

UK EAPA Branch Bylaws

ARTICLE I – NAME AND OBJECTIVES

The name and title of the Branch shall be:
United Kingdom Branch of the Employee Assistance Professionals Association (UK EAPA).

The objectives of the Branch are:

- a. to promote the development of the employee assistance profession within the United Kingdom.
- b. to foster the purposes of the Employee Assistance Professionals Association (EAPA); and
- c. to provide a vehicle by which members can meet and discuss matters of mutual interest.
- d. the development, maintenance and application of standards of practice, guidelines and a code of ethics applicable to members.
- e. support and promote the EAP industry in the UK.

ARTICLE II – ADMINISTRATION

Section 1. Books and Records

- a. The Branch shall maintain a record of the names and contact information of the members entitled to vote.
- b. All books and records of the Branch may be inspected by any member having voting rights, for any proper purpose, at any reasonable time.

Section 2. Fiscal Year

The fiscal year of the Branch shall be from 1 January through 31 December.

ARTICLE III – MEMBERSHIP

Section 1. Branch Membership

Branch membership categories and voting rights shall be as follows:

- Registered Provider
- Non Registered Provider
- Consultant Associate Member
- Associate Member
- Individual Member
- Student Member
- Emeritus Member
- Lifetime Member
- Honorary Member

Registered Provider Membership – sub-Categories and Eligibility

There shall be two sub-categories of Registered Provider Membership: Registered Internal Provider and Registered External Provider. Each applicant for Registered Provider membership shall on application (and, if admitted, to membership from time to time thereafter as maybe required) satisfy the Standing Membership Committee.

In the case of an applicant for Registered Internal Provider Membership, that such applicant:

- is or is a division of a limited company or a charity (registered in either case respectively or under the Companies Act 1985 or the Charities Act 1960 or any statutory predecessor or re-enactment thereof) or a public sector organisation.
- employs at least one member of staff who is an accredited/chartered/registered member of the BAC, BPS, HPC or UKCP and that such individual monitors his or her employer provision of EAP services and has the authority to stop unsatisfactory practice. If this role is provided by a consultant, signed written evidence must be provided by the consultant that he/she has regular contact with casework in the organisation and has the authority to stop malpractice. This should also include the consultant's professional body, membership number and date of signature. The consultant to have at least an annual contract. Both employees and consultants in this category should be aware that issues of malpractice within their oversight could be reported to their professional body and could impact their professional standing.
- has adequate professional indemnity and public liability and a certificate of employer liability insurance.
- provides all employed counselling staff with regular supervision from a senior counsellor trained in supervision to the level recommended by the British Association for Counselling & Psychotherapy (BACP) or consistent with the supervisory requirements of other counselling or counselling related professional bodies such as the British Psychological Society (BPS) or United Kingdom Council for Psychotherapists (UKCP).
- complies with the Code of Ethics of any professional body of which it is a member.
- and with the International EAPA and UK EAPA Codes of Ethics.
- is either an organisational member of a counselling or counselling related professional body (e.g. BACP, BPS,

HPC, UKCP) or employs at least one senior manager of the service who is a member of such a body.

- employs at least one manager having a minimum of two years experience of direct EAP provision has a ratio of full time counsellors to its other staff of not less than 1:5000.
- operates established clinical systems for the effective and safe handling of suicidal and other at risk clients
- has a satisfactory confidentiality policy which is made available to employees.
- operates a satisfactory 24-hour access facility.

In the case of an application for Registered External Provider membership that such applicant

- is or is a division of a limited company or a charity (registered in either case respectively or under the Companies Act 1985 or the Charities Act 1960 or any statutory predecessor or re-enactment thereof) or a public sector organisation.
- has adequate professional indemnity and public liability and a certificate of employer liability insurance.
- is either an organisational member of a counselling/counselling related professional body (e.g. BACP, BPS, HPC, UKCP) or have at least one executive director who is a member of such a body.
- employs at least one member of staff who is an accredited/chartered/registered member of the BACP, BPS, HPC or UKCP and that such individual monitors his or her employer provision of EAP services and has the authority to stop unsatisfactory practice. If this role is provided by a consultant, signed written evidence must be provided by the consultant that he/she has regular contact with casework in the organisation and has the authority to stop malpractice. This should also include the consultant's professional body, membership number and date of signature. The consultant to have at least an annual contract. Both employees and consultants in this category should be aware that issues of malpractice within their oversight could be reported to their professional body and could impact their professional standing.
- has at least one member of the management team having a minimum of two years' experience of direct EAP provision.
- operates established clinical systems for the effective and safe handling of suicidal and other at risk clients.
- provides all employed counselling staff with regular supervision from a senior counsellor trained in supervision to the level recommended by BACP or consistent with the supervisory requirements of other counselling or counselling related professional bodies such as the BPS or UKCP.
- complies with the Code of Ethics of any professional body of which it is a member.
- and with the International EAPA and UK EAPA Code of Ethics.
- has a satisfactory confidentiality policy which is made available to employees.
- operates in a satisfactory 24-hour crisis support.
- in the case of an applicant which provides EAP services

through a network of affiliate counsellors/advisors, the applicant has an established selection and recruitment process which details all relevant criteria including acceptable levels of supervision requirements and adherence to Code of Ethics.

Non Registered Providers

EAP providers that do not wish to be registered or who are unable to satisfy the Association's requirements for registration.

Consultant associate member

This grade is open to EAP consultancy organisations, healthcare intermediaries and brokers.

Associate members

This category may include companies specialising in subjects relevant to EAPs such as alcohol and drug services; health advisory services; financial, debt and legal services and helpline services that are relevant to the workplace. Associate Members may vote and hold office other than an Officer of the Branch.

Individual member (counsellor, practitioner, consultant)

This grade is open to persons working in the field of employee assistance. They may hold office in the Branch and have voting rights.

Individual membership is broken down into three categories.

1. Counsellors/Trainers must:

- be a current member of another appropriate professional body, such as BACP, BPS, HPC or UKCP.
- be employed either as a counsellor or a trainer by an EAP provider or be an affiliated counsellor of an EAP provider.

2. Operational practitioners must:

- be a current member of another appropriate professional body, such as BACP, BPS, HPC or UKCP.
- be employed / contracted in the role of EAP account manager, client services manager or programme manager (and provide independent confirmation of this).

3. Consultants must:

- be a current member of another appropriate professional body, such as BACP, BPS, HPC, UKCP, BAC, BPS, Institute of Personnel Development (IPD), Institute of Directors (IoD), Institute of Management (IoM).
- be employed / contracted in an EAP consultant capacity for the purpose of assisting companies in e.g. needs assessment, auditing or EAP provider selection.
- have at least two years' experience in direct EAP provision or a closely related field of work as a counsellor, operational practitioner or consultant.

Student

This category is open for anyone studying in an area relevant to the field of employee assistance who wishes to learn more about the practise of EAPs before moving to a higher membership grade. They may not hold office in the Branch and have no voting rights.

Emeritus Member

This is an honorary membership awarded (at the discretion of the Board) to an individual who has been active in the Branch for at least 10 years. They may be currently working or retired from the EAP industry. A maximum of two individuals may be approved in any given year. They may not hold office in the Branch and have no voting rights.

Lifetime Member

This membership is awarded (at the discretion of the Board) to a member or ex-member of UK EAPA to recognise or honour their work in the field of EAP. They may not hold office in the Branch and have no voting rights.

Honorary Member

This membership is awarded (at the discretion of the Board) to an individual for a period of three years, whereupon it can be awarded again. There is no limit on the number of times this can be awarded to an individual. They may not hold office in the Branch and have no voting rights.

Voting Rights

At any general meeting of the Association or any regional branch meeting thereof, the following categories of members shall have the following number of votes:

- **Registered provider: 2 Votes**
- **Non-registered provider: 1 Vote**
- **Consultant Associate member: 1 Vote**
- **Associate Members: 1 Vote**
- **Individual Member (Counsellor, Practitioner or Consultant): 1 Vote**

Membership Description

In relation to the Association, the following categories of member may adopt the description of membership set out opposite such category below and shall adopt no other description in any letterhead, publicity or other material issued by or on behalf of such member.

Registered Internal Provider: 'UK EAPA Registered Internal Provider'

Registered External Provider: 'UK EAPA Registered External Provider'

Individual: 'UK EAPA Individual Member' in conjunction with one of the words 'Counsellor', 'Consultant' or 'Practitioner', whichever accurately describes that individual's category of membership, but not any other description including, without limitation, the description 'Registered Member'.

Registered Provider: 'UK EAPA Registered Provider'

Non Registered Provider: 'UK EAPA Non-Registered Provider'

Consultant Associate Member: 'UK EAPA Associate Member'

Associate Member: 'UK EAPA Associate member'

Student Member: 'UK EAPA Student Member'

Emeritus Member: 'UK EAPA Emeritus Member'

Lifetime Member: 'UK EAPA Lifetime Member'

Honorary Member: 'UK EAPA Honorary Member'

Membership Applications

Every application for membership shall be submitted to the Standing Membership Committee, which shall have absolute discretion as to whether to admit or to reject any such application.

However, no person in the Branch's geographic area who is a member in good standing of EAPA and who pays all applicable membership fees may be denied membership in the Branch.

The Standing Membership Committee shall not be obliged to assign any reason for rejection of any application provided however that no individual shall be denied membership on the grounds of race, gender, colour, religion, national origin, political affiliation, disability, sexual orientation, age, marital status or education and shall, in any event, comply with all relevant legislation concerning such discrimination. An applicant shall have the right of appeal against the decision of the Standing Membership Committee. Any such appeal shall be to the Board and shall be conducted by way of a review by that body of all documents presented to or prepared by the Standing Membership Committee. The Board shall not be obliged to consider any further evidence.

Any appeal against the findings of the Standing Membership Committee shall be initiated by written notice of appeal to the Chair of UK EAPA delivered within 21 days of the date of issue of the written rejection of application. Following receipt of such notice, the Chair shall convene a meeting of the Board to be held within 60 days of the date of such notice. The Chair shall procure that each member of the Board is supplied (not later than 21 days before the date fixed for such meeting) with copies of all documents considered or prepared by the Membership Standing Committee in connection with the application.

At such meeting of the Board, the Members thereof shall decide, by majority vote, whether the appeal is allowed or dismissed (which determination shall be final). The members shall procure that notice of the result of such vote is communicated promptly to the applicant and the Chair of the Standing Membership Committee.

Section 2. Membership Fees and Assessments

- a. Branch members shall contribute such annual membership fee and other reasonable assessments as the Branch shall determine.
- b. Branch members are not required to be EAPA members; however, Branch members who are not also current EAPA members in good standing may not hold Branch office.
- c. No person in the Branch's geographic area who is a member in good standing of EAPA and who pays all applicable dues may be denied membership in the Branch.
- d. Membership in the Branch may be terminated for non-payment of Branch membership fees.

ARTICLE IV – OFFICERS

Section 1. Officers

- a. The officers of the Branch are:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Immediate Past-Chair
- b. The term of office shall be two years or until a successor is elected and assumes office. Terms of office shall commence in March for two-year terms. Terms of office shall commence in March of every odd-numbered year.
- c. The term of office commences immediately after the Annual General Meeting in which the Officer has been duly elected.
- d. No Branch Officer may serve more than two terms in succession in the same office.
- e. No member may serve simultaneously as both Chair and Treasurer.

Section 2. Duties

- a. The Chair:
 1. Serves as the official spokesperson and representative of the Branch.
 2. Presides over Branch meetings.
 3. Performs such other duties as the Branch may require.
- b. The Vice Chair
 1. Supports the Chair.
 2. Acts as Chair when the Chair is not present or available.
- c. The Secretary:
 1. Ensures the accurate production of minutes of all Branch meetings.
 2. Ensures that any notices required by governance documents or the Branch are distributed properly and in a timely fashion.
 3. Ensures that all official Branch records are properly maintained.
 4. Performs such other duties as the Branch may require.
- d. The Treasurer:
 1. Ensures that Branch financial transactions are timely and proper and that Branch financial accounts are properly maintained.
 2. Ensures that Branch financial records and tax forms are properly maintained and submitted.
 3. Performs such other duties as the Branch may require.
- e. The Immediate Past Chair
 1. Provides continuity to the Branch.
 2. Acts as an advisor to the Chair and Board.

Board Members

The Board shall comprise up to seven elected members additional to the Board of Officers.

1. The term of office shall be two years or until a successor is elected and assumes office. Terms of office

shall commence in March for two year terms. Two positions shall commence in March of every even numbered year. Five positions shall commence in March of every odd-numbered year.

Section 3. Board of Officers

- a. Collectively, the Officers of the Branch and Board Members shall make up the Board of Officers. The Board of Officers shall be the governing and policy-making body of the Branch and shall have responsibility for supervising the activities of the Branch.
- b. The Board of Officers shall be known as the 'Board.'
- c. The Board shall meet no less than four times a year at a time and place agreed by the Board from time to time.
- d. Any one or more Board members may participate in a meeting of the Board of Officers by means of a conference telephone or similar telecommunications device, which allows all persons participating in the meeting to hear each other. Participation by telephone shall be equivalent to presence in person at the meeting for purposes of determining if a quorum is present.

Section 4. Eligibility

- a. The Chair of the Branch must be a Professional Member of EAPA in good standing and must remain so throughout his or her term(s) in office.
- b. All other Branch Officers must be either Professional or Associate Members of EAPA in good standing and must remain so throughout their term(s) in office.

Section 5. Nomination and Election

- a. In advance of the Annual General Meeting (AGM) at which Officers or Board Members are due to retire, all voting members eligible to do so are invited to nominate themselves to serve as either an Officer or Board Member. Such nominations must be in writing to the Secretary.
- b. Nomination for Officer or Board Member will be accepted in advance of the Annual General meeting or on the day of the meeting. Such nominations must be in writing (including e-mail) to the Secretary.
- c. The election of Officers and Board Members shall be conducted by e-mail, regular mail, and/or at an AGM of the Branch, provided that at least 30 days notice of the pending election and procedures for voting has been given to all Branch members directly or made publically.
- d. Subject to the provision hereof, the Branch may, by resolution carried by a simple majority, appoint a person who is willing to act to be a member of the Board either to fill a vacancy or as an additional member thereof.
- e. The Board may appoint a person who is willing to act to be a Board member thereof, either to fill a vacancy or as an additional member, provided that:
 1. more than three such additional members may be so appointed, and
 2. the appointment does not cause the number of such members to exceed twelve.
- f. A member so appointed shall hold office only until the next following AGM (in the case of a person appointed as an additional member of the Board) or, in the case of a

person appointed to fill a vacancy, for the remainder of the term for which the vacating member had been appointed.

g. Only one person from any employer or organisation is eligible to become an Officer or Board member.

h. No person shall be eligible for appointment to or continuing membership of the Board where he or she accepts employment by an employer who employs an existing member of the Board whether the employment of either such employee be on a full or part time basis.

i. Subject to the quorum provisions at Article V section 3 below, the proceedings of the Board shall not be invalidated by any vacancy among their number or by any defect in the election, appointment or qualification of a member thereof.

Section 6. Vacancy and Removal

a. No Branch Officer may remain in office if he/she no longer meets the eligibility criteria for office.

b. Should any elected or appointed officer be unable to fulfill his/her elected term, the remaining officers (by majority vote) shall appoint a member to fill the vacant position for the remainder of the term. The appointed member must meet the qualification requirements for the position.

c. Any Branch Officer may be removed from office by a vote of the membership for failure to perform the duties of office, negligence, violation of EAPA's Code of Ethics, or any other reason, provided that:

1. The members of the Branch, including the officer to be removed, have been notified in advance of the reason for potential removal.
2. The Officer has been provided an opportunity to respond on his/her own behalf.
3. A majority of those voting vote to remove the officer from office.

d. Any Board member may resign at any time by giving written notice to the Chair. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the Chair.

ARTICLE V – MEETINGS

Section 1. Regular Meetings

a. Branch meetings may be held at such intervals as may be decided by the Branch, but not less than four (4) times per year.

b. Notification of each regular meeting shall be made at least 30 days before the meeting. Notice can be made by e-mail, website posting, social media or regular mail.

c. These shall be held in March each calendar year commencing after the date of adoption of these bylaws an AGM the first such to be held not later than 12 months after the date of adoption of these bylaws

d. Every AGM of the Branch shall be convened by the giving of not less than 30 clear days notice thereof to every member directly by e-mail, website posting, social media or regular mail.

Section 2. Special Meetings

a. Special meetings of the Branch meetings may be called by the Branch officers or by written request of ten percent (10%) of the members eligible to vote in Branch elections.

b. Notification of such meeting shall state the purpose of the meeting and shall be made at least 10 days before the meeting.

Section 3. Quorum

a) The presence of 20% of Branch members who are eligible to vote constitutes a quorum for the transaction of business at any regular or special Branch meeting. A majority of voting members present shall be required to take action, unless a greater vote is required by law, EAPA's bylaws, or these bylaws.

b) If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to a time that the Board may decide.

c) The Chair of the Board of Officers or, in his or her absence, some other member of the Board nominated by that body, shall preside as Chair of the meeting, but if neither the Chair nor such other member (if any) be present within 15 minutes after the time appointed for holding the meeting and willing to act, the members of the Board shall elect one of their number to be Chair and, if there is only one such member present and willing to act, he or she shall be Chair.

d) If no member of the Board is willing to act as Chair, or if no such member is present within 15 minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be Chair.

e) The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 14 days or more, at least 7 clear days' notice shall be given, specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

f) The Chair of a meeting may adjourn a general meeting at which a quorum is present if:

1. The meeting consents to an adjournment.
2. It appears that an adjournment is necessary to protect the safety of any persons attending the meeting, or to ensure that the meeting is conducted in an orderly manner.
3. If directed to do so by the meeting.
4. When adjourning a meeting the Chair must specify the time and place to which the meeting has been adjourned.
5. Quorum for Board Meetings
 - a. The Board may not conduct any business unless quorate

- b. where the Board is not quorate it may undertake a meeting and decisions may be ratified later at a quorate Board Meeting
- c. Quorum is achieved when the Chair or Vice Chair is present together with a majority of the Officers and a majority of the Board Members

Section 4: Voting

- a. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded.
- b. A poll may be demanded:
 - a) by the Chair; or
 - b) by at least two members having the right to vote at the meeting; or
 - c) by a member or members representing not less than one tenth of the total voting rights of all the members having the right to vote at the meeting.
- c. Unless a poll is duly demanded, a declaration by the Chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- d. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the Chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- e. A poll shall be taken as the Chair directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- f. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.
- g. A poll demanded on the election of a Chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the Chair directs, not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- h. No notice need to be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

- i. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he was present, shall be as effectual as if it had been passed at a general meeting duly convened and held, and may consist of several instruments in the like form, each executed by or on behalf of one or more members.
- j. No member shall vote at any general meeting, unless all membership fees presently payable by that member to the Branch have been paid.
- k. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.

Section 5. Waiver of Notice

- a. Whenever any notice of any meeting of the members is required under provisions of law or these bylaws, a waiver in writing, signed by those scheduled to receive notice and filed with the records of the meeting, whether before or after the holding thereof, shall be equivalent to the giving of such notice. Presence at any meeting without objection shall also constitute waiver of required notice.

ARTICLE VI – CONFLICT OF INTEREST

- a. Any Branch Officer or member who has a financial or fiduciary interest in, or the appearance of such an interest in, a matter which comes before the Branch shall bring such genuine or apparent conflict of interest to the attention of the Branch and shall abstain from voting on such matter unless it is determined that no conflict of interest exists.
- b. Any person who has knowledge of such genuine or apparent conflict of interest on the part of any Branch Officer or member must bring such conflict of interest to the attention of the Branch, orally or in writing, and the Branch Officer or member will abstain from voting on the matter unless it is determined by Branch that no conflict of interest exists.
- c. When any member of the Branch, or an interested third party, brings to the attention of the Branch the claim that a genuine or apparent conflict of interest exists, the Branch will vote to determine whether an actual conflict of interest exists.
 1. If the majority of those voting determine that, in fact, a conflict does exist, the member with the conflict of interest shall abstain from voting on the matter.
 2. If the majority of those voting determine that no conflict of interest exists, the member may vote on the matter.

ARTICLE VII – RELATIONSHIP WITH EAPA AND OTHER PROVISIONS

Section 1. Relationship with EAPA

The Branch is an approved affiliate of the international Employee Assistance Professionals Association, Inc. (EAPA). Any action taken by the Branch without the prior written consent of EAPA's Board of Directors shall not be binding on, or on behalf of, EAPA. EAPA does not authorise the Branch to act as an express or implied agent for, or on behalf of, EAPA without the prior written consent of EAPA.

Section 2. Restriction on Activities

The Branch is responsible for the proper conduct of Branch business and reporting in accordance with applicable laws and requirements. Notwithstanding any other provisions of the bylaws, the Branch shall not carry on any activities that may create tax or legal liability for EAPA or that be in conflict with or endanger EAPA's exemption from U.S. income tax under section 501 (c)(3) of the U.S. Internal Revenue Code of 1986, or any successor provision.

Section 3. Logo and Name

All public uses by the Branch of EAPA's name, trademarks, and/or logos must be approved in advance by EAPA. Any Branch logo must conform to EAPA guidelines and its use must be approved in advance by EAPA. All public use of the Branch name, trademarks, and/or logos must be approved in advance by the Board.

Section 4. Insurance

The Branch shall purchase and maintain general liability insurance and professional liability (Directors/Officers and Entity liability) insurance, in amounts determined and agreed upon as sufficient by the Branch and EAPA.

Section 5. Annual Branch Fee

The Branch shall pay EAPA an annual Branch fee, the amount of which shall be determined from year to year by EAPA, during the third calendar quarter of each year.

Section 6. Dissolution

- a. In the event that the Branch does not comply with the provisions of these bylaws, EAPA's Bylaws, and/or any written agreement with EAPA, the EAPA Board of Directors has the right and authority to dissolve the Branch or take such other action as it deems necessary to disassociate the Branch from EAPA.
- b. The EAPA Board of Directors has the right and authority to dissolve the Branch or disassociate the Branch from EAPA 'for cause,' as provided in EAPA's Bylaws.
- c. In the event of Branch dissolution or disassociation from EAPA, the Branch shall make a full accounting to EAPA to show payment of all debts and expenses. All remaining assets, in whatever form, at the agreement of the Board of Officers shall be distributed to one or more registered mental health charities.

ARTICLE VIII – AMENDMENT OF THE BYLAWS

Section 1. Branch Responsibility

- a. The Branch shall ensure that its bylaws are kept current in relation to EAPA's bylaws.

Section 2. Amendment Process at the Branch Level

- a. The Board of Officers shall review the Branch's bylaws whenever it receives notice that EAPA's bylaws have been amended and, in any case, at least once during every term of office.
- b. The Board of Officers can amend or modify the bylaws provided that all elected and appointed board members are present at a meeting, and that a majority of the Board of Officers approves the changes in the bylaws.
- c. The new recommended Branch bylaws shall be submitted to the EAPA Board of Directors per Section 3 below.

Section 3. Approval of Draft Amendments by EAPA

- a. Upon completion at the Branch level of any amendment to the Branch bylaws, the recommended amended bylaws must be submitted to EAPA for review and approval by the EAPA Board of Directors. Branch bylaws must be approved by the EAPA Board of Directors before they can take effect.

ARTICLE IX ADOPTION OF CODE OF ETHICS AND STANDARDS OF PRACTICE

The Branch hereby adopts: The Code of Ethics set out in the document entitled 'UK EAPA Code of Ethics' and the standards and guidelines set out in the document entitled 'UK Standards of Practice and Professional Guidelines for Employee Assistance Programmes' ('The UK EAPA Standards of Practice') copies of both of which documents have been signed by the Chair appointed pursuant to Article V.3 hereof and are available on request addressed to the Secretary of the Branch.

These By Laws are accepted and approved by UK EAPA and the Board of Officers on 4 March 2014.

Approved by the International EAPA Board of Directors February, 2014.