

CONSTITUTION

THE NATIONAL ASSOCIATION OF COMPLEMENTARY THERAPISTS IN HOSPICE AND PALLIATIVE CARE

1. NAME:

The Association shall be called the “National Association of Complementary Therapists in Hospices and Palliative Care” and shall hereinafter be referred to as “the Association”.

2. HEAD OFFICE:

The Head Office of the Association shall be at the address of the current Chairperson until a suitable permanent address can be found.

3. OBJECTS:

- a. To offer a focus for centralising information pertaining to complementary therapies used in palliative care.
- b. To disseminate information to members, interested individuals and bodies.
- c. To offer networking facility to members.
- d. To offer professional advice to members.
- e. To encourage research into the use and efficacy of complementary therapies in palliative care.
- f. To encourage education in complementary therapies in palliative care.

4. MEMBERSHIP:

- a. The Association shall consist of UNIT and INDIVIDUAL Member(s) each having 1 (one) vote. A Unit Member is defined as a Palliative Care Unit or Hospice offering a Complementary Therapy Service.
- b. Observer status bodies representatives/individuals may be admitted by majority executive committee decision, but shall have no voting or membership rights.

5. SUBSCRIPTIONS:

- a. Subscription fees shall be fixed from time to time as decided by the executive committee and passed by a simple majority at the AGM.
- b. The Financial year of the Association shall date from 1st April to 31st March annually, and payable by 1st April annually.
- c. Members who fail to pay the Annual Subscription within two months of invoicing shall be sent a reminder by the Treasurer, and if the Subscription shall remain unpaid by 30th April, they will cease to be a Member of the Association.
- d. Registration of Membership. Any Member wishing to resign their Membership of the Association must give written notice to the Secretary.

6. OFFICERS:

- a. The Association shall be governed by unpaid Officers who shall form the Executive Committee. The Executive Committee shall consist of a maximum of eleven individuals drawn from Members. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Education Co-ordinator, Conference Organiser, Press Officer and such other individuals as may be required to bring the total to eleven.
- b. Election of Officers: All officers shall stand for a minimum of 2 (two) years and be elected or re-elected at the Annual General Meeting. No more than 6 (six) officers will resign or stand for re-election at any one Annual General Meeting. Written nomination, with a proposer and seconder from the Membership, for committee positions should be lodged with the secretary at least 1 (one) week before the Annual General Meeting. Should there not be enough nominations lodged, the Members at the Annual General Meeting may decide to accept nominations from the floor on the day of the meeting.
- c. Co-option of Members: In the event of any committee positions not being filled at the Annual General Meeting, or in the event of any positions becoming vacant during the year, the elected committee shall have the power to co-opt an Officer from amongst the representatives of the Members of the Association and to co-opt the same for sub-committee.

- d. Appointment of Administrator: The appointment of a paid member or non-member administrator may be decided by a majority vote of the Membership of an Annual General Meeting.
- e. Out-of-pocket expenses incurred in the course of Association work should be listed and claimed periodically from the Treasurer with relevant supporting receipts.

7. EXECUTIVE COMMITTEE AND COMMITTEES RESPONSIBILITIES:

- a. The Executive Committee shall have the management of the whole affairs of the Association and may appoint such Special Committees, with or without powers, as may be resolved. Such Special Committees shall appoint their own Conveners. Meetings of the Executive Committee to transact competent business shall be held periodically as necessary and shall be called by the Chairman by notice to each Member. Six Members shall form a quorum.
- b. The Chairperson shall Chair all meetings of the Association or Executive Committee and in his or her absence, the Vice-Chairperson shall preside. Failing both of them, the Acting Chairperson shall be the Senior Member of the Executive Committee present or such Member of the Association as the meeting may appoint. The Chairperson shall have in all cases of equality a casting as well as a deliberate vote.
- c. The Secretary shall keep a correct record of all proceedings of the Association at its general and special meetings and at meetings of the Executive Committee and take charge of the papers, books and records of the Association. He or she shall deal with all relevant correspondence. In the absence of the Secretary at any meetings, a minute secretary shall be agreed by the meeting.
- d. The Treasurer shall keep detailed Accounts of all transactions and present a full and complete statement thereof, duly audited, at the Annual General Meeting of the Association. The Executive Committee may at any time require the Treasurer to present them with an account of all transactions and the state of the funds of the Association. All monies collected by the Treasurer shall be lodged at a bank or building society to the credit of an account to be kept in the name of the Association.
- e. The Secretary shall keep a record of all the names and addresses of all Members and deal with all relevant membership matters.

8. MEETINGS:

- a. The Annual General Meeting of the Association shall be held at such time, date and place as may be decided by a preceding General Meeting or, failing that, by the Executive Committee, not later than 15 months after the preceding Annual General Meeting, with at least four weeks notice.
- b. A Special General Meeting of the Association may be called at any time by authority of the Executive Committee and the Executive Committee shall be bound to call a meeting upon the request of not fewer than ten Members of the Association, addressed to the Secretary or Chairperson. At least four weeks notice of such a meeting will be given to the Membership.
- c. At such General Meetings, 25% of total Members will form a quorum.

9. AFFILIATIONS:

The Association, by a majority of three-fourths of the Membership present and voting at an Annual or Special Meeting, shall have the power to approve the federation or affiliation of the Association with, or to other associations or groups of associations having similar objects, and to approve the subscription payable in respect of such federation or affiliation. It shall also have the power to grant affiliation to any association having similar objects. All federations or affiliations shall be subject to annual renewal by a majority vote at a General Meeting. Nothing in this clause shall concede the right to any association or group of associations to obstruct or override the free judgement or decisions of the Association.

10. RULES AND CODE OF ETHICS:

- a. Member Units should operate their own policy of employment, rules and code of ethics for individuals working as complementary therapists in palliative care, taking into account the nature of the therapy and other individual professional association rules and codes. This is likely to encompass qualifications, Professional Indemnity Insurance, therapeutic claims, keeping treatment records, and client confidentiality, as well as other terms.
- b. Professional Indemnity Insurance must be held by all practising individuals.

11. INFRINGEMENT OF CONSTITUTION, RULES OR CODE OF ETHICS:

In the event of a report or obvious infringement of any of the Constitution, the Executive Committee shall have the power by a majority of votes of all Members of the Executive Committee to suspend such Member from his or her privileges as a Member of the Association. In the event of three-fourths of Members present and voting at the first

Annual General Meeting or Special Meeting thereafter confirming the Executive Committee's decision of suspension, the said Member shall thereupon be expelled from the Association, and in that case the Association or the Executive Committee shall not be liable for repayment of any part of the subscription of such Member or for any claim at his or her instance. Any Member so expelled shall thereupon forfeit all right and interest as a Member of the Association.

12. CONSTITUTIONAL CHANGES:

The Constitution shall not be altered or added to without the approval of three-fourths of those Members present and voting at an Annual General Meeting or Special Meeting. Notice of such proposed alteration or addition must be lodged with the Secretary six weeks before the date of such a Meeting, the Agenda for which shall embody a Statement of the alteration proposed, and shall be circulated to all Members at least five weeks before such a Meeting. Any alteration or addition so approved shall become operative immediately unless qualified otherwise.

13. AUDIT:

The Auditors shall audit the accounts and balance sheet for the financial year. All references to auditors shall be taken to mean two Members, neither of whom shall be Officers nor Members of any Standing Committee, appointed at the previous Annual General Meeting or, if appropriate, Special General Meeting to act jointly to audit the Accounts and Treasurer's Statement. If an Annual or Special General Meeting fails to appoint Auditors or if either or both appointed Auditors become unable or unwilling to act, the Executive Committee shall appoint one or two Members, as may be necessary, to be Auditors. If the Executive Committee takes such action, it will inform all Members as soon as is reasonably convenient.

14. INSPECTION OF BOOKS:

Every Member or person having an interest in the funds shall be entitled to a copy of the Annual Accounts and Balance Sheet of the Association and to inspect at any reasonable time the books or papers and the names of the Members of the Association.

15. DISSOLUTION:

- a. The Association may at any time be dissolved by a resolution passed at a Special General Meeting of the Association by a majority of three-fourths of those present and voting at the Meeting provided that one month's notice of the proposal to dissolve the Association has been given to all Members in writing.
- b. After dissolution, any remaining Association funds will be divided between the Members and Help the Hospices in such proportions as a Special General Meeting of the Association by a majority of three fourths of Members present and voting shall decide.