by the Board.
33. The General Assembly will deal with the following issues:
- a. The General Assembly will hear and pass judgment on activities of the Board and of the Inspection Committee and will give final approval.
 - b. The General Assembly will hear and pass judgment on financial issues presented by the Board and will give final approval.
 - c. The General Assembly will bring up suggestion to the board concerning goals for the following year.
 - d. The General Assembly will elect, at the appropriate times, members to the IAAAP Board, the Inspection Committee, to other committees, and to functionaries as needed.
34. The meeting of the General Assembly will not be convened if not at least 10% of the members are present (in the case of IAAAP's membership being less than 200 members with the right to vote) or if not at least 20 members (in the case of IAAAP's membership being at least 200 members or more with the right to vote). If enough members are present at the commencement of the meeting, the General Assembly may proceed with the meeting and to discuss and decide, even if the number of members present drops.
35. If the required number of members are not present within an hour of the time announced in the invitation to the General Assembly meeting, those present are allowed to discuss and come to decisions, whatever the number, and their decisions will be considered to be legal decisions of the General Assembly for all intents and purposes.
36. A decision concerning changes in the Bylaws must pass with a special majority of 70% of the votes of the members present. The changes in the Bylaws will be filed as law with the Foundations Registrar.
37. The decision to expel a member from the IAAAP must pass by a special majority of 70% of the votes of the members present.
38. The dismissal of a member of the Board from his/her position and membership of the Board must pass by a simple majority of the votes of the members present.
39. Decisions concerning issues different from those in clauses 36 and 37 must pass by a simple majority of the votes of the members present.
40. In the case that the vote of the General Assembly on any matter is a tie, the deciding vote will be that of the chairperson of the Board.

41. The chairperson of the Board will also serve as the chairperson of the General Assembly and will appoint the secretary of the meeting of the General Assembly.
42. The secretary of the meeting of the General Assembly will write the protocol of the meeting of the General Assembly.
43. The decisions of the meeting of the General Assembly will be listed as an integral part of the summary of the protocol.
44. Each decision passed by the General Assembly obligates all members of the IAAAP whether present or not at the meeting, whether they participated in the vote or not, whether they voted for or against or abstained from the vote.

The IAAAP Board

45. The IAAAP Board shall be the administrative body that represents and manages the association. The board will function to advance and promote the association's goals and objectives.
46. The Board consists of the chairperson, 2 deputy chairpersons (of classification IV or higher) and up to 4 additional association members (of classification II or higher).
47. The members of the Board will be selected by secret ballot in individual elections held by the General Assembly.
48. Members of the Board may submit their candidacy for various roles up to a month before the General Assembly convenes. At the assembly, a list of candidates will be presented; various jobs will be assigned to selected candidates on the list.
49. The term of office shall be 3 years. The Board shall remain in power and function until the election of a new board by the general assembly. Re-election of officers is allowed.
50. A member will not be elected to the Board if there exists suspicion that s/he will not be able to fulfill his/her task and duties required of him/her due to a conflict of interest with the function of the association and its goals, either due to personal reasons, or commitment or loyalty towards another, or for any other reason. The General Assembly has the authority to make decisions in the matter.
51. A member of the Board can declare in writing their resignation at any time. A member of the Board will cease to serve on council if declared inappropriate or bankrupt.
52. If a Board member leaves the Board before her/his term is up, the Board is allowed to appoint a qualified member of the IAAAP as replacement. Until such appointment, the remaining members of the Board will continue to function as administrators of the association.
53. If a member of the Board is unable to fulfill his/her duty, the remaining members are permitted to appoint a member of the association to act as a substitute to take over his/her responsibilities until s/he returns to fulfill his/her duty.
54. The Board will determine membership fees for the association, management fees for special functions, conference participation, lectures, workshops, etc.

55. The signature of the chairperson of the Board and one of the deputy chairpersons together with the association's stamp will obligate the association. If the chairperson or deputy chairperson is unable to sign, the Board may authorize another deputy chairperson permitted to sign.
56. The Board will independently organize the timetable and agenda for meetings, the invitation to the meetings, the quorum required for them, and the manner in which they are managed.
57. Decisions shall be made by a simple majority. In case of a tie of votes, the chairperson will decide.
58. The Board may determine that a resolution requires the opinion of all the members and the resolution will pass only after votes are collected by proxy - phone, e-mail, fax and mail.
59. The Board will maintain a protocol of its meetings, resolutions and decisions made.

The Inspection Committee

60. The Inspection Committee consists of 3-5 members as determined by the General Assembly.
61. The term of office shall be 3 years. The committee shall remain in power and function until the election of a new Inspection Committee by the General Assembly. Re-election of officers is allowed.
62. A member will not be elected to the committee if there exists suspicion that s/he will not be able to fulfill his/her task and duties required of him/her due to a conflict of interest with the function of the association and its goals, either due to personal reasons, or commitment or loyalty towards another, or for any other reason. The general assembly has the authority to make decisions in the matter.
63. A member of the committee may resign at any given time by submitting a written resignation to the chairperson of the committee. A member of the Inspection Committee will cease to serve on council if declared inappropriate or bankrupt.
64. If a committee member leaves the board before her/his term is up, the remaining members of the Inspection Committee shall be allowed to appoint another IAAAP member until the next General Assembly meeting. Until the appointment, the remaining members of the committee allowed to function as a committee.
65. If a member of the committee is unable to fulfill his/her duty, the remaining members are permitted to appoint a member of the association to act as a substitute until s/he returns to fulfill his/her duty.
66. The committee will independently organize the timetable and agenda for meetings, the invitation to the meetings, the quorum required for them, and the manner in which they are managed.
67. Committee decisions shall be made by a simple majority of those present. In case of tie vote, the chairperson will decide.
68. The Inspection Committee will keep a protocol from its meetings, the resolutions and decisions made.

The Professional Ethics Committee

69. The Ethics Committee will appoint 5 members of Level III rank or higher. The chairperson of the committee will be of IV rank or higher.
70. The Ethics Committee will be elected by the General Assembly every 3 years.
71. Duties of the ethics committee:
 - a. Reviewing and updating the Code of Ethics of the society in accordance to Codes of Ethics of other comparable associations in Israel and in the world. The updated Code of Ethics will be presented to the General Assembly.
 - b. Discussion regarding complaints of unethical behavior by members or candidates for membership. The committee may recommend to the Board to expel a member who has breached the Code of Ethics in a fundamental manner and deviated from the pure characteristics appropriate to one who works as an Animal-Assisted Psychotherapist. If the recommendation is accepted, the Board of the association will be assembled as soon as possible and no later than 40 days from the time of the recommendation.
 - c. An annual report will be submitted to the General Assembly. A report of the activities of the Ethics Committee will be submitted to the Board chairperson, and will be presented by the chairperson during the assembly meeting.
72. The committee will independently organize the timetable and agenda for meetings, the invitation to the meetings, the quorum required for them, and the manner in which they are managed.
73. Decisions shall be made by a simple majority; In case of a tie vote, the chairperson will decide.
74. The committee will maintain a protocol of its meetings and its resolutions will be published and be made known to the general members of the association.
75. The Professional Ethics Committee of The IAAAP will function according to the association's by-laws.
76. The IAAAP 's Code of Ethics:
 - a. will be publicized on the IAAAP's web-page as a guide for all those practicing Animal Assisted Psychotherapy.
 - b. obligates all members to be familiar with and to act in accordance
 - c. will be placed with the Foundations Registrar of associations as an appendix to the IAAAP's by-laws.
 - d. changes and updates to the Code of Ethics will be done only with the approval of the General Assembly.

The Registration and Ranking Committee

77. The Registration and Ranking Committee will consists of 2-4 members and a chairperson as determined by the general assembly.
78. The chairperson of the Registration and Ranking Committee will be of the rank of Level IV or higher, and the rest of the members of the committee will be of the rank of Level II or higher.
79. A member will not be elected to the committee if there exists suspicion that s/he will not be able to fulfill his/her task and duties required of him/her due to a conflict of interest with the function of the association and its goals,

either due to personal reasons, or commitment or loyalty towards another, or for any other reason. The General Assembly has the authority to make decisions in the matter.

80. If it is suspected that there exists a conflict of interest for a member of the Registration and Ranking Committee regarding a specific issue that is being deliberated and/or a resolution of the committee, the member will not participate in the deliberation and/or vote concerning a resolution. The authority to decide regarding the issue will be made by the Boards of the association.
81. The Registration and Ranking Committee has the following authority:
 - a. to discuss and decide regarding requests by Animal-Assisted Psychotherapists to become members of the society, or to change ranks according to the conditions of membership to the association as defined in clause 15,16,17,18,19,20.
 - b. to cancel and/or to reverse an earlier decision, if it is discovered that the decision was made based on incorrect fundamental information, in addition to if it is discovered that the candidate presented false certification and or illegally obtained them.
 - c. to oversee the management of membership registry.

The Appeals Committee

82. The Appeals Committee will consist of 2-4 members and a chairperson as determined by the Board.
83. The chairperson of the Appeals Committee will be of the rank of level IV or higher, and the rest of the members of the committee will be of the rank of level II or higher.
84. A member will not be elected to the committee if there exists suspicion that s/he will not be able to fulfill his/her task and duties required of him/her due to a conflict of interest with the function of the IAAAP and its goals, either due to personal reasons, or commitment or loyalty towards another, or for any other reason. The General Assembly has the authority to make decisions in the matter.
85. If it is suspected that there exists a conflict of interest for a member of the Appeal Committee regarding a specific issue that is being deliberated and/or a resolution of the committee, the member will not participate in the deliberation and or vote. The authority to decide regarding the issue will be made by the IAAAP Board.
86. The Appeals Committee has the following authority:
 - a. to deliberate and decide regarding unusual requests for membership and or change of rank which are not addressed in the registration and ranking regulations and/or are not allowed according to the regulations.
 - b. to cancel and or overturn a decision made by the Registration and Ranking Committee.
 - c. to present a detailed report justifying any decision to accept an unusual request, or a decision to cancel and/or overturn a decision made by the Registration and Ranking Committee. The report will be presented to the Board and to the Registration and Ranking Committee.

- d. to cancel and/or overturn a decision made if it is discovered that the decision was based on false or misleading information, including if the candidate presented false certification and/or illegally obtained them.

Branches

- 87. The IAAAP may, with the permission of the General Assembly, establish branches and establish organizations and organize the management of their business.

Assets after the Dissolution of the Society

- 88. In case of dissolution of the IAAAP (clause 21), after all debts are fully paid, any remaining assets or property will be transferred to another public institution as signified in clause 9(2) to income tax and not divided among the members.

Other

- 89. Assets or Income of the IAAAP will be used exclusively and completely for the public good. The use for the benefit of members is forbidden.