



The World Confederation of Cognitive and Behavioral Therapies

Policies and Procedures Manual

Adopted: December 16, 2019

This document represents the integrated Policies and Procedures Manual of the WCCBT. This manual shall be reviewed and edited at least annually, or as occasioned by changes to the WCCBT, structure and operation of the WCCBT. Only the Board of Directors has the authority to create, amend, suspend or delete the policies and procedures outlined in this manual.

List of Policies and Procedures:

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Policy Related to Officers

The Board of Directors shall appoint the following officers from among its membership:

President, President-elect, Past- President, Secretary, Treasurer, and two Members at Large.

Any identified representative of the full members of the WCCBT are eligible for nomination and election to any elected office. If necessary, the Board of Directors may include more than 12 members, in order to fill the roles of Past-President, Secretary and Treasurer.

The terms and duties of officers are as follows, or otherwise as provided by law.

President: The President is responsible for the overall welfare and operations of the WCCBT, and has the authority to represent WCCBT, with the advice of the Board of Directors, in all external communications and with other organizations, and national and international bodies. The President presides at and schedules meetings of the Executive Committee and Board, and general and special meetings of the Association. The President, after consultation with the Secretary, shall prepare the agendas for said meetings. The President may make nominations for approval by the Board for any appointed position, which must be filled except as otherwise stated. The President shall not hold any other position on the Board while in office. The President shall be responsible in all matters, stated or implied, that are related to the welfare, stature, and proper operation of the Association. The President shall perform such other duties as are necessary incident to the office of President or as may be prescribed by the Board. The term of the President position shall be 3 years, from the date of one World Congress of Cognitive and Behavioral Therapies to the next. The President cannot be reappointed to office, unless at least one term transpires in which another person serves this role.

President-Elect: The President-elect shall preside at any meeting in the President's absence except the Board meeting during the World Congress. In case of absence, disability, or resignation of the President, the President-Elect shall perform the duties of the President. The President-Elect shall work as closely as possible with the President on all executive matters, and may take on duties as assigned by the Board. The term of the President-elect position shall be 1 year, from one year prior to the date of a World Congress of Cognitive and Behavioral Therapies until its occurrence.

Past-President: The Past-President shall preside at all Board meetings during the World Congress and at all meetings in the absence of both the President and the President-Elect. In case of absence, disability, or resignation of both the President and the President-Elect, the Past- President shall perform the duties of the President. The Past- President shall work as closely as possible with the President on all executive matters, and may take on duties as assigned by the Board. The term of the Past- President position shall be 1 year, from the date of a World Congress of Cognitive and Behavioral Therapies until one year after its occurrence.

Secretary: The Secretary is responsible for the arrangement of meetings of the WCCBT, the maintenance of the by-laws and Policies and procedures, the minutes of meetings, and all archived materials of the WCCBT. In conjunction with the President, the Secretary will prepare and distribute both agendas for upcoming meetings and minutes of past meetings to the appropriate officers and members of the Board. The Secretary shall seek nominations for vacant officer posts of the WCCBT. The term of the Secretary position shall be 3 years, from the date of one World Congress of Cognitive and Behavioral Therapies to the next, and may be renewed once.

Treasurer: The Treasurer is responsible for the receipt, custody, and disbursement of all funds and securities of the Association. The Treasurer shall prepare an annual budget, and make a periodic written and oral report of the financial condition of the WCCBT. The Treasurer shall chair the Finance Committee. The Treasurer shall receive the auditor's report and submit to the President and Board an annual financial report, detailing monies received and expended. The Treasurer maintains the financial archives of the organization. In consultation with the Board of Directors, the Treasurer receives bids for the World Congresses, gives advice in developing bids and maintains contact with the congress organizers. The term of the Treasurer position shall be 3 years, from the date of one World Congress of Cognitive and Behavioral Therapies to the next, and may be renewed once.

Representative-At-Large: Communications. One Representative-At-large shall serve with a primary goal of communications. This person may help to develop website, newsletter, social media and/ or other forms of communications, both for internal and external communication purposes. Other duties or activities may be added, as may be approved by the Board from time to time. The term of this position shall be 3 years, from the date of one World Congress of Cognitive and Behavioral Therapies to the next. To ensure rotation among different full member WCCBTs of the WCCBT, this person in this position may not be renewed.

Representative-At-Large: Training and Projects. One Representative-At-large shall develop and promote training standards and provide advice and assistance to members and organizations that are in the process of developing an education program through a committee structure. Other duties or activities may be added, as may be approved by the Board from time to time. The term of this position shall be 3 years, from the date of one World Congress of Cognitive and Behavioral Therapies to the next. To ensure rotation among different full member WCCBTs of the WCCBT, this person in this position may not be renewed.

In the event that any officer cannot fulfil the terms of a given position, and except in the case of the President where the President- elect or Past- President shall assume the duties, the Board has the authority to name an interim person into the respective office, until the time of the next World Congress.

Policy to Admit Affiliate Members of the WCCBT

Consistent with the bylaws, the WCCBT may admit affiliate member status to associations and organizations in one of three categories.

- (1) **Not-for-profit national and regional member organizations** that represent diverse forms of behavioral, cognitive, and/or cognitive-behavioral therapies within a geographical region of the globe, in terms of theoretical background, clientele, types of professionals accepted as members and activities but elect not to join WCCBT through a regional member organization or do not yet have a regional organization within their region to which they can belong.
- (2) **Not-for-profit organizations** that represent specific forms of behavioral, cognitive, and/or cognitive-behavioral therapy within a specific country or geographical region of the globe, in terms of theoretical background, clientele, types of professionals accepted as members and activities.
- (3) **For profit organizations** that represent broad or specific forms of behavioral, cognitive, and/or cognitive-behavioral therapy within a specific country or geographical region of the globe, in terms of theoretical background, clientele, types of professionals accepted as members and activities.

To be eligible for application for Affiliate Status, the association or organization must:

- Subscribe to WCCBT goals as stated in the Mission Statement.
- Have a minimum of 25 members or employees.
- Pay the annual dues assessed to it by the WCCBT. Dues will be assessed on a calendar year basis, but payment must be received March 31 of each calendar year or membership will be forfeited.
- Have existed as an organization for at least one year.

Affiliate Members have the following benefits:

- Reduced fees for their members at the WCCBT congress
- Able to place information on the website and in the newsletter, subject to adopted guidelines.
- Hold national or regional conferences, with the sponsorship of the WCCBT.

Applications for Affiliate membership status should be directed in writing to the President of the WCCBT. The President will conduct an initial review of the application, and may pursue additional information if needed. Once satisfied that the membership criteria are met, the President shall submit the application for review to the next meeting of the Board of Directors for a binding determination and vote on membership. Membership will be dated to the Board Meeting at which the vote is taken, and dues will be assessed on a pro-rated basis for the first year.

Open Door and Whistleblower Protection Policy

Consistent with the New York State 2013 Nonprofit Revitalization Act, the WCCBT hereby endorses an Open Door and Whistleblower Protection Policy. This policy encourages volunteers and employees to come forward with concerns without fear of retaliation, so that WCCBT can address the complaint/concern before injury or serious harm occurs, and so that concerns can be addressed internally without exposing the issue outside the association.

Any volunteer or employee of the WCCBT who has concern about violations of the by-laws, or policies and procedures of the WCCBT is encouraged to express these concerns to the President of the Confederation. The President is required to investigate these concerns and to respond appropriately, while protecting the anonymity of the person who steps forward. Once the issue has been resolved, and when the anonymity of the individual can be protected, the President shall report to the Executive Committee the nature of the concern and its resolution.

If a complaint is made about the President and his/ her conduct, the person who steps forward is encourage to make the report first to the Past- President, or failing this option, to the President-elect. The person to whom the concern is raised shall conduct an investigation and respond appropriately, while protecting the anonymity of the person who steps forward. Once the issue has been resolved, and when the anonymity of the individual can be protected, the Past- President or President- elect shall report to the Executive Committee the nature of the concern and its resolution.

No volunteer or employee of the WCCBT who comes forth in good faith with any concern about violations of the by-laws, or policies and procedures of the WCCBT will be subjected to retaliation, lawsuit, or other negative consequences. The intent of this policy is to enable responsible officers within WCCBT to address complaints and concerns before injury or serious harm occurs, including harm to the reputation and operation of the WCCBT itself.

Policy on Marketing and Sponsorship

The WCCBT may from time to time engage in marketing and sponsorship activities. Any such marketing or sponsorship should be consistent with the general aims of the Confederation, even if designed to potentially generate income.

Any marketing or sponsorship proposal must be sent to the WCCBT Treasurer who will in the first instance review the proposal, and make a recommendation to the Executive Committee. If the proposal may be in conflict or inconsistent with the general aims of the WCCBT the Treasurer shall have the responsibility to so indicate, and to reject the request.

All advertising and marketing sites and products shall contain the name, website and logo of the WCCBT in addition to the name, website and logo of the host and/ or member WCCBT.

It is recognized that the WCCBT congress will be a major opportunity for sponsorships and marketing. The host WCCBT for any World Congress shall have the ability to use the name, website and logo of the WCCBT in its marketing and promotion materials, on the conditions that the congress lanyard shall only contain the name and logo of the WCCBT, and that all sponsorship and marketing using the WCCBT materials are reported to the WCCBT Treasurer. The WCCBT shall also set a per registrant fee for giving the ability to use the name, logo and website of the WCCBT at World congresses and other approved activities.

Conflict of Interest Policy

The World Confederation of Cognitive and Behavioural Therapies (the WCCBT) is committed to acting with integrity and fairness in all of its operations and is committed to avoiding conflicts of interest, potential conflicts of interest, and the appearance of conflicts of interest. Accordingly, Board members, officers, committee members, personnel, and key advisors of WCCBT must maintain the highest ethical standard in their conduct and avoid considerations of personal advantage or gain.

A conflict of interest arises when a person acting on behalf, or in the name of the WCCBT receives a benefit or advantage causing that person to have dual or conflicting loyalties. Any circumstance that might a person from acting in the best interest of the WCCBT could give rise to a conflict of interest.

Examples of actual or potential conflicts of interest include, but are not limited to:

- Engaging directly or indirectly in a business transaction with the WCCBT, including making a loan to or owing a debt or a financial obligation to the WCCBT.
- Receiving, either currently or within the last 12 months, or potentially receiving, payment in cash or in-kind (e.g., gifts) from any firm or person outside the WCCBT who transacts business or is seeking to transact business with the WCCBT.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the WCCBT or its interests.
- Holding a significant financial or control interest, or a position of influence, in any entity with which the WCCBT does business or is seeking to do business.
- Holding a financial or competing interest in any entity identified by the WCCBT's Board of Directors as a competitor.
- Making or accepting referrals to or from outside providers or vendors of the WCCBT that may result in personal gain.

Individuals who are covered under this policy need to be vigilant to any dual relationships that they may have with other organizations, and consider any potential conflict between their personal interests and the interests of the WCCBT. Any action that might be perceived as creating an actual or potential conflict of interest should be avoided, or if not avoided disclosed in accordance with the procedures below.

Individuals covered under this policy must disclose actual or potential conflicts of interest by completing the prescribed *Conflict of Interest Statement and Disclosure Form*, and update this disclosure when any new activities or relationships arise.

Disclosure forms shall be submitted to the WCCBT Secretary. The President shall review the disclosure forms, and the Secretary shall retain the forms as part of the WCCBT's books and records. Any perceived, potential or actual conflicts shall be reported annually to the Board. If a situation arises that the President determines requires the Board's immediate attention, he or she shall timely report to the Board. If the President discloses any actual or potential conflict(s), the Secretary shall bring this fact to the attention of the Board of Directors, and the Board of Directors shall review and take appropriate action on the President's conflict(s).

If the Board determines that a conflict of interest exists, any interested persons shall abstain from participating in discussions or decision-making on issues related to the matter in which the person has an interest. Any individual who is deemed to be in a conflict of interest that is damaging to the WCCBT, and who cannot or will not take remedial action, may, at the Board's sole discretion, be removed from the Board and any committees or positions to which he or she may belong.

The minutes of the Board shall record the names of the persons who were found to have an actual or potential conflict of interest, the nature of the conflict, the nature of the follow-up, and the Board's decision as to whether a conflict of interest in fact existed. The minutes should also record both the names of the persons who abstained and of the persons who were present for discussions, any votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, if considered, and a record of any votes taken in connection with a determination.

If anyone has reasonable cause to believe a person associated with the WCCBT has failed to disclose actual or potential conflicts of interest, they shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making any further investigation warranted by the circumstances, the Board determines the person has failed to disclose an actual or potential conflict of interest, it shall take appropriate disciplinary and corrective action. Intentional violation of this policy constitutes cause for termination or removal. If a conflict of interest cannot be resolved through abstention, the interested person may be terminated or asked to resign.



The World Confederation of Cognitive and Behavioral Therapies

CONFLICT OF INTEREST DISCLOSURE FORM

By signing this form, I acknowledge that I have read and understand this Conflict of Interest Policy, and I agree to comply with it. In compliance with the Policy, I will declare any changes to my circumstances that might result in the need to disclose actual or potential conflicts of interest.

Please Initial:

_____ I do not have any actual or perceived conflicts of interest.

_____ I have the following actual or perceived conflicts of interest:

[attach additional pages if necessary]

I am related (through business or family) to the following officers, directors, and employees:

The information given in this statement is complete and accurate to the best of my knowledge. I understand that I have a continuing obligation to promptly and fully disclose any actual or potential conflicts of interest whenever such situations arise.

Date

Name (printed or typed)

Signature

Policy on Confidentiality

Members of the Board of directors, officers, consultants, members and/or personnel, including any and all volunteers and independent contractors, of The World Confederation of Cognitive and Behavioural Therapies (WCCBT) have an ethical and legal obligation to maintain the confidentiality of all proprietary information related to the affairs of WCCBT and its activities, agencies, consultants and members. Proprietary information may include, but is not limited to, financial information, membership information, technical information, intellectual property, business and marketing plans, strategies, training materials, certification policies and procedures, employee retention and recruitment policies and other trade secrets or information reasonably considered by the WCCBT, its affiliates, agencies, consultants and members to be confidential.

Individuals who are affected by this policy shall not disclose confidential information, either directly or indirectly, to any third person or entity, or use confidential information other than in connection with the performance of your duties. Any breach of this prohibition may constitute cause for the removal and/or termination of position or services. You further agree that any breach of the terms of this policy may result in irreparable harm and damage to WCCBT and/or its affiliates, for which WCCBT and/or its affiliates may have no adequate remedy at law. Therefore, in the event a potential breach of this policy, WCCBT shall be entitled to an immediate injunction or restraining order to prevent such breach and/or threatened breach by you and/or any and all persons and/or entities acting for and/or with you, in addition to any and all other remedies available to which WCCBT and/or its affiliates may be entitled to in law or in equity. The existence of any claim or cause of action by you against WCCBT or its affiliates, whether predicated on this policy or otherwise, shall not constitute a defense to the enforcement by WCCBT or its affiliates, of the covenants contained in this paragraph.

By signing this form, you acknowledge that you have read the above Policy on Confidentiality and agree to comply with its terms.

Date

Name (printed or typed)

Signature



Policy Related to Hosting a World Congress of Cognitive and Behavioural Therapies

One of the major activities of the World Confederation of Cognitive and Behavioural Therapies (WCCBT) is the sponsorship of a triannual World Congress of Cognitive and Behavioural Therapies. The purposes of a World Congress are many, and include to exchange scientific information with colleagues worldwide, to learn about recent research and advances in broad and focused areas of cognitive and behavioural therapies, to discuss common problems and to seek their solution, and to make personal contacts both professionally and personally. It is also recognized that the hosting of a World Congress is a major responsibility and opportunity, so the following has been written with the view to maximize the likelihood of a successful set of outcomes for given World Congress.

Frequency

A World Congress of Cognitive and Behavioural Therapies will normally be held once every three years, in the months of June or July.

Congress Objectives

1. A sound scientific program of high quality with a balanced international representation of speakers and various types of sessions (for example, keynote presentations, workshops, master clinician/skills sessions, symposia, panel discussions, poster sessions) to permit both broad and subject review and concentrated discussion in specialised areas.
2. A social program that will introduce registrants to cultural aspects of the Host City and country and will also encourage meaningful opportunities for registrants to become personally acquainted.
3. A financial plan and business model that is likely to result in a modest profit for the host organization.

Practical Considerations

1. A location with international appeal, airport facilities to accommodate international flights, and good ground transportation to the congress site from the airport.
2. Adequate meeting facilities, preferably under one roof, which would include meeting rooms of adequate number, size and comfort, with good audio-visual services.
3. A range of hotels and affordable housing facilities for attendees and their accompanying persons that are easily accessible to the meeting space.
4. Comfortable areas for informal discussion near the meeting rooms.
5. Adequate space for exhibits, poster sessions, and a registration area located near the meeting rooms.

6. Accessible locations for eating in or near the meeting facilities.

Responsibilities of the host organisation

Organisations that are interested in hosting a World Congress must also be able to meet the above practical considerations, but also the ability to coordinate an international congress. To do so, the following issues must be addressed by the host organization:

1. The formation of the scientific committee to ensure the quality of the scientific program.
2. How the scientific committee will represent the diversity of scientific issues, geographical and geopolitical issues, and issues of diversity, including but not limited to culture, gender, lifespan and disability.
3. How the organising committee will support the participation of people from countries facing economical and/or political challenges.
4. The estimated registration fee for different categories (e.g., ordinary fee, student fee, fee for people from countries facing economical and/or political challenges).
5. Host organizations must pay a fee to the WCCBT for every delegate who registers and pays to attend. The actual amount of the fee will vary among the various categories of delegates, and over time. The current fee schedule will be maintained by the Treasurer of the WCCBT.
6. The timeframe for announcement for conference planning and submissions.
7. Timeframe for preparation of explicit and complete advance information to registrants about:
 - a. congress activities and schedule of events
 - b. payment of registration fees
 - c. visa regulations for entry into the country
 - d. transportation from airports and within the city
 - e. exchange of currency
 - f. housing reservations
 - g. location and hours of registration at the congress
 - h. other details that will prevent confusion among incoming participants
8. A marketing and promoting plan. All marketing products shall contain the name, website and logo of the World Confederation of Cognitive and Behavioral Therapies, as well as the name, website, and the logo of the host organization. The congress lanyard shall contain only the name, logo, and website of the WCCBT organization. Advertising requests from other organizations other than the host organization or WCCBT require board approval.
9. The requirement to facilitate the General Meeting of WCCBT during the Congress
10. Assurance of adequate volunteers and/or staff to provide efficient operations during the World Congress.
11. Assurance of sufficient financial resources to fund pre-congress publicity and on-site services.
12. Assurance of local attendance from the host country with projected numbers.

Responsibilities to the WCCBT

1. Once a bid is accepted, the host organisation will appoint a Congress Organiser who will be named as a non-voting member of the WCCBT Board until the congress is over.
2. The Congress Organizer is expected to provide regular progress reports to the WCCBT Board and attend when required.
3. On conclusion of the World Congress, the Congress Organizer will provide a full report to the Board of the WCCBT detailing the numbers attending, feedback from the delegates regarding the quality of the congress, and financial outcomes.

Submitting a Bid

1. The Secretary of the WCCBT will contact full and larger (i.e. with a membership of at least 250) affiliate member associations of the WCCBT, eligible to bid to host the World Congress by 28th February six years prior to the year of the Congress.
2. Organisations interested to host a World Congress must submit an expression of interest by 1st April to the WCCBT (President or Secretary)
3. A full written proposal must then be submitted to the WCCBT Secretary by 15th May. This bid will address the practical considerations of the meeting site outlined above, and will commit the host organization to the responsibilities entailed in this policy.

Bids for a World Congress will be reviewed in the first instance by the Secretary of the WCCBT, who may request additional information. Once any questions or concerns are addressed, the Secretary will submit all bids to the Board of Directors of the WCCBT, and a decision will be made at the meeting held during the forthcoming World Congress that year. The President of the WCCBT will advise all bidding organizations about the outcome of the vote, and will formally announce the site of the upcoming World Congresses.