



Association of
Energy Therapists

Constitution

GENERAL

1. The Association shall be called THE ASSOCIATION OF ENERGY THERAPISTS.
2. The Association shall act as a representative body for those engaged in Energy therapies.
3. The Association shall remain an independent body free from commercial influences.
4. The Governing body should never be in a situation where there is a majority of officers from one clinic, teaching body, partnership, firm or company etc. elected to the Governing body.
5. The Association shall help maintain and improve the quality and knowledge of those engaged in the field of Energy Therapy.
6. The Association shall assist in raising the profile and awareness of the public to all forms of Energy Therapy.
7. The Association shall deal fairly with any complaints against members of the organisation.
8. The Association shall act as a point of focus and direction and shall assist those members who need information and guidance on Energy Therapy matters.
9. The Association shall act as a point of contact for information, advice and consultation for members of the public or any other parties seeking information.
10. Members are to clearly explain to their clients the treatment(s) that are to be carried out *before the treatment commences*.
11. All AET members shall hold appropriate Public Liability and Professional Indemnity insurance.

MEETINGS

12. Members shall be notified of Annual General Meetings at least 1 month in advance.
13. General Meetings can be arranged, if required, by the Governing Body who then must give 2 months notice of the meeting to members.
13. Special General Meetings may be called at the discretion of the Governing Body. The Meeting must be called within 21 days of the receipt of a request in writing from 20% of the membership, stating in full the reason for the request. The request must be sent to the Chair.
14. Special meetings of the Governing Body must be called within 10 days of receipt of a written application with full justification. The request must be sent to the Chair.

15. Not less than 14 days notice in writing shall be given for all Governing Body meetings unless any matters arising necessitates a more urgent mode of action.
16. The AGM of the AET shall be held between 12 & 15 months after the last AGM of the Association.

MEETING PROCEDURES

17. Notice of motions involving alterations of rules or Code of Conduct shall be received by the General Secretary at least 14 days before the AGM.
18. Motions cannot be taken from the floor either at the AGM or at a Special General Meeting.

ELECTION OF OFFICERS

19. Elections will take place at the AGM.
20. Before nominating anyone, the proposed nominee must agree to be nominated.
21. The members will be sent nomination forms with the headings
"Name, Proposer and Seconder".
22. All full members can vote.
23. Student members are not allowed to vote.
24. There shall be no more than 2 same-named therapy therapists on the AET Committee at the same time.
25. Members shall have a minimum of two years active membership before being eligible to be voted onto the Committee

FINANCE

26. The Association's financial year begins on the 1st May each year.
27. A report on the current financial state of the Association will be made to the Governing Body at the Governing Body Meetings either orally and/or in writing.
28. The balance sheet and report will be presented at the AGM and any GMs that may be arranged.
29. A copy of the balance sheet and agenda shall be made available to members upon request 7 days before the AGM or GM if requested or issued at the meetings.

DISCIPLINE AND DISPUTES

30. The Governing Body shall have the power to expel any member immediately who has broken the law of the land, or who has committed a serious offence. This action must be given in writing.
31. Disciplinary hearings must be conducted in the fairest way possible and the person or person's being disciplined must be given the opportunity to present their viewpoint.

32. The governing body will have the power to hold disciplinary hearings in cases where this is deemed necessary e.g. professional misconduct, and to either issue warnings or expel the member.
33. The disciplinary board must make every possible investigation into the case including the legal angle to obtain as clear a picture as possible before calling the person or persons involved to state their case.
34. The governing body has the power to act as an intermediary in cases of dispute before reaching legal action (court). The Association shall not be held responsible for any advice given in good faith or in any legal expenditure of the member or client.
35. The disciplinary board shall consist of either 3 or 5 members, preferably from areas outside of the district from whence the complaint originates.
36. The board shall consist of either the Vice –Chairman or Chairman plus two or four others, one of which, if possible, should be a lay person.
37. In the case of a verdict not being reached, the Chairman or Vice-Chairman, whoever was not present at the hearing(s), can be called upon to help reach a verdict.
38. Unless the law of the land has been broken, the board, if finding the person guilty, can give the person an oral warning, followed by a written warning if an offence occurs again, and then a dismissal notice if a third offence occurs.

This is in line with normal disciplinary procedures.
39. If the member is expelled, or the hearing goes against him/her, then that person has the right to appeal. In this case a new board with new members must be convened.
40. In line with normal disciplinary procedures the person accused has the right to be accompanied by a friend or an advisor. The board must be notified of the person's name and status before the meeting is convened.

DISPUTES BETWEEN THERAPIST AND CLIENT

41. In cases of a dispute between a customer and a member, the Association can be called upon by either party to arbitrate for them.
42. In such cases a similar arrangement to that of the disciplinary hearings will be apply with both parties being interviewed separately at first, and then if required, together, to get the full story before judgement is made. This may entail further independent research by the board before the case is concluded.

DISSOLUTION OF THE ASSOCIATION

43. This can be done by a vote by all the Governing body on a simple majority vote asking for closure.
44. The assets of the organisation (money or assets) after payment of all proper debts and liabilities, shall not be paid or distributed amongst the members, but shall be given to such other organisation or charities similar to those of this organisation. The current Governing Body shall decide which by a simple majority.