



# WILLIAM GLASSER INTERNATIONAL

## Policy Document

### BECOMING A MEMBER ORGANISATION OF WGI

#### PRELIMINARY STAGE

1. Prior to any interest in acquiring official status, some or all of the following will have normally occurred:
  - 1.1 An individual or group from a particular area (referred to in this document as a “new area”), without an official WGI organisation, has taken CT/RT training to full WGI certification in their own area or elsewhere.
  - 1.2 This individual and/or group wishes to have training within their own area.
  - 1.3 This individual or group wishes to create an association to promote further training.
  - 1.4 This individual or group begins to organise courses in their area in an unofficial capacity.

#### MENTORING STAGE

- 2 Early in the process, the group chooses an experienced member of WGI to become a 'mentor' to the people in the new member organisation or, with their consent, WGI will provide appropriate referral.
  - 2.1 The mentor must be a faculty member who is:
    - (a) a dues-paying member in good standing with WGI.
    - (b) qualified at the appropriate level.

- (c) available and willing to work as a mentor.
  - (d) current with any WGI professional development requirements.
  - (e) ideally reasonably fluent in the preferred language of the group.
  - (f) accepted as a mentor by the group.
  - (g) recognised as a mentor for this group by WGI.
  - (h) be in regular contact with the WGI board representative for the area.
- 2.2 The mentor provides support and continues to build relationships with the people involved.
  - 2.3 The organising group will be current members of WGI.
  - 2.4 At least three persons from the area will have completed the certification process in the previous two years.
  - 2.5 After a reasonable period from between 12 months and 18 months, where the group has been co-ordinating training in an unofficial capacity in conjunction with its mentor, there is sufficient experience for the group to consider forming an official organisation.
  - 2.6 The mentor, throughout the process, advises the local group and representatives of WGI.
  - 2.7 Being a mentor places no obligation on the mentor to work as faculty for the group being mentored nor does it preclude such a role.
  - 2.8 Other WGI faculty apart from the mentor, may offer or be invited to work as faculty in the new area and this faculty is recommended to collaborate with the mentor.
  - 2.9 The mentor may, with specific WGI approval, propose some variations or exceptions in the initial training process to allow for initial difficulties and to encourage the development of the local organisation.
  - 2.10 All of the associated individuals are committed to promoting CT/RT training with official approval of WGI and are ready to follow the guidelines to becoming an officially recognized organisation as stipulated in this document.

## **FORMAL APPLICATION STAGE**

3. Because of WGI's articles of incorporation, we can only have not-for-profit organisations as member organisations. Any area, through a group of individuals wishing to form an association or organisation to represent that area as a not-for-profit entity, is to demonstrate its commitment by sending a formal application to WGI and to its mentor.
  - 3.1 The formal application will include the following:
    - (a) process the application through the regional representative;
    - (b) the name and contact details of the designated leader of the group;

- (c) the name and contact details of at least two other persons who will form the initial group;
- (d) a commitment to the vision and mission of WGI;
- (e) acceptance of the programs, policies and procedures of WGI;
- (f) statement that this group as such is dedicated to the activities of WGI;
- (g) a commitment in writing to working in a not-for-profit status or its equivalent in that area;
- (h) provision of an official name for the organisation/association to be accepted by WGI;
- (i) work with the mentor who offers assistance throughout the process.

## **FORMAL REGISTRATION STAGE**

4. To be registered as a member organisation of WGI, it is essential for the organisation to be working in a not-for-profit capacity.
  - 4.1 If for any reason the organisation believes it is not possible for it to obtain official not-for-profit status in its own area, it should indicate this to WGI who may, in certain circumstances, accept as member organisations who do not have such official status but who are committed to working in a not-for-profit capacity.
  - 4.2 Once the organisation has an official not-for-profit status that is acceptable to WGI, the organisation sends the following to WGI through its mentor:
    - (a) copy of license/registration attesting to not-for-profit status OR copy of alternative document approved by WGI;
    - (b) list of Officers including Executive Committee of three to five or more according to the requirements of the area of origin, including the name of the Officer to serve as a contact person between the organisation and WGI;
    - (c) copy of its constitution and/or operating guidelines according to the requirements of the area of origin;
    - (d) copy of its bylaws;
    - (e) details of the organisation's website and other online presences.
5. Upon receipt of documentation, WGI applies the policy concerning official recognition of member organisations.

6. In normal circumstances the mentoring stage will continue until the first anniversary of the organisation acquiring official recognition.

## **INTERNATIONAL COURTESY**

7. Whenever a faculty member is preparing to work in a country with an existing Member Organization, the faculty member or the person organizing the training needs to notify the MO by registering the training through that local organization, **aligning with the culture and practices of that member organization.**

- 7.1 At the conclusion of training, data, paperwork and training fees need to be sent to WGI through the MO where the training occurred.
- 7.2 Any training policies followed by the local member organization will be followed.
- 7.3 Whenever people take training in an MO area other than their own, it is the responsibility of the MO to notified the person's MO of residence of the training completed.

## **RIGHTS AND RESPONSIBILITIES OF OFFICIAL MEMBER ORGANISATIONS**

8. Once recognised as an official member organisation by WGI this organisation will:
  - 8.1 maintain communication with WGI
  - 8.2 be listed as official on the official WGI website
  - 8.3 be represented at official regional and international meetings of WGI
  - 8.4 have formal WGI events publicised on the WGI website and publications
  - 8.5 indicate its official affiliation on its own website
  - 8.6 indicate its official affiliation on all its publications
  - 8.7 use the official WGI logo on its website and publications
  - 8.8 advertise and organise official WGI faculty training
  - 8.9 organise official WGI faculty training

- 8.10 issue certificates on behalf of WGI
  - 8.11 collect monies on behalf of WGI and forward these to WGI
  - 8.12 will notify WGI of any change in name or structure
9. Official recognition by WGI may be withdrawn at any time due to any behaviour that is incongruent with WGI's values.