



LMHI PROCEDURES

Updated Edition, September 2019

Revisers:

LMHI Executive Committee and International Council 2019

Introduction

The International Council (IC) enacts the present Procedures in accordance with § 16 of the Constitution.

§ I

Language

The official written and oral language of the association shall be English.

§ II

Membership

Individual full memberships are limited to physicians, dentists, veterinary surgeons and pharmacists with a full medical, dental, veterinary or pharmaceutical qualification of a State University or licensing authority duly recognized by a government of the country in which they practice or work, and who have had special education in homeopathy as evidenced by a diploma recognized by the LMHI.

Individual associate memberships may be offered to persons with qualifications recognized nationally, who have undertaken homeopathic training recognized by the LMHI, such as medical students, chemists and all persons who are licensed healthcare providers, such as naturopaths, nurse practitioners, or physician's assistants who by their profession or activities can contribute to homeopathy, such as scientists, researchers and authors.

Institutional full memberships are limited to national homeopathic organizations composed of physicians, dentists, veterinarians, and/or pharmacists that are legally recognized in accordance with the regulations of their country.

Institutional associate memberships may be offered to institutions or organizations who by their profession or activities contribute to homeopathy. Such entities include research institutes, charity organizations, and patient organizations which have legal recognition and compliance in accordance with their national law (or regulations).

Any person who wishes to become an **individual full member** or **individual associate member** must apply in writing to both the General Secretary of LMHI and the National Vice-President (NVP) or National Contact Person (NC) of his/her country, or directly to the General Secretary if there is no institutional member or NVP or NC in his/her country. He/she must complete the forms prepared by the General Secretary and obtain signatures by two individual full members from his/her country. In the case that there are no existing LMHI full members in the individual (full or associate) applicant's country, an individual applicant may qualify through the recommendation of any two full LMHI members. *Persons who are current members of an LMHI institutional member organization are exempted from the individual application process.*

Organizations or institutions that wish to become a full or associate member should have their legally recognized representative (*usually the President or Secretary*) apply in writing to the General Secretary and complete the forms prepared by the General Secretary. Incomplete applications will not be processed.

After the institution or individual applicant has sent his/her completed membership application with requested documents, his/her application will be processed and evaluated by the Executive Committee within a period of 30 days after receipt. Admission to membership may be confirmed by the Executive Committee *ad interim* until the next meeting of the International Council which can ratify the membership by a two-thirds majority of members in attendance.

Membership is not automatic. If the Executive Committee has granted membership, the applicant, or applying organization, will receive a letter of confirmation that is contingent upon payment of the membership fee within 14 days. If the applicant is not recommended for membership, an official letter will be sent to the applicant. The Executive Committee's decision is effective from the date of payment of the applicant's membership fee and is final upon ratification by the International Council.

The membership terminates upon withdrawal, exclusion, or death. Withdrawal is only permitted at the end of a calendar year. The request for withdrawal must be presented to the International Council in writing at least four weeks prior to the anticipated withdrawal date.

§ III

International Council Meeting

The International Council shall determine at its annual meeting the place, time, duration and procedure of the following annual meeting. This should be the last item on the agenda of the IC Meeting ("Next Annual Meeting – Place and Time").

Place, time, duration and procedure of Extraordinary Meetings of the International Council shall be determined by the Executive Committee. Invitations to the NVPs and NCs are issued in accordance with the Constitution.

Any institutional member, through their NVP or NCP, may request in writing that a particular issue shall be entered on the agenda. Such request must be made at least three (3) months

before the meeting of the IC and must be sent to the General Secretary by registered mail. The Executive Committee will determine if such requests will be entered on the agenda. If the request is denied, the Executive Committee will state reasons for the rejection in writing to the requestor.

Valid resolutions may be taken only on items which appear on the agenda. Any draft resolutions that are subject to decision by the IC members should be circulated with a short explanation (including who has submitted the topic, why, and background information) at least 4 weeks prior to the IC Meeting. The invitation and agenda must be sent to the participants of the IC Meeting at least 30 days before the meeting.

§ IV

Executive Committee

The Executive Committee is composed of the President, the Vice-President, the Immediate Past-President, the General Secretary and the Treasurer. They are charged with the daily management of the association.

The members of the Executive Committee shall – if possible – be residents of different countries from different continents, and shall be full members of the LMHI through their national organizations or institutions or as individual members of the LMHI.

The Executive Committee shall convene or have virtual conferences as often as business requires. Any member of the Executive Committee, by stating the reasons, may request the President to call a meeting. Except for urgent cases, the meeting shall be convened in writing and the notice must state the order of the day. The invitation shall be sent to the members of the Executive Committee ***at least 30 days prior to the meeting.***

The Executive Committee may only transact business if the majority of its members are present or represented. The Executive Committee may pass resolutions with a simple majority of the present or represented members. Resolutions may also be adopted by way of written consent of all members unless one member of the Executive Committee requests on oral debate.

The members of the Executive Committee are eligible for re-election, but cannot be elected in the same position for more than two (2) terms. The President is not eligible for re-election. The Vice-President shall be elected President and the President shall be elected Immediate Past-President for the next term of three (3) years barring valid extenuating reasons.

The duties of the Presidents include the following:

The President:

He or She shall have the legal and institutional representation of the same before the different organizations that deal with the LMHI.

The President of LMHI shall preside at all Assemblies and meetings of the International Council and of the Executive Officers, assisted by the Vice-President.

The President shall have the general and active management of the affairs of the organisation. He or she shall see that all orders and resolutions of the International Council and the Executive Committee are carried into effect.

The President, or in his/her absence the Vice-President, shall preside over meetings of the International Council.

He or She shall be the honorary President of the annual LMHI world congresses and shall open and close the congresses.

He or She shall represent the LMHI at national or international events.

The Vice President:

The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon him or her by the Executive Committee and the International Council.

The Vice President shall have the general and active management of the Working Groups and shall organize and preside over the Working Groups meetings.

He or She shall read the reports of the Special Committee secretaries during the meetings if necessary and give information to the International Council about the Working Groups.

He or She shall attend all meetings.

He or she shall also perform such other duties as may from time to time be directed by the President and Executive Committee.

The Immediate Past President

The Immediate Past President shall provide support and advice in policy matters or any other topic requested by the Executive Committee officers.

He or She shall attend all meetings.

He or she shall also perform such other duties as may from time to time be directed by the President and Executive Committee.

§ V

General Secretariat

Nine (9) Secretaries (including the General Secretary) shall be appointed to accomplish the business of the LMHI. The duties of the Secretaries are as follows:

A. General Secretary

The General Secretary is responsible for the administration of the association and for the preparation and the execution of the Meetings.

He or she shall draft the Minutes of the Meetings and shall forward copies of the Minutes to all NVPs and NCs. The Minutes shall be adopted at the next Meeting of the International Council.

He or She shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings to be kept for that purpose.

He or she shall give or cause to be given notice of all Assemblies and meetings of the International Council, and shall perform such other duties as may be prescribed by the Executive Committee or President.

Additionally, the General Secretary shall entertain relations with the national institutional and individual members .

He or She shall follow all the official work and duties in the German Courts and offices and the seat of LMHI in Köthen regarding to be a registered NGO in the Germany with the help of the Treasurer.

In his/her absence the Vice-President, shall do her duties during the meetings of the International Council..

The duties of the other Secretaries include the following:

B. The Secretary for Homeopathic Research:

- Create a network of acclaimed scientists/researchers working on high-quality scientific homeopathic research worldwide,
- Promote the exchange of results of homeopathic research,
- Promote LMHI Research Working Group activities in all continents, and
- Coordinate with the chair of the subcommittee of Provings on matters related to provings guidelines and clinical verification
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C. The Secretary for Education:

- Create an inventory of homeopathic educational programs throughout the world,
- Develop and promote a program of basic teaching standards in homeopathy, and
- Promote the activities of the LMHI Education Working Group on all continents.

D. The Secretary for Information and Communication:

- Promote a favourable attitude in the world towards homeopathy,
- Promote integration of homeopathy in primary and secondary healthcare,
- Promote LMHI as the global organization representing all legally authorized professionals working in the field of homeopathy, and
- Encourage the activities of the LMHI Public Relations Working Group to motivate participation of homeopathic practitioners, especially with regard to younger colleagues.

E. The Secretary for the LMHI Newsletters:

- Compile all annual country reports about the development of homeopathy throughout the world,
- Select the information useful for LMHI members,
- Edit the above information, prepare a manuscript, and have it published once annually,
- Publish e-Newsletter and Liga Letter,
- Regularly check and update the content of the LMHI website, working with the members of the LMHI Newsletter Working Group and in collaboration with the members of the LMHI Public Relation Working Group, and
- Promote the activities of the PR Working Group.

F. The Special Committee Secretary for Archives:

- File the Minutes of the Meetings and the papers presented at each annual LMHI congress,
- Compile, sort and file relevant LMHI correspondence,
- Collaborate with librarians where the LMHI Archives are housed, and
- Collect and supply material from the Archives to any LMHI Researchers interested in such topics.

G. The Secretary for Pharmacy:

- Deal with all the matters concerning the science and profession of homeopathic pharmacy,
- Create and regularly update the address list of the colleagues worldwide with the help of NVPs and NCs,
- Connect colleagues around the world,
- Promote the activities of the Pharmacy Committee, and
- Support the scientific program on pharmacy for each LMHI Congress.

H. The Special Committee Secretary for Dentistry:

- Manage all matters concerning dental science and its profession in relation to homeopathy,
- Create and regularly update the address list of the colleagues worldwide with the help of NVPs and NCs,
- Connect colleagues throughout the world
- Promote the activities of the Dentistry Committee, and
- Support the scientific program of Dentistry for each LMHI Congress.

§ VI

Treasurer

Treasurer shall provide for the receipt of all monies payable to the LMHI, and shall provide for the discharge of accounts of the LMHI which have been ordered by the Executive Committee and / or International Council to be paid.

Treasurer shall provide for keeping and maintaining the books and accounts of the LMHI and shall submit a full and proper accounting to the International Council and Executive Committee at each of its meetings.

Treasurer shall have the custody of the funds and securities of the LMHI and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the LMHI in the books belonging to the LMHI and shall deposit all monies, securities and other valuable effects in the name and to the credit of the LMHI in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the International Council from time to time. He or she shall disburse the funds of the LMHI as may be directed by proper authority taking proper documents for such disbursements, and shall render to the President and International Council at the regular meeting of the International Council, every 3 months to the Executive Committee, or whenever the Executive Committee may require it, an accounting of all the transactions and a statement of the financial position, of the LMHI.

The Treasurer shall help find solutions for any LMHI members having difficulties meeting their financial obligations or completing transactions, following the advice of the Executive

Committee. For this purpose, there should be a regular exchange/communication with the fiscal officers in the LMHI Member countries.

He or She shall attend all meetings.

He or She shall make budgets in case the LMHI makes investments in solidarity projects in different countries that need it.

He or she shall also perform such other duties as may from time to time be directed by the President and Executive Committee.

§ VII

National Vice-Presidents and National Contact Persons

The National Vice-Presidents and National Contact Persons are the permanent link between the International Council and the national homeopathic organizations.

The duties of NVPs and NCs include the following:

- They shall send **the report** of every International Council Meeting or Congress of the LMHI to the homeopathic journals of their respective countries.
- They shall submit to the LMHI **an annual report** of the activity and development of homeopathy in their country. Annual reports must be sent to the General Secretary and a summary of annual report (up to 130-word paragraph) should be sent to the LMHI Secretary for the Newsletter for "*The Liga Letter*" at least one month before the meeting of the International Council.
- They shall submit to the LMHI **an annually updated directory** of the individual members and national homeopathic associations or institutions. This directory must be sent to the LMHI Treasurer by March 31st or at the latest, one month before the meeting of the International Council along with the collective membership dues. The directory should include names, surnames, professions, addresses, telephone and e-mail addresses of each member of the LMHI institutional member together with the total number of the organization members, if the law of that country permits. In countries where complete information disclosure is not permitted by law, then at a minimum, the name and surname of each member and the total number of members of the organization should be submitted. This member information should be signed by the president of that national organization to confirm the validity of the submitted information.
- They shall do their utmost to make the LMHI a strong, representative and global organization. To this end, they shall strive to include all national professional homeopathic associations, institutions or individuals into the LMHI in accordance with § VI and § VII of the Constitution.
- In countries where there is an agreement with the LMHI institutional member to pay their national membership fee after March 31st, the president of the association should send a signed letter to the LMHI General Secretary and Treasurer requesting a special deferment of the payment of their LMHI annual membership fee. If the fee is not paid 30 days before the date of the LMHI Congress, the members of such an association are not eligible for the reduced LMHI Congress fee for that year.
- They shall do their utmost to attend the International Council meetings and the LMHI congresses. If an NVP cannot attend, they should send a representative who should be an LMHI member. If a representative is not able to attend the meeting, the general secretary should be notified at least 3 months prior the meeting.
If an NVP fails to demonstrate active participation in their role, i.e: being an active liaison, answering e-mails, submitting a yearly report etc. for a period of 3 years, they will be requested to step down and a replacement sought..

- They shall inform the general secretary and the secretariat if their contact addresses or the contact addresses of the institutional members change.

The Executive Committee shall provide supporting supervision to NVPs and NCs. The Executive Committee reserves the right to request a change of NVP and/or NC if he/she fails to fulfil his/her responsibilities (as described above) for two (2) consecutive years.

§ VIII

Election of the National Vice-Presidents and National Contact Persons

Each country is entitled to elect only one representative (NVP or NC) in the International Council at any time. The Country representative is appointed by the LMHI institutional member in the country. In the event that there are two or more institutional members, these members shall elect one common National Vice President who is the consent nominee of all institutional members. A document confirming the status of any such newly elected NVP confirmed by a legal representative of all LMHI institutional members in that country shall be sent to the General Secretary within one month after the election.

The institutional members are free to determine the procedures of the election. In countries with more than one institutional member, it is advisable that the National Vice President alternates between different institutional members. If agreement is not reached, then it is advisable that decisions are brought by majority vote (one institutional member has one vote).

The name and the address of the National Vice President must be communicated in writing to the General Secretary. The institutional member/members may replace their National Vice President at any time.

The invitation to the meetings of the International Council will be sent to the National Vice-President, who is registered with the Executive Committee at the time of the issuing of the invitations.

In a country without institutional members the national individual full members shall appoint the National Vice President (if there are 15 or more individual full members) or the National Contact Person (if there are less than 15 individual full members). However, it is advisable that such national individual full members constitute as soon as possible a national homeopathic organization or institution which is legally recognised in accordance with their national laws and regulations and afterwards apply to become an LMHI institutional member. The document that confirms the appointed National Vice President or National Contact Person as the consent nominee of national individual full members is to be sent to the General Secretary within one month after the election or appointment. In countries where there are no institutional members and only one individual full member, that member can become the National Contact Person by presenting a proposal to the Executive Committee of the LMHI regarding his/her plan to work with the political and medical authorities for the improvement of Homeopathic Medicine in his/her country.

The International Council confirms the new NVP or the new NC at the following Annual Meeting. After the confirmation, General Secretary issues a confirmation certificate to him/her.

§ IX

Council of LMHI Past Presidents

The Council of Past Presidents is composed of the LMHI Past Presidents. This council is a permanent LMHI Advisory Body whose main goal is to provide support and advice in policy matters or any other topic requested by the LMHI Governance body, especially the Executive Committee. The members of the Council of Past Presidents shall appoint the Immediate Past President as Chairperson. However, in case of special circumstances (*health state or any other factor which hinders the LMHI Immediate Past President to accept this duty*), the Council of Past Presidents may appoint another Past President as Chairperson. The Chairperson has no obligation to be present at the LMHI annual meetings of the Executive Committee or the International Council but he/she may attend by invitation of the Executive Committee or the International Council if approved by the Executive Committee.

§ X

Special Interest Committees

Special Interest Committees (SIC) are established by the International Council upon the submission of a relevant proposal containing scope, aims, and composition. Special Interest Committees are the expression of the continuous interest of the LMHI in particular areas or activities falling within the scope of the LMHI. A Special Interest Committee should report annually on its progress. In selecting members both expertise and international distribution shall be considered. The Chairperson of a Special Interest Committee is elected by the International Council upon recommendation of the Executive Committee. The members of the Special Interest Committee are appointed by the LMHI President upon recommendation of the national institutional members, or by the Special Interest Committee Chairperson who shall in advance consult the National Vice-President(s) for that particular country(s).

§ XI

Ad Hoc Advisory Committees

The Executive Committee and the International Council shall both have the power to establish Ad Hoc Advisory Committees on specific topics. An Ad Hoc Advisory Committee is established by the International Council or Executive Committee to advise in policy matters that require detailed analysis and shall deliver the results requested within the specified time period. The Ad Hoc Advisory Committee shall automatically be dissolved as soon as its job is complete. If the Ad Hoc Advisory Committee is established by the Executive Committee, the Chairperson and the members of the Ad Hoc Advisory Committee are appointed by the Executive Committee itself. If the Ad Hoc Advisory Committee is established by the International Council, the Chairperson and the members are appointed by the International Council on recommendation of the Executive Council.

§ XII

Working Groups

The International Council and/or the Executive Committee shall have the power to establish Working Groups whose objective will be to help the Secretaries or to examine certain homeopathic problems. Working Groups should report annually on their progress. The Working Groups differ from the Special Interest Committees in the sense that participation in the activities of the Working Groups is open to all interested LMHI members who want to contribute to the continuous projects of the Working Groups. Each Working Group is chaired by one of the already existing LMHI Secretaries, whose scope of activities most closely relates to that of the Working Group, or a new person appointed by the most related Secretary and approved by the Executive Committee. Certificates to those who work actively will be issued. Observers can join Working Groups but it is recommended that they be experts in the field.

§ XIII

Quorums and votes

A quorum of the International Council shall exist, when at least one third of the NVPs, NCs, or their duly appointed representatives, are present. The International Council decides by simple majority vote of the delegates present, except where this Constitution, the law or the Procedures determine otherwise. If a quorum has been established during any meeting, any measures properly brought for voting may be passed with a 51% majority vote of those NVPs, NCs and representatives that are present. Voting in the International Council shall be done openly unless a majority of the NVPs, NCs, and representatives require a secret ballot.

§ XIV

Signatory Powers

The Executive Committee shall regulate the signing right of its members with regard to the conduct of routine business of the LMHI. Changes to official documents require at least two signatures from the following group: the President, the General Secretary and the Treasurer.

§ XV

Finance

Unless otherwise ordered by the International Council, the fiscal year end of the LMHI shall be the 31st day of December in each year.

Reasonable expenses incurred by members of Executive Committee and The Secretariats in attending meetings of the International Council and Executive Committee shall be met by the LMHI.

Likewise, expenses that involve the attendance of a representative of the EC to the event to be held in commemoration of World Homeopathy Day will be covered.

The expenses of delegates and others incurred in attending Assemblies shall not be a charge upon the funds of the LMHI.

All Secretariat and editorial expenses shall be met by the general funds of the LMHI on the periodical production to the Secretary of documents stating the expenses incurred.

The accounts of the LMHI shall be kept by the Treasurer.

Any Officer may inspect the accounts.

The International Council shall appoint an independent auditor.

The Treasurer shall annually publish a report on the general state and proceedings of the LMHI for the past year, a financial statement and balance sheet for the past year audited by a professional accountant, and an estimate of the probable income and expenditure of the LMHI for the coming year.

The LMHI may accept funds from foundations, Corporations or other interested parties for special projects.

§ XVI

Publications

All notices of the LMHI are published in the LMHI Newsletter and / or LMHI Liga Letter.

§ XVII

Membership Contributions

All members shall pay annual fees. The Executive Council proposes the rate of the annual fees for each category of members, which must be considered for approval by the International Council. The LMHI institutional member collects the fees from its members and transfers them to the LMHI Treasurer every year by March 31st, or at least one month prior to the annual IC Meeting if a deferment has been approved. All fees must be paid according to this schedule in order to permit the use of membership rights, including voting rights and reduced LMHI congress registration fees. To account for non-payment by individual members to a national institution or organization, a non-payment of up to 5% of the total membership fee may be permitted, if approved by the General Secretary through a request by the NVP or NC prior to 31 March of the current year. LMHI Institutional Members are not permitted to collect more money for the purpose of LMHI Membership than is stipulated. No member of the LMHI governance body is allowed to directly receive money in cash from a current or potential future LMHI Member in the name of LMHI.

§ XVIII

Voting rights

Eligibility to vote in elections and other decisions of the International Council is reserved for those LMHI institutional members represented by their NVP or NC that have paid their membership fees for the former and current year of the International Council Meeting. Eligibility to vote in elections and other decisions of the International Council shall also be permitted to countries in which an LMHI institutional member does not exist, but where full members are represented by a National Vice President (15 or more individual full members) or National Contact Person (less than 15 individual full members), provided their membership fees have

been paid for the former and current year of the International Council Meeting. Such NVPs and NCs will have voting rights, but not LMHI Congress organizing rights. The annual LMHI Congress can be organized by countries whose institutional members are paid in full. Countries with institutional members, not paying in full, or countries without institutional members but only individual full members represented by a NVP or NC can get the rights to organize a LMHI congress, but only under the condition of paying LMHI the amount of ten thousand (10,000) euro before planning begins and then 15% of the net earnings (profit) within 1 month after the LMHI Congress has concluded. For further details regarding the conditions and recommendations for organization of the LMHI Congress, the reader is referred to the LMHI document titled "LMHI Guidelines Congress Organization".

A Country representative (National Vice President or National Contact Person) can represent only his/her country and has only one vote in the International Council. It will not be permitted for one person to represent more than one country. If for any reason the NVP or NC is not able to participate at the IC Meeting, an authorized representative may attend instead.

The International Council decides by 51% majority votes of the LMHI member countries delegates present.

Date: _____

Signed by:

Name, President of LMHI

Signature