



**INSTITUTE OF
BIODYNAMIC
MEDICINE**

BYE-LAWS

*GOVERNING MEMBERSHIP
OF THE INSTITUTE AND STRUCTURE
AND FUNCTION OF THE COMMITTEES*

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The Executive Committee have agreed to introduce the following Bye-Laws governing Membership of the Institute with effect from 1st July 2004 under powers conferred by Article 69(ii) of the Articles of Association.

In doing so, they have repealed Paragraphs A and B of the Bye-Laws that were approved by the Executive Committee on 1st March 1999 under powers conferred by Article 69(ii) of the Articles of Association.

These Bye-Laws acknowledge the influence on the Institute's principles and practices of Ms Gerda Boyesen the founder of Biodynamic Psychology and Psychotherapy and President at that time of the Institute.

A. MEMBERSHIP

There are two categories of Membership of the Institute:

- a) **Individual Member** ("IM")
- b) **Organisation Member** ("OM") and

Within the category of IM there are three classes of Membership:

- a) **Full Professional Member MIOBM**
- b) **Associated Professional Member AIOBM**
- c) **Student Member IOBM**

Practising Members who have been in continuous Membership of the Institute and who have been in continuous practice for at least eight years can be designated as a Senior Biodynamic Practitioner in their level of practice.

The **Fellowship** of the Institute (Fellow FIOBM) can be conferred on Full Practising Members and equivalent others who have been practising for at least eight years and have made a significant contribution to the field of biodynamic psychology.

A.1 QUALIFICATION FOR MEMBERSHIP

(a) Individual Member (“IM”)

A person shall be eligible for admission and continue as an IM having satisfied the following criteria.

i) Full Professional Member (MIOBM)

Candidates have been awarded the 3-year Certificate in Biodynamic Psychotherapy (or its equivalent) by IOBM Ltd or by its predecessor organisations, Institute of Biodynamic Psychology and Psychotherapy, Gerda Boyesen Centre and IOBM.

ii) Associated Professional Member (AIOBM)

Candidates have reached, in the opinion of the Professional Standards Committee, a comparable standard of training in Biodynamic Psychology and Psychotherapy with an OM or other training organisation as the standard for Full Professional Members.

All Individual Members can apply for a Practising Certificate of the Institute by applying to the Professional Standards Committee for same in the category of practice in which they are qualified.

(b) Organisation Member (“OM”)

An Organisation shall be eligible for admission as an OM having met the following criteria:

- i) is a) a training only or b) an accreditation only or c) both a training and accreditation organisation whose training curriculum and whose requirements for Membership are wholly or, in part, substantially based upon the theories, methods and principles of biodynamic psychology and psychotherapy as developed by Gerda Boyesen, and
- ii) The governing body of the organisation has applied for Membership of IOBM or has responded positively to an invitation to become an OM.

Organisations making application to IOBM will be requested to provide such details of training, membership and qualification criteria so as to enable the Professional Standards Committee to decide whether or not the above criteria have been met and enable it to make a recommendation to the Executive Committee for acceptance or otherwise.

An Organisation admitted as an “OM” is required to pay an annual Subscription Fee as a condition of continued Membership, the amount of which will be fixed annually by the Executive Committee and payable on admission and thereafter on 1st February of each calendar year following admittance.

A.2 MEMBERS ANNUAL SUBSCRIPTION FEE

As a condition of admission to, and continuance of IOBM Membership, an IM is required to pay an annual Subscription Fee which shall be due for payment on 1st February of each calendar year at a rate determined by the Executive Committee. Upon receipt of the Subscription fee IOBM will issue a Membership Certificate detailing the category of Membership and showing the expiry date of 28th February of the following year.

B. PRACTISING CERTIFICATES

The following levels of Practising Certificates are issued by IOBM.

There is a formal Application Procedure for each Practising Certificate

All IM's who wish to work with Individuals may apply for a IOBM Practising Certificate (see Para B.5. below) following the completion of the appropriate number of hours of training, clinical practice and supervision in each category of practice in accordance with standards prescribed by the Professional Standards Committee of the Institute from time to time and following Assessment by the PSC for the level of Practising Certificate applied for.

B.1. WORKING WITH INDIVIDUALS

Associated Professional Members may apply for the following Practising Certificates:

1. Certificate of Competence to Practice under Supervision (with Dip.BM)
2. Biodynamic Massage Therapist - IOBM Level 1 Practising Certificate
3. Biodynamic Practitioner
4. Biodynamic Life Skills Coach
5. Biodynamic Counsellor

Full Professional Members may apply for the following Practising Certificates:

6. Biodynamic Deep Draining Therapist
7. Biodynamic Vegetotherapist
8. Biodynamic Body Psychotherapist
9. Biodynamic Psychotherapist - IOBM Level 2 Practising Certificate

Full Professional Members who wish to gain the post-graduate Diploma in Biodynamic Psychology must first register with IOBM in the academic year in which they wish to complete their dissertation and pay the Registration Fee for same.

IOBM will then arrange a meeting to discuss and agree the theme, content and working title of the post-graduate dissertation.

This will be a 10,000 word dissertation on a subject in which the post-graduate student has developed an interest that is related to the field of biodynamic psychology and medicine and that has been agreed in writing with IOBM.

When the topic for the dissertation has been mutually agreed IOBM will appoint a Tutor who will schedule a series of meetings in each of three academic terms.

The Tutor will assist the post-graduate student to organise and complete their dissertation in a timely way and in accordance with standards laid down by the Academic Committee of IOBM.

Satisfactory completion of the post-graduate dissertation leads to the Diploma in Biodynamic Psychology (Dip. B.Psych).

B.2. WORKING WITH GROUPS, CLASSES AND ORGANISATIONS

IOBM IM's who wish to work with Groups, Classes and /or Organisations may apply to assist at different Workshops, Seminars, Seminars and other Events in the Programme of Activities of the Institute within the appropriate Assistantship Programme of IOBM.

Upon satisfactory completion of supervised work in the capacity of Assistant and following

Assessment by the PSC, IM's may apply for the following Practising Certificate:

- a) Biodynamic Group Leader
- b) Biodynamic Life Skills Coach (Groups)
- c) Biodynamic Leadership Skills
- d) Biodynamic Organisation and Management Skills

B.3. WORKING AS A BIODYNAMIC SUPERVISOR

IOBM IM's who wish to become a Supervisor may apply to become a IOBM Apprentice Supervisor and upon satisfactory completion of standards for same and following Assessment by the PSC may apply for the IOBM Practising Certificate as a Biodynamic Supervisor of IM's in the following categories:

- a) Biodynamic Massage Therapists and other Practitioners
- b) Biodynamic Psychotherapists and other Psychotherapists
- c) Biodynamic Psychotherapists of IOBM Students

B.4. WORKING WITHIN THE IOBM TRAINING PROGRAMME

IOBM IM's who wish to join the Training Staff of IOBM and become Tutors, Subject Teachers, Trainers and Senior Trainers may apply to become an Assistant within the Training Programme of IOBM.

Assistants complete additional levels of training, competence and practice by attending as an Assistant within the IOBM Training Programme in order to reach additional practising and professional standards required by the PSC.

Upon satisfactory completion of same and Assessment by the PSC Assistants may apply for the following Practising Certificates:

1. Biodynamic Tutor
2. Biodynamic Subject Teacher
3. Biodynamic Trainer
4. Biodynamic Senior Trainer
5. Biodynamic Supervisor
 - a) of Student Members in the Apprentice Clinic (Individual /Group/Team)
 - b) of Full Professional Members in the Post-Graduate Clinical Practice and Supervision Course (Green-House)

- c) of Full Practising Members who wish to become qualified to work as a Biodynamic psychotherapist with IOBM Students as Clients
- d) Supervisor of Biodynamic Psychotherapists of IOBM Students

B.5. APPLICATION PROCEDURE

1. IM's may apply for a Practising Certificate at any of the above levels by making an application in writing to the Professional Standards Committee.
2. Such application shall be such a form and shall contain such information as the Committee may from time to time require.
3. Every such application is required to be considered by the Committee and may be issued or rejected at its absolute discretion.
4. In the event that an application is rejected the Committee are required to provide advice and guidance to an applicant as to the reasons for its rejection.
5. In the event that the PSC make recommendations, applicants may be invited to re-apply for Membership pending fulfilment of such recommendations.
6. No IM shall be eligible to be issued or hold a Practising Certificate at any level unless:
 - (a) They have been admitted as a Full or Associated Professional Member and remain in current fully paid up and active Membership of IOBM.
 - (b) They have completed a sufficiency of clinical practice and case work under supervision, to standards required by IOBM and have been assessed by the PSC in same.
 - (c) They undertake to abide by the Code of Conduct and implement within their practice the Code of Ethics and Code of Practice as prescribed by IOBM from time to time, as evidenced by a Letter of Undertaking.
7. IOBM Practising Certificates shall be withdrawn in the following circumstances
 - (a) If the holder shall have ceased to qualify for Membership of IOBM within the terms laid down in Para A2 above or
 - (b) Have been expelled from Membership under Section E of IOBM's Complaints Procedure.

C. PROFESSIONAL STANDARDS COMMITTEE

1. The Executive Committee shall appoint a Professional Standards Committee (hereinafter referred to as the “PSC”) that will be responsible for:
 - (a) Reviewing and advising the Executive Committee on the content and standard of training courses held by the Institute leading to Membership of IOBM.
 - (b) Determining and assessing the standards of professional competence required by all applicants for Individual Membership (IM) of IOBM and approve or otherwise all applications for Full Professional and Associated Professional Membership.
 - (c) Making recommendation to the Executive Committee for the admittance of other organisations wishing to become an Organisation Member (OM) of IOBM after appraising their membership and qualification criteria.
 - (d) Determining the standards of professional competence required by applicants for the award of a IOBM Practising Certificate at all levels.
 - (e) Appointing a panel to assess the clinical practice of applicants for IOBM Practising Certificates, including apprentice biodynamic practitioners, at the end of each relevant academic year.
 - (f) Keeping abreast of developments in the field of psychology, psychotherapy, medicine, education, complementary medicine and fields related to biodynamic psychology.
 - (g) Making recommendations for continuing professional development for Associate and Full Practising Members and advising the Executive on other communication to Practising Members as the PSC consider appropriate.
2. The number of Members of the PSC shall be not less than five and the Executive Committee shall select and appoint them at its absolute discretion.
3. Members eligible for appointment to the PSC will be either a Full Practising Member of IOBM or equivalent status Member of other professions complementary to the work of IOBM, provided that at all times the majority of the committee will be Full Practising Members of IOBM.

4. Meetings of the PSC shall be held on a minimum of four occasions in each calendar year.
5. The Chair of the PSC will be responsible for convening meetings of the Committee and deciding the agenda for such meetings.
6. The Chair shall give one months notice in advance in writing to members advising the date of the next meeting and including the agenda for the meeting
7. Members elected to the PSC shall be required to attend a minimum of two meetings during each calendar year. If they fail to do so, their membership of the PSC will be deemed to have lapsed.
8. One of the members shall be elected as Chair and will hold office for one calendar year, at the end of which the incumbent will resign and an election held for a replacement from the remaining members of the Committee.
9. In the absence of a nomination for a replacement Chair from members of the committee, the incumbent Chair will automatically be re-elected.
10. Should the incumbent Chair wish to resign during their year in office, they must advise their intention in writing to members of the Committee and to the Executive Committee through the Company Secretary, giving a minimum of three months notice to allow time for the selection and election of a replacement.
11. If after the notice period no replacement Chair has been elected, the committee members shall nominate one committee member to be an Acting Chair until the end of the year.
12. A copy of the minutes of each meeting of the PSC shall be sent to the Company Secretary for distribution to all members of the Executive Committee.
13. The Institute shall re-reimburse all reasonable expenses incurred in travelling to and from meetings of the PSC.

14. A quorum of the PSC shall be three members one of whom must be a member of the Executive Committee and all must be present throughout the meeting.
15. All decisions of the PSC to be valid will require the unanimous affirmation of all members present.
16. In the event of the PSC being unable to achieve unanimity the matter will be referred for decision by the casting vote of the Chair of the Executive Committee.

D. TRAINING COMMITTEE

1. The Executive Committee shall appoint a Training Committee (hereinafter referred to as the "TC") who will be responsible for:
 - a) Preparing, documenting as appropriate, delivering and monitoring of training programmes for Student Members leading to Full Membership of the Institute and the award of Certificates and Diplomas of Training, within standards laid down from time to time by the Professional Standards Committee ("PSC").
 - b) Ensuring by interview and/or by other means, that applicants for training are in the Committee's judgement suitable for training and to be prospective Student Members of IOBM and eventual Practising Members of IOBM.
 - c) Delivering training courses for Associate and Full Members under IOBM's Continuing Professional Development Programmes on the advice, from time to time of the PSC.
 - d) Preparing a budget covering the cost of delivering training courses at the request of the Executive Committee, submitting same for their approval, recommending the level of fees to be charged for those enrolling on courses, and ensuring that costs subsequently incurred are within approved budgets.
 - e) Advising the Executive Committee on the selection, responsibilities and appointment of the Training Director and Training Staff.

- f) Maintaining a channel of communication with Student Members through the students elected representatives.
 - g) Being responsive to student's reasonable suggestions and comments regarding the administration and delivery of training programmes as it affects their welfare.
2. The number of members of the TC shall be five and they shall be drawn from Full Professional Members of IOBM and shall be appointed by invitation of the Executive Committee. One member of the TC must also be a member of the PSC and one member must also be a member of the EXC.
 3. Meetings of the TC shall be held on a minimum of four occasions in each calendar year.
 4. The Chair of the TC will be responsible for convening meetings of the Committee and deciding the agenda for such meetings.
 5. The Chair shall give one months notice in advance in writing to members advising the date of the next meeting and including the agenda for the meeting
 6. Members appointed to the TC shall be required to attend a minimum of two meetings during each calendar year. If they fail to do so, their membership of the TC will be deemed to have lapsed.
 7. One of the members shall be elected as Chair and will hold office for one calendar year, at the end of which the incumbent will resign and an election held for a replacement from the remaining members of the Committee.
 8. In the absence of a nomination for a replacement Chair from members of the committee, the incumbent Chair will automatically be re-elected.
 9. Should the incumbent Chair wish to resign during their year in office, they must advise their intention in writing to members of the Committee and to the Executive Committee through the Company Secretary, giving a minimum of three months notice to allow time for the selection and election of a replacement.

10. If after the notice period no replacement Chair has been elected, the committee members shall nominate one committee member to be an Acting Chair until the end of the year.
11. A copy of the minutes of each meeting of the TC shall be sent to the Company Secretary for distribution to all members of the Executive Committee.
12. The Institute shall re-reimburse all reasonable expenses incurred in travelling to and from meetings of the TC.
13. A quorum of the TC shall be three members one of whom must be a member of the Executive Committee and all must be present throughout the meeting.
14. All decisions of the TC to be valid will require the unanimous affirmation of all members present.
15. In the event of the TC being unable to achieve unanimity the matter will be referred for decision by the casting vote of the Chair of the Executive Committee.

E. MEMBERSHIP AND PUBLIC RELATIONS COMMITTEE

1. The Executive Committee shall appoint a Membership and Public Relations Committee (hereinafter referred to as the "MPRC") who will be responsible under the strategic guidance of and subject to approval by the Executive Committee for:
 - a) Preparation of a prospectus covering training courses; preparation of promotional materials covering all other activities of IOBM.
 - b) Determining content of the IOBM web-site, updating and ensuring current information on same.
 - c) Promoting and marketing the activities and services of IOBM by appropriate means; advertising in journals and relevant publications; liaison with media; liaison with other organisations.
 - d) Planning and delivery of all public events including but not limited to introductory weekends, spring and summer schools, lectures, health fairs,

festivals, conferences, experiential workshops, retreats and residential courses internationally.

- e) Arranging and monitoring of responses to enquiries from the public for training or treatment and other IOBM services; routine administration and follow-up.
 - f) Developing services to all categories of members of IOBM including, but not limited to, issuance of current annual membership certificates and student member cards, preparation of the newsletter and generally maintaining a channel of communication to and from members.
 - g) Liaising with the PSC and TC to organise further personal development or professional training and CPD arising from member's initiatives and requests.
 - h) Research into identifying charitable and other agencies that may be a source of funding for research, publication, voluntary services and community activities of IOBM and preparing an application for funding.
2. The number of members of the MPRC shall be six, two of whom shall be drawn from the Executive Committee and the remaining four will be full members who are in current practice, invited and appointed by the Executive Committee.
 3. Meetings of the MPRC shall be held on a minimum of four occasions in each calendar year.
 5. The Chair of the MPRC will be responsible for convening meetings of the Committee and deciding the agenda for such meetings.
 6. The Chair shall give one months notice in advance in writing to members advising the date of the next meeting and including the agenda for the meeting
 7. Members elected to the MPRC shall be required to attend a minimum of two meetings during each calendar year. If they fail to do so, their membership of the MPRC will be deemed to have lapsed.

8. One of the members shall be elected as Chair and will hold office for one calendar year, at the end of which the incumbent will resign and an election held for a replacement from the remaining members of the Committee.
9. In the absence of a nomination for a replacement Chair from members of the committee, the incumbent Chair will automatically be re-elected.
10. Should the incumbent Chair wish to resign during their year in office, they must advise their intention in writing to members of the Committee and to the Executive Committee through the Company Secretary, giving a minimum of three months' notice to allow time for the selection and election of a replacement.
11. If after the notice period no replacement Chair has been elected, the committee members shall nominate one committee member to be an Acting Chair until the end of the year.
12. A copy of the minutes of each meeting of the MPRC shall be sent to the Company Secretary for distribution to all members of the Executive Committee.
13. The Institute shall re-reimburse all reasonable expenses incurred in travelling to and from meetings of the MPRC
14. A quorum of the MPRC shall be three members one of whom must be a member of the Executive Committee and all must be present throughout the meeting.
15. All decisions of the MPRC to be valid will require the unanimous affirmation of all members present.
16. In the event of the MPRC being unable to achieve unanimity the matter will be referred for decision by the casting vote of the Chair of the Executive Committee.

F. ACADEMIC COMMITTEE

1. The Executive Committee shall appoint an Academic Committee (hereinafter referred to as the ("AC") who will be responsible under the strategic guidance of the Executive Committee for:

- a.) Ensuring by periodic audit of practice within the Institute that the purity and rigour of the basic principles of biodynamic psychology and psychotherapy based upon the teachings of Gerda Boyesen are maintained (and where considered necessary are developed to meet evolving circumstances) in all of the Institute's training, methods and literature.
 - b.) Ensure that the quality of training offered by the Institute at various levels leading to the award of the Diploma in Biodynamic Psychotherapy is of the highest standard by providing guidance to the PSC and TC in the preparation of training aids and literature, and in the selection and training of supervisors, trainers and subject teachers.
 - c.) The reading and marking of post-graduate theses, doctorates and other research papers prepared by students and members of the Institute generally.
 - d.) Recommend to the Executive Committee those links with national and international bodies and universities that will best enhance the Institute's academic standing and value to the membership and advise those steps required in the Institute that will best provide for this.
2. The number of members of the AC shall be five and they shall be drawn from Fellows, Full Professional Members who hold the Diploma in Biodynamic Psychology or Research Assistants of the Institute and at least one shall also be a member of the Executive Committee. The AC may extend an invitation to professionals from other disciplines to join the Committee on a temporary basis for specified projects of its choice.
 3. Meetings of the AC shall be held on a minimum of four occasions in each calendar year.
 4. The Chair of the AC will be responsible for convening meetings of the Committee and deciding the agenda for such meetings.
 5. The Chair shall give one months' notice in advance in writing to members advising the date of the next meeting and including the agenda for the meeting.

6. Members appointed to the AC shall be required to attend a minimum of two meetings during each calendar year. If they fail to do so, their membership of the AC will be deemed to have lapsed.
7. One of the members shall be elected as Chair and will hold office for one calendar year, at the end of which the incumbent will resign and an election held for a replacement from the remaining members of the Committee.
8. In the absence of a nomination for a replacement Chair from members of the committee, the incumbent Chair will automatically be re-elected.
9. Should the incumbent Chair wish to resign during their year in office, they must advise their intention in writing to members of the Committee and to the Executive Committee through the Company Secretary, giving a minimum of three months notice to allow time for the selection and election of a replacement.
10. If after the notice period no replacement Chair has been elected, the committee members shall nominate one committee member to be an Acting Chair until the end of the year.
11. A copy of the minutes of each meeting of the AC shall be sent to the Company Secretary for distribution to all members of the Executive Committee.
12. The Institute shall re-reimburse all reasonable expenses incurred in travelling to and from meetings of the AC.
13. A quorum of the AC shall be three members one of whom must be a member of the Executive Committee and all must be present throughout the meeting.
14. All decisions of the AC to be valid will require the unanimous affirmation of all members present.
15. In the event of the AC being unable to achieve unanimity the matter will be referred for decision by the casting vote of the Chair of the Executive Committee.