

# iacat Constitution

Ratified at the 1993 AGM

Most recent version approved by members at the  
the 2022 AGM

## CONSTITUTION

### **1.0 NAME:**

- 1.1** The name of the Association shall be the Irish Association of Creative Arts Therapists (Hereinafter called The Association).

### **2.0 OBJECTS:**

- 2.1** To represent the disciplines of Art therapy, Dance movement therapy, Dramatherapy, Expressive arts therapy and Music therapy.
- 2.2** To set and maintain standards for ethical practice in the Creative Arts Therapies in Ireland.
- 2.3** To establish, monitor and uphold professional standards of training and practice in the Creative Arts Therapies in Ireland.
- 2.4** To establish an accreditation process for Creative Arts Therapists in Ireland.
- 2.5** To maintain a database of members of the Association and make public a list of accredited professional members and accredited supervisors.
- 2.6** To define criteria for validation of training programmes in the Creative Arts Therapies.
- 2.7** To seek the establishment and maintenance of fair pay and conditions of employment for accredited members of The Association.
- 2.8** To share information among members of The Association on matters relating to the Creative Arts Therapies through meetings, circulars and the provision of discussion forums.
- 2.9** To establish and maintain a liaison with related professions in Ireland and internationally.
- 2.10** To raise funds and subscriptions towards fulfilling all or any of the objects aforementioned.
- 2.11** To establish and maintain a qualifying arts therapies course training sub-committee for the overseeing of course accreditation criteria and engagement with course validation processes. Representatives from the training courses to be included in this committee.

### **3.0 MEMBERSHIP:**

- 3.1** Only accredited professional members of I.A.C.A.T may professionally claim membership of The Association.
- 3.2** Accredited Professional Membership: Open to persons who have fulfilled the criteria for training and accreditation laid out by the Association and whose completed application form and payment of annual subscription have been received, and who have voting rights at AGM's.
  - 3.2.1** Accredited professional members will agree to abide by the association's code of ethics.
- 3.3** Student Membership: Open to any student of a creative arts therapies training programme, which is deemed suitable for full accreditation by The Association. Students do not have voting rights at AGM's.
- 3.4** Associate Membership: Open to persons who support the objects of The Association, and who pay the associate membership annual subscription. Associates do not have voting rights at AGM's.
- 3.5** Organisational Membership: Open to organisations interested in the field of the Creative Arts Therapies and whose aims are consistent with those of The Association and who pay the organisational membership annual subscription. Organisations do not have voting rights at AGM's.
- 3.6** Non-Practicing Membership: Open to persons who are currently not practicing and have fulfilled the criteria for training and accreditation laid out by the Association and whose completed application form and payment of annual subscription have been received. Non-Practicing members do have voting rights at AGM's.
- 3.7** Honorary Membership: Complimentary membership for retired accredited professional members who have shown exceptional dedication to the Association over many years as agreed by Council, under provision of their acceptance. Honorary members do have voting rights at AGM's.
- 3.8** Only an accredited professional member may use membership of the Association as an indication of a professional qualification or training, or use I.A.C.A.T on letterheads or after one's name.

#### **4.0 INCOME AND PROPERTY:**

- 4.1** Income and property shall be acquired and received for, and used on behalf of, The Association, by the Executive Council (hereinafter called the Council), in such manner, and from such sources as the Council deems appropriate surrounding such income and property.
- 4.2** The income and property of The Association may only be used to further the aims and objects of The Association.
- 4.3** The Council shall decide what remuneration and/or expenses, if any, shall be paid to any person who undertakes work on behalf of The Association including the payment of expenses for council to attend meetings and associated meetings on behalf of council.

#### **5.0 FINANCES:**

- 5.1** The financial year shall be from 1<sup>st</sup> April through to 31<sup>st</sup> March for paying of fees and voting rights at AGM's.
- 5.2** The Council shall ensure that proper financial records are kept with regard to;
  - 5.2.1** Details of all moneys, gifts and grants received, and expenses incurred by The Association.
  - 5.2.2** Any goods bought or sold on behalf of The Association.
  - 5.2.3** The assets and liabilities of The Association.
- 5.3** The financial records shall be available for inspection by any officer or member of The Association and shall be located at a premises designated by the Council.
- 5.4** The Council shall ensure that an annual audit of The Association's finances shall be presented to members at the Annual General Meeting (AGM).
- 5.5** The financial records of The Association shall be available for inspection by the Revenue Commissioners on request.

## **6.0 ANNUAL SUBSCRIPTIONS:**

- 6.1** The annual subscriptions for membership shall be such sum as may be determined from time to time by The Association assembled in AGM or in a general meeting duly convened, and shall be payable to The Association at the beginning of the financial year on April 1<sup>st</sup>.
- 6.2** New members who join The Association after the renewal date will pay, pro-rata, the monthly equivalent of the annual fee to bring them up to the renewal date of April 1<sup>st</sup>.
- 6.2.1** Accredited professional members who are unemployed may apply for a reduced annual subscription rate as set by the Council under non-practicing membership.
- 6.3** Membership of The Association shall lapse in the case of a member failing to pay the annual subscription after reasonable notice has been given and a period of 1 month has elapsed from the due date.
- 6.4** A member whose membership has lapsed must submit to the re-application process and pay the full annual subscription fee to ensure that no gaps in membership have occurred for insurance purposes.
- 6.5** Council members receive, retrospectively, complimentary membership for time spent on council.

## **7.0 ORGANISATION:**

- 7.1** The business of the Association shall be managed by a minimum of four elected council members of the Association who will take on the following executive council roles: Chairperson, Vice-Chair person, Secretary and Treasurer.
- 7.2** Two-thirds of elected Council members present at a meeting of the Council shall constitute a quorum.
- 7.3** The Council shall have the freedom to conduct the business of The Association.
- 7.4** The Associate membership shall have one representative to the Council but will not have the power to vote.
- 7.5** The Student membership shall have representation to the Council but will not have the power to vote.

- 7.6** Regular meetings of the Council shall be held and all members of the Council shall be expected to attend.
- 7.7** If a Council member is unable to attend for three consecutive meetings the Council shall have the freedom to request that this individual review their commitment to council in relation to personal changes and co-opt a substitute.
- 7.8** The Council shall have the power to co-opt Council members from The Association as necessary.
- 7.9** The Council shall have the power to appoint any committees or working parties as necessary, for any purpose and for periods to be determined by the Council.
- 7.10** After consultation with the membership the Council may appoint patron(s) and ambassador(s) of The Association.
- 7.11** Patron(s) and ambassador(s) may be appointed for a period of three years and be eligible for reappointment for such further years as the Council may determine.
- 7.12** Nominations for the Council must be proposed and seconded by two accredited members of The Association, and be delivered to the Secretary at least 14 days before the date of the AGM, and the membership must be informed of such nominees.
- 7.13** If the number of nominees submitted is less than the requirement, nominations may be taken from the floor of the AGM.
- 7.14** The agenda, nominee lists and motions should be circulated to all full members of The Association, at least 14 days before the date of the AGM.
- 7.15** Nominations for Chairperson, Vice-Chair person, Secretary and Treasurer of The Association must be submitted in writing (the consent of the nominees having been obtained) and proposed and seconded by two accredited members of The Association.
- 7.16** The Chairperson, Vice-Chair person, Secretary and Treasurer of The Association shall be elected from among the nominees for these posts at the AGM and shall serve for a period of one year.
- 7.17** The other Council members' posts shall be elected by the Council at their first meeting after the AGM.
- 7.18** After one year's service on the Council, a Council member must present for re-election by the membership of The Association.
- 7.19** The Council shall immediately cease to hold office if a resolution disapproving

of any act of Council shall be passed by a majority of two-thirds of accredited members present at an Extraordinary General Meeting (EGM).

**7.19.1** New members shall be selected in their place at the same meeting, and any of the outgoing Council members shall be eligible for re-election.

**7.20** Training Course leaders or teaching course staff will not be eligible for election to council whilst employed on training courses. However, they are eligible to sit on sub-committees.

## **8.0 GENERAL MEETINGS:**

**8.1** An Annual General Meeting (AGM) shall be held each year at such a time and place as the Council may determine.

**8.2** Not more than fifteen months shall elapse between one AGM and the next.

**8.3** An Extraordinary General Meeting (EGM) may be convened through the Secretary/Administrator by the consent of the Council or by one-third of the accredited membership.

**8.4** A minimum of fourteen days notice of any such meeting shall be given, stating the purpose for which it was called.

**8.5** Fifteen percent of the accredited membership, including Council members, present at a duly convened AGM/EGM, or members' meeting, shall constitute a quorum. (to be reviewed as fully accredited membership numbers grow)

## **9.0 CONDUCT OF BUSINESS AT AGM:**

**9.1** The business of the AGM shall be to receive the report of the Chairperson, Vice-Chair person, Secretary and Council members for the previous year.

**9.2** The AGM will receive the Treasurer's report and pass the accounts of the previous year.

**9.3** The AGM shall elect a Chairperson, Vice-Chair person, Secretary and Treasurer for The Association.

**9.4** In the absence of the Chairperson or the Vice-Chairperson, the meeting shall elect its own Chairperson.

**9.5** Only accredited members shall have a vote.

- 9.6** Every accredited member shall have One vote.
- 9.7** Voting may be in person or by proxy received in writing or email to the Secretary.
- 9.8** At the AGM the Council members shall resign.
- 9.8.1** An outgoing Council member shall be eligible for re-election, provided he or she shall not have served on Council for five consecutive years immediately preceding such re-election.
- 9.8.2** The Chairperson may hold office for three consecutive years only, but may subsequently be re-elected as Chairperson after a minimum gap of one year.
- 9.9** Any vacancy among the elected members of the Council, caused otherwise than by resignation under 9.8.1, may be filled by the Council until the following AGM and any person co-opted shall have the power to vote.