

ISAPZURICH

ORGANIZATIONAL GUIDELINES

Internationales Seminar für Analytische Psychologie Zürich
International School of Analytical Psychology Zurich
AGAP Post-Graduate Jungian Training

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ORGANIZATIONAL GUIDELINES

1 LEGAL STATUS

1.1 Name and Delegated Training Right

The Analytical School of Analytical Psychology Zurich (ISAPZURICH) was established in Zurich in September 2004, in accordance with the delegation of the training right of the Association of Graduate Analytical Psychologists (AGAP) at the Business Meeting in Barcelona, August 2004.

1.2 Authority

1.2.1 AGAP

ISAPZURICH is run under AGAP's authority, meaning that AGAP is responsible for the school's organization and training standards according to

1. Article 60ff of the Swiss Civil Code (Association Law)
2. § 22 Abs.1 GesG. (Health Law of the Canton of Zurich) (see below, 1.2.2)
3. International Association for Analytical Psychology (IAAP)
4. Swiss Charta for Psychotherapy (1.2.2 below)

1.2.2 Charta

ISAPZURICH is an extraordinary member of the Swiss Charta for Psychotherapy (Charta). ISAP is thereby recognized as a psychotherapy training institution by the Health Department of the Canton Zurich and subject to the relevant Swiss Health Law (§ 22 Abs.1 GesG).

1.3 Languages

The official languages of ISAPZURICH are English and German.

1.4 Tax-exempt status

Donations to AGAP stipulated for ISAPZURICH are exempt from general communal, cantonal and federal tax in Switzerland.

2 PURPOSE

The purpose of ISAPZURICH is to realize AGAP's founding purpose, and to do so by such means as follow:

2.1 Conduct of Studies and Counseling Services

ISAPZURICH primarily conducts Zurich-based, post-graduate training in English and German, which leads to the Diploma in Analytical Psychology. Within the limits of regional laws and regulations, the Diploma qualifies graduates to practice as professional Jungian analysts and psychotherapists. Furthermore, ISAP offers studies in analytical psychology to professionals and the general public through its continuing education programs, public lectures and intensive study weeks. The community outreach is extended in ISAP's counseling services, which refers

individuals for psychotherapy, analysis and counseling in a number of different languages.

2.2 Relations with the C.G. Jung Institute Zurich

In accordance with the Barcelona agreement ISAPZURICH strives to collaborate with the C.G. Jung Institute Zurich, and to cooperate in the aim of reunification based on mutually acceptable terms of organizational governance.

2.3 Legal Practice

ISAPZURICH requires its Participants to inform themselves about and comply with the laws and regulations that govern the practice of psychotherapy, analysis and the like, according to the region in which practice is conducted.

2.4 Ethical Practice

ISAPZURICH binds its Participants to the Ethics Codes of AGAP, Charta, and any other regionally applicable codes.

3 PARTICIPATION FEES AND REMUNERATION

ISAP Participants remit annual participation fees. Unless otherwise indicated, remuneration for all work outlined in these Guidelines is determined by the resolution of the annual ISAP Participant Assembly.

4 ORGANS

The organs of ISAPZURICH:

- Participant Assembly
- Officers Committee
- Office of Administration
- Studies Committee
- Admissions Committee
- Program Committee
- Nominating Committee
- Promotions Committee
- Counseling Service
- Office of the Ombudsperson

5 PARTICIPANT ASSEMBLY

The orderly Participant Assembly is constituted by the body of Participants of ISAPZURICH and is the highest organ of authority governing those matters that are not under the authority of AGAP. (In particular, it is reserved to the AGAP membership at large to approve the motion to withdraw the Association's delegation of training, and thereby to dissolve ISAPZURICH as a training program under AGAP's authority. In that event, ISAP's assets, which belong to AGAP, are to be distributed in AGAP's best interest.)

The orderly Participant Assembly convenes once each year, with attendance belonging to the duties of ISAP Participants. The assembly may convene for ex-

traordinary meetings as needed. At least 3 weeks in advance of any meeting, the Officers Committee sends all Participants an invitation to the meeting and the agenda.

5.1 Powers

The Participant Assembly is empowered to

1. adopt and amend the Organizational Guidelines
2. elect the officers and all other committee members
3. approve the Officers Committee's Annual Report; approve the Annual Financial Report and the Budget; discharge the members of the Officers Committee
4. admit new Participants as Graduated Analysts (GA) and approve all promotions to Training Analyst and Supervising Analyst; (with due notification, the admission of new Participant GAs may also be conducted at the Mid-Year Assembly)
5. determine the annual participation fees
6. determine the annual distribution of remuneration according to the point system
7. expel Participants in accordance with Para. 12 below, that is, in cases other than those involving a breach of the Code of Ethics
8. adopt resolutions about items on the Agenda
9. recommend AGAP's dissolution of the training delegation

5.2 Voting by Circulation

In urgent cases the Officers Committee may invite the Participants to vote on motions by circulation. If a circular vote is demanded by one-third of the Participants, the Officers Committee is obliged to comply. The Officers Committee must provide the Participants with a written Agenda (by postal mail, fax or Email). Each Agenda item must be accompanied with information pertaining thereto. Under this Article subsequent to the delivery of the Agenda and accompanying information Participants must be given a period of at least three weeks to submit their written votes.

5.3 Resolutions of the Participant Assembly

The following resolutions require the vote of a qualified two-thirds majority of the Participants present. In the case of a circular vote, the *quorum* is constituted by two-thirds of the Participants taking part:

1. expulsion of Participants in cases not subject to investigation by the Ethics Committee;
2. motion to dissolve ISAPZURICH, submitted to the AGAP ExCo.

6 STANDING COMMITTEES: CONSTITUTION, ELECTION, TASKS

Committee work is remunerated by a point system, and in amounts approved each year by the Participant Assembly.

6.1 Officers Committee

6.1.1 Constitution

The Officers Committee (OC) consists of 7 members: the President, Vice-President, Treasurer, Director of Administration, Director of Studies (Training), Director of Admissions, and the Director of Program. By agreement with the AGAP Executive Committee, the OC appoints the persons who hold signature authority and determines the scope of this authority. The OC is authorized to adopt resolutions when more than half of its members are present or voting by circulation.

6.1.2 General Prerequisites

Except for certain officers as follow below, skills that are not at hand upon election can be acquired with individual effort and collegial support:

1. Basic ability to converse in English and German
2. Teamwork and leadership skills (insofar as the latter would be necessary for heading committees)
3. Basic computer skills, for work with Email and other standard programs (eg Word; Excel)
4. Basic ability to assess financial statements

6.1.3 Election

1. With the exception of the Treasurer, the members of the Officers Committee are elected each year by the Participant Assembly for a period of one year. They may stand for reelection. Service on the Officers Committee is limited to a total of 10 years, whether this be in one office or in rotation to other offices. Nominations are accepted from the floor at the Assembly.
2. Because the Treasurer of ISAPZURICH is simultaneously the Treasurer of AGAP (6.1.4.3), he/she is elected every 3 years by the AGAP General Assembly.

6.1.4 General Tasks and Responsibilities

1. General Scope of Authority The OC is the executive organ of ISAPZURICH and conducts business concerning all on-going matters insofar as these are not reserved to the authority of (a) the AGAP Executive Committee and/or the AGAP General Assembly by the AGAP Constitution; (b) the ISAP Participant Assembly by these Guidelines.
2. Power of Attorney Together with the AGAP Executive Committee, the OC determines who holds the legal power of attorney and to what extent.
3. Representation on the AGAP Executive Committee To support AGAP's legal responsibility for the school, the Treasurer of ISAPZURICH is simultaneously the Treasurer of AGAP and a member of the AGAP Executive Committee. In

the same vein it is recommended that 1–2 other ISAP officers also serve simultaneously on the Executive Committee. The OC sends the minutes of all of its meetings to the AGAP President and Vice-President, and considers their remarks. Likewise representatives of the OC and Executive Committee intermittently attend meetings with one another.

4. Responsibility to the AGAP ExCo The OC makes efforts to gain the approval of the AGAP Executive Committee for all matters pertaining to finances, training curriculum, and relevant laws and regulations.
5. Other Institutional Representation The OC insures ISAP's representation in other organizations that entail legally binding relationships. In particular, 2 of its own members serve on the board of the Ambulatorium (Para. 8), and it appoints 1–2 delegates to the Swiss Charta for Psychotherapy (Para. 7).
6. Institutional Design & Documents The OC approves and remains ultimately responsible for ISAP's institutional design, but may delegate and/or employ persons or firms to assume the responsibility and/or related tasks:
 - a. content and layout of the school logo, the website and all print materials (e.g. diploma, certificates, stationary, envelopes, ID cards, all institutional booklets and forms, flyers, advertisements)
 - b. translation of all such materials into English and German
7. Institutional Development The OC approves and remains responsible for the following areas, but may delegate and/or employ persons or firms to assume the responsibility and/or related tasks:
 - a. program development, including for e.g. intensive studies (e.g. Jungian Odyssey), continuing education
 - b. personnel recruitment, in coordination with the Office Manager
 - c. marketing und communications
 - d. build-up & maintenance of the ISAP Website
 - e. Internet advertising und Email communications
 - f. Library development
 - g. fund-raising
 - h. public relations
8. Institutional Regulations & Guidelines The OC reviews, proposes amendments, and insures the availability of adequate German and English versions for the following and similar documents: all study regulations; the Organizational Guidelines; Guidelines for Supervised Case Work; Charta documents; the Analyst Directory; all collective communications to ISAP Participants and students; publicity and advertising materials
9. Management of Minutes For all meetings over which it presides, including regular and supplementary Participant Assemblies, the OC remains responsible for, but may delegate the job of minute-taking, and the translation, circulation and amendment of minutes,.

The OC members decide among themselves who shall take and manage the minutes of its own meetings.

10. Relationship to all delegates, project groups and committees without OC membership, including but not limited to representatives of Nominating Committee (NomCom), Promotions (PromCom), Counseling Service, Ombudspersons, Charta and the Student Association:
 - a. The OC is responsible for insuring adequate communication with such Participants, especially considering matters that require the approval of the OC and/or AGAP Executive Committee. Such matters include, but are not limited to, the formalities of communications to the outside.
 - b. The OC meets with such Participants in so far as necessary. Excerpts of the minutes of such meetings are sent for the approval of all respective representatives.
 - c. The OC invites their written reports in due time for publication when appropriate.
11. Publications The OC is responsible, and may delegate the responsibility, for the timely publication ISAP's annual newsletter (MEMO) and the Officers' Annual Report. In addition the OC submits reports for the AGAP Annual News and News Updates in a timely fashion.
12. Reduction/Waiver of Participation Fee The OC may grant any Participant's well-grounded written request to reduce his/her annual participation fees or to refrain from raising the fees. Applications for such are to be sent to the designated Participant, who is not a member of the OC. This person, whose name and address is available from the Director of Administration, handles the application confidentially, assessing it and recommending the OC's acceptance when deemed appropriate.
13. Participation in Other Committees All officers may participate as members of other committees and in projects, insofar as this does not constitute a conflict of interest or interfere with OC duties. Such service is separately remunerated in amounts determined by the resolution of the annual Participant Assembly.
14. Delegation of Tasks Each officer is responsible for the specific areas as follow below; he/she is free to delegate tasks to the respective members or to recruit assistance from the midst of ISAP Participants, insofar as this would not conflict with the duties of leadership:

6.1.5 President

It is important that the President have strong competence in English and German, and that he/she remains informed about developments in Swiss law and IAAP regulations that may have consequence for ISAP. Main duties:

1. Coordinates the tasks of the Officers Committee (OC)
2. Prepares and leads OC meetings (at least 12 per year) and retreats (about 2 per year)
3. Takes part in discussion with officers outside of the scheduled meetings, to prepare and clarify business and concerns specific to their functions
4. Represents ISAPZURICH to the outside

5. Maintains contact with institutions, including AGAP, SGAP, AJAJ, the Jung family, the Jung Foundation (Stiftung), Charta, the Hegibach practice group practice (Gemeinschaftspraxis am Hegibach), among others
6. Member of the Board and ISAP representative with the Psychotherapeutische Gemeinschaftspraxis am Hegibach Ambulatorium des ISAP-ZURICH (Para. 8)
7. Maintains contact and correspondence with individuals within and outside of ISAP according to need – including but not limited to surveys, letters of thanks, congratulations, condolence; troubleshooting and supporting solution-finding in routine conflict situations
8. Conducts inquiries and submits written positions on ISAP's behalf
9. Hosts social gatherings (lunch, dinner, apéro)
10. Prepares and leads the interim ISAP Participant meetings (ordinarily 2 per year), and the annual Participant Assembly
11. Gives speeches at special events, for instance at the semester opening party (twice yearly), the graduation ceremony (twice yearly), the Jungian Odyssey
12. Leads regular meetings of the OC with the student body
13. Receives questions on legal and regulatory matters, and channels these to the Office Manager and/or to the appropriate authorities (concerning for instance student Visas, work permits, tax questions, Charta)

6.1.6 Vice-President

Main duties:

1. Supports the President by assisting the preparation for meetings as required
2. Oversees the representation of ISAP in print by liaising with the OC, an accepted graphics designer and/or the Administration/Office Manager to insure the correctness of lay out and content of print materials (forms, booklets, flyers, advertisements, etc), depending on need throughout the year
3. Coordinates with the President and the Office Manager to arrange group mailings to ISAP Participants and students
4. Submits reports for publication to the President, in due time

6.1.7 Treasurer

For the purpose of financial discussion with local authorities and professionals, the treasurer must be competent in German. Main tasks:

1. Responsible for ISAP's financial affairs, and is also the treasurer of AGAP
2. Proposes ISAP's annual budget and year end statement, and presents these, first for the approval of the OC and then for the approval of the annual Participants Assembly. Prior to its presentation to the OC, the year's end statement is presented for the approval of the financial auditor.
3. Presents ISAP's financial statements to the AGAP ExCo
4. Is the financial comptroller with the right to give orders concerning ISAP's finances, and financial investments.

5. In charge of finances for special projects (e.g. the Jungian Odyssey)
6. Submits reports for publication to the President, in due time

6.1.8 Director of Administration

The Director of Administration must be competent in English and German. Main duties:

1. Attends and follows through on meetings with the Office manager, secretarial staff and others responsible for administrative matters
2. Office presence during the week, approximately 2 half-days
3. Represents administrative matters to the OC, and vice versa (details under 6.2)
4. Leads and supports all members of administration in their work; in particular:
 - a. Supports the Office Manager and secretaries through supervision and department meetings to coordinate tasks and solve problems
 - b. Advises and supervises secretaries in their dealings student problems, complaints, personal difficulties
5. Manages contacts with student loan organizations
6. Manages the student work-study program, in coordination with the OC's agreement on the parameters of work and payment
7. Submits reports for publication to the President, in due time

6.1.9 Director of Studies

The Director of Studies must be competent in English and German. Main duties:

1. Member of the board and ISAP representative with the Psychotherapeutische Gemeinschaftspraxis am Hegibach Ambulatorium des ISAPZURICH; about 2 meetings per year (Para. 8)
2. Prepares, convenes, leads and follows through on Studies Committee (SC) meetings, including ad hoc meetings for exams and for academic departments (exam areas).
3. Leads and supports the SC members and the secretary of studies in their work (details under 6.3)
4. Represents all matters concerning studies, the SC and the secretary of studies to the OC, and vice versa
5. Responsible for the student secretariat, including:
 - a. Conferences/planning with the secretary of studies
 - b. Reviews new applications for admission to studies
 - c. Responds to student questions, and presents requests for exemption from Regulations for the OC's perusal and approval
 - d. Maintains student records, and sends notification of outstanding payments and/or unfulfilled training requirements
 - e. Coordinates with the office staff (in joint meetings)
 - f. Coordinates with the Admissions Committee

6. Submits reports for publication to the President, in due time

6.1.10 Director of Admissions

The Director of Admissions must be competent in English and German. Main duties:

1. Prepares, convenes, and leads Admissions Committee (AC) meetings; 4 per year
2. Leads and supports the AC in its work (details under 6.4)
3. Represents admissions, promotions and AC matters to the OC, and vice versa
4. Attends meetings with the Director of Studies and secretary of studies; about 2–3 per year
5. Insures follow-through on AC meetings, to include:
 - a. review and amendment of the minutes
 - b. writing of letters on matters presented to the AC (e.g. admissions letters and replies to special requests, partly in coordination with the student secretariat)
 - c. communication of decisions with relevance for the OC and/or Director of Studies
6. Handling of new applications, to include:
 - a. obtaining the files from the student secretariat
 - b. reading and checking the files (above all, applicants' CVs)
 - c. distribution of the files to the AC members
 - d. writing of letters to applicants
7. Insures communications on AC matters with training candidates
8. Prepares discussion of student requests for special permissions and non-conforming procedures (insuring that the Director of Studies and AC chair remain mutually informed about the status of training candidates)
9. Proposes ideas as needed on communications procedures (Director of Studies – AC Chair – Student Secretariat)
10. Background work, including:
 - a. review and amendment of forms relevant to the AC's work
 - b. maintain contact with AC members
 - c. consider new procedures/rules with the aim of simplifying the work of the AC and student secretariat
 - d. advise students on matters concerning the AC
 - e. evaluate the AC members' feedback on new rules, procedures
11. Submits reports for publication to the President, in due time

6.1.11 Director of Program

Main duties:

1. Liaison to the library
2. Prepares, convenes, and leads Program Committee (PC) meetings, about 8 per year
3. Leads and supports the PC in its work (details under 6.5)
4. Represents curriculum and PC matters to the OC, and vice versa
5. Insures a high-standard curriculum from semester to semester, among other ways by personally:
 - a. inviting ISAP Participants and guest lecturers to teach, providing them also with the course proposal form
 - b. receiving course proposals and presenting them for the deliberation of the Program Committee
 - c. seeking the OC's comments on and approval of the semester program, and any special programs
 - d. presenting instructors with proofs of their course information and revising as needed
 - e. preparing the program for print
 - f. coordinating with Administration for print jobs and group mailings
 - g. managing program correspondence with instructors and students, as necessary
6. Submits reports for publication to the President, in due time

6.2 Office of Administration (OA)

6.2.1 Constitution

The Office of Administration consists of the Director of Administration; assistants as needed from the midst of ISAP Participants; and the office staff: Office Manager; bookkeeper; secretaries. The Director of Administration may engage students to work through the work-study program. The office staff are employed by contract with ISAPZURICH.

6.2.2 Election

The term of office and election of the Director of Administration follows the regular guidelines for the Officers Committee. Assistants are either appointed from the midst of ISAP Participants by the Director of Administration, or found with the help of the Nominating Committee, but do not stand for election.

6.2.3 Tasks

The Office of Administration primarily insures the smooth running of business in general and represents the school to ISAP's students, prospective students and the general public. Under the guidance of the Director and Office Manager, members of administration delegate the work among themselves, according to the need for special skills. Among the main duties:

1. Attendance of OA meetings as needed

2. Receives students, ISAP Participants and guests
3. Assists students in acquiring Visas
4. Assists diploma candidates in acquiring legal permits for the conduct of supervised case work (related to training requirement only)
5. Channels student questions and questions from the general public
6. Maintains an overview of logistics, noting conflicts and resolving them when possible
7. Manages routine questions on finances
8. Updates the Directory of Analysts and screens for the need to update other print materials
9. Maintains the stock of print materials, and office, household and other infrastructure supplies
10. Assists the scheduling of classes, exams, and meetings
11. Manages semester registration in general, including but not only the allocation of registrants to courses
12. Forwards correspondence, as necessary
13. Organizes the semester opening party, graduation ceremony, other celebrations
14. Arranges for the maintenance and repair of the building, utilities and technical equipment
15. Carries out print and mailing jobs for the OC and the Program Committee

6.3 Studies Committee (SC)

6.3.1 Constitution

The SC consists of 4–5 members: the Director of Studies, who functions as committee chair; the Convener of the Exam Conference; and Assistants to the Director of Studies.

6.3.2 Election

With the exception of the Director whose term of office and election follows the guidelines for the Officers Committee, the renewal of the committee follows according to Swiss association procedures. That is, from year to year the committee members decide among themselves who will continue and who will withdraw. To fill vacancies the committee may recruit Participants, or seek the help of the Nominating Committee. Either way, the Director provides the Nominating Committee with the names of new members in due time. The committee stands for election every year at the annual Participant Assembly, where nominations can be made from the floor.

6.3.3 Tasks

Together with the Director of Studies, the members of the SC and student secretariat decide among themselves how to share the work. Main duties:

1. Attends ad hoc meetings according to need

2. In coordination with the Admissions Committee, accompanies and advises training candidates (by personal discussion and email)
3. Accompanies and advises matriculated auditors in the continuing education program(s)
4. Informs and advises prospective students
5. Organizes and conducts the Welcome/Orientation meeting for new students
6. Organizes and conducts the obligatory meeting for newly promoted diploma candidates
7. Maintains an overview of all exam registrations, insuring that all prerequisites are fulfilled
8. Search for and communications with examiners and experts
9. Creation of the exam schedule in coordination with the secretariat; 2 times per year
10. Writing and mailing of the Exam Conference minutes
11. Maintains a record of student statistics for publication in the MEMO and Annual Report
12. Submits reports for publication to the President, in due time

6.4 Admissions Committee (AC)

6.4.1 Constitution

The Admissions Committee consists of the Director of Admissions, who functions as committee chair, and 6–8 other members; all members must hold the status of Training/Supervising Analyst, or Associate Analyst with long experience.

6.4.2 Election

With the exception of the Director whose term of office and election follows the guidelines for the Officers Committee, the renewal of the committee follows according to Swiss association procedures. That is, from year to year the committee members decide among themselves who will continue and who will withdraw. To fill vacancies the committee may recruit Participants, or seek the help of the Nominating Committee. Either way, the Director provides the Nominating Committee with the names of new members in due time. The committee stands for election every year at the annual Participant Assembly, where nominations can be made from the floor.

6.4.3 Tasks

Together with the Director, the members decide among themselves how to share the committee work. Main duties:

1. Attendance of 4 regular AC meetings per year, and admissions and promotions interviews with candidates
2. Conduct of admissions and promotions procedures (including inter-views), with the responsibility to decide on: an applicant's admission to training; all students' promotion to diploma candidacy, and graduation.

3. To achieve the above the committee organizes itself into committees of 3 members each, who accompany applicants, and matriculated students through the duration of studies.
4. Process ethics complaints against diploma candidates (see “Guidelines for the Conduct of Supervised Case” Work, para 14, Complaint and Recourse Procedures)

6.5 Program Committee (PC)

6.5.1 Constitution

The Program Committee consists of the Director of Program, who functions as committee chair, and 6–8 other members.

6.5.2 Election

With the exception of the Director whose election follows the guidelines for the Officers Committee, the renewal of the committee follows according to Swiss association procedures. That is, from year to year the committee members decide among themselves who will continue and who will withdraw. To fill vacancies the committee may recruit Participants, or seek the help of the Nominating Committee. Either way, the Director provides the Nominating Committee with the names of new members in due time. The committee stands for election every year at the annual Participant Assembly, where nominations can be made from the floor.

6.5.3 Tasks

Together with the chair, the members decide among themselves how to share the committee work. Main duties:

1. Attendance of the regular, monthly PC meetings, about 8 per year
2. Select from among course proposals for the coming semester program
3. Seek new lecturers and seminar leaders, including guests from outside of ISAP
4. Develop and organize special programs
5. In consultation with the OC, consider flyers and other advertising for special courses and programs
6. Evaluate the program as a whole, and individual courses and instructors, considering also student and collegial feedback
7. Provide feedback to instructors; in particular:
 - a. Maintain communications with instructors who are under evaluation
 - b. Offer support for instructors who are deemed in need of improvement
 - c. Diplomatically address instructors about the Committee decision to suspend their course offerings, and about conditions for their return
8. Meet in a consultative capacity at regular intervals with representatives elected by the Student Association
9. Insure the courteous reception of instructors, particularly guests and any present for the first time
10. Update course proposal forms and procedures as needed

6.6 Nominating Committee (NomCom)

6.6.1 Constitution

The Nominating Committee consists of 3–5 members who elect a chair from their midst, and who may also serve on the Training Committee, Program Committee or Admissions Committee. To uphold the separation of powers, the NomCom has no seat on the OC.

6.6.2 Election

The renewal of the committee follows according to Swiss association procedures. That is, from year to year the committee members decide among themselves who will continue and who will withdraw. To fill vacancies the committee may recruit Participants. The committee stands for election every year at the annual Participant Assembly, where nominations can be made from the floor.

6.6.3 Tasks

Together with the chair, the members decide among themselves how to share the committee work. Main duties:

1. Attendance of meetings, as needed
2. Support ISAP's democratic basis within the framework of committee duties
3. Prepare for elections and publish committee vacancies in due time; recruit replacement candidates for the committees, as needed
4. Conduct the elections at the annual Participant Assembly and publish the results in MEMO
5. Continuously review ISAP's election procedures and democratic basis in general; when deemed necessary, present the Participant Assembly with proposals for amendments on these matters
6. Submit committee reports for publication to the President, in due time

6.7 Promotions Committee (PromCom)

6.7.1 Constitution

The Promotions Committee consists of 5–7 members, all of whom hold the status of Supervising Analyst. The members elect a chair from their midst. They may also serve on the Training Committee, Program Committee or Admissions Committee. To uphold the separation of powers, the PromCom has no seat on the OC.

6.7.2 Elections

Promotions Committee members serve a four-year term of office and may be reelected, with a limit of eight consecutive years of service and the possibility to serve again after sitting off for one 4-year term. New Promotions Committee members are elected each year according to need by the annual Participant Assembly. New members may be recruited by the committee itself, or by the Nominating Committee. Either way, the PromCom informs the NomCom in due time about new candidates. At the Participant Assembly nominations are received from the floor.

6.7.3 Tasks

Together with the chair, the members decide among themselves how to share the committee work. Main duties:

1. Attendance of PromCom meetings as required throughout the year
2. In consultation with the AGAP Membership Secretary, process applications for the admission of new ISAP Participants at the annual Participant Assembly and at the Mid-Year Assembly
3. Process applications and conduct interviews for promotions to Training Analyst and Supervising Analyst at the annual Participant Assembly
4. Submit the names of admissions and promotions candidates in due time for announcement with the invitation to the annual Participant Assembly and Mid-Year Assembly (admissions only) (submit to ISAP President and the Office Manager)
5. Send letters of welcome/congratulations to new ISAP Participants and promoted colleagues; immediate announcement to the Office Manager, including copies of the application forms
6. Announce new Participants and promotions in MEMO
7. Propose updated promotions criteria and procedures for the approval of the Participant Assembly, as requested and/or deemed needed
8. Propose and organize events for the training and continuing education of supervisors, with support from within and/or outside of ISAP
9. Submit committee reports for publication to the President, in due time

6.8 Counseling Service (CS)

6.8.1 Constitution

The CS is run by 1–2 ISAP Participants; when there are two, they decide between themselves as to whether they will function as co-directors, or share the responsibilities as director and assistant.

6.8.2 Election

The renewal of the CS follows according to Swiss association procedures. That is, from year to year the CS members decide among themselves who will continue and who will withdraw. To fill vacancies the CS members recruit Participants, or seek the help of the Nominating Committee. Either way, the director provides the Nominating Committee with the names of new members in due time. The members of the CS stand for election each year by the annual Participant Assembly, when nominations can be made from the floor.

6.8.3 Tasks

In the case of co-directorship, the two decide among themselves how the tasks shall be divided. These include:

1. Attendance of monthly CS meetings
2. Attendance of intermittent meetings with OC

3. Interviews and written correspondence with diploma candidates who are registered with the CS; convening of meetings with students, and especially with diploma candidates who are registered with or interested in the Counseling Service
4. Each semester, notify newly promoted diploma candidates about the Counseling Service, and when appropriate, about the possibility to work with the Ambulatorium (Para. 8) and other institutions
5. Conduct of cost-free interviews and referrals for psychotherapy, analysis, counseling; when ever possible, referrals are made to diploma candidates
6. Establish and maintain relations with organizations that accept the counseling services and/or referrals
7. Development and implementation of advertising and PR for the CS; management of the respective budget; seeking of the OC's approval on these matters
8. Submit reports for publication to the President, in due time

6.9 Office of the Ombudsperson

6.9.1 Constitution

The Office of the Ombudsperson consists of 1–2 persons, preferably a man and a woman, who are experienced and skilled in dealing with conflict, and who are competent in German and English. He/she need not be an ISAP Participant. In the latter case, he/she familiarizes him/herself with ISAP's organization, guidelines, regulations, etc.

6.9.2 Election

The Ombudspersons are elected each year by the annual Participant Assembly and may be reelected, with no limit on the term of office. Nominations are accepted from the floor.

6.9.3 Competency

When there are two Ombudspersons, they delegate the responsibilities between themselves. Requests to meet with either the man or woman will be granted, in so far as possible. Main competency:

1. The ombudsperson functions to help avert conflict, or to support its settlement, by advocating fair process. He/she does so by receiving questions and complaints, and providing information with regard to the proper point of address.
2. This is particularly the case where the conflict involves relationships to authority and possible violation of the Training Regulations, or these Guidelines. Such conflicts could arise for instance between colleagues; between students and analysts; between students and the OC; between members of staff; between members of staff and students and/or the OC; between diploma candidates and their analysands.
3. In such cases the ombudsperson may advocate for the complainant before the authority concerned (e.g., a committee), aiming for fair process between

the parties. The ombudsperson thereby functions as an intermediary or mediator.

4. Under no circumstances does the ombudsperson process ethics complaints in the formal sense, nor does he/she relay ethics complaints to the Ethics Committee. Should an ethics complaint be presented in the course of conflict settlement, the ombudsperson shall send the complainant to the AGAP Ethics Committee or to the Executive Committee. This applies only for cases that the Ethics Committee would be competent to adjudicate.
5. It is otherwise when a complaint is presented against a diploma candidate by an analysand, or when a student's ethical behavior is otherwise in question. In this case, if procedures undertaken or recommended by the ombudsperson leads to no resolution the ombudsperson shall send the analysand directly to chair of the diploma candidate's admissions/selection committee. The procedures that subsequently apply are contained in *Guidelines for the Conduct of Supervised Case Work*.
6. To date, recourse procedures for ISAP Participants remain to be determined.
7. As an initial step toward resolution, the ombudsperson informs the OC about the existence of a complaint; in doing so he/she protects the persons involved with anonymity, and refrains from disclosing the content of the complaint.

7 SWISS CHARTA FOR PSYCHOTHERAPY

7.1 Membership

On September 23, 2006 ISAPZURICH was admitted as an extraordinary member of the Swiss Charta for Psychotherapy, which entails ISAP's recognition as a psychotherapy training institution by Health Department of Canton Zurich. The formality of admission to regular membership will follow upon the successful completion of about two years of program review by three Charta mentors.

7.1.1 Delegates and Duties

The OC appoints 1–3 delegates for a term of three years to represent ISAP's interests at Charta. They decide between themselves how to share the work. Main duties:

1. Regular reading to keep updated on Charta news and related developments
2. Attendance of the Charta Business Meetings and Academic Colloquia (about 6 per year)
3. Reporting to and consulting with the OC at regular intervals
4. Regular attendance of the Charta General Assembly twice yearly, and according to consultation with the OC, voting on all matters at that event
5. Submitting reports for publication to the ISAP President, in due time

8 AMBULATORIUM

8.1 Name and Purpose

On December 12, 2006 ISAPZURICH and the *Psychiatrisch-Psycho-therapeutische Gemeinschaftspraxis am Hegibach* entered into a contractual agreement which integrates the Hegibach practice group into ISAP as an ambulatory clinic and is as such recognized by the Health Department of Canton Zurich. The legal name is: *Psychotherapeutische Gemeinschaftspraxis am Hegibach Ambulatorium des ISAPZURICH* (Psychotherapy Group Practice at Hegibach Ambulatorium of ISAPZURICH).

According to the legally binding contract, the Ambulatorium is jointly run by ISAP and the Hegibach practice group, for the purpose of offering delegated psychotherapy and analysis. In particular and in so far as possible, the Ambulatorium offers the possibility for qualified diploma candidates to conduct delegated psychotherapy and analysis, in fulfillment of training requirements and in accordance with Zurich Health Law.

8.1.1 Collaboration

To accomplish the common administrative tasks two persons from the leadership of each of the two groups attend each other's meetings.

8.1.2 Representatives

ISAP's representatives on the governing board are not elected, but determined by contract to be the OC President and Director of Studies. At least one of the two should be an analyst with a Swiss practice license, and if possible also a member of the SPV or FSP.

9 FINANCIAL AUDITOR

The Financial Auditor is a legal person or firm without membership in AGAP or participation in ISAPZURICH, and functions as auditor for both AGAP and ISAP.

The auditor conducts an annual audit of the financial accounts. The Treasurer must present the auditor's financial report each year to the Officers Committee and the annual Participant Assembly.

10 PARTICIPATION IN ISAPZURICH

10.1 Basic Prerequisites

The basic prerequisite for participation in ISAPZURICH is membership in AGAP. Beyond this analysts opt to participate either in Category A or Category B, each of which entail specific rights and duties. The participation fee for Category B is higher than that of Category A, providing financial support in place of the active participation required of Category A Participants. Admission to participation follows with a simple majority vote of approval, either by the annual Participant Assembly or by the mid-year assembly.

10.1.1 Category A Rights and Duties

1. Rights include: recognition as Graduate Analyst (GA); consideration for promotion to Training Analyst (TA) and Supervising Analyst (SA); voting in the election of leaders and committee members, and on other matters at the Participant Assembly and Mid-Year Assembly.
2. Duties include upholding regional practice laws, regulations and ethics codes, the AGAP Ethics Code and Ethics Guidelines, and all ISAP regulations and guidelines; regular teaching/examining at ISAP and/or service on committees or actively assisting committee endeavors; attending the annual Participant Assembly; timely payment of the annual participation fee in the amount determined by the Participant Assembly.

10.1.2 Category B Rights and Duties

1. Rights include: recognition as Graduate Analyst (GA); consideration for promotion to Training Analyst (TA), and Supervising Analyst (SA); voting in the election of leaders and committee members, and on other matters at the Participant Assembly and Mid-Year Assembly.
2. Duties include: upholding regional practice laws, regulations and ethics codes, the AGAP Ethics Code and Ethics Guidelines, and all ISAP regulations and guidelines; timely payment of the annual participation fee in the amount determined by the Participant Assembly.

10.1.3 Changing Participation Category

The participation category can be changed upon request in writing to the Director of Administration, with the new category taking effect at the beginning of the new fiscal year.

10.2 Relevant Documents

1. AGAP Membership and Ethics
The AGAP Constitution and Ethics Guidelines are downloadable in English and German at the AGAP website (www.agap.info), or will be sent by the AGAP Membership Secretary upon request.
2. Charta Membership and Ethics
The Charta Statutes and Ethics Code are downloadable in German and French at www.psychotherapiecharta.ch.
3. ISAP Participation
The details of rights and duties pertaining to training are contained in the following documents, which are ordinarily sent by the ISAP Secretariat upon application and can otherwise be obtained upon request in English or German:
 - a. *Organizational Guidelines ISAPZURICH*,
 - b. all current training regulations, including the *Guidelines for the Conduct of Supervised Case Work*,
 - c. *Analyst Promotions Criteria*,
 - d. matters arising and resolved are addressed in the *Annual Report of the Officers Committee*, the Minutes of the Participant Assembly and Mid-

Year Assembly, and interim communications. These are routinely sent to Participants in English and German by the ISAP Secretariat and will otherwise be sent upon request.

11 APPLICATION FOR PARTICIPATION

1. Application for participation in ISAPZURICH is made using the application form available from the Secretariat. Applications are jointly managed by the Promotions Committee and the Secretariat, and must be approved by a two-thirds majority vote of the Participant Assembly or Mid-Year Assembly.
2. Through contact with the AGAP Vice-President, the Promotions Committee insures that the applicant is an AGAP member in good standing. The Promotions Committee circulates the names of such applicants with the invitation to the annual Participant Assembly, or the Mid-Year Assembly.
 - a. In case of objection, the Promotions Committee reexamines the application. The Promotions Committee is competent to decide as to whether the applicant shall be accepted or declined for the vote of the Assembly. The rejection of an application requires the vote of the PromCom's simple majority.
 - b. Applicants approved by the Assembly immediately become ISAP Participants recognized with the status of Graduate Analyst (GA). The Promotions Committee sends names of all new Participants the Director of Administration, who subsequently insures that these are added to the Directory of ISAP Analysts, the mailing list, and bookkeeping.
 - c. Applicants who are either declined by the Promotions Committee or not approved by the Assembly may reapply for the coming year.

12 EXPIRATION OF PARTICIPATION

Participation expires:

1. upon the Participant's death;
2. upon resignation, which shall take effect at the end of the fiscal year and may be tendered in writing to the President at any time;
3. upon the expulsion of a Participant who generally impairs ISAP's interests and endeavors; the decision to expel a Participant can be made by a two-thirds majority vote of the annual Participant Assembly at the request of the Officers Committee; if the offence involves a breach of ethics, the AGAP Ethics Committee is responsible for expulsion;
4. upon the expulsion of a Participant who neglects to pay participation fees after two unsuccessful reminders; the decision is made by the Officers Committee and takes effect as per the end of the fiscal year.

13 ETHICS CODE

All ISAP Participants commit themselves to uphold the AGAP Code of Ethics and Ethical Guidelines, and all other applicable regional ethics codes, in particular those of the Swiss Charta for Psychotherapy. Fundamentally:

1. The analyst strives to the best of his/her ability to promote the analysand's psychological development and to protect his/her health.
2. Under no circumstances may the analyst abuse his/her position as analyst to the detriment of the analysand.
3. The non-medical analyst is obligated to consult a physician/psychiatrist/ specialist or to refer the analysand to such a person if necessary.
4. The analyst is bound to professional confidentiality.
5. The analyst commits him/herself to collegial relations with fellow analysts.

13.1 Procedures Related to the Breaching of the Code of Ethics

Consultation with the Ombudsperson is encouraged as a first-instance attempt at conflict resolution. When it is determined that a complaint is of an ethical nature and therefore outside of the Ombudsperson's competence, and other regional ethics procedures do not apply, the complainant proceeds according to AGAP's procedures:

1. The Filing of an Ethics Complaint: Complaints must be submitted in writing to the AGAP Ethics Committee. The Ethics Committee must immediately notify the accused ISAP Participant/Member of the complaint filed.
2. Investigating Commission: The Investigating Commission consists of three AGAP Members appointed by the Ethics Committee. These Members should be active in the same region as the Member accused. If this is not possible, the Commission will be recruited from the neighboring regions.

If necessary, the Commission may appoint a member of a local C.G. Jung society *ex-officio*. The accused Participant/Member must be notified of the constitution of this Investigating Commission. He/she must inform the Ethics Committee within one month if the Commission is found to be biased. The Ethics Committee examines the objection of the accused Participant/Member and makes a final decision about the composition of the Investigating Commission.

3. Duties of the Investigating Commission: The appointed Investigating Commission leads the investigation of complaints, whereby the accused Participant/Member and other affected parties are questioned. On the basis of its investigation the Investigating Commission recommends a resolution to the Ethics Committee.
4. Resolution of the Ethics Committee: The Ethics Committee adopts a resolution based on its examination of information submitted by the Investigating Commission.
5. Sanctions: An established violation of the Code of Ethics can lead to the following sanctions:
 - a. reprimand;

- b. reprimand with a fine;
- c. suspension of AGAP membership for a given time and consequently also suspension of IAAP membership and ISAP participation;
- d. exclusion from AGAP and consequently also exclusion from the IAAP and participation in ISAPZURICH; the Ethics Committee holds the discretion to notify the appropriate local authorities, other professional associations and interested organizations of a Member's exclusion.

14 NOTIFICATION AND LIABILITY

14.1 Notification

1. Notification takes place by postal mail to the last address that the Participant has reported in writing to ISAP.
2. Notification by fax or E-mail is equivalent to notification by postal mail if the Participant has conveyed such information to ISAP.

14.2 Liability

ISAP's liability is governed by the AGAP Constitution, Art. 20, whereby AGAP's liability shall not exceed its assets. All Members are excluded from personal liability for debts or obligations incurred by AGAP. ISAPZURICH is a self-sustaining endeavor and may not in any way incur debt to AGAP.

These Guidelines are comprised of historical resolutions and emergent organizational procedures. They remain in effect until revised by the ISAP Participant Assembly.

Approved by the Participant Assembly of ISAPZURICH
Supplementary Assembly, Zurich, 9 February 2007