



Component Section Resource Manual

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Component Section Resource Manual

2017-2018

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Introduction

Introduction

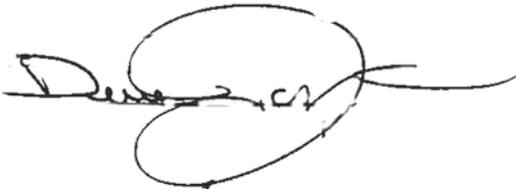
The American Society of Clinical Hypnosis (ASCH) and its Component Societies have grown and developed greatly since the beginning of the Society in 1957. These Societies are spread across the U.S. and Canada and are an integral part to the success of ongoing activities within ASCH.

When ASCH was established, Components Sections were seen as the backbone of the Society. Members of original Component Sections were also active members of ASCH and the interaction between ASCH and its Component Sections was designed to provide a strong alliance during a time when momentum to include hypnosis as a vital tool in the healthcare community was taking place. The relationship between ASCH and its Components remains vital and mutually beneficial.

This Resource Manual is presented to help preserve that history and tradition of ASCH with its Component Sections. It is also intended to serve as a tool Component Sections can utilize to learn about the opportunities, rights and responsibilities of Component Sections within ASCH. It will also serve as a useful function for groups wishing to consider applying for component status in ASCH.

We hope that this manual will serve as a useful resource for your society and that you use it to further acquaint your members with the important relationship between ASCH and Component sections. Please make sure that the manual is passed to the appropriate subsequent officers and representatives so that they have access to the resources and opportunities of Component Section status within ASCH.

Thank You,

A handwritten signature in black ink, appearing to read "Delle M. Jacobs", with a large, stylized flourish that loops back under the name.

Delle M. Jacobs, MSW, LICSW, LMFT
Chair, Component Section Committee



History of ASCH

History of ASCH

The first recorded minutes of the American Society of Clinical Hypnosis tell us that the Society was brought to life on July 16, 1957. The name was adopted, along with a Constitution and Bylaws, and the first officers were elected. They were Milton H. Erickson, President; Aaron A. Moss, Vice-President; Seymour Hershman, Secretary; William T. Heron, Treasurer.

Seven Component Sections were accepted to set the precedent. These were the Arkansas Society of Clinical Hypnosis, San Diego Seminar of Clinical Hypnosis, Ark-La-Tex Society for Clinical Hypnosis, Maryland Society for Clinical Hypnosis, Boston Academy of Psychosomatics, Chicago Society of Clinical Hypnosis, and Portland Academy of Hypnosis.

Milton H. Erickson accepted the Editorship of the American Journal of Clinical Hypnosis.

In October 1957, the Executive Committee, which included representatives from each component, met and selected the site and dates for the First Annual Meeting, and created the first committees of the Society: Editorial, Program, Membership, Public Relations, and Certificate and Charter.

On August 27, 1958, the State of Illinois recognized the ASCH as a chartered not-for-profit corporation. This charter was signed by Seymour Hershman, M.D., Irving I. Secter, D.D.S. and Bernard K. Galston, M.D.

The original Articles of Incorporation state the purpose of the Society as:

"To bring together professional people in the medical, dental and psychological fields using Hypnosis; to set up standards for training; to cooperate with all scientific disciplines in professional and public relationships in regard to the use of Hypnosis; to stimulate research and publication in the field.

The American Society of Clinical Hypnosis-Education and Research Foundation was founded in December 1959 as the Seminars on Hypnosis Foundation, Inc. by Seymour Hershman, M.D., Irving I. Secter, D.D.S., Edward E. Aston, D.D.S. and Milton H. Erickson, M.D. The name change occurred in June 1963 when the Foundation became part of the ASCH family.

Among the purposes included when the Articles of Incorporation were filed for the Foundation were:

"To offer courses of instruction in elementary and advanced techniques in scientific Hypnosis"

"To promote and sponsor research and teaching in clinical and experimental hypnosis"

The ASCH Newsletter started as a 8-1/2 x 11 four page letter in November 1957, reporting on the first official meeting of the Executive Committee held in Chicago during the previous October. Among other items, it reported the first full Executive Committee as:

President: Milton H. Erickson, M.D.
Vice President: Aaron A. Moss, D.D.S.
Secretary: Seymour Hershman, M.D.
Treasurer: William T. Heron, Ph.D.
Editor, AJCH: Milton H. Erickson, M.D.
Component Representatives: A. Duel Brown, M.D.
Allan D. Gale, D.D.S.
William S. Kroger, M.D.
Theodore Mandy, M.D.
Lawrence M. Staples, D.M.D.
Dan Steffanoff, M.D.
Allen J. Tomlin, D.D.S.

To date, the Presidents of the ASCH are:

| | |
|---------|----------------------------------|
| 1957-59 | Milton H. Erickson, M.D. |
| 1959-61 | Frank A. Pattie, Ph.D. |
| 1961-63 | Herbert Mann, M.D. |
| 1963-64 | Irving I. Sector, D.D.S., M.A. |
| 1964-65 | M. Erik Wright, M.D., Ph.D. |
| 1965-66 | David B. Cheek, M.D. |
| 1966-67 | William T. Heron, Ph.D. |
| 1967-68 | Lawrence M. Staples, D.M.D. |
| 1968-69 | Seymour Hershman, M.D. |
| 1969-70 | Robert E. Pearson, M.D. |
| 1970-71 | Donald Coulton, M.D. |
| 1971-72 | Calvert Stein, M.D., LL.B. |
| 1972-73 | Kay F. Thompson, D.D.S. |
| 1973-74 | William E. Edmonston, Jr., Ph.D. |
| 1974-75 | Franz Baumann, M.D. |
| 1975-76 | Bertha P. Rodger, M.D. |
| 1976-77 | Vladimir B. Bensen, M.D. |
| 1976-77 | Bernice C. Sachs, M.D. |
| 1977-78 | Esther E. Bartlett, M.D. |
| 1978-79 | Melvin A. Gravitz, Ph.D. |
| 1979-80 | Joan Murray-Jobsis, Ph.D. |
| 1980-81 | Simon W. Chiasson, M.D. |

| | |
|-----------|--------------------------------------|
| 1981-82 | Harold P. Golan, D.M.D. |
| 1982-83 | Shirley Sanders, Ph.D. |
| 1983-84 | Harold J. Wain, Ph.D. |
| 1984-86 | Karen N. Olness, M.D. |
| 1986-87 | Harold B. Crasilneck, Ph.D. |
| 1987-88 | Charles B. Mutter, M.D. |
| 1988-89 | Louis L. Dubin, D.D.S., Ph.D. |
| 1989-90 | Alexander A. Levitan, M.D. |
| 1990-91 | Thomas W. Wall, Ph.D. |
| 1991-92 | Marlene E. Hunter, M.D. |
| 1992-93 | D. Corydon Hammond, Ph.D. |
| 1993-94 | Dabney M. Ewin, M.D. |
| 1994-95 | William C. Wester, II, Ed.D. |
| 1995-96 | Richard P. Kluft, M.D., Ph.D. |
| 1996-97 | Gary R. Elkins, Ph.D. |
| 1997-98 | Dov Glazer, D.D.S. |
| 1998-99 | Catherine G. Fine, Ph.D. |
| 1999-2000 | Valerie J. Wall, Ph.D. |
| 2000-01 | Daniel L. Handel, M.D. |
| 2001-02 | Philip R. Appel, Ph.D. |
| 2002-03 | Jordan I. Zarren, M.S.W. |
| 2003-04 | Marc I. Oster, Psy.D. |
| 2004-05 | Philip L. Accaria, Ph.D. |
| 2005-06 | Sheryll A. Daniel, Ph.D. |
| 2006-07 | Julie Linden, Ph.D. |
| 2007-08 | Molly Delaney, PsyD |
| 2008-09 | David Wark, Ph.D. |
| 2009-10 | George Glaser, M.S.W. |
| 2010-11 | Elgan Baker, Ph.D. |
| 2011-12 | Ran Anbar, M.D. |
| 2012-13 | Joseph F. Zastrow, MD |
| 2013-14 | Linda Thomson, MSN, APRN, ABMH, ABNH |
| 2014-15 | C. Philip Colosimo, PhD |
| 2015-16 | Moshe S. Torem, MD, ABPN |
| 2016-17 | Assen Alladin, PhD |
| 2017-18 | Eric K. Willmarth, PhD |

There have been sixteen (16) Newsletter Editors who have served the Society:

Bernard E. Gorton, M.D.
Herbert Mann, M.D.
Leo Wollman, M.D.
Milton Abramson, M.D., Ph.D.
Donald D. Metz, M.D.
Milton M. Perloff, M.D.
Melvin A. Gravitz, Ph.D.

Kay F. Thompson, D.D.S.
Bernice C. Sachs, M.D.
Joan Murray-Jobsis, Ph.D.
D. Corydon Hammond, Ph.D.
William C. Wester, II, Ed.D.
J. Michael Marcum, M.D., Ph.D.
 Michael Flynn, Ph.D. (*Co-Editor*)
 Philip L. Accaria, Ph.D. (*Co-Editor*)
 Philip R. Appel, Ph.D. (*Co-Editor*)
Charles Burbridge, Ph.D.
Susan Kelly Becker, Ph.D.
Paul Taylor, FRCPC
Eric Willmarth, PhD
David B. Reid, PsyD

This publication has given the members the opportunity to exchange information and kept them abreast of various workshops, new members, and other activities within the Society and Component societies.

Volume I Number 1 of the *American Journal of Clinical Hypnosis*, a quarterly publication, was published in July 1968 with Milton H. Erickson, M.D. as the first Editor. Over the life of the *Journal*, which has now published 54 volumes, there have been only seven *Editors*:

Milton H. Erickson, M.D.
William E. Edmonston, Jr., Ph.D.
Sheldon B. Cohen, M.D.
Melvin Gravit, Ph.D.
Thurman Mott, Jr., M.D. (Served again in 2000-01 & 2003-2005)
Edward J. Frischholz, Ph.D.
 Claire C. Frederick, M.D. (*Co-Editor*)
Steven Lankton, L.C.S.W

The *Journal* has become an internationally respected Scientific Journal in the field of Clinical/Medical Hypnosis, with requests for articles coming from around the world.

The first Annual Scientific Meeting was held in Chicago at the Conrad Hilton Hotel, October 3-4, 1958. This was a Scientific Meeting only. The first Workshops on Hypnosis were added at the St. Louis Annual Meeting in October 1961. These were offered by the Seminars on Hypnosis Foundation for the two days immediately preceding the Scientific Program.

At the October 11-16, 1971 Annual Scientific Program and Workshops, Continuing Education Credits were announced through the American Academy of General Practice, the Academy of General Dentistry, and the California Medical Association Certification

Program. In 1975, American Medical Association Category I accreditation was achieved. American Psychological Association approval was achieved in 1979.

The Society has maintained itself as a professional society since it was founded, with membership limited to physicians, dentists and psychologists. In 1991 membership was opened to include osteopaths, podiatrists, and masters in nursing, psychology, social work and marital/family therapy. In 2009, a Bylaws amendment was passed to expand the eligibility for ASCH membership by deleting the references to specific disciplines in the Bylaws (psychology, medicine, dentistry, social work, etc.) and adding a generic reference for licensed healthcare practitioners at the Masters level or above.

The previous language restricted membership to only those individuals who have obtained specific degrees in the disciplines established by the old bylaws, i.e., MD, DO, PhD, PsyD, and Masters in Nursing or Social Work or speech language pathology.

The amendment allowed the society to expand membership to a greater number of appropriate healthcare disciplines while maintaining the minimum requirements for licensure and a Masters degree. The changes allows the society to attract a greater number of healthcare professionals who can appropriately use hypnosis in their practices.

Originally, all applicants entered as Associate Members and were raised to Full Membership status after two years. Later, an Associate Member was defined as one who had no training in hypnosis, but met all other qualifications. Fellowship has always been awarded as a mark of special achievement and service to ASCH.

There has been a steady growth in membership. In 1959 members totaled 1,284 and presently number approximately 2,000. In more recent years, graduate students have been granted special status as Student Affiliates until they have been granted their doctoral degrees.

The membership categories of International Member or Fellow have made it possible to maintain a relationship with professionals all over the world.

In late 1991, the ASCH Certification in Clinical Hypnosis program was started. Certification provides recognition of the advanced clinician who has met educational qualifications and required training in clinical hypnosis. Certification as an Approved Consultant in Clinical Hypnosis is also available.

The Society's first office was in Chicago, Illinois and its office was maintained in Chicago until November 1962, when it was moved to Minneapolis, Minnesota. The office was moved back to the Chicago area, in Des Plaines, Illinois, in January 1975. In October of 1998, the office was moved to downtown Chicago. The office moved to Roselle, Illinois effective July 2000 when the firm Solutions for Associations, Inc. began the day to day operations of the society. In June of 2002, they moved to Bloomingdale, Illinois, where the office is today.

During the early years the Executive Secretary was a volunteer, Seymour Hershman, M.D., until the first full-time Executive Secretary, Thomas H. Sanberg, joined the Society in October 1961. A year later Mr. Sanberg retired and another member, William T. Heron, Ph.D., took over full-time supervision of the office. Dr. Heron moved the office to Minneapolis where, in April 1964, F. D. Nowlin, CPA became the Executive Secretary. In August 1974, Ernest T. Guy became the Executive Director, moving the office back to Illinois. In October 1975, William F. Hoffman, Jr. became Executive Director and later assumed the title of Executive Vice President. Upon the retirement of Mr. Hoffman in 1996, Arlene Stern became the EVP. Due to an illness in May of 1997 Ms. Stern had to be replaced by Nancy Erickson, MBA. With the development of unforeseen family issues, Ms. Erickson resigned and was replaced by M. Therese Sheehy in 1998. In February 1999 Ms. Sheehy resigned and the leadership of the Society chose to hire on a limited basis George R. Rounds, CAE to manage the day-to-day operations of the National Office while a search for a full-time EVP was commencing. After an exhaustive search of both firms and individuals that could lead the society, the firm of Solutions for Associations, Inc. (SFA) was chosen in June of 2000 to provide full management services to the Society. The President of SFA, John E. Kasper, PhD, CAE, serves as the Executive Vice President currently and his staff functions various roles of service for the Society and Foundation.



ASCH Organization and Governing Structure

ASCH Organization and Governing Structure

General Organization

ASCH consists of a national membership, some of whom also belong to Component Sections, some of whom do not. There are also members of Component Sections who are not members of ASCH. Executive and Administrative functions are carried out by the Executive Committee (EC) and the Executive Vice President (EVP). Actions and recommendations of the Executive Committee must be approved by the Board of Governors. The Board of Governors (BG) consists of the Executive Committee, Representatives of Component Sections and Past Presidents of the Society. Training functions of ASCH are co-sponsored by the Education & Research Foundation (ASCH-ERF), a separate, not-for-profit corporation “formed for the purpose of promoting and assisting in the further use of scientific hypnosis.”

Elected Officers

- President
- President-Elect (must have completed 1 term as member of the EC)
- Vice President
- Secretary
- Treasurer

Elected Members

- Dentistry Member-at-Large
- Medical Member-at-Large
- Psychological Member-at-Large
- Master’s Level Member-at-Large

Nomination - candidates are identified by the Nominations & Elections Committee, or by written petition of 5% of ASCH membership eligible to vote.

Executive Vice President - Appointed by the Executive Committee.

Board of Governors - (Moderator Presides)

- Current Executive Committee
- All attending Past-Presidents
- One Representative per 50 ASCH members from each Component Section

Executive Committee - (President Presides)

- Elected officers
- Elected members-at-large
- Chair, Education & Research Foundation
- Immediate Past President of ASCH
- Moderator of the Board of Governors

Standing Committees (all report to the Executive Committee, unless otherwise noted)

Accreditation

Awards

Budget & Finance

Bylaws (reports to the Board of Governors)

Certification

Component Sections

Education

Ethics

Membership

Nomination & Elections (reports to the Board of Governors)

Program

Past Presidents' Council

Standards of Training

Nominations & Election Committee - Seven (7) total members

Chair - Incoming Immediate Past President of the Society (i.e. the chair for any given year is that year's Immediate Past President.)

Four (4) seated and two (2) alternates

All are elected by the Board of Governors from membership of the BG, excluding the current president. Members of the committee are ineligible to accept candidacy for any other elected position in that year, even following resignation from the N&E Committee.

Education and Research Foundation Board of Trustees

Chair (Immediate Past Vice Chair of the ERF)

Vice Chair (Immediate Past President of the Society)

Secretary - elected to position by Board, elected to Board by membership

Treasurer - elected to position by Board, elected to Board by membership

President of the Society

Chair of the Education Committee

One additional Trustee, elected by membership



**Component Section Representation on
the ASCH Board of Governors**

Board of Governors Meeting

The Board of Governors meets at least once per year. Additional meetings can be called by the ASCH President or by written request of twenty-five percent (25%) of the membership of the Board of Governors. Quorum is constituted by a majority of the Board.

The duties assigned to the BG by the ASCH Bylaws are:

- a) Approve assessments for additional revenues for the Society.
- b) Establish additional privileges for members.
- c) Act upon the appointment of the Editor of the American Journal of Clinical Hypnosis.
- d) Request interval Treasurer's reports when indicated;
- e) Elect four (4) members of the Nominations and Election Committee with a first and second alternate.
- f) Approve or reject the actions taken by the Executive Committee, except for those outlined in Article VIII, Section B, 3, A& B of the Bylaws.
- g) Propose amendments to the Bylaws for action of the membership.
- h) Approve the Code of Conduct of the Society, and when necessary, amend this document in consultation with the Ethics Committee.
- i) Initiate new business for presentation to the membership at the Annual Meeting.

Component Section Representatives

In accordance with the current Bylaws of ASCH, Component Sections have the right to send duly elected/appointed representatives for each fifty (50) members or less: (i.e., one (1) representative for eight (8) to fifty (50), two (2) representatives for fifty-one (51) to one hundred (100), increasing by one (1) representative per additional fifty (50) or less members of ASCH.

A Component Section representative must be a member in good standing in ASCH and have been elected or appointed annually by their respective society.

The name of the officially selected representative must be submitted in writing with the society's annual report to the ASCH office forty (40) days prior to a given annual meeting of the BG. Absence of appropriate qualifications and written notice of appointment will disqualify the representative from membership at the Board of Governors meeting. Substitute representatives can be sent to the annual Board meetings, but the substitute assumes rights and responsibilities only after acceptance by the Board of Governors of the written credentials issued and signed by an officer of the local society sending the representative.

Role of the Component Section Representative in the ASCH Board of Governors

As a Component Section Representative to the ASCH Board of Governors (BG), it is important to understand the composition and governing structure of ASCH, and something of the history of their development.

ASCH currently consists of a mostly national membership, some of whom belongs to Component Sections, some of whom do not. According to the ASCH Bylaws, the BG “is the governing body of the Society.” This governing body consists of the Executive Committee, all attending Past Presidents (of the Society), and elected Component Representatives of each of the Society’s Component Sections. Thus, Component Section Representatives (Reps.) to the BG are the membership’s most direct access to the decision making process which governs ASCH. Each month the CS representative is sent a report from ASCH on the activities and financial status of the organization.

Non-component section members of ASCH are represented on the EC by the members-at-large. They may vote their opinion individually at the annual meetings of the general membership.

At the BG, Reps participate in the development, discussion and initial decision making process about questions which are only then brought to the general membership for a vote. This is particularly true with respect to nomination of future ASCH officers, since members of the Nominations and Elections Committee are selected by and nominated from members of the Board of Governors.

Structurally, the BG serves as the ratifying body for recommendations and actions by the Executive Committee. At one time, the BG, which consists primarily of Component Section Representatives, served mostly as a rubber stamp to the Executive Committee’s decisions. This did not occur out of malicious intent or design, but because the survival and functioning of volunteer organizations typically ends up depending on the hard work of a few devoted members. In 1990 a new position, moderator of the Board of Governors, was created, to create some balance of power between the EC and the BG. Formerly the President had run the BG meetings. This Moderator is elected from the Representatives serving at the BG. This change was initiated by the Component Sections that were growing larger with the resurgence of interest in hypnosis in the 1980’s. It is a healthy change within the organization decision making process, since this indicates an increased level of broader membership participation.

In addition, the Moderator, by sitting on the EC, supports a dialogue that has begun between the Component Societies and ASCH regarding their mutual and differing needs and views. The representative of the BG play a crucial role in the content and outcome of this dialogue. Obviously, representatives are to be the advocates for the specific needs and goals of their own and other Component Sections. However, they can also provide a clearing house for accurate and fair information about issues of importance for members of their Component Section, and they can take responsibility for shepherding proposed

changes through to completion both within the national society and their own section. Ideally, their primary goal is to foster unity and mutual understanding via dialogue between component sections and the national society.

It is important for the representative to know about the Component Sections Committee. The CS Committee of ASCH functions to foster communication among the various Component Sections, and between ASCH and Components. The CS Rep is usually the person who receives information from that Committee. Many items which are present to the BG originate from the work of this committee. Prior to the annual BG meeting, this committee usually holds a meeting to inform Representatives of the BG and various officers of Component Sections about agenda items that need their particular attention, to answer questions about agenda items, and to welcome new representatives and teach them about how the BG functions.



Starting a Component Section

How to Start a Component Society

Benefits

Forming a component section has many advantages. Component sections usually begin as a way to foster local access for colleagues to share their hypnosis expertise with one another. Study groups have often been the original basis to the start of a component section. One key advantage for a component is the representation on the Board of governors of ASCH. Each Component Society earns one representative for every 8-50 of its ASCH members and an additional representative for every additional group of 50 ASCH members.

Other benefits include:

- Reduced rates of ASCH meetings and educational training
- Access to information about hypnosis nationally
- National alliance with people of similar interests
- Input into ASCH annual and regional trainings
- Information on attendees at national and regional meetings in your area
- Access to ASCH Faculty
- Information in the ASCH Newsletter on training and activities
- Participation in the ASCH Component Section Basecamp

Membership

To begin a component section you will need 8 ASCH members. Membership for a component section is geographical. Some densely populated areas have more than one Component Society, while other geographical regions draw their members from great distances. If you are not so fortunate to have a Component Society within driving distance, you may want to establish one locally.

First you will need to assess how many professionals in your area are interested in getting together on a regular basis. The ASCH office can provide you with labels/listing of ASCH members and ASCH workshop attendees in your region.

Next, contact those people and others you might know asking them to contact you if they would be interested in meeting. Some Components start as study/discussion groups to practice their nascent hypnosis skills, and consult with one another about hypnosis use and research. Other Components gather together to get more education in hypnosis, and later becoming training centers in their own right. When you have heard from a group of people set up a convenient day and time and start meeting regularly. Most groups meet bimonthly to start, sometimes alternating the other months with videos from ASCH.

Meetings

Meeting facilities are often rent free such as a local library, a meeting room in a local hospital or someone's office space. To gain additional public attention, place a meeting notice in your hospital newsletter, local news, local newspaper. Additionally, send a notice to the ASCH Office and we will feature it under the Component Sections News heading in the Newsletter once it has been evaluated by the Standards of Training Committee. There is no charge for this evaluation for ASCH Component Sections.

Meeting times are usually one or two hours in length, and mostly in the evening, or on weekends. Some Components have lunch or dinner meetings providing a way for busy professionals to gather without detracting from their scheduled work hours.

Criteria for Component Section Status

The basic criteria for forming a Component Society of ASCH are:

You must have, and maintain, a membership of at least eight (8) members who are ASCH members in good standing.

You will need a set of bylaws which are compatible with those of ASCH. These bylaws should:

- Establish a name for the society;
- Establish officers for the Society, terms and duties of each office
- Establish election procedures;
- State the purpose(s) and objective(s) of the Society (Mission Statement);
- Define the types of membership and privileges of membership for the Society;
- Establish the fiscal year, and define the revenue (dues), if any;
- Establish the process for choosing a representative to the ASCH Board of Governors;
- Establish a minimum standard for number of meeting;
- Establish standing committees.

Samples of bylaws in current use by other Component Societies may be obtained from the ASCH office.

It will be the local Society's responsibility to conduct you activities and business in a manner that would not conflict with the policies and purposes of the National Society.

Once formed, a component is required to send an annual report to ASCH in order to maintain its voting status. This report, provided by ASCH, is designed to obtain information on the numbers of ASCH members, any changes in bylaws, officers, addresses, etc. and a written notice of who the BG representative(s) will be.

Application

Application for Component status may be made by completing the application form on the following page and submitting it to the Component Sections Committee. The committee will then review and make recommendation to the ASCH Executive Committee. Any request made for Component status should be accompanied by a full roster of all your members, denoting the ASCH members, and a set of bylaws. The Executive Committee considers requests at its monthly conference calls as well as at the Spring and Fall meetings.

For any further information or any questions you may have about forming a Component in your area, please contact the ASCH office at phone: (630) 980-4740, fax: (630) 351-8490 or email: info@asch.net



COMPONENT SECTION APPLICATION

Proposed Name of Component Section:

Name of Applicant Contact Person:

Address & Telephone for Contact Person:

Mailing Address for Component Society (if different from above):

Is this a new society?: _____ Yes _____ No

If no, explain past status, past name, reason for reorganization or other pertinent information:

- Please attach the names and addresses members of the proposed component, marking at least 8 who are members of ASCH.
- Please attach a list of officers, their addresses and telephone numbers.
- Please attach your proposed bylaws.
- Please list Board of Governors representative: _____

Date of Application: _____

**Return completed application to:
Component Section Committee
140 N. Bloomingdale Road
Bloomingdale, IL 60108-1017
e-mail: assoc-dir@asch.net**

C:\Shared\Component Section\application.wpd



Bylaws

Component Section Bylaws

The Bylaws of Component Sections provide a legal and constitutional framework within which to operate. Generally, a Component Section is incorporated under the laws of the state or province in which they operate. Different states and provinces have different requirements and guidelines regarding the establishment of professional societies. It is important for new local groups to obtain appropriate legal guidance in the early stages of their development. Legal counsel can describe the relative merits and responsibilities associated with Not For Profit (or Non-Profit) status versus For Profit status.

Since Component Sections are governed in accordance with their bylaws, these documents are very important. ASCH does not mandate specific wording of bylaws of its components. However, it is expected that Component Sections will have bylaws that are similar to those of ASCH.

This section of the manual is provided in an attempt to assist Component Sections in the difficult process of establishing bylaws. The most current copy of the ASCH Bylaws can be found on www.asch.net in the Members Only Section under “Useful Information”.

BYLAWS Prototype

ARTICLE I. Name and Corporation

Section A. (Here place the name of the Component Society, in which state or province the Society is incorporated and whether the Society is incorporated as For Profit or Not For Profit.)

ARTICLE II. Offices

Section A. (State if there is a registered office for the Society and, if not, what constitutes a legal address for the Society - such as the legal address of the current President of the Society.)

ARTICLE III. Purposes and Objectives

Section A. (The wording from the ASCH Bylaws is recommended towards clinical disciplines accepted.)

Section B. (The wording from the ASCH Bylaws is recommend.)

Section C. (Most components here state they will function as a Component Section of the ASCH and that they will comply with guidelines to maintain such status.)

ARTICLE IV. Membership

- Section A. (Here list the various categories of membership within the Component Society and the requirements for each category. It is left to the discretion of the individual Component Societies to determine whether or not they wish to include in their membership members from non-ASCH accepted disciplines. It is understood that licensing of these disciplines varies from state to state, Canadian province to province. These licensing differences are often used to determine whether or not non-doctoral level individuals are appropriate for inclusion in membership in a particular Component Society.)
- Section B. Application: (Here state the method whereby application to the component is made.)
- Section C. Determination and Declaration: (Here state the method whereby applications are reviewed and approved or denied.)
- Section D. Privileges of Membership: (Here state the privileges of membership.)
- Section E. Termination of Membership: (Here state the terms under which membership may be terminated.)

ARTICLE V. Revenue

- Section A. Dues and Assessments: (Here state the fiscal year of the component - preferably to coincide with that of ASCH, July 1 to June 30. State also how the dues and other assessments will be determined - generally, to be set up by the Executive Committee or to be voted upon by the membership at Annual Meetings.)

ARTICLE VI. Officers and Representatives

- Section A. Officers and Representatives: (Here list the various officers of the Component Society - usually President, Vice President, Secretary, Treasurer, and Representative to the ASCH Board of Governors. At present there is no requirement that officers of Component Societies be active ASCH members. However, it is certainly recommended that officers be members of ASCH so that they may appropriately coordinate their function as component sections of ASCH. It is required that the Representative to the Board of Governors be a member in good standing in ASCH".)
- Section B. Term of Office: (Here state the term of office for each of the offices. Some Components Societies have one-year terms for each office. Others stagger the terms to provide for continuity. Most do not elect their Representative to the ASCH Board of Governors, but rather that this position is appointed by the President or the Executive Committee. It is

recommended that the term for the ASCH Representative be greater than one year since it generally takes more than one Annual Board Meeting for Representatives to become familiar with, and therefore able to effectively participate in, Board deliberations and actions.)

- Section C. Nominations: (Here state how nominations for officers are made. Some Component Societies have a separate Nominations & Elections Committee. Other Societies leave this function to the Executive Committee. Still others rely on nominations from the floor at its Annual Meeting.)
- Section D. Elections: (Here state the method whereby election of officers is conducted. Some Components conduct elections by mailed ballot. Others conduct elections by voice vote or hand vote of the membership in attendance at Annual Meeting.)
- Section E. Duties of Officers and Representatives: (Here state the duties and responsibilities of each of the elected officers and representatives.)

ARTICLE VII. Amendments

- Section A. Here state the amount of affirmative votes needed to pass an amendment. Also, define in what settings a vote can be cast (in -person, mail, etc.) * - be aware that individual states may prohibit or have specific regulations on certain types of voting (i.e. - e-mail, fax ballots). Please consult a local association attorney for specifics in your area.
- Section B. Here state how an amendment becomes proposed and to what governing body
- Section C. Here state how the ballots of proposed amendments are sent out for a vote.



**ASCH Component
Section Award**

ASCH Component Section Award

Purpose:

- To promote active participation of Component Sections within ASCH.
- To promote meaningful contributions to ASCH and Hypnosis by Component Sections.
- To better the communications between ASCH and its Components and between other Component Sections- particularly regarding their activities on behalf of the hypnosis and/or ASCH.
- To further acquaint the entire membership of ASCH to the important role of Component Sections within ASCH.
- To recognize and reward individual Component Sections for their particular contributions to ASCH and hypnosis.

Nature of Award:

A formal (framed or laminated) award specifying the particular Component Section who is the recipient of the award, with date and wording to reflect recognition of a particular contribution to ASCH and/or to the promotion of clinical hypnosis.

Choice of Recipient:

The recipient of the award will be chosen by the Executive Committee upon the recommendation of the Component Sections Committee. Nominations for the award will be requested by the Component Sections Committee by letter, listserv and/or ASCH Newsletter. Nominations will be solicited from all Components Sections, the Board of Governors, the Executive Committee and the general ASCH membership.

Criteria for Award:

The recipient Component Sections will have demonstrated a meaningful contribution to ASCH and/or to the promotion of clinical hypnosis. In a year where no “meaningful” contribution by a Component Section has been demonstrated, there will be no award. In a year where more than one Component has demonstrated such contribution, there will be only one formal award presented to the Society whose contribution is deemed to be in some manner greater than other contributions. However, those Sections making similar, although lesser, contributions will be given a “letter of recognition and appreciation” from the Executive Committee.

Presentation of Award:

The ASCH Component Sections Award will be presented to an officer or representative of the recipient section during the awards presentation at the banquet at the ASCH Annual Meeting. Further, the award will be described in the ASCH Newsletter.



ASCH Resources

ASCH Resources

The relationship between ASCH and Component Section is designed to be supportive, practical, informative and mutually beneficial. In order to fulfill this role of “parent” organization, ASCH has developed a variety of resources that it makes available to the Component Sections. The list of resources presently available is provided in this section. ASCH is open to comments and recommendations about additional resources that could benefit Component Sections and further aid in the effort to promote the study of, training in, and appropriate utilization of hypnosis. Please communicate your ideas and needs to any of individuals listed later in this section of the manual.

ASCH Certification

The Certification Program was started late fall of 1992. The program is designed to provide a non-statutory credentialing program for licensed and qualified physicians, psychologists, osteopathic physicians, podiatrists, dentists and masters degree level social workers, psychologists, nurses, marriage/family therapists and mental health counselors who use hypnosis in their clinical practice.

ASCH certification verifies that the successful applicant has completed fundamental training requirements. It is not a certification of competency. As a successful applicant, you should be aware that you have obtained certification in clinical hypnosis, and are not a “certified hypnotherapist.”

Component Section News in ASCH Newsletter

The ASCH Newsletter provides a format for Component Sections to share what is happening in their societies with other members of ASCH. For example, lectures, workshops and other activities reported in the “Society Scene” portion of the Newsletter. This can be submitted to the ASCH office. There are specific deadlines for submission of material for a current edition. These dates may be obtained from the Publications Manager.

Some Component Sections appoint or elect a liaison to the ASCH Newsletter. This is often the individual who is also responsible for publishing the newsletter for the individual society.

With permission, portions of the ASCH Newsletter may be reprinted in local society newsletters.

Membership Assistance

ASCH will assist Component Sections in their efforts to attain members in one of the following ways:

- ASCH will provide a list of current ASCH members in the local society’s region so that these may be invited to become members of the component.

- ASCH will provide a list of registrants at ASCH Regional Workshop within the region of the component.
- Local societies will be recognized at ASCH Regional Workshop so that workshop participants may learn more about local resources for continuing study and application of hypnosis.

To obtain this information, contact the ASCH office.

Component Sections Annual Report

The Annual Report is the main official communication link between ASCH and its Component Sections. As such it serves an important function. ASCH's bylaws require the filling of an report as a condition of maintaining Voting Status (Component Sections with voting status would be afforded the right to provide a voting representation on the ASCH Board of Governors {BG}).

The information provided in the Annual Report is essential for the central office to be able to communicate useful information back to the Component Sections. This information will also be used from time to time to assist the formulation of policies and procedures to fit the needs of individual local societies. Further, the information provided in this report may be made available to other Component Sections so that there may be better collaboration and learning between local groups.

An Annual Report form will be sent to each Component Sections once a year, approximately 3-4 months prior to the ASCH Annual Meeting. Officer are asked to return the form at least 30 days prior to the annual BG meeting. This request is designed to meet the requirement stated in the ASCH Bylaws (Article VIII, Section C, 3 b, c, d) regarding submission of the name of the official component section representative(s) 40 days prior to the meeting.

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Updated on March 24, 2017

2017-2018 Committee Chair Roster

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Awards Committee
Budget and Finance Committee
Bylaws Committee
Certification Committee
Component Sections Committee
Cross Collaboration Committee
Education Committee
Ethics Committee
Membership Committee
Nominations and Elections
Standards of Training
2018 Annual Meeting Planning Committee
Marketing Task Force
Greater Visibility on the Web Task Force
Distance Learning Task Force (DLTF)
Defining Who is ASCH Task Force
PESI Task Force
Mentorship Task Force
Clinical Hypnosis Day (CHD) Task Force

Chair

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Ran D. Anbar, MD
Dov Glazer, DDS, ABHD
David B. Reid, PsyD
Delle M. Jacobs, MSW, LICSW, LMFT
C. Philip Colosimo, PhD
G. Lane Wagaman, EdD
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