Pursuant to the Worldwide Aquatic Bodywork Association (WABA) Statutes, the Board of Directors issue the following internal rules (IR), submitted to EGA approval (art. 16 b of Statutes):

1. **General Assembly (GA) or Electronic General Assembly (EGA) or Extraordinary General Meeting (EGM) Art. 8-12 Statutes**

a) The GA/EGA/EGM are usually organized in electronic format. A closed platform on -for example- Facebook, SurveyMonkey (or similar media) provide for a discussion forum from at least 8 weeks before the date of the GA/EGA/EGM to min. 4 weeks before.

b) All recognized members who have duly paid the annual association fees pursuant to Art. 3 of Statutes, can make suggestions and requests. If the request or suggestion is formally supported by other 4 members, it will obtain an electronic vote for approval or denial and will be included on the EGA agenda.

c) At the date of the GA all members vote by e-mail or through similar media on agenda items.

d) E-mail must reach the electronic vote committee (held by WABA secretary or a Board delegate and the chairman) by 6 pm the following day, Greenwich Mean Time (GMT).

e) All voting is done by electronic method provided by a simple majority of votes cast (abstentions do not count as votes cast). The simple majority of votes cast is enough for decision making. No need of absolute majority of members.

f) If requested by a present member, the vote on items of a highly personal or confidential nature can take place in closed session. The Board of Directors will decide such requests on a case-by-case basis and organize the vote in an appropriate way.

2. **Procedure for proposed Candidates for Board of Directors. Art. 13 of the Statutes**

a) Every 4 years the seated Board of Directors shall organize a poll in the month of October to identify the potential Board members.

b) A candidate shall submit her/his CV and photo to the Board by July 31 of that election year. The candidate must be member of WABA.

c) A candidate for a seat on the Board of Directors must (1) be in good standing with the association (WABA); (2) be current on all membership payments, and training obligations (WABR); and (3) for the preceding five (5) years, must not have an ethics record, which must include but is not only limited to sustained formal complaints or probationary action or fines (Art.18 of Statutes).

d) A candidate shall acknowledge and agree that if elected to the Board of Directors, the candidate shall respond to emails and other Board communications within 4 business days (except for reasonable advanced notice of unavailability due to travel or others

major reasons), and shall participate in a virtual meeting one time per month via Zoom or similar application.

e) Candidates who do not meet all criteria set forth in subsections (b)-(d) immediately above are refused from the election process.

f) The polls are held in continental way and organized through e-mail by 2 tellers may designated by the local Instructor Conference during the actual year or the year before or by Board invitation. An IC held in September or October of the same year of the elections, could start the polling procedure in a secure pole.

g) TI, Instructors and assistants are invited from the actual Board to designate until end of May of election year, 2 tellers per continent or group of continents, that will organize locally the poll in October of the same year.

h) For every election, the seated Board of Directors will establish a list of WABA members organized by continent including Name, Surname, e-mail and Country. This list shall contain all the members that have paid the current year WABA and WABR fees until end of June of the election year. This list establishes the eligible voting members for the October election. Any challenges to the eligibility list must be lodged before August 31 of that election year. The eligibility list shall be finalized by September15.

i) Tellers (vote counters who organize the election) cannot have a personal interest in the election or a conflict of interest.

Actually -for 2020 October and subsequent elections the election shall go along with the following criteria:

2 representatives elected from USA and Canada

2 representatives elected from Europe (including Asiatic Russia, Turkey and Israel)

1 representative from Central and South America

1 representative from Asia, Oceania and Africa

New Art 13c) of Statutes (if approved by EGA 25.7.21) will be applied first time in October 2022. Elected will be in charge starting from 1.12.22 first time. Subsequent elections shall go along with the same criteria.

j) Vote must be cast by the WABA members until the end of October through simultaneously e-mail to the tellers or other secure electronic system. Tellers communicate the result only to the Board Chairman and Secretary until the 7th of November.

k) The vote is secure poll. Tellers are obliged to keep confidential the vote and destroy -after December of the same year- the voting e-mails or to remove from the electronic voting platform.

l) The old Board is publishing the result until mid-November of the same year.

m) The new Board take over at the first of December of the same year

3. Procedure for Committee candidature proposal for designation. Art 15 of the Statutes

a) Every four years the new Board designate during the month of December the renovate committee members

b) A candidate shall submit her/his CV and photo to the Board by October 31 of that election year. The candidate must be member of WABA.

1) A candidate for a seat on a WABA committee must (1) be in good standing with the Association (WABA); (2) be current on all membership payments, and training obligations (WABR); and (3) for the preceding five (5) years, must not have an ethics record, which must include but is not only limited to sustained formal complaints or probationary action or fines (Art.18 of Statutes).

2) A candidate shall acknowledge and agree that if elected to a WABA committee, the candidate shall respond to emails and other communications within 4 business days (except for reasonable advanced notice of unavailability due to travel or others Important reasons), and shall participate in virtual meetings all the times is necessary, via Zoom or similar application.

3) Candidates who do not meet all criteria set forth in subsections (b)-(d) immediately above are refused from the consideration process.

c) The new Board will choose committee members, whenever if possible, to ensure continental representation. The Board is not bound only to submitted candidatures to designate committees' members

Actually -only for ESAC designation- the nomination should go along with the following criteria:

two representatives designated from USA and Canada

two representatives designated from Europe (including Asiatic Russia, Turkey and Israel)

one representative from Central and South America

if possible one representative each from Asia, Oceania and Africa

d) The new Committees take over at the first of January of the following Board election year for a duration of four years

4. Decisions making procedure for Board and committees Art. 13-15 of the Statutes

a) Every Board or committee member shall have a functioning Internet connection consistently and shall respond to Board or committee communications within 4 business days.

b) Those who not answer are considered as not casting his/her vote. Decisions are taken with the simple majority of the cast votes (abstentions don't count) within an appropriate frame of time.

c) After 7 days of a vote/survey invitation, the simple majority that vote on a specific topic, take a valid vote.

d) Every vote counts only as single vote. There aren't double vote and you cannot delegate your vote to another member

5. **Organization of the Board and committees Art. 13-15 of the Statutes**

a) Service on the WABA Board of Directors and committees is on a voluntary basis, for terms of 4 years.

b) The WABA Board of Directors and committees are governed by the WABA statutes and Internal Rules and are subject to Swiss law.

c) Committees must elect a Chair and a Secretary and provide the Board of Directors with minutes reporting all decisions (no need to report discussion items). A member of the Board of Directors can serve as a member of any committee.

6. **Transparency Art. 13-15 of the Statutes**

The Board shall publish minutes reflecting Board decisions on the WABA website.

7. **Board of directors. Tasks Art. 13 of the Statutes**

a) The Board of Directors (BD) consisting of a Chairman, a Vice President, a treasurer, a secretary and at least one other member exercises the duties prescribed by swiss laws.

b) Minutes of the Board meeting are available on internet in duly open format.

c) The BD is overseeing all WABA activities. Especially, beside the bylaws tasks already mentioned on Statutes, it's providing action and/or support for following tasks:

1. Revise minutes from the WABA committee to check if there are some relevant problems with accordance to Statutes and IR

2. Managing the WABA official Website with the help of the WABA webmaster

3. Improvement in training of new Watsu Instructors, all around the world and especially where we are still not present, or we have a very limited presence. Watsu & AB developing policy in those areas has to be a primary task of the BD.
4. Create a tool for assessment of real demand for teaching new Instructors, as well as asses the teaching potential of current Instructors.
5. Create a strategy of teaching new Watsu Instructors especially (but not only) for area like those mentioned in b)
6. Create tools, with the help of PR & Marketing committee, for promotion (quantity, quality) and tools for the Instructors to promote for themselves
7. Final decision about conflict between members and/or WABA Institution, committees and members
8. Promote fundraising for special events
9. Hold a mail chimp address list of all members or through WABR registry
10. Send out 2 times per year a WABA newsletter
11. Organize by the end of May every year the EGA for the end of July every year
12. Coordinate activities and/or decisions with the WABR
13. Answer questions about Board decisions to membership.
14. Verification of TI respect of TI agreement with WABR and WABA rules or special agreements.
15. Send and receive to/from specific regional Ethic committee specific submitted issues for evaluation
16. Express and receive suggestion to/from committees
17. Send statement of financial situation every 2-3 months to Board members
18. ……

8. ESAC (Educational Standard Advisory Committee) Tasks Art. 15 of the Statutes

a) ESAC is the advisory committee for WABA and WABR about educational standards. It applies and oversees the learning process set up by the WABR exclusively for the Watsu provider, practitioner and Instructor certification. All others AB bodywork are not concerned.

b) ESAC is a body that is not tasked to manage educational policy. It's a committee that has only the task to apply the WABR and WABA rules about the above described learning process.

The international frame about Watsu learning process is decided by WABR in according to the WABA Board.

c) ESAC will create the official definition of Watsu Instructor and their certification process (who can it be and how to become it) and authorizations (what they can do) and the conditions of maintaining their authorization.

("Example:

Watsu Instructor is a person authorized to teach Watsu on level which is trained to and authorized to teach by WABA/WABR - the organization possessing the Trademark of Watsu. All Instructors have to pass ATC or equivalent and ITC training process (description available on: www…), commit to follow WABA/WABR Code of Ethics (available on: www…) and pay their annual WABA/WABR fee, as well as other fees described in Statutes. Instructors, who received their certification before ITC program raised up, keep their authorization - they may need to fulfill or update other requirements listed above, to maintain their authorization to teach Watsu.)

8.1 *ESAC decides and advises WABR about:*

a) Application of the learning process as above described. It's intended for the minimal international frame that is required by WABR.

b) Verify and/or overview the pre-requisite for the above described learning process

c) Authorize adaptations to special needs to the above described learning process. Adaptations must be duly motivated in a written manner. They are allowed only in extraordinary cases.

d) Decide and verify about the request of instructors to become Senior Instructor or Coach Advisor and check their pre-requisites

e) Verify the updated process and continue education of all instructors

f) Decide and verify about the upgrade of supplemental TI classes of every kind of AB to a WABA elective.

g) Set up the procedure for d) and e)

h) Set up the frame for continuous educations (CE) together with WABR and WABA Board

i) Overview activity of co-teaching and coach advising, setting up minimal requirements and minimal forms that fit worldwide

j) Propose standard teaching materials (Power Point presentation) of basic topics (history of Watsu, Practitioner Requirements, contraindications, etc.) and distribute them among Instructors to help especially young teachers and to unify some part of teaching

k) ESAC will prepare annual report of a) to h) and provide it to the Board before annual EGA

8.2 *ESAC verifies, decides and informs WABR and WABA Board about:*

a) Upgrade of Instructors to W1, W2 and W3 and their pre-requisites

b) Requests of instructors to become Senior Instructor or Coach Advisor and their pre-requisites

c) Decide and verify the pre-requisites for a TI to offer ATC and ITC

d) ESAC will prepare annual report of a) and b) and provide it to the Board before annual EGA

9. Ethics committee's (EC) tasks: Art. 16-20 of Statutes

a) The Ethics committee is the advisory committee for WABA and WABR about ethical professional standards. It oversees the different process set up by the WABA/WABR for the Watsu students, providers, practitioners, assistants and instructors. All other AB students and instructors are not affected. On demand of the governing bodies of other AB, WABA ethical committees can advise them about specific issues and situations.

b) The duties of the Ethics Committee include giving advice in the following manners:

A. Advise in a written manner to the Board about ethical issues such as all concerns that can rise between the different parties that are involved in or within WABR/WABA/TI/Assistant/Instructors/Practitioners/Provider/ students and clients.

B. Advise the Board about one issue as per comma a) and suggest the conceivable consequences in according to Art 18 of the Statutes.

C. Advise the Board about ethical issues that may be considered for a course of action.

c) Any procedure of the EC should be decided by consensus. If not possible by qualified majority (for example by 5 members it means that for a valid decision you need 3 votes)

d) An ethical issue can be addressed to the Board and/or to the related regional Ethical committee through an official complaint form. Once received, the complaint is first submitted to a formal procedural verification from the Board. Local EC that receives an official complaint submit it immediately to the Board.

e) An ethical issue can be delegated from the Board to the related regional Ethical committee or if a special situation arises, like a conflict of interest to another continental EC. Ethical committees are not allowed to act on items not delegated by the Board of directors.

f) Once a complaint form is submitted to an EC, the Chair first verifies if the actor has made every possible action to solve the issue by himself with the counterpart. Only after this step was accomplished, the EC Chair will send a notice of the opening of a case to the Board and to all the parties.

g) Once a decision is finally taken through the Ethical Committee and Board, the ethical committee is charged to inform the parties. Exceptions may be applied by the Board.

h) Timeline for responding to an ethical issue is 2 months. The Chair of an ethical committee can ask the Board for an extension of others 30 days.

i) Instructors have a mandatory responsibility to try to resolve conflicts with other instructors prior to submit complaint/request to the EC and/or Board.

j) An appeal to the Board after a decision was taken and communicated, may be applied in a term of 30 days of reception of decision. The decision on appeal is definitive, except on cases that you may appeal to the GA (EGA/EGM) as per Statutes but only for circumstances related to Art.18 c) if exceeded of 8 months of suspension or for Art 18 e).

   In the case of an appeal to EGA, a resumé or a list of all related documents shall be shared online with the WABA members in good standing and eligible to vote. The documents shall be published according to Swiss personal data policy laws. All personal names of third parties are removed *(in according to Swiss laws).*

k) Instruction, obligation to participate and respect for evidence. The competent EC shall ascertain the facts by questioning all persons who may provide useful information, consulting experts and reports, carrying out meeting or any other acts rendered necessary. Those interested or involved in a procedure are required to assist: a) if they have filed a petition; b) if they are invited to provide information's because we suppose they are person informed about the matter. The competent EC freely appreciates the result of its investigations; however, it will ensure compliance with the statutory and regulatory provisions. EC is not bound by the parties' submissions.

l) Normal Expenses for the procedures are in charge of WABA. Practical expenses (such as consulting lawyer for a specific issue and meeting expenses) and administration/secretary expenses for difficult cases, may be revert to the losing party by the EC under supervision of the Board. An administrative tax of 100 USD may be applied from the Board to the loosing part if the procedure introduced was manifestly unfounded.

m) There will be a Link on both the WABA and WABR web site to send Ethical complaints. The Board will decide which Ethics committee will handle the complaint.

n) WABA has at current time 3 ethical committee: US, Europe and Central and South America. An Asian committee needs to be set up in the future

o) Those countries that aren't listed below on the territoriality division, they may be assigned by a case by case evaluation to one of those above listed Ethical committees

9.1 Territoriality:

US Ethical Committee: US (included attached territories), Canada, UK (included attached territories), Australia, New Zealand, India, Israel, South Africa

Europe Ethical Committee: EU, Switzerland, Serbia, Montenegro, Bosnia-Herzegovina, Macedonia, Turkey (with inclusion of the Asian part), Russia (with inclusion of the Asian part), Moldova, Ukraine, Albania, Kosovo. All France's DOM-TOM, Norway

Central and South America: all the States from Mexico to Chile/Argentina. All the Antilleans independent states.

All the states from Mexico and the countries of Central America include:

Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama

The countries of South America include:

Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, French Guiana, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela

Each Ethics committee will prepare and provide to the Board the annual report of its work before annual EGA: list of issue with general description, sites involved and applied solutions.

10. Scientific and research committee. Art. 15 of the Statutes

a) Set up procedure for improving the scientific acceptance of Watsu and AB as a therapeutic tool

b) Collect all the scientific and empiric research in an archive

c) Advise symposium and conference worldwide

d) Collaborate with other bodies that have similar purposes

e) Provide help (incl. financial) for publication of research

f) Can present a roadmap for a better critical reading of scientific papers that can identify potential failures or omissions in the planning, presentation and analysis of results, which ultimately could invalidate its findings

Scientific and research committee will prepare and provide to the Board the annual report of its work before annual EGA: supported research, found new research, events organized/supported, etc.

11. PR and marketing committee. Art. 15 of the Statutes

a) Set up a WABA newsletter 2-4 times per year

b) social media activity

c) searching opportunities for promoting Watsu (conferences, special events, etc.)

d) active promotion during specific events (expos, conferences)

e) creating, publishing and spreading around promotional materials (movies, postcards, branded materials)

f) searching for and active promotion to the individual facilities (clinics, SPAs, ect)

PR and marketing committee will prepare and provide to the Board the annual report of its work before annual EGA: actions taken, list of materials produced, etc.

12. **Watsu TM protection committee** *(all activities are coordinate with Dull's family)* **Art. 15 of the Statutes**

a) Define the ethical standards for TI, Instructors, Assistants, Practitioners, Students using the TM Watsu

b) Set up guidelines regarding TM issues

c) Bring "limited" support to TI in case of problems

d) Suggest solutions by interpretation cases

e) Help Dull's family where's possible, to complete a worldwide Watsu TM protection

f) Search for TM abuse, if found - sending official letter requesting for dropping abusing actions and if not succeed - putting the TM offender boycott list on website (this can be in collaboration with local TIs)

Watsu TM protection committee will prepare and provide to the Board the annual report of its work before annual EGA

13. Exclusion as WABA/WABR member because of financial debt towards the association or WABR. Art. 19b and 23 of the Statutes

A member that does not meet its financial obligations towards WABA or WABR, after a simple written reminder and after a timeframe of one year, can be excluded from the member list through decision of the Board without any kind of communication. WABR can allow a hiatus of the registry membership in special cases like inactivity because pregnancy or not availability of a facility

If the financial obligation is not accomplished for more than 5 years, he can be directly excluded by the treasurer.

14. Application of WABA/WABR guidelines. Statutes art. 15 i)

The general WABA/WABR guidelines are valid for the whole world. However, regional or national local laws provisions, have pre-eminence. Local TI must, however, integrate the provisions set out if they are missed at local level.

The rules listed above are subject to ratification by the simple majority of WABA members on next EGA, after being approved from the WABA Board. They will be applied from 01.02.2020 onwards. Last approved version by EGA on 16 September 2022.