

## **Procedure 12.1**

### **Guideline Document for**

# **Regional Imago Groups to operate in partnership with Imago Relationships International, Inc.**

#### Note:

This document is intended only to spell out the working parameters that will guide a process which will lead to the ultimate formulation of a written, formal charter. This process will be for a two-year period.

**Name of local Imago organization** \_\_\_\_\_  
**Territory of operation (Territory)** \_\_\_\_\_  
**Address**

#### **Preamble: A Vision of a Global Imago Community.**

Over the next two years, we resolve to engage in a process that will create and foster a living, working model that will serve to:

- Create a cohesive Imago Community worldwide.
- Globally preserve and protect the ever-evolving theory and practice of Imago ensuring that it remains recognizable, distinguishable and unique.
- Create a relationship that is supportive, open, respectful, balanced, and ever-dynamic between all parties, including the individual certified Imago therapists, trainees, and educators wherever they may be located, the Local Organizations, and Imago Relationships International, Inc.

Our aim at the end of the two year period is to have established a balanced and serviceable model that meets the needs of all concerned while advancing the mission of Imago worldwide.

#### **Definitions**

##### **1. Local Organization (ILO).**

An organization located outside North America, which provides support services to Imago Therapists in a designated Territory.

##### **2. Imago Relationships International, Inc.(IRI)**

A nonprofit, 501(c)(3), tax-exempt membership organization located in USA, whose mission is to drive the growth of Imago relationship therapy globally. IRI provides membership services such as ongoing Imago training and professional support to therapists, program development including the "Getting the Love You Want" workshop for couples. A board

of directors oversees the mission, programs, policies, and fiscal health of the organization.

**3. Certified Imago Therapists.**

IRI issues Certificates to therapists who satisfactorily complete IRI training. These Therapists are listed in IRI's printed and web-based directories.

**4. Certified Imago Workshop Presenters.**

These are Certified Imago Therapists who have completed additional training with Imago and are authorized to present the "Getting the Love You Want" weekend workshop for Couples.

**5. Trainees.**

Therapists and educators who enter into formal training programs with IRI.

**6. Territory.**

A designated area for the operation of this charter.

**7. Charter.**

A document that sets out the principles by which ILO can act as the local Imago chapter in the territory on behalf of IRI.

**8. "Getting the Love You Want" workshop manuals**

A publication of IRI, which is provided to all participants of the "Getting the Love You Want" workshop for couples. The manual may not be used, copied or distributed without the permission of IRI. Only Certified Imago Workshop Presenters are authorized to use the manual.

**9. Certification Agreements**

The "Certification Agreement" is signed by Imago Therapists. It defines their working relationship with IRI and the conditions under which they can provide Imago Relationship Therapy. Certified Workshop presenters also sign a "Workshop Presenters" agreement.

**The Relationship Parameters and Structure**

1. Start date: \_\_\_\_\_
2. Term is 2 years from the signature date below.
3. ILO recruits Certified Imago Therapists in the territory to be members of the ILO. IRI and ILO will encourage all Imago Therapists and Workshop Presenters in the territory to be members of the ILO.

4. Members of the ILO are automatically members of IRI
  - a) ILO will pay IRI \$15 for every one of their Clinical members each year, and provide full details to IRI, including wherever possible email addresses.
  - b) ILO members will be listed on the IRI website and in the IRI directory. ILO should notify IRI of all members renewing by 31 December each year, so that they can be included on the IRI website for that following year. All names must be received by IRI by 31 January each year in order to be included in that year's printed directory of global members
  - c) ILO may purchase from IRI at the cost of printing and mailing in bulk publications such as the annual membership directory and the Imago Journal. ILO will distribute these to their members at their own cost.
  - d) As an alternative to 4c), IRI may provide information to enable the ILO to produce translated materials for distribution to their members.
  
5. ILO will support Certified Imago Workshop Presenters by providing "Getting the Love You Want" workshop manuals
  - a) Members of ILO who are Certified Imago Workshop Presenters should purchase Workbooks through the ILO
  - b) ILO is to charge Workshop Presenters a fee for the manual equivalent to 10% of the total cost of the workshop per person. This will be based on the average cost of the Couples workshop in that territory.
  - c) ILO will pay IRI one third of workshop revenues collected, together with a full accounting of revenues
  - d) In some circumstances it may be difficult to arrange timely delivery of workshop manuals to the Workshop Presenter. In this case the ILO should ask IRI to fax a letter authorizing the workshop presenter to copy a specified number of copies of the manual. The Workshop Presenter would pay a fee as described in b), less the cost of copying.
  - e) ILO may decide to award a discount to its members of up to 1% of the total cost of the workshop, reducing the effective fee to 9%. However this will not reduce the amount payable to IRI in 5c).
  
6. Therapists and Workshop presenter training is provided by IRI. Training is delivered by a member of the Imago faculty, and 90% of the training fees will be paid to them. The remaining 10% is a registration fee paid directly to IRI. This fee supports the costs of maintaining the faculty, training records and certification standards.
  - IRI will pay ILO a 25% commission on Training fees collected by IRI (ie: 25% of 10% = 2.5% of total revenue) for the trainings they organize in recognition of the work the ILO does to recruit therapists for training and to organize training classes.
  
7. The purpose of this two year agreement is to establish the foundation for a longer-term full agreement, which would provide a full license for ILO to represent IRI in the territory. In the meantime IRI and ILO will follow the

guidelines for support set out in exhibit A, or where these turn out to be impractical will discuss changing them.

8. Imago Therapists and Workshop Presenters have access to Imago materials under terms set out in the Certification Agreements they have in place with IRI. The ILO is expected to encourage their members to respect all the terms of these agreements, including copyright and trademark provisions.
9. This document is intended to provide guidelines that will result in a formal charter which will actualize the aspirations set forth in the Preamble . It is not intended to alter any existing agreements. It may be terminated by either party with 60 days written notice

Signed

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
For ILO (please print)

\_\_\_\_\_  
Signature of Officer of ILO

The IRI

By: \_\_\_\_\_

Title: Executive Director

## **Exhibit A – Guidelines for responsibilities for both IRI and ILO**

### A1 Guidelines for the support IRI is to provide to the ILO

#### *A1.1 FINANCE:*

*a) To communicate the overall IRI Budget to Regions*

*b) To communicate progress being made in the funding of Special Projects in Regions or Globally*

*c) Where appropriate to fund specific projects run by the ILO which are important to the overall mission of IRI. ILO may present proposals to the IRI Board for approval.*

#### *A1.2 ACADEMIC SUPPORT:*

*a) To provide a web-based forum for members of the ILO to share clinical and academic information with other Imago therapists worldwide*

*b) To enable papers and workshop material that has been presented at Conferences to be accessed as above;*

*c) To provide information on the publishing of books and papers by those in the Imago Faculty as also Imago Therapists in the Regions and how these may be purchased or down-loaded on the internet.*

#### **A1.3 COMMUNICATION:**

*a) To communicate news about the Imago community via the internet;*

*b) To maintain and keep available a list of URL addresses of all websites, run by local regions and if possible web-links to these;*

*c) To communicate information on forthcoming Conferences and how Papers etc, given at these, can be accessed after they have ended;*

*d) To provide a web page or application which enables ILOs to share local news with other ILOs and all IRI members*

*e) To encourage support and information sharing links to be set up between ILOs*

#### **A1.4 TRAINING:**

*a) Through Imago Faculty to liaise with ILO to establish their Education Track and Training needs;*

*b) To appoint a member of faculty to be responsible for Training Liaison with the ILO, in order to make sure that Clinical Instructors are available for training sessions organized by ILO*

*c) To identify ways to train local therapists to become Clinical Instructors who can provide the long-term training needs of the ILO*

*d) To communicate clearly with the ILO the requirements for Imago Training and the Education Track, and to provide support materials to enable the ILO to recruit therapists for training sessions*

#### **A1.5 TRANSLATIONS**

*a) To assist ILO in obtaining permission for translations of Imago materials into local language, and to support their efforts to get Imago books made available in local language*

*b) In some circumstances to finance the translation of key materials, particularly for an economically disadvantaged community.*

## 2. ILO responsibilities to IRI will include the following

### *A2.1 FINANCE and GOVERNANCE:*

- a) To file with the Executive Director annually Audited Accounts, as approved by the General Meeting of the Regional Imago Community;*
- b) To furnish regular updates on any Special Projects running in the Region, enjoying IRI funding.*
- c) To provide timely notification of changes in officers or constitution/ charter of the ILO, and any major issues such as financial difficulty or legal problems*

### *A2.2 ACADEMIC SUPPORT:*

- a) To ensure that information on Papers, Books or Workshop material, which may be of interest to the International Imago Community, is communicated to the Imago Office in New York City.*
- b) To advise if any academic material can be seen or down-loaded on regional Websites;*

### *A2.3 COMMUNICATION:*

- a) To ensure that the Imago WebPages have an up-to-date URL of the ILO website*
- b) To designate one of the ILO officers to have special responsibility to regularly communicate with the Global Committee Chair, cc to the Executive Director;*
- c) To set up a link from the ILO Website to the IRI website and WebPages;*
- d) To be open to the setting up of support and information links with other ILOs*
- e) The ILO is to nominate a representative to attend phone-bridges run by the Global Membership Committee, and to send a representative to the annual Global Summit face-to-face meeting*

### *A2.4 TRAINING:*

- a) To maintain clear and regular liaison with the Imago Faculty Member responsible for the ILO*

*b) To ensure, as far as possible, that the integrity and standards of Imago Relationship Theory are maintained by all Clinical Therapists, Workshop Presenters and Clinical Trainers;*

*c) To dialogue with IRI to create a long-term relationship between Certified Therapists and the Imago Faculty, based on taking continuing Imago education credits and/or supervision, in order to strengthen Imago practice globally*

#### **A2.5 TRANSLATIONS**

*a) Where necessary to translate communications and marketing information from IRI into local language for ILO members*

*b) .To agree a plan with IRI for translation of materials into local language as necessary*