



STATUTES of EATA – European association for Transactional analysis (voted on 2012)

PREAMBLE TO THE STATUTES

EATA's guiding principle is to develop, sustain and protect Transactional Analysis philosophy, theory and practice. Fundamental to this is respect for autonomy and the dignity of all humanity. EATA will, therefore, actively promote individuality, diversity and community at affiliate association and individual membership levels.

The association is underpinned by a commitment to TA principles, especially those of confidence and trust in self and others, a contractual method and the human capacity to solve problems and grow.

The association is governed by democratic principles and accountability as defined by contracts between the affiliated associations and EATA.

NAME - DURATION - SEAT - PURPOSE

Article 1

- a. The European Association of Transactional Analysis (EATA) is a non-profit association. It is governed by article 60 and following articles of the Swiss Civil Code and by the present statutes.
- b. The organisation pursues objectives which are exclusively and directly purposes in the public interest. EATA works unselfishly. Any income can only be used in accordance with purpose and goals mentioned in Article 2. Members do not get any share in possible profits and in case of dissolution do not have any claims on the funds of the organisation.
- c. Its duration shall be unlimited.
- d. Its seat is in Geneva, Switzerland.

Article 2

The purpose of the association is to contribute to public well-being through the use of Transactional Analysis. It is the task of the association to promote and develop the knowledge of Transactional Analysis, founded by Eric Berne, as well as to rule and coordinate the professional practice and training of Transactional Analysis.

Concrete goals are:

- a. - to promote TA knowledge and research on Transactional Analysis, to develop its theory and to ensure agreed standards of practice
- b. - to promote co-operation in Europe in the field of Transactional Analysis
- c. - to work to ensure conformity to agreed standards of certification, training and practice of Transactional Analysis in Europe
- d. - to assist European TA associations to co-ordinate their activities, including conferences, training and certification, publications and information
- e. - to organise European and international conferences on Transactional Analysis
- f. - to provide information by way of publications and the distribution of documents and texts
- g. - to support translation of publications and documents about Transactional Analysis into European languages
- h. - to provide codes of ethics and professional practice and facilitate their implementation
- i. - EATA finances the execution of its tasks with membership fees, donations and other income from its activities. The assets of the organisation shall be administered economically

AFFILIATION

Article 3

- a. EATA may affiliate with either national, regional, international or specialist Transactional Analysis associations.

Except as laid down by the statutes, the rights and conditions of affiliation shall be decided by council. They will be specified in council's regulations subject to article 11.c., and in the agreements between EATA and

MEMBERS OF THE ASSOCIATION

Article 4

- a. The members of the affiliated associations are members of EATA.
- b. The members of EATA are the supreme authority for amendments to the statutes and the dissolution of the association under the procedures specified in Article 8.a. and 17.

Article 5

Membership implies the obligation to comply with the statutes and council's regulations and with any decisions taken by the organs of EATA.

Article 6

Affiliation or membership may be terminated:

- a. by resignation
- b. by exclusion, which the council may pronounce in case of harm being caused to the association's interests or breach of obligations inherent to membership. The right of appeal to the general assembly according to Article 8.a.III. hereof is reserved. The decision to exclude remains valid until such time as it is reversed following appeal
- c. by exclusion, after due notice, in case of non-payment of dues as specified in council's regulations.

ORGANIZATION

Article 7

The organs of the association are:

- a. the general assembly of members
- b. the council of delegates
- c. the financial auditor

Article 8

General assembly

- a. The general assembly has in particular the following non-transferable powers:
 - I. - to vote on changes of the statutes of the association. See also 8.k
 - II. - to elect the financial auditor
 - III. - to decide on appeal against expulsion or refusal of admission taken by council, if such appeal is made within thirty days from the date the decision has been notified in writing
 - IV. - to approve the report of the council and the accounts
 - V. - to give discharge to the council and the treasurer.
- b. The ordinary general assembly shall be convened by the president once a year by publication in the EATA Newsletter, sent to all members with the agenda, not less than 50 days in advance.
- c. The president may, in agreement with the council, convene an extraordinary general assembly at any time and in a place fixed by the council, respecting the same advance notice as for the ordinary general assembly.
- d. The president must call an extraordinary general assembly upon the request of at least one-fifth of the EATA members or one-fifth of the affiliated associations.
- e. The minutes from general assembly shall be signed by two authorised representatives of the organisation.
- f. The general assembly may only put to the vote items and their attendant proposals which have appeared explicitly on the agenda sent to all members.
- g. The agenda is composed of items proposed by the president or any member.
- h. To appear on the agenda items must be received in writing by the president at least 70 days before the general assembly. Any item received after that deadline and before the beginning of the meeting may be discussed under the heading «any other business» but may not be submitted to a vote.
- i. Quorum: the general assembly may correctly be held and validly deliberate however many members are present, and can vote on all propositions, provided they appeared on the agenda sent out with the convocation at least 50 days before the general assembly.
- j. Unless otherwise provided for by these statutes, the resolutions of the general assembly shall be adopted by majority vote of those voting.
- k. Changes of the statutes shall require a majority of 75% of those voting. Article 1.b and Article 17.c shall be definite and cannot be changed.
- l. Each member shall have one vote.
- m. At general assemblies a member may be present in person or may vote by mail or may be represented by a duly authorised representative, as specified in council's regulations.

COUNCIL OF DELEGATES

Article 9

Composition and representation

- a. Each country with one or more affiliated associations may send one or more delegates to EATA council as specified in council's regulations.
- b. Affiliated associations undertake to use a democratic process in the selection of their delegate(s) to EATA.
- c. Affiliated associations undertake to appoint an official replacement when their delegate serving on council is unable to attend a council meeting.
- d. EATA will contribute to the expenses of delegates attending council meetings as specified in council's regulations.
- e. The members of the council normally serve for a period of four years, as specified in council's regulations, or as provided for in Article 10.d.

Article 10

Officers and executive committee

- a. The council elects from amongst its members the following officers:
 - I. the president elect, who later becomes president
 - II. the three vice-presidents
 - III. the general secretary
 - IV. the treasurer
- b. The president serves for a term of three years, which starts after the general assembly, and which can exceptionally be extended under point d below. The president elect is elected in the year preceding the end of the current president's mandate.
- c. The treasurer is a co-opted member of council for the duration of his/her period of office, as determined by council, without the right to vote.
- d. In order to ensure continuity in officers' functions, officers, at the end of terms as council delegates, can, with the agreement of their home associations, exceptionally remain as council officers and delegates for their associations for one or at most two additional years. This prolongation will be at the request of EATA council, made to the officer's home association.
- e. Executive Committee consists of the officers of EATA. The committee conducts business of the organisation between council meetings and is liable to council.

Article 11

Council

- a. The council shall implement the decisions of the general assembly and pursue the purposes of the association.
- b. Council may issue regulations governing the conduct of its business and that of the general assembly concerning matters as provided in the statutes.
- c. Council's regulations and any changes thereof are approved by a three quarters majority of all possible votes on council.
- d. During the financial year and between the general assemblies, the council shall have all powers to manage the association's activities in all matters not specifically attributed to another organ by these statutes.
- e. The council shall have the following powers and duties:
 - I. - to consult with affiliated associations on decisions which would cause significant changes in their organisational, professional or financial functioning. Such decisions, after consultation with affiliated associations, will be subject to the same ratification conditions as in point c. above. They will subsequently be binding on EATA and all its affiliated associations.
 - II. - to pronounce by a vote of a majority of 75% of those voting the exclusion of a member or of an affiliated association of EATA who has acted against the interests of EATA.
 - III. - to create or dissolve any standing or temporary committee and task force as it may deem necessary to the carrying of EATA's work. All such committees are accountable to the EATA council, as specified in council's regulations.
 - IV. - to admit new affiliated associations.
 - V. - to determine the year's budget for the ordinary activity of the next financial year.
 - VI. - to fix members' contributions, subject to points c. and e.I above.
 - VII. - to create an administrative secretariat working for the association and directed by the council.
- f. The council may interpret the clauses of these statutes in light of the preamble to deal with new situations.

Article 12

Convening and procedure

- a. The council shall meet as often as required by the association's affairs, but at least once a year. It shall be convened by the president or upon the request of the majority of its members.
- b. The agenda for the council meetings will be sent to reach all delegates and affiliated association presidents in advance of the meeting.
- c. In order that the council be validly held, the majority of the serving delegates should be present.
- d. Delegates will reflect their home association's view point when voting in council.
- e. Serving delegates may call for the following modes of voting on any specific council decisions, except when making changes in council's regulations as specified in article 11.c., or on matters which could cause significant changes as specified in article 11.e.I. above.
- f. Voting modes
 - I. Each delegate has one vote.
 - II. A weighted voting (as specified in the council regulations) can be requested by any delegate any time.

Article 13

The association shall be validly bound, for specific purposes, by the signature of two officers as specified in council regulations.

Article 14

Auditor of the accounts

- a. The audit of the association's accounts is made by a member of the association, elected by the general assembly and by a professional auditor, non member of the association.
- b. The auditor submits to the general assembly a report on the financial situation of the association together with a declaration from the professional external auditor.

RESOURCES

Article 15

- a. The resources of the association consist of:
 - I. any subsidies, legacies and gifts
 - II. any resources which may derive from the association's own activities
 - III. its members contributions.
- b. The council shall fix the annual sum to be paid to EATA by affiliated associations, subject to Article 11.e.I.

LIABILITY

Article 16

- a. The association is only financially liable to the extent of its assets; the association is not liable for professional misconduct of a member; the members are not personally liable for the association's debts and liabilities.
- b. The financial liability of members and of the affiliated associations is limited to payment of the yearly membership fees and fees for services or other commitments made in the affiliation agreements.
- c. No organ or officer of the association is personally liable for the debts or other liabilities of the association.

DISSOLUTION

Article 17

- a. All members must be consulted in a postal vote for the dissolution of the association. The dissolution must be approved by a 51% majority of those voting.
- b. In case of dissolution, the council carries out the liquidation or appoints a liquidating committee.
- c. Any remaining assets can only be used according to article 2 of these statutes (i.e. can only be given to non-profit associations, exempted from taxes, with equal or similar purpose and goals).

JURISDICTION

Article 18

All lawsuits which concern the association, involving members or organs of the association, shall be submitted to the courts of the canton of Geneva, and possibly to the Swiss Federal Tribunal, Lausanne.

EATA COUNCIL REGULATIONS (modified 2012)

MEMBERSHIP CATEGORIES

1. **Members** are defined within the following categories:

- a. Associate members of an affiliated TA association, who do not have any TA qualification.
- b. Regular members who have demonstrated an interest in Transactional Analysis by the completion of an introductory TA Course (TA 101) or equivalent exam, and participating in and being a member of a TA association.
- c. Regular members in contractual training according to EATA rules.
- d. Certified Transactional Analyst members.
- e. Provisional Teaching and Supervising Transactional Analyst members, CTA trainers and Teaching and Supervising Transactional Analysts

AFFILIATION

EATA will consider affiliation with Transactional Analysis associations who agree to abide by the following conditions:

Professional practice

- a. The training standards must at least be equivalent to the common European standards as established by EATA .
- b. Training and exam contracts must be recognised by EATA. The affiliated association will keep an up-to-date file of all their members' training contracts, both RM's in training and PTSTA's.
- c. The ethical code must conform to the legal national standards and to EATA's ethical guidelines.
- d. Ethical and professional issues will only be passed "upwards" (personal, regional, EATA) if resolution has not been possible at the lower level.
- e. The affiliated association will inform the Senior Ethic Advisor of EATA if an ethics charge is found proven.
- f. In case of exclusion of a member the affiliated association will inform the executive secretaries of EATA.

Purpose and governance

- a. All members of the affiliated association are members of EATA.
- b. The goals of the affiliated association will be to extend the knowledge of TA, encourage the exchange of opinions and in no way be contrary to the statutes of EATA.
- c. The affiliated association must be a non-profit organisation, with a democratic structure and no arbitrary exclusions of membership.

Size and representation

- a. The minimum size of an association affiliating with EATA is 25 membership units.
- b. EATA will consider time limited exceptional application for affiliation with a group of less than 25 membership units decided by executive committee.
- c. Each member counts as ONE membership unit. Each associate member counts as HALF a membership unit.

Council delegates

- a. Each COUNTRY with one or more affiliated associations may appoint one delegate to council. Above 300 membership units, a COUNTRY may have 2 delegates. The manner in which a country

negotiates to co-operate, in order to provide one or two delegates, is an internal country matter. Only in the case of severe conflict will EATA be involved.

- b. New delegates will be announced to EATA via the "NOTIFICATION OF DELEGATE TO EATA COUNCIL" form.
- c. Delegates are appointed to serve on and attend all council meetings over a period of four years.

Allocation of votes in council for weighted voting

- a. One vote is allotted for every 25 membership units up to 100 MU's of the total membership units of the associations in a country. From 101 to 300 MU's an additional vote is allotted for each additional 50 MU's. Above 300 MU's a further vote is allotted for each additional complete 100 units.
- b. A country may not have more than 25% of the total votes (T). Should this occur the president reduces the voting rights of that country to T/4.
- c. If no country delegate or replacement is present the country's voting power is lost, except under special circumstances, as defined by the President.
- d. If country delegates disagree on how to vote, their voting power is split equally.

Delegates rights and duties

- a) Delegates serve on committees or task forces of EATA.
- b) Duties are specified in the EATA delegates job descriptions.

Delegates terms of office

- a. Delegates agree to serve on council for 4 years. They are replaced or renewed at the expiry of their mandate. A delegate's mandate runs from the council meeting after the general assembly till the general assembly 4 years later. To facilitate continuity, an incoming delegate will attend the council meeting before the general assembly of her/his term of office in an observer capacity.
- b. Officers of council may be asked to have their mandate prolonged in accordance with article 10.d. of the EATA statutes.

Eligibility

- a. Only regular members in contractual training, certified Transactional Analyst members and certified Teaching and Supervising Transactional Analyst members may be delegates to council. They must be chosen in a democratic electoral process by their home association or country.
- b. If a delegate is unable to attend a council meeting his country/association undertakes to appoint a replacement for that meeting in order to avoid empty seats on council and so the work can always be representative of all the affiliated associations.

Expenses

EATA will pay travel costs according to the current regulations for reimbursement of travel costs.

Required affiliation procedures

- a. Admission to affiliation will be managed by the president who will lead the process with the Senior Ethic Advisor and the affiliation committee with the help of the general and executive secretaries.
- b. There will be a signed agreement between EATA and each affiliated association.
- c. Candidate associations agree to bring ALL their members into the affiliation. Transition arrangements to reach full membership participation may be negotiated.
- d. The candidate association for affiliation sends a copy of their statutes to EATA, together with an English translation and any training standards and ethical guidelines operating in their association. These will be examined by the president, the Senior Ethic Advisor and affiliation committee.

- e. The candidate association makes a translation of the EATA Code of Ethics, publishes it to its members, sends a copy to EATA, and agrees to send it to all new members.
- f. The candidate association will agree to support its country delegate(s) financially and to pay the annual dues for its members and any service costs according to the agreement between EATA and the affiliated association.
- g. If one or more other affiliated associations exist in its country, the candidate association will negotiate with them to choose the delegate(s) to council.

Services

The candidate association will agree to offer its services (publications etc.) to EATA members and EATA, if asked.

THE MEETING OF THE GENERAL ASSEMBLY

- a. The agenda for the annual meeting of the general assembly shall comprise at least the following substantive items:
 - annual report by the president
 - treasurer's report
- b. A convocation to the general assembly, together with the agenda, will be sent to all members 50 days in advance. Items for discussion only can be received by the president at the beginning of the meeting.
- c. Members may send a duly authorised representative to the general assembly. The representative will bring a written and signed authorisation to the meeting which authorises the representative to cast votes for those persons. An authorisation is not transferable.

OFFICERS OF EATA

- a. At the beginning of the council meeting the president elect will be inaugurated as president if the current president's term of office is at an end.
- b. The president will preside over the election of officers to council which follow immediately after the president's inauguration. Any council delegate may offer him/herself or may nominate another member for office (or offices) providing that the latter signifies agreement.
- c. Officers will be elected in the order:
 - president elect (see statutes article 13)
 - vice presidents (see statutes article 10)
 - general secretary elect
 - treasurer elect
- d. The president, the 3 vice presidents, the general secretary and the treasurer will be the authorised representatives of EATA and any two of them may sign documents in the name of the organisation.
- e. Holding 2 council offices at the same time is not excluded but should only happen when no other solution can be found.
- f. Office election shall be by simple majority and by ballot. No weighted or proxy voting are allowed. A full council is ensured by the obligation to provide replacements for any absentees.
- g. A sole candidate for a particular office shall be declared duly elected, provided there is a majority vote.
- h. Where two are nominated, a simple majority of the votes cast shall decide.
- i. Where 3 or more candidates are nominated, unless one candidate obtains more than 50% of the votes cast, a second vote shall follow between the 2 with the most votes. The one then with the simple majority is elected.

