

IRISH MASSAGE THERAPISTS ASSOCIATION (IMTA) CONSTITUTION

1. The name of the Association is the IRISH MASSAGE THERAPISTS ASSOCIATION (IMTA).

2. AIMS AND OBJECTIVES OF THE ASSOCIATION:

- 2.1 Promote a spirit of co-operation in the massage profession
- 2.2 Encourage and support holistic and therapeutic massage therapists in Ireland
- 2.3 Facilitate the exchange of information between members through meetings and newsletters
- 2.4 Promote the uses and benefits of massage therapy
- 2.5 Encourage and promote high standards in training and practice in massage therapy
- 2.6 Represent the interests of its members to State Agencies and Departments and other relevant agencies whether statutory or non-statutory
- 2.7 Co-operate with other complementary therapy associations at national and world (global) levels so as to promote, enhance and inform the public of the benefits of complementary therapies
- 2.8 Promote and encourage ongoing professional development of members

3. MANAGEMENT OF THE ASSOCIATION:

- 3.1 The Association shall be administered by an Executive Committee.
- 3.2 The Executive Committee, except the General Secretary, shall be elected at the Annual General Meeting.
- 3.3 The Executive Committee shall appoint the General Secretary.
- 3.4 The Executive Committee is empowered to act in the name of the Association, to regulate its proceedings and meetings, to appoint sub-committees and administrative assistants as required
- 3.5 The Association shall maintain a bank account or accounts in which all monies of the Association are lodged. The account(s) shall be maintained by the Treasurer.
- 3.6 The Executive Committee shall nominate three members any two of whose signatures are required for signing cheques drawn on the account. The Treasurer should be one of these signatories.
- 3.7 The Associations accounts shall be audited annually by an auditor appointed by the Executive Committee. The audited accounts shall be presented to the A.G.M.
- 3.8 The Executive Committee may appoint officers to fill vacancies which occur between Annual General Meetings.

4. EXECUTIVE COMMITTEE:

- 4.1 Only full members, with a membership of at least 3 years, are eligible for election to the Executive Committee (subject to 4.7, 4.8 & 4.9 below).
- 4.2 The membership of the Executive Committee shall be: the President, Vice-President, General Secretary, Treasurer, Education Officer, Schools Liaison Officer and Communications/PRO Officer.
- 4.3 The Executive Committee shall be responsible for the day to day running of the Association.

- 4.4 The Executive Committee may employ personnel directly, and/or by contract, as it deems necessary for the efficient running of the Association for the benefit of its membership.
- 4.5 All contracts of employment shall be in accordance with Irish Law.
- 4.6 A quorum for an Executive Meeting shall be at least five (5) members
- 4.7 At least three members of the Executive Committee shall be replaced every three years. If vacancies do not occur naturally then the Executive Committee shall decide the process for selecting the members who resign.
- 4.8 The maximum length of time a members may be a member of the executive committee is nine years whether continuous or not.
- 4.9 The maximum number of years that a member may hold the office of President is three years.
- 4.10 The maximum number of years that a member may hold the office of Vice-President is three years.
- 4.11 Vacancies which occur on the Executive Committee between A.G.M.s may be filled by co-option until the next A.G.M.. The Executive Committee in filling vacancies by co- option must observe the requirements stated in 4.1 above as eligibility for election to the Executive Committee.
- 4.12 The President shall chair all meetings of the Executive committee. In the absence of the President the Vice-President shall chair such meetings. If neither is present then the members present shall elect a chairperson.
- 4.13 The Executive Committee is responsible for the finances of the IMTA. The day-to- day financial management shall be assigned to the Treasurer.
- 4.14 The Executive Committee shall decide on membership fees to be paid by members and all other fees charged by the Association for services which it provides.

5. MEMBERSHIP OF THE ASSOCIATION:

- 5.1 Full or Associate Membership is open to all massage therapists over eighteen years of age who meet the professional standards of the Association as set out by the Executive Committee and revised as and when appropriate.
- 5.2 Student Membership is open to students currently training on a course recognised by the Association. The Executive Committee shall have the right to contact the course administrators with reference to any application being made by any student for such Student Membership.
- 5.3 Qualifications gained as a result of correspondence courses will not be deemed as adequate for membership.
- 5.4 Members shall be those whose applications have been accepted by the Executive Committee and who have paid the relevant subscription.
- 5.5 If a member fails to renew the subscription fee and/or provide any other documentation required by the executive for membership when it becomes due, then the members shall cease to be a member 14 days after the due renewal date.
- 5.6 A member may terminate membership by informing the Executive Committee in writing.
- 5.7 Membership may be terminated by the Executive Committee after due consideration and enquiry.
- 5.8 Members must comply with all legal and statutory requirements in carrying out their professional practice.
- 5.9 Members must display in a prominent and public place, in the main or principal place of practice, their current membership certificate.
- 5.10 If a member leaves the Association freely, have their membership suspended or cancelled, then their membership certificate must be returned to the Association.

5.11 Members shall be bound by the Associations published “Code of Ethics and Practice”.

5.12 Members shall be bound by the Associations published “Procedures for Dealing with Infringements of the Code of Ethics and Practice and Other Complaints”.

5.13 Active and Associate members shall hold full Professional Indemnity and Public Liability Insurance of not less than the sum approved by the Executive Committee for the duration of their membership.

6. CATEGORIES OF MEMBERSHIP

6.1 Full Membership, 6.2. Student Membership, 6.3. Inactive Membership, 6.4. Honorary Membership.

The Executive Committee shall define the requirements of each type of membership.

7. CONTINUAL PROFESSIONAL DEVELOPMENT

7.1 All members are expected to engage in ongoing continuous professional development

7.2 The Executive Committee, on the recommendation of the Education Committee, shall decide on the minimum number of Continuous Professional Development (CPD) points each member should attain each year.

7.3 The Executive Committee, on the recommendation of the Education Committee, shall determine how CPD points are awarded.

7.4 CPD points in excess of the minimum required for a particular year may be carried over to the following year.

8. ANNUAL GENERAL MEETING

8.1 The Annual General Meeting (A.G.M.) shall take place each year during either March or April.

8.2 The Executive Committee shall decide on the venue and date of the A.G.M.

8.3 At least six (6) weeks notice of the A.G.M. should be given to all members.

8.4 If notification is sent to the address or email address provided by the member to the IMTA it is assumed that notification is given.

8.5 The President shall chair the A.G.M.. In the absence of the President, the Vice-President shall chair the A.G.M.. If neither is available then the Executive Committee shall nominate a chairperson for the A.G.M.

8.6 The members of the Executive Committee shall be elected annually at the A.G.M. subject to 3.2

8.7 The members of the Executive Committee shall present reports for adoption to the A.G.M.

8.8 The annual financial accounts shall be presented for adoption to the A.G.M.

8.9 Only Full and Associate Members of the Association are entitled to vote at the A.G.M.

8.10 A quorum of at least twenty (20) members, who are entitled to vote, is required for an A.G.M.

8.11 The following shall be entitled to attend the A.G.M.:

- 8.11.1 Full and Associate Members whose registration is current
- 8.11.2 Guests invited by the Executive Committee
- 8.11.3 Student members
- 8.11.4 Business members
- 8.11.5 Affiliate members
- 8.11.6 Inactive members

8.12 All motions for consideration at the A.G.M. must be submitted in written format (hard copy, fax, e mail) to the General Secretary not less than three (3) weeks before the A.G.M.. The General Secretary

shall circulate these motions in written or electronic format to all members who are entitled to vote at the A.G.M. at least seven (7) days prior to the A.G.M.

8.13 Amendments to the constitution may only be proposed at an Annual General Meeting (A.G.M) or at an Extraordinary General Meeting (E.G.M.)

8.14 Proposed amendments to the constitution must be submitted to the General Secretary at least five (5) weeks before and A.G.M. or E.G.M. and circulated to all members who are entitled to vote at these meetings at least two (2) weeks prior to the meeting.

8.15 The proposer of a motion or an amendment to the constitution must be present at the A.G.M. or E.G.M. to propose the motion or amendment.

8.16 Individual members who are entitled to vote at A.G.M.s and The Executive Committee may propose motions or amendments to the constitution

8.17 A simple majority of votes cast shall be required for any motion to be carried. In the event of a tie vote the Chairperson of the meeting shall have a second or casting vote.

8.18 If there is a tie vote in the election of members of the Executive Committee then the names of those in the tie vote shall be placed in a container and the first name drawn shall be considered elected.

9. EXTRAORDINARY GENERAL MEETINGS (E.G.M.)

9.1 An Extraordinary General Meeting (E.G.M.) may be convened by the Executive Committee or on a written request signed by at least twenty five (25) Full Members for a stated purpose.

9.2 The discussion at an E.G.M. may only consider matters relating to the stated purpose of the meeting.

9.3 Members should be given at least fourteen (14) days notice of an E.G.M.

9.4 The proposal(s) to be discussed at an E.G.M. must be circulated to all members at least seven (7) days prior to the meeting

9.5 Only Full and Associate Members of the Association are entitled to vote at the E.G.M.

9.6 A quorum of at least twenty (20) members, who are entitled to vote, is required for an E.G.M.

10. EXECUTIVE COMMITTEE MEETINGS

10.1 The Executive Committee shall meet at least 5 times each year.

10.2 The President shall chair all meetings of the executive. In the absence of the President the Vice-President shall chair such meetings. If both are absent then the meeting shall elect a chairperson for the meeting.

10.3 The Executive Committee shall appoint the General Secretary.

10.4 The minutes of each Executive Meeting shall be recorded and signed at the subsequent meeting once they have been proposed, seconded and accepted by the committee. Any amendments to the minutes shall be agreed by the committee prior to the adopting of such minutes.

10.5 The minutes of the meeting are the legal record of the meeting.

10.6 The officers of the Association shall present reports to each Executive Committee meeting.

10.7 The Executive Committee may establish such sub-committees as required. A member of the

Executive Committee shall be a member of each sub-committee whether it is established by the A.G.M. or the Executive Committee.

10.8 The Executive Committee shall decide on the requirements for membership of the IMTA and on the Annual Membership subscription.

10.9 A quorum for a meeting of the Executive Committee shall be at least five (5) of its membership.

10.10 Voting at meetings shall be by simple majority. In the event of a tie vote the Chairperson shall have an additional or casting vote.

11. DUTIES OF OFFICERS

11.1 The President:

11.1.1 The President shall be entitled to attend all meetings of the Association

11.1.2 The President shall chair the A.G.M., E.G.M. and Executive Meetings of the Association

11.1.3 The President shall normally be the Spokesperson for the Association.

11.1.4 The President with the Executive Committee shall be responsible for implementing the Policy of the Association.

11.1.5 The President, in consultation with the General Secretary, shall be responsible for drawing up the agenda for meetings.

11.1.6 The President shall be responsible for ensuring that decisions of the A.G.M. and the Executive Committee are carried out and ensuring that all officers carry out their duties.

11.1.7 In carrying out the office of President, the President should not act without the consent of the Executive Committee unless circumstances dictate otherwise.

11.2 The Vice-President

11.2.1 The Vice-President shall work closely with the President in ensuring that the Policy of the Association is implemented.

11.2.2 In the absence of the President the Vice-President shall chair meetings and represent the President.

11.2.3 The Vice-President shall carry out such duties as are assigned by the President and/or the Executive Committee.

11.3 The General Secretary

11.3.1 The General Secretary shall be appointed by the Executive Committee.

11.3.2 The General Secretary shall be responsible for minute taking at meetings, circulating minutes of meetings to those entitled to receive them and ensuring that past minutes are kept safely.

11.3.3 At the conclusion of his/her term of office all IMTA minutes, correspondence and other documentation must be passed on to the new General Secretary.

11.3.4 The General Secretary shall keep a record of all correspondence sent and received on behalf of the IMTA.

11.3.5 The General Secretary, in consultation with the President, shall draw up the agenda for meetings. The General Secretary is responsible for circulating agendas prior to meetings.

11.3.6 The General Secretary is responsible for the day-to-day administration of the I.M.T.A.

11.3.7 The General Secretary shall act at all times in accordance with the policy of the I.M.T.A. and is subject to the Executive Committee.

11.3.8 The General Secretary shall carry out such duties and responsibilities as are assigned by the Executive Committee

11.3.9 The General Secretary shall be responsible for organising the Annual General Meeting and other meetings in accordance with the wishes of the Executive Committee.

11.3.10 An Assistant General Secretary may be appointed by the Executive Committee. The Assistant General Secretary, if appointed, shall assist the General Secretary. The Executive Committee shall assign duties and responsibilities to the Assistant General Secretary.

11.4 The Treasurer

11.4.1 The Executive Committee is responsible for the finances of the IMTA. The day- to-day financial management shall be assigned to the Treasurer.

11.4.2 The Treasurer is responsible for ensuring the proper financial management of the IMTA.

11.4.3 The Treasurer (as stated in 3.4) shall be one of the signatories of cheques on behalf of the IMTA.

11.4.4 The Treasurer shall present a financial statement to the Executive Committee at each meeting.

11.4.5 The Treasurer shall be responsible for the preparation and presentation of an annual budget to the Executive Committee.

11.4.6 The Treasurer shall be responsible for the preparation and presentation of the Annual Financial Report to the A.G.M.

11.4.7 The Executive Committee shall decide on membership fees to be paid by members and all other fees charged by the Association for services which it provides.

11.5 The Research Officer'

11.5.1 The Research Officer' shall be responsible for 'project and information pertaining to research'.

11.5.2 The Research Officer' shall carry out such duties as are assigned by the Executive Committee.

11.6 The Education Officer

11.6.1 The Education Officer shall be the chairperson of the Education Sub-Committee.

11.6.2 The Education Officer shall ensure that all matters pertaining to the continual professional development of members are reviewed and updated, on a regular basis, by the Education Sub-Committee.

11.6.3 The Education Officer shall ensure that education providers of basic and ongoing training/education are informed of the standards required by the IMTA for membership and ongoing professional development.

11.6.4 The Education Officer shall carry out such duties as are assigned by the Executive Committee.

11.7 The Regional Coordinator

11.7.1 The Regional Coordinator shall be responsible for communications with the Regional Officers

11.7.2 The Regional Coordinator shall be responsible for the provision of support, information and liaison with Regional Officers.

11.7.3 The Regional Coordinator shall carry out such duties as are assigned by the Executive Committee.

11.8 The Regulations Officer

11.8.1 The Regulations Officer is responsible for attending meetings and maintaining a two-way communication between the IMTA any relevant bodies the IMTA is a member of.

11.8.2 The Regulations Officer shall be responsible for committees, projects and information pertaining to regulations.

11.8.3 The Regulations Officer' shall carry out such duties as are assigned by the Executive Committee.

12. REGIONAL STRUCTURE

12.1 The Association has a Regional Structure. The Executive Committee shall define what constitutes a Region. The Regional Officer is responsible for Regional meetings.

12.2 Regional Officers are expected to communicate with the Executive Committee through the General Secretary.

12.3 Regional meetings should facilitate continual professional development of members.

12.4 Regional Officers should facilitate the integration of student and new members into the Association through the Regional structure and meetings

12.5 Regional meetings should be held at least four times each year

13. ELECTIONS

13.1 The election of the Executive Committee shall take place at the A.G.M.

13.2 The nomination of candidates for positions on the Executive Committee should be submitted, in writing, through Regional Officers or via the Executive Committee to the General Secretary at least three (3) weeks before the A.G.M.

13.3 Members who are nominated for positions on the Executive Committee must indicate their willingness to contest the election for the position verbally at the A.G.M. or if, for some valid reason, they cannot attend the A.G.M. then in writing with the General Secretary prior to the A.G.M.

13.4 Nominations may be taken at the A.G.M. for any position on the Executive Committee for which no nomination was received or for which the nominated person(s) withdrew resulting in no nomination to fill the vacancy

13.5 If there are no nominations for any position on the Executive Committee by the date of the AGM, then nominations may be taken from the floor of members for such a position. These nominations are subject to a majority agreement of the voting members at the A.G.M.

13.6 If there is only one nomination for a position, that person shall be declared elected, subject to a majority agreement of the voting members at the A.G.M.

13.7 If there are two candidates for any position, elections shall be by secret ballot, with the successful candidate receiving more than fifty (50) percent of the vote.

13.8 If there are more than two candidates for any position and no candidate receives more than fifty (50) percent of the vote, then the candidate with the lowest number of votes shall be eliminated. A secret ballot between the continuing candidates shall take place until one candidate receives more than fifty (50) percent of the votes cast. If the votes cast for the two lowest candidates are a tie, then both names shall be placed in a container and the candidate whose name is drawn from the container shall continue in the contest.

14. PROPERTY AND RESOURCES

14.1 The property and resources of the IMTA shall be administered by the Executive Committee

14.2 All financial income of the IMTA shall be lodged in a bank account or accounts in the name of the Association

14.3 Payments made by the IMTA shall be by cheque or other electronic means approved by the Executive Committee

14.4 The Association shall maintain a bank account or accounts in which all monies of the Association

are lodged. The account(s) shall be maintained by the Treasurer. The Executive Committee shall nominate three members, any two of whose signatures are required for signing cheques drawn on the account. The Treasurer shall be one of these signatories.

14.5 Properly vouched expenses shall be paid to members of the Executive Committee and others for expenses incurred in carrying out their duties on behalf of the IMTA. The Executive Committee shall determine the criteria for legitimate expenses.

14.6 An archive of past documentation should be maintained by the Executive.

14.7 All recorded minutes, account books, correspondence and any other documentation whose origin or destination was the IMTA is the property of the IMTA and not of any particular Executive member. Such material should be transferred by an outgoing Executive member, when their term of offices ceases, to their successor within the time scale determined by the Executive Committee.

15. DISBANDING

15.1 The IMTA may be disbanded by a motion passed by at least two-thirds of those voting at an E.G.M. convened for this purpose.

15.2 Members of the IMTA, who are entitled to vote at an E.G.M., shall be advised of a resolution to disband the Association at least two (2) months before the E.G.M.

15.3 Any property and resources of the IMTA remaining after the final accounts are discharged shall be transferred, in the first instance, to a successive Association, if such is established, and if not to such worthy causes as agreed by the majority of members present at the E.G.M.

15.4 If a quorum of members entitled to vote do not attend an E.G.M. called for the disbanding of the Association, a second E.G.M. shall be called for the same purpose within four (4) weeks of the date of the first meeting. All members entitled to vote shall be give seven (7) days notice of the new date and venue of the meeting. If a quorum is not present at this meeting then the Executive Committee shall have the power to disband the Association.

Appendix

Updates to constitution. AGM 2018

4.2 The membership of the Executive Committee shall be: the President, Vice-President, General Secretary, Treasurer, Education Officer, Schools Liaison Officer and Communications/PRO Officer.

6.1 Full Membership, 6.2. Student Membership, 6.3. Honorary Membership.

**This Constitution was Adopted at the IMTA's April 2018 A.G.M
and became effective from that date.**