Society of Ortho-Bionomy International®

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Section 1: Organizational, Board & International Policy

1.1 Board of Directors Policies

1.1.1 Members, Candidates

Associate and Above Level Members and Non-members with Professional Skills [2006.03.20]

1.1.2 Number

There shall be seven board members [1996.04.01]

1.1.3 Term

Term length is three years or until a successor is elected or qualified [1996.04.01]

1.1.4 Member Level

Three Board members must be Instructor level members [1996.04.01]

1.1.5 Oversee the Society

Oversee the Society of Ortho-Bionomy International (SOBI), subject to the limitations of the following documents:

1.1.5.1 **Articles of Incorporation:** SOBI is a mutual benefit corporation in the State of Indiana whose purpose is to promote and encourage the study and practice of Ortho-Bionomy.

1.1.5.2 Bylaws

1.1.5.3 **Indiana Non-profit Mutual Benefit Corporation Law** relating to actions by the members or by a majority of members, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

[2011.01.01] [2022.04.18]

1.1.6 Compensation|Reimbursement

Compensation/Reimbursement for expenses determined by Board of Directors. [2011.01.01]

1.1.7 Officers

The officers are the President, Vice President, Secretary, and Treasurer. The Secretary and President cannot be the same person.

1.1.7.1 **President** is the Chief Executive Officer, General Manager and provides general supervision, direction, control of business and affairs of corporation, subject to the control of the Board

1.1.7.2 **Vice President** shall act as President in the absence or disability of the President.

1.1.7.3 **Secretary** shall keep a book of meeting minutes for members and the Board and a copy of the corporation's Articles and Bylaws, as amended to date

1.1.7.4 **Treasurer** is the Chief Financial Officer of the corporation; maintains adequate and correct accounts of the properties and business transactions of the corporation and receives and disburses all money, upon authorization by the Board

1.1.7.5 **Secretary and Treasurer** do not need to be members of the Board

[2011.01.01]

1.1.8 Annual Report

The Annual Report is created and members are notified within 120 days of fiscal year end (section 8321 of the California Corporations Code) [2011.01.01]

1.1.9 Bylaws - Bylaws may be amended by:

1.1.9.1 Majority vote of members present at a meeting of members, if meets quorum

1.1.9.2 Majority vote of authorized number of Board of Directors

[2011.01.01]

1.1.10 Bylaws Board Vote

1.1.10.1 May vote to change

1.1.10.2 May vote on change to Bylaws if majority of Board of Directors vote; Exception is changing the number of Directors [2011.01.01]

1.1.11 Number of Board of Directors Change

Can only be changed by a majority vote of members [2011.01.01]

1.1.12 Dissolution

Upon dissolution of this corporation, the assets remaining after payment of all known debts and liabilities shall be distributed to organizations which have established tax exempt status under Internal Revenue Code section 501(c)(3). [2011.01.01]

1.1.13 Indemnification

1.1.13.1 Corporation can indemnify person that was agent of corporation [2011.01.01]

1.1.14 Removal of a Board of Director (section 12)

1.1.14.1 The director has a continuing conflict of interest that cannot be reconciled or is failing in his/her fiduciary responsibilities.

1.1.14.2 The board member has crossed ethical borders, with potential lawsuits for sexual harassment, bullying or fraudulent activities.

1.1.14.3 The director is ineffective, not able to do the job, not participating appropriately in Board discussions or committee assignments.

1.1.14.4 The director is not interacting well with others.

1.1.14.5 The director acts independently of the Board in the name of the organization.

1.1.14.6 The director has unexcused absences from two Board meetings.

1.1.15 Instructor Agreement – Signed Agreement between Board of Directors and Instructors

(Note: This policy repeats in Section 3)

1.1.15.1 Instructors sign and agree to:

1.1.15.1.1 Abide by the Society of Ortho-Bionomy International (SOBI) Code of Ethics

1.1.15.1.2 Utilize the SOBI Trademarks and abide by the Ortho-Bionomy Trademark Guidelines

1.1.15.1.3 Be familiar with the SOBI training programs and handbooks

1.1.15.1.4 Review the Training Programs annually and familiarize myself with changes

1.1.15.1.5 Only advise trainees on training programs for the level I am qualified

1.1.15.1.6 Only teach courses for which I have been trained to teach

1.1.15.1.7 Send class lists to the SOBI office for the transcript database

1.1.15.1.8 Follow the SOBI Policies

1.1.15.1.9 Communicate with Board through the provided means if I have questions

1.1.15.1.10 Include Trademark Policy and SOBI information in my classes

1.1.15.1.11 Renew my membership annually

1.1.15.1.12 Complete and submit proof of Continuing Education every two years

1.1.15.1.13 Participate and abide by request in mediation or grievance process

1.1.15.2 Board signs and agrees to:

1.1.15.2.1 Abide by the Society of Ortho-Bionomy International Code of Ethics

1.1.15.2.2 Use the Principles, Mission and Vision as Guidelines for the Society to function

1.1.15.2.3 Conduct ourselves in a professional manner

1.1.15.2.4 Support and oversee Training Programs

1.1.15.2.5 Support and oversee Trademarks

1.1.15.2.6 Develop and provide transcripts for students/trainees

1.1.15.2.7 Directs notification to instructors of their and their trainee's evolvements

1.1.15.2.8 Directs notification to instructors of changes or updates to training programs and handbook

1.1.15.2.9 Maintain class list information and keep the material confidential

1.1.15.2.10 Provide materials to instructors to promote SOBI membership

1.1.15.2.11 Provide instructors with a means to contact the Board

1.1.15.2.12 Not sell or market class or member information

1.1.15.2.13 Provide web-space for marketing Ortho-Bionomy classes taught by registered instructors

1.1.15.2.14 Support instructors in their teaching, including offering study groups sponsored by SOBI

1.1.15.2.15 List instructors in the internal and public member directory

1.1.15.2.16 Continue to evolve SOBI technology and website to further support instructors

1.1.15.2.17 Listen and respond to the requests from instructors

1.1.15.2.18 Actively facilitate the resolution of complaints and grievances

[2016.05.16] [2025.11.06]

1.2 Organizational Policies

1.2.1 Code of Ethics – Members – Follow the Code of Ethics:

1.2.1.1 Uphold highest standard of professional behavior

1.2.1.2 Guided by principles of Ortho-Bionomy philosophy and concepts

1.2.1.3 Render highest quality of services for well-being and benefit of the client

1.2.1.4 Offer skills or services they have specifically been trained in

1.2.1.5 Protect privacy of their clients

1.2.1.6 Maintain regard for common legal, moral and ethical standards

1.2.1.7 Make clear distinction between Ortho-Bionomy and other modalities used

1.2.1.8 Bring notice to SOBI of ethically inappropriate or out-of-the-standards action another member takes

1.2.1.9 Use Society Trademarks in occurrence with Trademark Guidelines

1.2.1.10 Continue to complete Continuing Education training

1.2.1.11 Uphold professional relationships and not slander a member of the Ortho-Bionomy or allied professional community

1.2.1.12 People in their employment will abide by the Society Policies and Trademark

1.2.1.13 Display Code of Ethics in their work area

1.2.1.14 Understand transgression in Code of Ethics may result in surrender of their membership

[1985.10.02] [1987.10.01]

1.2.2 Meetings

1.2.2.1 Annual Meeting

Annual meeting of members are scheduled by Board of Directors [2011.01.01]

1.2.2.2 Special Meetings

Special meetings may be called by the Board of Directors, the President, or over 5% of the membership body [2011.01.01]

1.2.3 Membership

1.2.3.1 Membership Dues

Membership Dues are established by the Board of Directors

1.2.3.2 Membership Termination

1.2.3.2.1 Resignation by member

1.2.3.2.2 Failure to pay dues by due date

1.2.3.2.3 Expulsion by Board of Directors for prejudicial conduct to the interests of corporation after hearing has been conducted

[2011.01.01]

1.2.3.3 Emeritus Members

1.2.3.3.1 Any member who is over 65 years of age or has been an Active Member for at least 20 years can qualify to request Emeritus Membership status of Semi-Retired or Retired Membership. If a member becomes legally disabled, the age/20-year requirement may be waived.

1.2.3.3.2 Semi- Retired Member

1.2.3.3.2.1 Semi-Retired Members may choose to be Semi-Retired Practitioners, Semi-Retired Advanced Practitioners, Semi-Retired Instructors, or Semi-Retired Advanced Instructors.

1.2.3.3.2.2 Semi-Retired Members are still Active Members, who have limitations practicing or instructing.

1.2.3.3.2.3 Semi-Retired Members pay discounted membership dues.

1.2.3.3.2.4 Semi-Retired Members maintain the privileges attendant to the level of the desired Semi-Retired Membership status.

1.2.3.3.2.5 Semi-Retired Members must meet the requirements attendant to the level of the desired Semi-Retired Membership status.

1.2.3.3.3 Retired Member

1.2.3.3.3.1 Retired Members no longer earn income in any way from Ortho-Bionomy activities, including practicing, teaching, or advising.

1.2.3.3.3.2 Retired Members pay discounted membership dues.

1.2.3.3.3.3 Retired Members can use the Trademarks, receive the newsletter and SOBI member discounts, vote, and serve on committees or the Board.

1.2.3.3.3.4 There are no requirements to maintain membership beyond paying the dues.

[2023.08.14]

1.2.4 Voting

1.2.4.1 Board of Directors are elected by Associate Members – Advanced Instructors provide and maintain Training Program handbooks

1.2.4.2 Voting is completed by ballot [2011.08.28]

1.2.4.3 **Meeting notice** 10-90 days from meeting [2011.01.01]

1.2.4.4 **Quorum** – 5% of voting members is a quorum [2011.01.01] [2023.08.14]

1.2.4.5 Action without Meeting can be taken without a meeting if electronic or written ballot of every member is solicited by ballots setting forth the action to be taken. Ballots total count, cast on or before the meeting, and at the meeting, must equal or exceed quorum of voting members to approve the action [2011.01.01]

1.2.4.6 Voting Format Protocol

1.2.4.6.1 **Voting members** – all members from the Associate member level through to the Advanced Instructor member level will/may elect Board of Directors, and may vote on changes in policies affecting the Board of Directors

1.2.4.6.2 **Registered Instructors** vote on Changes in curriculum, status of Instructors, changes in Instructor Training (except pertinent to all voting members)

1.2.4.6.3 **Board of Directors** vote on changes in policy or organizational function [1984.06.25]

1.2.5 Grievance Policy

1.2.5.1 Grievance Policy, Grievance Procedure Handbook, and Grievance Forms to file are available on the website to members and non-members

1.2.5.2 Professional Conduct Committee (PCC)

1.2.5.2.1 All grievances go through the PCC

1.2.5.2.2 PCC consists of three members elected by voting members of SOBI

1.2.5.2.2.1 Results to be compiled confidentially by the SOBI office staff

1.2.5.2.2.2 PCC members remain confidential, known only by the SOBI office staff

1.2.5.2.3 Committee members must be Advanced Practitioner Members and above. At least one member must be an Instructor Member

1.2.5.2.4 PCC members will serve for one grievance or a three-year term, whichever comes first. No two terms can be consecutive.

1.2.5.2.5 Committee members must recuse themselves from a grievance if they have a conflict of interest and be replaced by a member of the Reserve Pool, as described in the PCC Handbook.

1.2.5.2.6 The PCC can reserve the right to expand their committee from the Reserve Pool to 5 members at their discretion for a specific grievance

1.2.5.2.7 Once the PCC has overseen one active grievance, a new PCC is chosen from the Reserve Pool, as described in the PCC Handbook.

1.2.5.2.8 If more than one grievance is active at the same time, additional PCC members are chosen from the Reserve Pool to form an additional PCC, so that each grievance has a separate committee specific to that grievance.

1.2.5.3 File a formal grievance

1.2.5.3.1 Grievance form confidentially goes directly to the PCC Chair via the office

1.2.5.3.2 Grievance can be filed by members or non-members

1.2.5.3.3 Grievances cannot be filed anonymously

1.2.5.4 PCC investigates

1.2.5.5 PCC reports to the Board

1.2.5.5.1 Board members must recuse themselves if they have a conflict of interest, if they are the complainant, or if they are the respondent

1.2.5.5.2 PCC compiles their report and makes a recommendation for the Board and submits it to the office

1.2.5.5.3 The PCC can redact information to protect the privacy of the parties

1.2.5.6 Board reviews the report and votes on the PCC recommendation

1.2.5.6.1 No action to be taken

1.2.5.6.2 Action to be taken (no hearing needed)

1.2.5.6.3 Hearing needed before an action can be taken

1.2.5.6.4 Any action which would result in expulsion from the Society requires a Special Board Hearing (also known as a Special Meeting)

1.2.5.7 An appeal may only be filed within 20 business days after the Board's decision

1.2.5.8 After one appeal, the Board's decision is final

1.2.5.9 Automatic grievances

1.2.5.9.1 The office files a grievance on behalf of the Society whenever an automatic grievance is triggered by Policy

1.2.5.10 PCC reports that lead to a permanent expulsion are to be kept indefinitely

1.2.5.10.1 All other PCC reports are to be expunged from the record after 7 years

1.2.5.11 The Statute of Limitation to file a Grievance is 1 year from the date of the incident

1.2.5.11.1 The Board reserves the right to extend the Statute of Limitation

[2023.03.02]

1.3 International Policy

1.3.1 Trainees

1.3.1.1 Upon entering any SOBI training program, a trainee must become a SOBI member

1.3.1.2 Practitioner and Advanced Practitioner trainees may take for credit a maximum of 64 total class hours taught by non-SOBI instructors who are in good standing with another Ortho-Bionomy organization

1.3.1.2.1 These hours may be applied in any combination to the trainee's Practitioner and/or Advanced Practitioner Training Programs

[2022.01.10] [2025.08.15]

1.3.1.3 Instructor trainees may Bench Assist and Co-Teach with non-SOBI instructors that are in good standing with another Ortho-Bionomy organization, with advisor approval [2025.08.15]

1.3.2 Instructors

1.3.2.1 Instructors teaching or training students in a SOBI training program:

1.3.2.1.1 If teaching in the United States, the instructor must be a SOBI instructor in good standing

1.3.2.1.2 If teaching outside the United States or online, the instructor must be a SOBI instructor in good standing or an instructor in good standing with another Ortho-Bionomy organization

[1999.04.15] [2022.02.07] [2025.08.15]

1.3.3 Members of Other Organizations

1.3.3.1 SOBI membership application requirements for members of other Ortho-Bionomy organizations:

1.3.3.1.1 Applicant must be in good standing with their current Ortho-Bionomy organization

1.3.3.1.2 Applicant must be vetted, based on the skills required for their member level, by a SOBI instructor member at their level or higher

1.3.3.1.3 SOBI office confirms the applicant is a member in good standing of their current Ortho-Bionomy organization

1.3.3.1.4 Board may ask the PRC or the IRC for their recommendation if needed

1.3.3.1.5 Application is reviewed by the Board; applicant is notified of Board's decision

1.3.3.1.6 If approved, applicant will become a member of SOBI at the same level as at their current organization

[2025.08.15]

1.3.4 International Membership Fee Discount

1.3.4.1 The International Membership Fee Discount is meant to offset the financial burden of belonging to two organizations at the same time

1.3.4.2 The fee discount applies to a SOBI member who lives outside the USA and is a member in good standing of another Ortho-Bionomy organization

1.3.4.3 The fee discount is set by the Board

[2025.08.15]

1.3.5 SOBI Instructors Teaching Outside the United States

1.3.5.1 SOBI Instructors are responsible for knowing and complying with all legal regulations in the country in which they are teaching, including Trademark laws, since SOBI trademarks are only registered in the United States. [2023.8.14]

1.3.5.2 SOBI Instructors must clearly state in their advertising/communications regarding the class the type of credit students will receive for the class (e.g. SOBI, NCBTMB, local organization, etc.). [2023.8.14]

1.3.5.3 When a SOBI Instructor teaches an online class, the physical location of the Instructor is the location of the class. [2023.8.14]