



# ARIZONA SOCIETY FOR PROFESSIONAL HYPNOSIS

Membership	Approved	Denied
Type: Professional   Certified   Associate		
Reason for Denial		
Card No.	Issue Date	

## MEMBERSHIP APPLICATION

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Residence Address \_\_\_\_\_  
Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Residence Phone Area (\_\_\_\_) Number \_\_\_\_\_

Business Phone Area (\_\_\_\_) Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

URL (Website) \_\_\_\_\_

Business Name \_\_\_\_\_

Address - Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

When did you receive your hypnosis training? (year) \_\_\_\_\_

Number of hours you utilize Hypnosis per week \_\_\_\_\_

List Memberships in Professional Societies or Organizations and Offices Held

(optional) \_\_\_\_\_

List Names, Addresses and Phone Numbers of Professional References

\_\_\_\_\_  
\_\_\_\_\_

### MEMBERSHIP PLEDGE

In applying for membership, I pledge and give my word to support and uphold the aims and purposes of the Arizona Society for Professional Hypnosis, its constitution and by-laws. Furthermore, never knowingly will I do anything that might bring disrespect or disfavor upon the art and science of hypnosis and this honorable association and its members.

I fully understand that membership in this association does not grant any academic title or degrees, nor will I utilize any such degrees myself which will misrepresent my formal and/or academic training. I further understand that I am not to practice any form of therapy or medical diagnosis which requires licensing, unless I am duly authorized and otherwise legally qualified and licensed to do so.

I certify that the information provided in this application is accurate and complete to the best of my knowledge and belief. I understand that I shall be subject to immediate expulsion should any falsification be determined.

I hereby release the A.S.P.H. and all of its members, both past and present, from any and all liability and/or claims that may arise from my decision to practice privately in the field of hypnosis.

Applicant's Signature \_\_\_\_\_

Name of Sponsor, if any \_\_\_\_\_

<b>Your check should read as follows: "Pay to the order of <u>Carol Adler</u>"</b>
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Pay by check or by PayPal (contact Carol Adler , [info@caroladler.com](mailto:info@caroladler.com))

***Mail Application to:***

Carol Adler, CHt  
ASPH Statutory Agent  
1960 West Keating Avenue – No. 236

## **2010 ASPH FEES FOR NEW MEMBERS**

### ***Classification of Membership***

#### ***Mailing List (M/L)***

If you are *not* interested in becoming an ASPH member at this time, but you wish to keep abreast of what is happening in the field of hypnotherapy, please indicate that you would like to be on our mailing list.

#### ***Associate Member (A/S)***

If you are interested in hypnosis but have had no training in hypnosis or hypnotherapy; and if you want to be involved in ASPH activities, you are classified as an *Associate Member*.

#### ***Certified Professional (C/P)***

If you are an ASPH member who has successfully passed the ASPH Certification Test or who has completed a certification program that is accepted by ASPH, you are classified as an *ASPH Certified Professional*.

### **Fees**

One time ASPH initiation fee (Not M/L)	\$25.00
Annual Dues (due Jan. 1 <sup>st</sup> of each year)	\$35.00
Certification Fee	\$25.00
Mailing List only	\$20.00

Circle classification of membership for which you are applying:

Mailing List Only      Associate Member      Certified Professional

Amount You Are Enclosing: \$\_\_\_\_\_

**Your check should read as follows: "Pay to the order of Carol Adler"**

Pay by check or by PayPal (contact Carol Adler, [info@caroladler.com](mailto:info@caroladler.com))

### ***Mail Application to:***

Carol Adler, CHt  
ASPH Statutory Agent  
1960 West Keating Avenue – No. 236  
Mesa, Arizona 85202

# ARIZONA SOCIETY FOR PROFESSIONAL HYPNOSIS

## CONSTITUTION

### ARTICLE I

The name of this organization shall be the

ARIZONA SOCIETY FOR PROFESSIONAL HYPNOSIS.

### ARTICLE II

The Arizona Society for Professional Hypnosis is a non-profit corporation in good standing, registered in the State of Arizona as 0119493-3.

### ARTICLE III

#### AIMS AND OBJECTIVES

SECTION I. PURPOSE – Subject to the provisions of the Certificate of Incorporation of this Society, and without in any way adding thereto or subtracting therefrom, the purposes for which this Society is founded shall include, but be limited to, the following:

To aid the progress of the profession of hypnosis, professional hypnotists and professional hypnotherapists generally; to advance the theory and practice of hypnosis in the healing, dental, psychiatric and psychological professions and the allied arts and sciences; to enhance the status of the professional hypnotist and professional hypnotherapist; to encourage research and the preparation of papers, documents and reports on topics relevant to hypnosis; to develop standards, a code of ethics and recommended practices for professionals in hypnotherapy and the healing arts; to oppose legislative measures, proposals or programs designed to

restrict the practice of hypnosis exclusively to certain professional groups; to take positions and issue position papers on legislation or proposals thereafter affecting hypnosis and its practice; to cooperate with other hypnosis and professional organizations and to advance relations with government agencies and the general public; to establish programs that inform the public and the professions in order to promote a better understanding and a wider acceptance of the field of hypnosis and hypnotherapy; and to unite professional hypnotists and hypnotherapists for the purpose of maintaining a representative and effective organization to act upon all matters affecting the practice of professional hypnosis and hypnotherapy.

SECTION 2. BRANCHES – In order to carry out the purposes of the Society, subordinate branches of chapters may be established in the State of Arizona.

#### ARTICLE IV

SECTION I. ELIGIBILITY AND CLASSES – Membership in this society shall be open to persons who are of good moral character and who support the aims of this organization. All applicants for membership must be approved by the Board of Officers. Such members may vote, hold office and participate in furthering the aims of the Society as provided in Article II above. There shall be three classes of membership, defined as follows:

- a) CERTIFIED PROFESSIONAL MEMBERSHIP – Membership in this category shall be open to persons who have been certified by a recognized training program in Hypnosis and Hypnotherapy. They are therefore, certified by both their training organization or program as well as ASPH to practice hypnosis and hypnotherapy “professionally,” if they wish, i.e., to practice with the intention of receiving remuneration for their services. Certified Professional Members may use the designation: “Certified Professional Hypnotist or Hypnotherapist, A.S.P.H.”

- b) ASSOCIATE MEMBERSHIP – Members in this category do not presently qualify for Certified Professional Hypnotist or Hypnotherapist status, yet as a paying member of ASPH, they have full privileges to participate in all aspects of the organization.
  
- c) HONORARY MEMBERSHIP – Based on a majority vote of the Executive Board, an individual may be invited to become an honorary member for one (1) year from the date of acceptance. This person is not required to pay dues, nor are they required to have professional certification or status as a practicing Hypnotherapist. During this honorary membership term, they may advertise their services and events in the monthly ASPH newsletter and post their contact information on the ASPH website gratis. Honorary members do not have membership voting privilege. At the end of the year, these individuals may choose to join ASPH, based on membership and dues requirements.

SECTION 2. CHARTER MEMBERSHIP – Persons whose membership applications are approved before January 1, 1976 shall be designated as “Charter Members” and shall receive membership identification cards and certificates accordingly. The issuance of appropriate identification cards and certificates shall begin only after all “Charter Members” have paid in full their membership fee and dues for the year 1975, as provided in the By-Laws.

SECTION 3. EMERITUS MEMBERSHIP – Persons who have been active (participating ) members, have also served as officers for a significant period of time (3+ years) and have been given a citation by the organization for their outstanding service to the organization, may be designed by the organization as “emeritus.” From that time forth these persons are except from paying dues and any other membership fees.

SECTION 4. APPLICATION – Applicants for membership in the Society shall fill out an application form provided therefore, and submit it with membership fee and dues to the Treasurer.

SECTION 5. APPROVAL – Upon approval by the Board of Officers and admittance to the Society, each member shall receive a certificate, signed by the President and undersigned by Current Officer of the organization; as well as copies of the Constitution, By-Laws and Code of Ethics. Members may also obtain their organization documents from the website, [www.hypnosisaz.com](http://www.hypnosisaz.com).

SECTION 6. CERTIFICATES - Membership certificates will be renewed annually upon payment of membership renewal dues.

SECTION 7. REJECTION – Any applicant rejected by the Board of Officers may appeal to the decision of that Board for review with cause. The Board’s decision regarding the appeal shall be final.

SECTION 8. COMPLAINTS – Complaints against members shall be submitted in writing to the Board of Officers. The Board shall investigate all such complaints. It may summon the members involved to hearings at which the complaint shall be aired, and any member against whom the allegations are lodged shall have full opportunity to face the complainant and to speak in his or her own defense, with or without aid of council. Non-members of the Board shall not be permitted to attend these hearings, unless they are appearing as witnesses or as council. After due process and considered deliberation the Board may declare the complaint unjustified or may suspend or expel the accused or invoke other disciplinary action as disposition of complaint.

ARTICLE V  
FINANCE

SECTION I. ADMISSION FEE/DUES. There shall be an admission fee for guests at monthly meetings, a one-time admission fee, one-time certification fee, and annual dues required for membership in this Society, as determined by the Board of Officers, from time to time. Dues for each class of membership shall be determined by the Board of Officers. If change in the amount of dues is called for, said change must be affirmed by two-thirds of the membership in good standing. Annual dues are waived for Emeritus Members of the Society and for members of the Executive Board.

SECTION 2. ASSESSMENTS. There shall be no assessments made upon the members above and including the annual dues, unless such assessment is approved by a two-thirds majority vote of the members in good standing.

SECTION 3. ARREARS. Members whose dues are in arrears more than thirty days after the beginning of the calendar year will be notified. Thirty days after notification with no response, they shall be automatically suspended from membership. If they wish to re-join, they will be required to pay annual membership fees.

SECTION 4. CUSTODY OF FUNDS. All funds of the Society shall be in the custody of the Statutory Agent, who, with the Current Treasurer, shall keep them in a checking account in a bank approved by the Executive Board. Checks drawn against the Treasury shall be signed by the Statutory Agent.

## ARTICLE VI OFFICERS

SECTION I. OFFICERS – The officers of this Society shall consist of a President, Vice-President, Secretary, and Treasurer.

SECTION 2. Board of Officers or Executive Board – A Board of Officers consisting of four (5) members shall be elected by a majority vote of the membership as provided in the By-Laws.

(a) The Board shall have charge of and be responsible for all property of the Society. They shall examine the Statutory Agent/Treasurer’s bank book and see that all the monies are deposited in the name of the Society.

(b) The Board shall also perform other duties as further set forth in the By-Laws and as directed, not otherwise provided for.

SECTION 3. THE IMMEDIATE PAST PRESIDENT. The Immediate Past President shall be an honorary position. The Immediate Past President shall advise and assist the President and the Executive Board in the performance of their respective duties and shall execute such assignments as may be ordered by them or either of them. The Immediate Past Present is entitled to one vote at all Board of Officers meetings.

## ARTICLE VII EXECUTIVE BOARD

SECTION I. EXECUTIVE BOARD. The Executive Board shall consist of the four (4) officers of the Society, the Statutory Agent/Parliamentarian, the Immediate Past President, and Emeritus Society Members.

SECTION II. STATUTORY AGENT. The Statutory Agent shall maintain legal documents pertaining to the Organization’s corporate standing and affiliation with the Arizona Corporation Commission, and shall file the Annual Report of the Society, with the Arizona Corporation Commission, within the required annual time frame. The Statutory Agent’s physical address is the official Arizona Corporation listing for this Society. The Statutory Agent shall attend Board of Officer meetings and is entitled to one vote at all Board meetings.

The Statutory Agent shall also be the signer on the organization's bank account and shall retain the bank credit/debit card for the organization.

SECTION III. PARLIAMENTARIAN. The Parliamentarian shall be responsible for reviewing the Constitution, By-Laws and Code of Ethics from time to time and for making recommended changes to the rest of the Executive Board, if deemed necessary.

## ARTICLE VIII MEETINGS

SECTION I. MEETINGS. All meetings for and of the membership of this Society shall be held at the time and place announced, to transact the business of the Society as provided in the By-Laws.

## ARTICLE IX BOARDS AND COMMITTEES

SECTION I. STANDING COMMITTEES. The Standing Committees of the Society shall be as follows and their powers and authority shall be as provided in the By-Laws.

## ARTICLE X AMENDMENTS

SECTION I. Alterations and Amendments to this Constitution and its By-Laws shall be presented in writing and presented at the next regular meeting of the Society. A two-thirds affirmative vote of the membership shall be required for adoption of proposed changes.

## ARTICLE XI PARLIAMENTARY PROCEDURE

SECTION I. The Constitution together with the By-Laws enacted in regular meetings are the fundamental law of the Society and shall govern the conduct of business and the membership in this Society: and where the same are silent, by Roberts' Rules of Order, Revised.

# ARIZONA SOCIETY FOR PROFESSIONAL HYPNOSIS

## BY-LAWS

### ARTICLE I

#### MEETINGS

SECTION I. The regular meeting of the Society shall be on the first Tuesday of each month, unless this Tuesday falls on or within close proximity of a federal or religious holiday, thus making it inconvenient for members to attend. The following Tuesday of that month will then be designated as the meeting date for that month only. The hour of the meeting shall be at 7:00 PM or such time as is necessary to convenience the membership or meeting place, and said meeting shall be called to order promptly, providing there is a quorum present. Ten (10) members or 10% of the membership in good standing shall constitute a quorum for the legal transaction of business at either a regular or special meeting.

SECTION II. Special meetings shall be called by the President upon request of the Board of Officers or ten (10) members of the Society; meetings must be announced to the rest of the members of the Society by written notice for the purpose for which it is called at least five (5) days and not more than ten (10) days in advance of the time and date of the scheduled meeting. The written notice shall be by post and/or email, whenever possible, to the members at their addresses of record with the Society.

### ARTICLE II

#### ADMISSION FEE/DUES

SECTION I. The annual dues of this Society shall be thirty-five dollars (\$35.00) per year and will remain as such until change is called for and said change is affirmed by two-thirds of the membership in good standing. All dues are payable at the beginning of the new year.

SECTION 2. In addition to the annual dues there shall be an initial one-time membership fee of twenty-five dollars (\$25.00) and a one-time certification fee of twenty-five dollars (\$25.00) all of which shall be placed in the General Fund.

SECTION 3. Membership fee and dues shall be paid before the candidate for membership is issued their certificate of membership.

SECTION 4. Guests are permitted two (2) free visits at monthly Society meetings; after the second free visit, admission fee is Five Dollars (\$5.00) per meeting for the rest of the year. The following year, if the guest wishes to continue attending meetings, they will be required to join as a new member.

SECTION 5. The following ASPH members are exempt from paying annual membership dues:

Current Officers  
Immediate Past President  
Emeritus Members  
Statutory Agent  
Parliamentarian

SECTION 6. Members may have the ASPH monthly newsletter posted to them by mail. Annual fee for this service is Twenty dollars (\$20.00).

### ARTICLE III OFFICERS

**President** - shall be the chief officer of the Society, shall sign all official documents that are authorized by the Society, shall preside at all meetings of the members and enforce order and a strict compliance with the Constitution and By-Laws, appoint

the chairpersons of all Boards and Committees not otherwise provided for, be ex-officio member of all Boards and Committees and see that the officers perform their respective duties faithfully and impartially.

However, except for the Committee chairpersons, all appointments of committee members shall be made by the chairperson of said Committee.

While occupying the chair, the President shall take no part in debate.

The President shall also transact such other business as may by custom, pertain to that office. The President shall decide all points of law and order subject to appeal, which shall forthwith be considered by the Society.

The President by virtue of their office shall have no vote except to break a tie or deadlock.

The President shall perform all duties as outlined in the current ASPH Systems Manual for the Office of President.

**Vice President** - shall assist the President in the performance of their duties. In the absence of the President the duties of the office shall be performed by the Vice President and in the absence of the President and Vice President, their duties shall be performed by the Secretary.

The Vice President or Secretary when performing the duties of the President shall have no vote except to break a tie or deadlock.

If all three of these Officers are unable to attend a monthly meeting, the Executive Board shall re-schedule the date of the meeting at a time when one of these three officers can be in attendance.

The Vice President shall perform all duties as outlined in the current ASPH Systems Manual for the Office of Vice President.

**Secretary** - shall keep a correct record of all transactions of each meeting of the Society and Board of Officers' meetings, and record the same in respective books to be known as the Book of Minutes.

The Secretary shall send a monthly newsletter to each member, containing current announcements and schedule of forthcoming Society meetings, Minutes from the previous Society meeting, the current Treasurer's Report, and other information deemed to be of value to members.

The newsletter will be sent electronically (by email) and will be sent by post to those Society members who do not have email addresses. It is the responsibility of each Society member to deliver the most current email and/or postal address to the Secretary, who will send this information to the Treasurer.

The monthly newsletter shall be sent not less than five (5) days or more than twenty-five (25) days prior to the next meeting date.

The Secretary and Statutory Agent have access to the [asph@live.com](mailto:asph@live.com) email address at live.com where organization emails are sent and received. The Secretary shall liaise with Agent to keep the contact list of email addresses current.

The Secretary, Treasurer and Statutory Agent shall keep an accurate database of Society members, containing name, address, phone numbers, fax number, email address and URL address.

The Secretary is the contact person for all notices and announcements.

At the expiration of the Secretary's term of office, the Secretary shall give a correct report of the business of the office to the Society and deliver to the successor in said office all books and other property belonging to the Society in retiring Secretary's possession.

The Secretary shall perform all duties as outlined in the current ASPH Systems Manual for the Office of Secretary.

**Treasurer** - The Treasurer shall liaise with the Statutory Agent to solicit and invoice all members for their annual dues, keep an accurate account of all the monies received and expended, and liaise with the Secretary & Statutory Agent to keep the Membership Roster current.

The Treasurer shall secure the meeting place for monthly meetings as well as the December Holiday Party and liaise with the Statutory Agent for arranging monthly payments to the rental facility manager.

The Treasurer shall liaise with the Statutory Agent and Secretary to keep a database of paid members. This database will contain current member information concerning name, address, phone numbers, fax numbers, email address and URL address.

The Secretary, Treasurer and Statutory Agent shall confer and update this database on a monthly basis.

At the regular meeting held in December of each year, the Treasurer and/or Statutory Agent shall give to all other officers a correct account of all monies in the organization's checking account, together with the books, papers and receipts belonging to that office. At any time when ordered by the Society, the Treasurer and/or Statutory Agent shall deliver all monies, books and receipts.

The Treasurer & Statutory Agent shall deliver to the successor in office all the books and other properties in said Treasurer's possession belonging to the Society. All disbursements made by the Treasurer from any monies held by Treasurer belonging to the Society shall be paid by check or the ASPH bank debit card. The Treasurer is not authorized at any time on behalf of the Society to make payments by cash. All expenditures that exceed one hundred dollars (\$100.00) must be approved by the Board of Officers.

The Treasurer shall perform all duties as outlined in the current ASPH Systems Manual for the Office of Treasurer.

The **Statutory Agent** is a member of the Executive Board.

The Statutory Agent shall maintain all corporate records in good standing with the Arizona Corporation Commission, and banking records with the Society's bank of choice.

The Statutory Agent shall be the signer on the organization's bank checking account, which is a personal checking account recorded in the Statutory Agent's name.

The Statutory Agent's physical address is the mailing address for all organizational business and activities.

The Statutory Agent shall liaise with the Secretary and Treasurer in order to maintain monthly roster updates, membership dues updates and all matters pertaining to the membership database.

The Statutory Agent shall be responsible for an archive of the current most comprehensive membership database.

Both the Statutory Agent and Secretary have access to the [asph@live.com](mailto:asph@live.com) email address at live.com where organization emails are sent and received. The Statutory Agent shall liaise with the Secretary and Treasurer to keep the contact list of email addresses current.

The Statutory Agent shall create, print out and mail Membership Certificates to each of the paid members for that year. The Statutory Agent shall keep the archive of the template of this Membership Certificate Form. If the Statutory Agent is unable to perform this duty, they will contract this service to another organization member or to a professional printing and copy establishment.

Carol Adler is the appointed Statutory Agent for the Arizona Society for Professional Hypnosis until or unless Ms. Adler resigns.

All official ASPH corporate business will be sent to Ms. Adler's address at 1960 West Keating Avenue – Ste. 236, Mesa, Arizona 85202.

Resignation requires 30 days notice in writing.

Upon resignation, the current Executive Board by majority vote will appoint a new Statutory Agent. Ms. Adler will transfer all records to the new Statutory Agent and notify the Arizona Corporation Commission of this change of title and contact information. The organization will also open a new bank personal checking account bearing the name and address of the Statutory Agent.

The Statutory Agent will perform all duties as outlined in the current ASPH Systems Manual for the Office of Statutory Agent.

**Parliamentarian** – The Parliamentarian shall serve as the resource agent for rules and regulations governing ASPH as stated in the Constitution, By-Laws and Code of Ethics.

The Parliamentarian shall update ASPH documents and present these changes to the Executive Board for approval before the membership votes on acceptance.

The Parliamentarian is a member of the ASPH Executive Board.

Carol Adler is the appointed Parliamentarian for the Arizona Society for Professional Hypnosis until or unless Ms. Adler resigns.

If the Statutory Agent and Parliamentarian positions are served by the same person, that person has only one vote at Executive Board meetings.

Upon resignation, the current Executive Board will appoint by majority vote a new Parliamentarian, who will serve until that person resigns.

#### ARTICLE IV. PROCEDURES PERTAINING TO OFFICERS

SECTION 1. INSTALLATION OF OFFICERS. The newly elected officers shall be installed at the regular meeting in January of each year by the presiding President or other Officers appointed by the presiding President. If one or more of the newly elected are absent, they shall be installed at the next regular meeting, and if absent at the third successive meeting, the office shall be declared vacant and a successor elected in the manner provided for the election of officers.

SECTION 2. VACANCIES. Vacancies among the Board of Officers may be filled by affirmative vote of the majority of the Board of Officers then in office, regardless of their number. A member elected or appointed to fill a vacancy shall hold office until the next regular meeting at which the election of the Board of Officers is in the regular order of business, and until a successor is elected or appointed and qualified.

## ARTICLE V.

SECTION 1. All officers except the Secretary and Treasurer shall have the privilege of resigning at any time provided no charges whatever exist against them. The Secretary and Treasurer shall present their resignations in writing one meeting previous to it being acted upon, and the resignations shall be accepted, provided no charges whatever exist against them.

SECTION 2. Any elected office holder may be impeached for violation of the provisions of the Constitution and/or By-Laws. It shall require a two-thirds vote of all members present to order the trial of an office on charges preferred.

SECTION 3. When needed, the Board of Ethics and Standards shall be appointed by the President. This Board shall consist of a minimum of three (3) members and a maximum of five (5) members.

SECTION 4. Any member of the Society who may have charges against him, shall appear upon notified to do so by the Board of Ethics and Standards. The accused member shall be allowed a fair and impartial hearing on charges preferred against the said member. All charges shall be made in writing, and proper notice given to the accused.

SECTION 5. The verdict shall stand unless appealed to, and reversed by an affirmative vote of four-fifths of the Board of Officers. Any member preferring charges against another member for the purpose of maliciously or otherwise injuring such member, shall be liable to suspension or expulsion from the Society by the same above procedure.

ARTICLE VI  
GENERAL FUND

SECTION I. All monies collected for membership fees and dues, special assessments, donations and benefits shall be placed in the General Fund and all expenses shall be paid from this fund.

SECTION 2. EXPENDITURES. All money collected for dues shall be kept in the General Fund and all expenditures shall be paid from this fund. Any charitable donations given by the individual members of the Society shall be at their own discretion and not through or by the Society.

ARTICLE VII  
BOARD OF OFFICERS

SECTION I. The Board of Officers (Executive Board) shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, Emeritus Members, Statutory Agent and Parliamentarian. The Board shall be the governing body and shall have the authority to perform all duties and transact the business to accomplish the aims and objectives of the Society in accordance with the Constitution and By-Laws. If the Statutory Agent and Parliamentarian is the same individual, that person shall have only one vote at Executive Board meetings. If these two positions are filled by two individuals, each individual will have one vote at Executive Board meetings.

SECTION 2. Emeritus Members. Emeritus members are permanent members of the Board of Officers and shall have one vote at Executive Board meetings. The following members have been given Emeritus status in ASPH:

Lindsay Brady, CHt.

Leo Gagnon, CHt.

Robert J. O'Connor, CHt.

SECTION 3. Meetings. An Executive Board Meeting will take place immediately after the December meeting preceding the January meeting. Subsequent meetings thereafter during that year will be scheduled at the discretion of the President and one additional member of the Executive Board. The President will notify Executive Board members at least ten (10) days in advance of the date and location of each additional Executive Board meeting. At least three officers must be present at an Executive Board meeting.

SECTION 4. Nomination and election of the Board of Officers. No members shall be eligible as a candidate for office unless the candidate is in good standing, has been a member at least one year, and has attended at least three regular meetings during the past calendar year.

Nomination of officers shall be at the regular association meeting in November of each year.

A member must be present at the November meeting wherein said member's name is placed in nomination unless said member is verifiably with a client or patient, or is absent on account of sickness. In either case, the said verification must be shown or presented to the Secretary prior to the meeting in which the nomination is made; otherwise the member's name will not be printed on the ballot.

SECTION 5. The election of officers shall be held prior to the third week of December of each year. All candidates are to be elected by ballot and those receiving the highest number of votes shall be declared elected at the regular December meeting.

SECTION 6. The method of balloting shall be decided each year as directed by the Board of Officers.

SECTION 7. Quorum. Except as provided otherwise in the case of the Board of Officers, a majority of any committee shall constitute a quorum for the transaction of business.

## ARTICLE VIII WEBSITE

SECTION 1. Web Domain. ASPH's web domain names are hypnosisaz.com and hypnosisaz.org.

SECTION 2. Web Domain Registration and Passwords. The appointed webmaster and web host for the ASPH website shall be in charge of domain registration company and address. The appointed webmaster and web host, current Secretary and Statutory Agent shall retain user name, passwords, File Transfer Protocol (ftp) user name and password, and all other proprietary information pertaining to the ASPH website.

SECTION 3. All invoices for the website as pre-approved by the membership, shall be sent to the ASPH Statutory Agent and Treasurer, who are responsible for paying these invoices in a timely manner.

SECTION 4. The appointed webmaster and web host will work integrally with the current ASPH Secretary and Statutory Agent to post and maintain the most current data and content for the organization and its membership. The ASPH Secretary shall be the contact person for all matters pertaining to the website and web hosting.

SECTION 5. At the first Board Meeting of the year, the Executive Board shall review all aspects of the website, including but not limited to administration, hosting, budget, structure and content, and appoint a committee if necessary for developing recommendations for revision. The website committee will present this list of recommendations to the Executive Board for their approval. The list will then be presented to the membership for a vote at the next monthly meeting.

ARTICLE IX  
OFFICIAL ORDER OF BUSINESS

1. Call meeting to order promptly.
2. Officers introduce themselves.
3. Welcome ASPH members and visiting guests.
4. Have everyone introduce themselves by name and identify themselves as members or guests with brief comment as to reason for attending.
5. Accept new applications for memberships.
6. Have members share information on upcoming classes or events related to Hypnosis and mind-body topics.
7. Conduct and discuss necessary ASPH business matters (old and new).
8. Have a short (less than 5 minutes) guided visualization for centering and focus.
9. Introduce the presenter of the monthly topic conveying National Guild of Hypnotists credit hours available for meeting and following class.
10. Present the evening's topic with follow-up questions and answer period.
11. Ask for discussion, questions and sharing of positive hypnosis-related experiences; share challenging client situations with creative suggestions from the group.
12. Thank everyone present for attending and for their contribution to the evening's discussion.
13. Announce next month's presentation topic and facilitator.
14. Call for a motion to adjourn.

ARTICLE X  
AMENDMENTS

SECTION I. These By-Laws shall be amended in the manner as specified in Article IX of the Constitution.

# ARIZONA SOCIETY FOR PROFESSIONAL HYPNOSIS

## CODE OF ETHICS

Following are each of the principles of professional ethics printed separately, along with an annotation especially applicable to hypnotherapy.

### PREAMBLE:

These principles are intended to aid hypnotists individually and collectively in maintaining a high level of ethical conduct. They are not laws but standards by which a hypnotist may determine the propriety of his or her conduct in relationship with clients, with colleagues, with members of allied professions, and with the public.

### SECTION 1

The principal objective of the hypnotism profession is to render service to humanity with full respect for the dignity of man. Hypnotists should merit the confidence of clients, rendering to each a full measure of services and devotion.

1. The client may place his/her trust in his/her hypnotist, knowing that the hypnotist's ethics and professional responsibilities preclude him/her from gratifying his/her own needs by exploiting the client. This becomes particularly important because of the essentially private, highly personal and sometimes intensely emotional nature of the relationship established with the hypnotist.
2. The requirement that the professional member "conduct himself with propriety in his profession and in all the actions of his life" is especially important in the case of the hypnotherapists because the patient/client tends to model his/her behavior after that of his/her hypnotherapist by identification. Further, the necessary intensity of the hypnotherapeutic

relationship may tend to activate sexual and other needs and fantasies on the part of both client and hypnotherapist. Sexual activity with a client is unethical and automatic grounds for disciplinary action by the Board.

3. The professional member should diligently guard against exploiting information furnished by the client and should not use the unique position of influence afforded him/her by the hypnotic situation to influence the clients in any way not directly relevant to the client's expressed goals.
4. Professional members generally agree that the hypnotist-client relationship is such an indispensable factor in effective service to the client that preservation of optimal conditions for development of a sound working relationship between a hypnotist and his/her client should take precedence over all other considerations.

## SECTION 2

Professional members should strive continually to improve their knowledge and skill regarding hypnosis and hypnotherapy, and should make available to their clients and colleagues the benefits of their professional attainments.

1. Professional members are responsible for their own continuing education and should be mindful of the fact that there must be a lifetime of learning.

## SECTION 3

The professional member should safeguard the public and itself against professional members deficient in moral character or professional competence. Professional members should observe all laws, uphold the dignity and honor of the profession and accept its self-imposed disciplines. They should expose, without hesitation, illegal or unethical conduct of fellow members of the profession.

1. It would seem self-evident that a professional member who is a law-breaker might be ethically unsuited to practice his/her profession. When such illegal

activities bear directly upon his/her practice, this would obviously be the case. However, in other instances, illegal activities such as those concerning the right to protest social injustices, traffic violations, etc., might not bear on either the image of the professional member or the ability of the professional member or the ability of the specific professional member to treat his/her patient ethically and well. While no committee or board could offer prior assurance that any illegal activity would not be considered unethical, it is conceivable that an individual could violate a law without being guilty of professionally unethical behavior. Professional members lose no rights on entry into the profession of hypnotism.

#### SECTION 4

A professional member may choose whom he will serve. In any emergency, however, he should render service to the best of his ability. Having undertaken a professional relationship with the client, he may not neglect him; and unless he has been discharged he may discontinue his services only after giving adequate notice.

1. What constitutes unethical advertising, in an attempt to solicit clients, varies in different parts of the country. Local guidance should be sought from other members of the Arizona Society of Professional Hypnosis. Questions that should be asked include: to whom are materials distributed, when and what is distributed, the form in which it is distributed, and whether the content is appropriate to meet professional standards.

#### SECTION 5

A professional member should not dispose of his services under terms of conditions which tend to interfere with or impair the free and complete exercise of his professional judgment and skill or tend to cause a deterioration of the quality of service, etc.

1. The ethical question is whether or not the professional member is free of unnecessary non-professional interference. The ultimate issue is his/her

- freedom to offer good quality service. In relationship between professional members and other professionals, the professional member should not delegate to the professional or, in fact, to any non-professional any matter requiring the exercise of professional judgment.
2. When the professional member assumes a collaborative or supervisory role with another consultant, he/she must expend sufficient time to assure that proper service is given. It is contrary to the interests of the client and to client service if he/she allows himself /herself to be used as a figurehead.
  3. In the practice of his/her specialty, the professional member may consult, associate, collaborate or integrate his/her work with that of many professionals, including psychiatrists, psychologists, physicians, social workers, alcoholism counselors, marriage counselors, public health nurses, etc. Furthermore, the nature of modern hypnotism practice extends his/her contracts to such people as teachers, juvenile and adult probation officers, attorneys, welfare or rehabilitation to any of these practitioners, the professional member should ensure that the allied professional or paraprofessional with whom he/she is dealing is a recognized member of his/her own discipline and is competent to carry out the therapeutic task required. The professional member should have the same attitude toward members of the other professional hypnotists and hypnotherapists to whom he/she refers patients/clients. Whenever he/she has reason to doubt the training, skill or ethical qualifications of the allied professional, the professional member should not refer cases to him/her.

## SECTION 6

In his/her practice of hypnotism a professional member should limit the source of his/her professional income to hypnotism services actually rendered by him/her, or under his/her supervision, to his/her clients. His/her fee should be commensurate with the services rendered and the client's ability to pay. He/she should neither pay nor receive a commission for referral of client. Books, tapes, or other educational

aids may be supplied by the professional member, provided it is in the best interest of the client.

1. The professional member may also receive income from administration, teaching, research, education and consultation.
2. Professional members' services, like all professional services, are dispensed in the context of a contractual arrangement between the client and the professional member. The provisions of the contractual arrangement, which are binding on the professional member as well as on the client, should be explicitly established.
3. It is ethical for the professional member to make a charge for a missed appointment when this falls within the terms of the specific contractual agreement with the client. A professional member should seek consultation upon request; in doubtful or difficult situations or whenever it appears that the quality of the service may be enhanced thereby.
4. The professional member should agree to the request of a client for consultation or to such requests from the family of a minor client. The professional member may suggest possible consultants, but the client or family should be given free choice of the consultant. If the professional member disapproves of the professional qualifications of the consultant or if there is a difference of opinion that the professional member cannot resolve he/she may, after suitable notice withdraw.

## SECTION 7

A professional member may not reveal the confidences entrusted to him/her in the course of professional service, or the deficiencies he/she may observe in the character of clients, unless he/she is required to do so by law or unless it becomes necessary in order to protect the welfare of the individual or of the community.

1. The professional member's records, including even the identification of a person as a client, must be protected with extreme care. Confidentiality is essential to hypnotherapy. This is based in part on the special nature of hypnotherapy, as well as on the traditional ethical relationship between the professional member and client. Growing concern regarding the civil rights of clients and the possible adverse effects of computerization, duplication equipment and data banks makes the dissemination of confidential information an increasing hazard. Because of the sensitive and private nature of the information with which the professional member sometimes deals, he/she must be circumspect in the information that he/she chooses to disclose to others about a client. The welfare of the client must be the ultimate continuing consideration.
2. A professional member may release confidential information only with the authorization of the client or under proper legal compulsion. The continuing duty of the professional member to protect the client includes fully apprising him/her of the connotations of waiving the privilege of privacy. This may become an issue when the client is being investigated by a government agency, is applying for a position, or is involved in legal action. The same principles apply to the release of information concerning the client to medical departments of government agencies, business organizations, labor unions, and insurance companies. Information gained in confidence about clients seen in student counseling services should not be released without the student's explicit permission.
3. Practice example and other materials used in teaching and writing must be adequately disguised in order to preserve the anonymity of the individuals involved.
4. The ethical responsibility of maintaining confidentiality holds equally for the consultations in which the client may not have been present and in which the

consulted was not a professional. In such instances, the professional member should alert the consultee to his/her duty of confidentiality.

5. Ethically the professional member may disclose only that information which is immediately relevant to a given situation. He/she should avoid offering speculation as fact. Sensitive information such as an individual's sexual orientation or fantasy material is generally unnecessary.
6. Careful judgment must be exercised by the professional member in order to include, when appropriate, the parents or guardian in the services to a minor. At the same time the professional member must assure the minor proper confidentiality.
7. When the professional member is ordered by the court to reveal the confidences entrusted to him/her by clients he/she may comply or he/she may ethically hold the right to dissent within the framework of the law. When the professional member is in doubt, the right of the client to confidentiality and, by extension, to unimpaired service, should be given priority. The professional member should reserve the right to raise the question of adequate need for disclosure. In the event that the necessity for legal disclosure is demonstrated by the court, the professional member may request the right to disclosure of only that information which is relevant to the legal question at hand.
8. With regard for the person's dignity and privacy and with truly informed consent, it is ethical to present a client to a scientific gathering, if the confidentiality of the presentation is understood and accepted by the audience.

## SECTION 8

The honored ideas of the hypnotism profession imply that the responsibilities of the professional member extend not only to the individual, but also to the society where

these responsibilities deserve his/her interest and participation in activities which have the purpose of improving both the health and well-being of the individual and the community.

1. Professional members should foster the cooperation of those legitimately concerned with the medical, psychological, social, and legal applications of hypnotism and hypnotherapy. Professional members are encouraged to serve society by advising and consulting with the executive, legislative, and judiciary branches of the government. A professional member should clarify whether he/she speaks as an individual or as a representative of an organization. Furthermore, professional members should avoid cloaking their public statements with the authority of the profession (e.g., "Hypnotists know that...").
2. Professional members may interpret and share with the public their expertise in the various hypnotic issues that may affect responsiveness to suggestion. Professional members should always be mindful of their separate roles as dedicated citizens and as experts in hypnotism.