

# Hungarian Institute for Focusing and Focusing-Oriented Psychotherapy (HIFFOP)

## Memorandum of Association

The Coordinators of Focusing in Hungary, Training Therapists and Trainers of Focusing Trainers as well as the members of the Focusing-Oriented Workgroup of the Hungarian Institute for Body Psychotherapy present decided to establish the Hungarian Institute for Focusing and Focusing-Oriented Psychotherapy (Institute) on 2nd December 2022 as per below:

The Institute functions as the organization to unite the trainings of Focusing and Focusing-Oriented Psychotherapy in Hungary and works under the professional and ethical directives of the following institutes: The International Focusing Institute, New York (TIFI; <https://focusing.org/>), European Network for Person-Centred and Experiential Psychotherapy and Counselling (<https://www.pce-europe.org/>), the Hungarian Council of Psychotherapy (HCP; <https://pszichoterapiastanacs.hu/>), and the Hungarian Institute for Body Psychotherapy (HIBP; <http://szomato.org/>). The trainings of the Institute are accredited by TIFI and HIBP.

## I. The Institute

1., Name: Hungarian Institute for Focusing and Focusing-Oriented Psychotherapy (HIFFOP)

Registered office: Fókuszolás Központ (Centre for Focusing), 1027, Budapest, Frankel Leó út 14., 1/3.

2., Legal status:

The Institute is a member organization of the Hungarian Institute for Body Psychotherapy, and works by its professional and ethical directives.

3., Objectives:

- Education of Focusing and Focusing-Oriented Psychotherapy,
- Serving as the professional body for continuous, highly-qualified and ethically aligned trainings.

## II. Institute Membership

4., Coordinators of Focusing in Hungary, Focusing Trainer training group leaders, Training Therapists of Focusing-Oriented Psychotherapy, and Focusing self-reflection group leaders shall apply for a member status of the Institute.

Forms of Membership of the Institute

- a, Council of Trainers (Council)
- b, Teaching Members
- c, Honorary Members
- d, Sponsoring Members
- e, Inactive Members

**5. Any natural person who accepts the Memorandum of Association of the Institute in their entry declaration, and fulfills the membership obligations shall be elected as a member of the Council of Trainers.**

In addition, to become a member of the Council, the natural person has to be

- a Coordinator of Focusing in Hungary or
- a candidate Coordinator of TIFI

Applicants for Council membership must be TIFI Coordinators or TIFI candidate Coordinators, and submit the properly completed and signed entry declaration.

The entry declaration has to be sent to the Secretary of the Institute, who will forward it to the Council of Trainers (Council). A simple majority of the Council shall be sufficient to elect a member of the Council.

Members of the Council have equal rights, which are to be exercised upon personal activity. Membership rights are non-transferable and cannot be inherited.

Members of the Council are entitled to:

- a) take part in the meetings of the Council
- b) exercise their rights to consult, propose and vote on the meetings of the Council
- c) choose and be elected to any position
- d) receive information from the Council, and the officers.

Members of the Council are obliged to:

- a) observe all provisions of the Memorandum of Association of the Institute and other provisions of the Institute, as well as the decisions of the Council
- b) fulfill their voluntarily taken tasks supporting the activities of the Institute, and shall contribute their best to help reach the objectives of the Institute
- c) pay the membership fee of the HIBP without delay.

**6. Any natural person who accepts the Memorandum of Association of the Institute in their entry declaration, and fulfills the membership obligations can be elected as a Teaching Member.**

In addition, to become a Teaching Member the natural person has to be either

- a Coordinator of Focusing in Hungary, or a candidate Coordinator
- a Trainer of Focusing Trainer, or
- a Training Therapist of Focusing-Oriented Psychotherapy, or
- a Focusing Trainer leading self-reflection groups, or
- a Training with Specialization Coordinator.

The candidate may request to become a Teaching Member of the Institute after obtaining one of the above-listed certificates, and submitting the properly filled in and signed entry declaration. The request is valid with a written recommendation of two current members of the Institute. The entry declaration, together with the recommendations, has to be sent to the Secretary of the Institute who will forward the declaration to the Council. A simple majority of the Council shall be sufficient to elect a Teaching Member of the Council. The membership starts once the Council accepts the entry declaration. Membership rights are non-transferable and cannot be inherited.

Teaching Members of the Institute are entitled to

- a) take part in the meetings of the Council
- b) exercise their rights to consult and propose at the meetings of the Council, but without the right to vote
- c) be elected to the position of Secretary.

Teaching Members of the Institute are obliged to

- a) observe all provisions of the Memorandum of Association of the Institute and other

provisions of the Institute, and the decisions of the Council

- b) fulfill their voluntarily taken tasks supporting the activities of the Institute, and shall contribute their best to help reach the objectives of the Institute
- c) pay the membership fee of the HIBP without delay.

7. Any person shall become an **Honorary Member** of the Institute who contributes to and helps the objectives of the Institute with their outstanding activities within the areas of research, development and education of focusing and/or focusing-oriented psychotherapy. The Honorary Member is elected by the Council of Trainers proposed by any 5 members of the Institute. The Honorary Members shall be invited to the events of the Institute. The Honorary Member cannot be elected for a position, has no voting rights and cannot be obliged to pay a membership fee. Otherwise, their rights and obligations are equal to the rights of the Teaching Members. Those persons who perform an outstanding activity for a longer period within the frames of the Institute may be elected to an honorary membership.

8. Any legal person, social or economic body expressing their willingness to continuously and regularly sponsor the Institute shall become a **Sponsoring Member**. The legal person shall exercise the rights of the Sponsoring Member through a representative. The representative of the Sponsoring Member shall take part in the meetings of the Council, has no voting right, cannot be elected for a position, and cannot be obliged to pay a membership fee. Otherwise their rights and obligations are equal to the rights of the Teaching Members. Application of a sponsoring member is up to the decision of the Council based on a request or proposal received by the Secretary of the Institute. A Sponsoring Member shall not be elected to the position of an executive officer.

9. The membership ceases:

- a) in case the member decides to exit the Institute. The decision needs to be reported to the Council in a written format
- b) with exclusion
- c) with the death of the member in case of a natural person, or in default of a successor entity in case of a legal person
- d) upon the termination of the Institute
- e) upon resignation of a membership by the Institute

In case the member does not meet the requirements of the membership stated in the Memorandum of Association, or does not pay the fee of the HIBP upon an iterative written notice, and does not send a response to the notification letter to the official address of the Institute within 30 days from the date of notification, the Council of Trainers shall decide whether the member becomes a passive member; or the Council may revoke the membership status in a written format with a 30 day deadline. The membership ceases on the 30th day counted from the date of notification. The notification letter on the revoke shall be sent as a registered mail with an acknowledgement of receipt. In the payment notice the member shall be warned about the legal consequences of the omission of payment.

### III. Organizational Structure of the Institute and Officeholders

10. Institutional bodies

- A. Council of Trainers (Council)

Officers of the Institute

- A. Focusing-Oriented Training (FOT) Executive Trainer
- B. Training with a Specialization Coordinator
- C. HIFFOP Secretary

## 11. Council of Trainers

The main forum of the Institute is the **Council of Trainers**, the members of which are the Coordinators and candidate Coordinators of Focusing in Hungary. The Teaching and Honorary members are invited to the meetings of the Council, where they shall participate with their consulting and proposing rights, but have no rights to vote.

The Council has a meeting at least once a year, their decisions are made by secret ballot with simple majority. In the event of a tie, the vote of the Chairperson of the Council shall be decisive. The Council shall be summoned by any of its members, in which case the Council is obliged to meet. The main objective of the Council is the supervision of continuous, highly-qualified and ethically aligned HIFFOP trainings.

The Council is in charge of electing its officers. At present, this includes the FOT Executive Trainer, Training with a Specialization Coordinator and the Secretary of the Institute.

## 12. The Officeholders of the Institute

The Officeholders of the Institute are the FOT Executive Trainer, the Training with a Specialization Coordinator and the Secretary of the Institute. The office holders are elected by the Council.

**The FOT Executive Trainer** is elected by the Council for an indeterminate period. Their position ends in case the Council recalls them, the Executive Trainer resigns from the position, or in the event of the Executive Trainer's death. It is the responsibility of the Council to call upon and delegate a new Executive Trainer and ensure the continuity of the training in case the previous Executive Trainer cannot fulfill their tasks for any of the above-mentioned reasons.

The FOT Executive Trainer shall submit a report every 2 years, or at any other occasions requested by the Council.

The Executive Trainer receives an honorarium for their work, also to be agreed upon and awarded by the Council. Currently, the honorarium is 10% of the gross income of all-time FOT trainings.

The duties of the FOT Executive Trainer involve the professional leadership of the FOT training, coordination of trainers, helping their work, and the professional presentation of the FOT training at the meetings of the Council.

The **Training with a Specialization Coordinator** (TwS Coordinator) is elected by the Council for an indeterminate period of time. Their official duty ends in case the Council recalls them, the TwS Coordinator resigns from the position, or in the event of the TwS Coordinator's death. It is the responsibility of the Council to call upon and delegate a new Coordinator and to ensure the continuity of the training programme in case the previous Coordinator cannot fulfill their tasks for the above-mentioned reasons.

The TwS Coordinator shall submit a report every 2 years, or at any other occasions requested by the Council.

The TwS Coordinator receives an honorarium for their work, also to be agreed upon and awarded by the Council.

The duties of the TwS Coordinator involve the professional supervision of the TwS trainings, helping the trainers' work and the coordination of trainers when needed.

## HIFFOP Secretary

The **HIFFOP Secretary** is elected by the Council based on the proposal of a Council member. The Secretary is elected for an indeterminate period, their duty ends in case the Council recalls them, the Secretary resigns from the position, or in the event of the Secretary's death. It is the responsibility of the Council to call upon and delegate a new

Secretary and ensure the continuity of performing the tasks in case the previous Secretary cannot fulfill those for any of the above-mentioned reasons.

The Secretary shall submit a report every year, or at any other occasions requested by the Council.

The Secretary receives an honorarium for their work, also to be agreed upon and awarded by the Council. Currently, the honorarium is 10% of the gross income of all-time FOT trainings.

The Secretary of the Institute is responsible for the operational functioning of the Institute. They are in charge of the administrative and organizational tasks of the Institute. They work in alignment with two other officers – the FOT Executive Trainer and the TwS Coordinator. The Secretary summons and runs the meetings of the Council. They also forward the requests and declarations addressed to the Council.

#### IV. Financial Management of the Institute

The financial background of the Institute is provided by an economic operator hired by the Council. The economic operator ensures constant, unlimited access to the person(s) entitled by the Council who are responsible for the economic operation of the Institute.

The relationship between the Institute and the economic operator is defined in a separate agreement.

##### **13. The financial assets of the Institute**

Revenues of the Institute:

- a) financial and material resources ensured by HIBP
- b) 25% of the income of the current FOT for Therapists training
- c) other revenues coming from the events and services of the Institute (income from the advertisements on the website of the Institute)

##### **14. Management of the financial assets of the Institute**

The three officers prepare a budget report for the expedient utilization of the financial assets of the Institute. The budget reports for the forthcoming and previous year are presented to the Council for approval by the Secretary at the annual Council meeting.

Issued on Budapest, 2nd December 2022.

Founders present:

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