

Association des art-thérapeutes du Québec Inc
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BYLAWS

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Table of Contents

ARTICLE 1: GENERAL PROVISIONS	1
1.1 Name	1
1.2 Head Office	1
1.3 Objectives	1
ARTICLE 2: MEMBERSHIP	1
2.1 Membership Categories	1
2.2 Professional Membership	1
2.3 Certified Professional Membership	2
2.4 Honorary Life Membership	2
2.5 Student Membership	2
2.6 Professional Liability Insurance	3
2.7 Allied Professional Membership	3
2.8 Allied Student Membership	3
ARTICLE 3: AFFILIATION	3
3.1 Affiliation Categories	3
3.2 Special Affiliation	3
3.3 Contributing Affiliation	3
3.4 Foreign Affiliation	3
3.5 Student Affiliation	3
3.6 Professional Liability Insurance	3
ARTICLE 4: CHANGES IN MEMBERSHIP OR AFFILIATION STATUS	3
4.1 Admission to membership or affiliation	3
4.2 Change in membership or affiliation status	4
4.3 Termination of membership or affiliation	4
ARTICLE 5: MEETINGS OF MEMBERS	4
5.1 Annual General Meeting	4
5.2 Written or printed notice	4

5.3 Chair	4
5.4 Quorum.....	4
5.5 Voting	5
5.6 Agenda.....	5
5.7 Failure of Notice	5
5.8 Special General Meetings	6
ARTICLE 6: BOARD OF DIRECTORS	6
6.1 The Directors	6
6.2 Term of Office	6
6.3 Eligibility	6
6.4 Vacancies.....	7
6.5 Representativeness.....	7
6.6 Meetings	7
6.7 Non-Attendance	7
6.8 Quorum.....	7
6.9 Voting at Board Meetings.....	7
6.10 Remuneration of Directors.....	8
6.11 Duties.....	8
6.12 Regulation of Meetings.....	8
6.13 Chairing of Meetings	8
6.14 Removal of a Director.....	8
ARTICLE 7: EXECUTIVE	9
7.1 The Executive	9
7.2 The President	9
7.3 The Vice-President	9
7.4 The Secretary	10
7.5 The Treasurer.....	10
7.6 The Immediate Past-President	10
7.7 Signing Officers.....	10
7.8 Remuneration of Officers.....	11
ARTICLE 8: COMMITTEES	11
8.1 Appointment of Committees.....	11
8.2 Standing Committees	11
8.3 Term of Office	12
8.4 Education and Research.....	12
8.5 Standards and Ethics.....	12
8.6 Membership	12
8.7 Communications	13

8.8 Bylaws and Governmental Affairs	13
8.9 Conference Committee	13
ARTICLE 9: NOMINATIONS	13
9.1 Nominating Committee	13
9.2 Candidates.....	13
9.3 Duties of the Nominating Committee.....	14
9.4 Ballot	14
ARTICLE 10: ELECTIONS	14
10.1 Elections Committee	14
10.2 Duties of the Committee	14
10.3 Election Procedures	14
10.4 Taking Office.....	15
ARTICLE 11: SUSPENSION OF MEMBERS OR AFFILIATES	15
11.1 Motives and complaints	15
11.2 Complaint examination	16
11.3 Description of complaint.....	16
11.4 Cross examination.....	16
11.5 Summation	16
11.6 Written defense.....	16
11.7 Decision	16
11.8 Informing Membership	16
ARTICLE 12: MEMBERSHIP AND AFFILIATION FEES	16
12.1 Dues	16
12.2 Renewal	16
12.3 Reinstatement.....	17
12.4 Honorary Life Members.....	17
12.5 Certification fees.....	17
12.6 Inactive Status.....	17
ARTICLE 13: FINANCES	17
13.1 The financial year	17
13.2 Audit	17
ARTICLE 14: AMENDMENT OF BYLAWS	17
14.1 Motion to Amend.....	17
14.2 Technical Corrections.....	18

14.3 Other Official Documents 18
14.4 Coming into Force 18

ARTICLE 15: RULES OF ORDER..... 18
ARTICLE 16: OFFICIAL LANGUAGES 19

BYLAWS

ARTICLE 1: GENERAL PROVISIONS

1.1 Name. The name of this organization shall be *Association des art-thérapeutes du Québec inc.* It is a non-profit association incorporated under "La loi des compagnies du Québec." In the *Bylaws* which follow, the terms AATQ and the Association designate the *Association des art-thérapeutes du Québec inc.*

1.2 The Head Office shall be situated in the territory of the Montreal Urban Community at a location designated by the Board of Directors.

6.1 Objectives. The objectives of the AATQ are:

6.2

7 To protect the interests of persons receiving art therapy services in Québec through the maintenance of professional standards of practice and training.

8 To promote the professional growth of art therapy in Québec.

(3) To inform the public and health care professionals regarding art therapy services, practices and professional training.

(4) To provide members and affiliates with opportunities for professional development.

ARTICLE 2: MEMBERSHIP

2.1 Membership Categories. There shall be six categories of members: Professional, Certified Professional, Honorary Life, Student, Allied Professional and Allied Student.

2.2 Professional Membership is subject to approval by the Membership Committee. Persons who have completed professional training in art therapy and who are or have been engaged in the therapeutic use of art are eligible to apply for membership. Applicants for professional membership must possess a Master's degree in art therapy, or its academic equivalent, conferred by an institution of recognized standing. Educational equivalencies are set forth in the *Educational Equivalencies Regulations*.

The Membership Committee may not refuse to grant Professional Membership to a person for the sole reason that such person is not a Canadian citizen if he or she was legally admitted to Canada as a permanent resident.

A Professional Member shall be eligible to vote and to hold office, to participate in all activities of the Association and receive all official and affiliated publications.

A professional Member who satisfies the norms outlined in the document *Regulations on the use of the Certification Mark* can use the Certification Mark: ATPQ, ART-THÉRAPEUTE PROFESSIONNEL DU QUÉBEC, as long as they remain a Professional Member of AATQ. The norm defined by AATQ stipulates that a member using the Certification Mark must satisfy requirements of art therapy practice, requirements of professional practice, and demonstrate his or her adherence to the *Code of Ethics*.

2.3 Certified Professional Membership shall be open to individuals who have met the qualifications and been approved for Professional membership and have been granted registration by the AATQ as set forth in *Certification Regulations and Procedures*. The Association shall set up and maintain a registry of certified therapists qualified with respect to professional competence. Criteria for certification fees and certification fees shall be formulated by the Standards and Ethics Committee for endorsement by the Board of Directors and shall be submitted for approval by the membership polled by mail ballot.

Certification shall be granted to a Professional Member in good standing who has made application to the Standards and Ethics Committee and has met the requirements as set forth in *Registration Regulations and Procedures* and who has paid the registration fees. Maintenance of registration status will be set forth in *Certification Regulations and Procedures*.

2.4 Honorary Life Membership shall be granted to a Professional or Certified Professional Member of the Association who has made outstanding contributions affecting the field of art therapy. Honorary Life Members shall have the rights and privileges of Professional membership without the payment of annual dues. Procedures shall be found in *Honorary Life Membership Procedures*.

2.5 Student Membership shall be open to students enrolled in a graduate art therapy programme, or the equivalent. Student Members shall be entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting, but shall not have the right to vote or hold elective office.

One student from each art therapy training programme represented from the body of student membership shall be eligible to attend the Board of Directors' meetings, but shall not have the right to vote at these meetings. This representative shall be chosen by the student membership.

2.6 Professional Liability Insurance. If applicable, Professional Members, Certified Professional Members, Honorary Life Members, and Allied Professional Members and are eligible to participate in the Association's group plan for professional liability insurance.

2.7

Allied Professional Membership is subject to approval by the Membership Committee. Persons who have completed professional training in one of the three recognized disciplines of the creative arts therapies (drama, dance/movement, or music) are eligible to apply for membership. Applicants for allied professional membership must possess a Master's degree in a creative arts therapies discipline conferred by an institution of recognized standing, and demonstrate adherence to a Code of Ethical Practice that is comparable to the AATQ's Code of Ethics.

An Allied Professional Member shall not be eligible to vote or to hold elective office, nor can they use the AATQ's Certification Mark "ATPQ". They are eligible to participate in all activities of the Association and receive all official and affiliated publications.

One representative from each of the creative arts therapies disciplines shall be eligible to attend the Board of Director's meetings, but shall not have the right to vote at these meetings. The representative shall be chosen among the AATQ membership from each discipline.

2.8

Allied Student Membership shall be open to students enrolled in a graduate programme in one of the three recognized disciplines of the creative arts therapies (drama, dance/movement, or music). Allied Student Members Shall be entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting, but shall not have the right to vote or hold elective office.

ARTICLE 3: AFFILIATION

3.1

Affiliation Categories. There shall be four (4) types of Affiliates: Special, Contributing, Foreign and Student. Affiliates shall not represent themselves as members of the Association.

3.2

Special Affiliation shall be open to individuals who have shown an active interest in art therapy through work or study in art therapy or a related field, and who wish to support the purposes and objectives of the Association. Special Affiliates shall be entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting, but shall not have the right to vote or to hold office. Persons qualified for membership in the Association are not eligible for Special Affiliate status.

3.3

Contributing Affiliation shall be open to individuals, organizations, institutions or foundations, which contribute the specified amount annually to the Association. Contributing agencies shall have the privilege of assigning a specified representative. If eligible for Professional Membership, this representative shall have the privileges of such membership; others shall have the privileges of Special Affiliation.

3.4 Foreign Affiliation shall be open to interested persons residing outside Canada who wish to support the purposes and objectives of the Association. Foreign Affiliates shall be entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting, but shall not have the right to vote to hold office.

3.5 Student Affiliation shall be open to full-time students of disciplines other than art therapy who are interested in this profession. Student Affiliates shall be entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting, but shall not have the right to vote or hold office.

3.6 Professional Liability Insurance. Affiliates are not eligible for coverage under this plan.

ARTICLE 4: CHANGES IN MEMBERSHIP OR AFFILIATION STATUS

4.1 Admission to membership or affiliation shall be made by written application to the Membership Committee. The applicant shall meet the requirements for membership or affiliation and pay the designated dues. Membership or affiliation shall be open to all eligible persons, regardless of sex, race, creed, ethnic background, physical disability or social origin.

4.2 Change in membership or affiliation status shall be made by written application to the Membership Committee. The applicant shall make up the difference between dues already paid and the membership or affiliation fee for the new category.

4.3 Termination of membership or affiliation. Membership or affiliation shall not be transferable and shall lapse and cease to exist if the Member or Affiliate dies, resigns or is suspended as hereinafter provided.

Members or Affiliates may resign from the Association by notice in writing addressed to the Membership Committee of the Association. Any Member or Affiliate whose fees are three (3) months in arrears shall be deemed to have resigned from the Association. Within one year of resignation, he or she may however be reinstated by notifying the Head Office that he or she wishes to be reinstated and by paying the arrears due.

During the period of one to three years after the resignation, he or she may be reinstated by notifying the Head Office and by paying arrears of one-half year's fees. No Member shall be entitled to vote at any meeting while such dues remain unpaid. Other former Members and Affiliates may apply for reinstatement at any time by notifying the Head Office and they may be reinstated at the discretion of the Membership Committee.

ARTICLE 5: MEETINGS OF MEMBERS

5.1 An Annual General Meeting of the Association shall be held on a date and at a place recommended by the Board of Directors, within four (4) months after the end of the fiscal year and at the latest on September 30th.

5.2 Written or printed notice of the Annual General Meeting shall be mailed to each Member and Affiliate at least thirty (30) days prior to the meeting at the last known postal address.

5.3 Chair. The President shall act as Chair of the Annual General Meeting. In his or her absence or inability to act, the Vice-President shall preside in his or her place. In the event of both the President's and the Vice-President's absence or inability to chair, the meeting shall elect a Chair from among its members.

5.4 Quorum. A quorum at Annual General Meetings shall consist of 25% of the eligible voters. For the purposes of a quorum, the following eligible voters shall be counted as present: (1) Any eligible voter who attends the Annual General Meeting in person; (2) any eligible voter whose duly appointed (by written instrument) proxy holder attends and acts on his or her behalf at the Annual General Meeting.

If a quorum is not present within a reasonable time from the time appointed for the Annual General Meeting, the Chair may dissolve the Meeting or may adjourn it as deemed best, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place. Due notice of the adjourned Meeting shall be mailed to each Member and Affiliate, and if in one-half hour from the time appointed for any such adjourned Meeting a quorum is not present, then the Meeting may be proceeded with and the business for which it was called may be regularly transacted notwithstanding.

5.5 Voting. Only Professional, Certified Professional and Honorary Life Members who were members of the Association forty-five (45) days before the Annual General meeting shall be eligible to vote.

Procedures governing voting in the election of Directors and Officers are set forth in Article 10 of these *Bylaws*.

Procedures governing voting in the amendment of these *Bylaws* are set forth in Article 14.

Voting at a Special or an Annual General Meeting shall be by a show of hands, unless a ballot is demanded by 10% of the voting Members present at the Meeting. If such a ballot is demanded, the same shall be taken in such manner as the Chair directs. In case of an equality of votes, the motion shall be lost.

5.6 Agenda. The Agenda of an Annual General Meeting shall include:

(a) Minutes of the previous Annual General Meeting and any subsequent Special General

Meetings;

- (b) Approval of the Financial Statements;
- (c) Appointment of Auditors for the ensuing year, if applicable;
- (d) Committee reports;
- (e) Communications;
- (f) Other business; and
- (g) Closure of the Meeting.

5.7 Failure of Notice. Accidental error or omission in giving notice of any Annual General Meeting or non-receipt of notice by a Member or Affiliate shall not invalidate any resolution passed or proceedings taken.

5.8 Special General Meetings. A Special General Meeting of Members may be called by the President or will be called by the President on written request of a majority of the Board of Directors or of 10% of the voting Members of the Association.

In the case of special business, notice thereof shall be given in the notice calling the Meeting. Written or printed notice of any Special General Meeting shall be mailed to each Member and Affiliate at least ten (10) days prior to the holding of the Meeting at the last known postal address.

The regulation of any Special General Meeting shall be in the same manner as hereinbefore provided for an Annual General Meeting of Members with respect to: (a) Chair; (b) Quorum; (c) Voting; and (d) Failure of Notice.

ARTICLE 6: BOARD OF DIRECTORS

6.1 The Directors. The affairs of the AATQ shall be managed by a Board of ten (10) Directors. The Board shall consist of:

- (a) The President;
- (b) The Vice-President;
- (c) The Secretary;
- (d) The Treasurer;
- (e) The immediate Past-President; and
- (f) Five other Directors who shall chair the five standing committees on (1) Education and Research; (2) Standards and Ethics; (3) Membership; (4) Communications; and (5) Bylaws and Governmental Affairs.

6.2 Term of office. The Board of Directors shall be elected for a two (2) year term, or until their successors are elected.

6.3 Eligibility. Only Professional, Certified Professional, or Honorary Life Members shall be

eligible to be elected and hold office as Directors of the Association. The President and all the Directors must be domiciled in Quebec. Any retiring Director who remains a Member of the Association shall be eligible for re-election. No Member shall be eligible to hold more than one position on the Board, and no Director shall serve more than six (6) consecutive years in the same position.

6.4 Vacancies. Any vacancy occurring on the Board of Directors shall be filled by an election by secret ballot held among the elected Directors. The term of office of the person so elected shall end upon the expiry of the person whom he or she replaces.

In the event that the office of President becomes vacant, the President shall be replaced for the unexpired portion of the term by one of the Directors designated by resolution of the Board.

If the office of immediate Past President becomes vacant, the Board of Directors may appoint another Past President who shall hold office for the unexpired balance of the term.

6.5 Representativeness. The Directors shall, as far as is practicable, be representative of the geographical regions of Quebec.

6.6 Meetings. The Board of Directors shall meet at least once every four (4) months and not less than four (4) times a year. Meetings of the Board shall be convened by the President, or one-quarter of the Directors may at any time summon a meeting of the Board. Notice of the meeting shall be given at least ten (10) days in advance of the date of the meeting by the Secretary unless notice is waived by a majority vote of the Directors.

Accidental omission to give notice of any meeting, or non-receipt of notice by a Director, shall not invalidate any resolution passed or proceedings taken at any meeting of the Board.

The Board shall report concerning its activities to the Association at each Annual General Meeting.

6.7 Non-Attendance. Every Director who fails, without a reason considered valid by the Board, to attend three (3) consecutive meetings of the Board shall be replaced in accordance with the provisions applicable in cases of vacancy.

6.8 Quorum. Notwithstanding any vacancy on the Board, so long as there are at least seven (7) members of the Board, it may exercise its powers. At any meeting, a majority (50% plus one) of the Directors shall constitute a quorum. Decisions shall be taken by a majority vote of the members present.

6.9 Voting at Board Meetings. The Board members present must vote, unless prevented by the *Bylaws* for the carrying on of the business of the Association or for reasons of conscience deemed sufficient by the President. In the case of a tie-vote, the President shall have a casting-vote.

6.10 Remuneration of Directors. Directors, as such, shall not receive remuneration for their services. They may receive reimbursement of expenses incurred by them in attending regular and special

meetings of the Board. Such reimbursement may be replaced by a per diem allowance, which amount shall be determined by resolution of the Board. This Bylaw shall not be interpreted to preclude any Director from serving the Association in any other capacity and receiving remuneration therefor.

6.11 Duties. The Directors shall exercise all such powers of the Association as are not, by Quebec law or by these *Bylaws*, required to be exercised by the members at Annual or Special General Meetings. In particular, but without limiting the generality of the foregoing, the Directors shall have the power to authorize expenditures on behalf of the Association and may delegate by resolution to an officer or officers of the Association the right to employ and pay salaries to employees. The Directors may, by resolution, choose professionals such as lawyers or other specialists to assist the Board as needed.

The Directors shall have the power to make expenditures for the purpose of furthering the objectives of the Association, and may take such steps as they may deem requisite to enable the Association to grant or receive monies or benefits for the purpose of furthering its objectives.

6.12 Regulation of Meetings. The Board of Directors and all other committees of the Association may meet for the dispatch of business and otherwise regulate their meetings and provide for notice to be given and for the waiver thereof.

6.13 Chairing of Meetings. The President shall act as Chair of the Board of Directors' meetings. In the event of the President's absence, the Vice-President shall preside. In the event of the absence of both the President and the Vice-President, the Directors may select a Chair from among their number.

6.14 Removal of a Director. A Director may be removed from Office before the expiration of the term for any cause in accordance with the provisions of this Bylaw. No complaint against a Director shall be considered unless the particulars of the complaint are submitted in writing to the President and signed by the complainant.

The President shall refer the complaint to an Ad hoc Committee composed of four (4) Members who are past Directors, preferably Past Presidents, (none of whom shall be current Officers of the Association) for preliminary review. If, in the majority opinion of the Committee, the complaint merits formal examination, the President shall inform the Directors and shall be bound to call a Special General Meeting of Members for its consideration.

At the Special General Meeting, the complainant or a member of the Ad hoc Committee shall present the charges. The Director against whom the complaint has been made shall be given the opportunity to examine the evidence and present a defence against the charges.

The voting Members, upon hearing the evidence and the defence, may, by a three-quarters vote of the voting Members present, remove the Director from Office. If the complainant is a voting Member of the Association, he or she shall abstain from voting on the motion to remove from Office. Such removal shall be brought to the attention of the membership in a confidential communication from the Board of Directors.

ARTICLE 7: OFFICERS

7.1 The Officers of the Association shall be:

- (a) the President;
- (b) the Vice-President;
- (c) the Secretary;
- (d) the Treasurer; and
- (e) the immediate Past President.

The officers shall be Professional, Certified Professional, or Honorary Life Members of the Association, elected for a two (2) year term of office or until their successors are elected.

7.2

The President shall exercise a right of general supervision over the affairs of the Association and shall preside at meetings of Members and the Board of Directors. He or she shall be responsible for the administration of the affairs of the Board and the application of its decisions and those of the Members of the Association at meetings; he or she shall coordinate the work of the Association and ensure its continuity.

The President shall be one of the two representatives of the AATQ to any national art therapy organisation and shall also be a member ex-officio of all committees of the AATQ, except the Nominating Committee.

7.3

The Vice-President shall be a member of the Board of Directors, shall chair the Conference Committee, and shall assist the President in his or her duties. The Vice-President shall perform the duties of the President in the absence or incapacity of the President.

7.4

The Secretary shall be a member of the Board of Directors and shall give or cause to be given notice of all meetings of Members and of the Board of Directors. He or she shall attend all such meetings and act as clerk thereof and record all votes, resolutions and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall call meetings to order in the absence of the President or the Vice-President.

The Secretary shall, in general, perform all the duties incidental to the office of the Secretary and such other duties as may be assigned to him or her from time to time by the Board of Directors.

7.5

The Treasurer shall be a member of the Board of Directors and shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all monies and other valuable effects in the name and to the credit of the Association and in such depositories as may be designated by the Board of Directors. He or she shall disburse the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Board or the President, whenever they may require it, an account of all his or her transactions and of the financial position of the Association.

Before each Annual General Meeting of Members, he or she shall cause the accounts of the Association to be reviewed, or audited if so requested by the Board, by a Chartered Accountant and submit to the Annual General Meeting a Balance Sheet and Statement of Revenue and Expenditures for the preceding financial year.

In general, he or she shall perform all the duties incidental to the office of Treasurer and such other duties as may be assigned to him or her by the Board of Directors.

7.6

The Immediate Past President shall be a member of the Board of Directors and shall assist and advise the President in his or her duties. He or she shall Chair the Nominations Committee and the Elections Committee. The Immediate Past President shall also act as one of the two representatives of the AATQ to any national art therapy organisation.

7.7

Signing Officers. The Officers of the Association, as set out above, shall constitute the sole signing officers of the Association. Any two of them shall have power to execute all instruments and documents authorized by the Board of Directors.

The Board of Directors may, at any time, by resolution, appoint signing officers or agents of the Association as deemed appropriate, for the purpose of signing all cheques and other banking documents. In the absence of such resolution, or on the termination of a specific period provided in such a resolution, and until a further resolution of a like nature is enacted, any two Officers of the Association may sign all cheques and other banking documents on behalf of the Association.

7.8

Remuneration of Officers. All Officers shall serve without remuneration for their services. However, they may receive reimbursement of expenses incurred by them in carrying out their duties. This Bylaw shall not be interpreted to preclude any Officer from serving the Association in any other capacity and receiving remuneration therefor.

ARTICLE 8: COMMITTEES

8.1

Appointment of Committees. In addition to those committees specified in these *Bylaws*, the Board

of Directors, by resolution, may appoint and discharge such committees as it shall deem advisable. Such committees shall have power to act within the terms of appointment and shall report to the Board.

8.2 Standing Committees. The five standing committees described below shall be chaired by the five members of the Board of Directors who are not Officers. These committees shall be:

- (a) Education and Research;
- (b) Standards and Ethics;
- (c) Membership;
- (d) Communications;
- (d) Bylaws and Governmental Affairs.

In addition, a sixth standing committee, the Conference Committee, shall be chaired by the Vice-President.

8.3 Term of Office. The regular term of office of all standing committee chairs shall be for a two (2) year term or until their successors are elected. The specified membership of each committee is inclusive of the elected Chair who shall appoint committee members from the Association's membership to fill the numerical requirement.

In the event that a committee cannot be filled by qualified Professional, Certified Professional, or Honorary Life Members, the Chairperson may, if deemed appropriate by the Board of Directors, fill certain positions by Student Members or qualified Affiliates.

Members appointed to a standing committee shall be limited to serving six (6) consecutive years on said committee. Each retiring Chair shall, if willing and able, serve for the ensuing term on that committee of which he or she had been Chair. The President is an ex-officio member of all committees except the Nominating Committee.

8.4 Education and Research. The Education and Research Committee shall consist of five (5) Members. The Committee shall foster the development of sound research procedures in the field of art therapy, and shall advise members engaged in research.

The Education and Research Committee shall make recommendations to the Board of Directors and the Association on matters concerning the training of art therapists. It shall write and periodically review official documents of the Association that pertain to the education and training of art therapists and shall submit recommendations to the Board of Directors for their amendment. Amendments approved by the Board of Directors shall be submitted to the voting members for ratification.

This Committee shall support the development of high standards in art therapy education, as well

as promoting continuing education opportunities for art therapists.

The Board of Directors shall appoint representatives from among this Committee's Members to sit on any inter-provincial committee on art therapy training standards under the auspices of any national art therapy association.

8.5 Standards and Ethics. The Standards and Ethics Committee shall consist of five (5) Members. It shall survey past and current work in the field of art therapy, formulate standards for professional practice and shall set up and maintain a system of registration for those members meeting established qualifications.

This Committee shall write and periodically review Association documents relating to professional ethics, standards and practice and registration, submitting recommendations to the Board of Directors for their amendment. Official documents and amendments approved by the Board of Directors shall be submitted to the voting members for ratification.

8.6 Membership. The Membership Committee shall consist of three (3) Members. It shall establish membership application procedures respecting the qualifications set forth in these *Bylaws* and shall screen all applicants for membership or affiliation. It shall maintain ongoing files of pertinent data regarding membership, including a Directory of Members providing the name, address, telephone number, and profession/occupation of each Member and Affiliate. This Directory is to be published on an annual basis.

This Committee shall write and periodically review *Educational Equivalencies Regulations* and other documents pertaining to membership and shall submit recommendations to the Board of Directors for their approval. Official documents approved by the Board shall be submitted to the voting members for ratification.

This Committee shall also be responsible for any matter related to professional liability insurance.

8.7 Communications. The Communications Committee shall consist of five (5) Members. It shall create and supervise whatever communications are deemed advisable by the Board of Directors to ensure a well-informed membership. A periodic newsletter shall be sent to Members and Affiliates no less than three (3) times per year. This Committee shall develop editorial standards and practices subject to the approval of the Board of Directors.

8.8 Bylaws and Governmental Affairs. The Bylaws and Governmental Affairs Committee shall consist of three (3) Members. This Committee shall make a continuing study of the Association's *Bylaws* for the purpose of making recommendations to the Board of Directors for changes designed to increase and improve the effectiveness of the organization.

The Bylaws and Governmental Affairs Committee shall monitor provincial and federal legislation relevant to the Association's proposes and objectives. It shall make recommendations to the Board of Directors concerning legislation and shall implement policy established by the Board of Directors.

8.9 Conference Committee. The Conference committee shall consist of at least five (5) Members. This Committee shall plan and organize the Annual Art Therapy Conference. The Chair may appoint as many additional Members or subcommittees as necessary to carry out the various tasks involved, subject to the approval of the Board of Directors.

ARTICLE 9: NOMINATIONS

9.1 Nominating Committee. The Nominating Committee shall consist of five (5) voting Members and shall be chaired by the immediate Past President. At least six (6) months before the date of the next Election, the Board of Directors shall appoint a Nominating Committee with its Members selected in such a way as to ensure, insofar as possible, geographical representation of Quebec.

9.2 Candidates. Only those voting Members of the Association who are entered on the roll forty-five (45) days or more before the date fixed for the closing of the poll may be candidates. The President and all the Directors must be domiciled in Quebec. The Board may direct the Nominating Committee to restrict the candidates for one of the positions of Director to Members of a specific geographical region, sex, subdiscipline interest, or language group, in the interests of promoting Board representativeness.

9.3 Duties of the Nominating Committee. The Nominating Committee must abide by this Bylaw and by the document of the *Nominating and Elections Procedures* in the exercise of their functions. The Nominating Committee shall be charged with the task of inviting nominations from the voting Membership. The Nominating Committee shall instruct the Secretary to mail a Nominating Ballot to all voting Members at least five (5) months before the date of the next Election, providing information on the nominating procedures and inviting these members to send in nominations for each elective position on the Board of Directors. These ballots, bearing the signature of the nominating Member, who has obtained the verbal consent of proposed nominees, shall be returned to the Secretary at least four (4) months before the date of the next Election.

The Nominating Committee shall review the returned Nominating Ballots and shall select no more than two (2) nominees for each elective office to be filled. The Nominees chosen by the Nominating Committee are those two (2) who have received the most nominations for each position on the Nominating Ballot. The Chair of the Nominating Committee shall ascertain that according to the AATQ *Bylaws*, those nominated are qualified to hold office and are willing to stand for office.

9.4 Ballot. The Nominating Committee shall prepare an Election Ballot which shall list the candidates nominated. It shall also include provision for one write-in candidate for each elective position. The ballot papers and envelopes shall be clearly marked in the same form and as nearly alike as possible. Each candidate's name shall be presented in the same form and as nearly alike as possible. Each ballot shall contain a small space in the form of a square reserved for voting at the right of the name of each candidate. The ballot shall then be transmitted to the Secretary for distribution to the voting Members.

ARTICLE 10: ELECTIONS

10.1 Elections Committee. The Elections Committee shall be composed of the Immediate Past President as Chair and two (2) other Members not eligible for election who shall be chosen by the Chair.

10.2 Duties of the Committee. The Elections Committee shall be responsible for the counting of the ballots.

10.3 Election Procedures. At least thirty (30) days before the date fixed for the Annual General Meeting, the Secretary of the Association shall send to each Member of the Association entitled to vote, at their last known postal address, the following documents:

- (a) Information explaining the election procedures;
- (b) a ballot paper prepared by the Nominating Committee and certified by the Secretary stating the names of the candidates for each elective office;
- (c) a short introduction written by each candidate;
- (d) an envelope addressed to the Elections Committee on which the word "BALLOT" is written;
- (e) notice of the date fixed for the Annual General Meeting and notice of the date fixed for the closing of the poll.

The date fixed for the closing of the poll shall be at least twenty (20) days after the distribution of the ballots and accompanying documents to the voting Members. By this date, each voting Member may return the said ballot to the Chair of the Elections Committee indicating the choice of candidates for the elective offices listed on the ballot.

The Chair of the Elections Committee shall, without opening them, deposit in a sealed ballot box all the envelopes containing ballot papers that are received before the closing of the poll.

Within ten (10) days after the closing of the poll, the Elections Committee shall count the ballots. The candidate for each office who receives the greatest number of votes cast shall thereupon be declared elected. In case of a tie-vote, a drawing of lots determines which candidate is elected. The decision of the Elections Committee with respect to the validity of ballots received and votes

cast shall be final.

The Chair of the Elections Committee shall inform the successful and unsuccessful candidates of the election results, no less than twenty-four (24) hours before the Annual General Meeting.

10.4 Taking Office. The Directors and Officers elected by the procedure provided in this Bylaw shall take office immediately after the final adjournment of the Annual General Meeting next following their election.

ARTICLE 11: SUSPENSION OF MEMBERS OR AFFILIATES

11.1 Any Member or Affiliate may be suspended for any cause in accordance with the provisions of this Bylaw. No complaint against a Member or Affiliate shall be considered unless the particulars of the complaint are submitted in writing to the President and signed by the complainant.

11.2 The President shall refer the complaint to the Board of Directors, who shall give it preliminary review. If, in the opinion of the Board, the complaint merits a formal examination, the Board shall provide the Member or Affiliate with a copy of the complaint laid against him or her and an opportunity to be present at the meeting of the Board of Directors at which it is to be heard.

11.3 The complainant, or the Secretary on his or her behalf, shall present the charges in detail and in particular.

11.4 The Member or Affiliate against whom the complaint is made shall then be allowed to cross-examine any of the evidence or material submitted by the complainant and shall be allowed to present his or her argument against suspension or expulsion, and against other charges.

11.5 The complainant, or the Secretary on his or her behalf, shall then sum up, to be followed by the Chair and the opportunity by the defendant for rebuttal of points made by the complainant.

11.6 If the Member or Affiliate against whom the complaint is laid is unable to be present, he or she may submit the defence against the charges in writing.

11.7 The Board of Directors, upon hearing the evidence and defence, may, by a two-thirds majority of the Directors present at the meeting of the Board of Directors at which the complaint is reviewed, suspend the Member or Affiliate for such period of time as the Board may think fit, or declare that he or she is no longer a Member or Affiliate of the Association. If the complainant is a Director, he or she shall abstain from voting on the motion to suspend or expel.

11.8 Such suspension or expulsion shall be brought to the attention of the Members and Affiliates of the Association in a confidential communication from the Board of Directors.

ARTICLE 12: MEMBERSHIP AND AFFILIATION FEES

12.1 Dues for each class of Membership and Affiliation shall be determined by the Board of Directors. Dues shall be due and payable annually in the month of January.

12.2 Renewal. Members and Affiliates shall be sent a renewal notice at least thirty (30) days before their dues expiration date. Those failing to pay their dues by the dues expiration date shall be sent a second notice immediately, and those not paying within three (3) months of the renewal date shall be struck off the roll. The membership or affiliation shall be renewed once a year in the month of January. Persons applying for membership or affiliation from April to August, shall duly pay half the membership or affiliate fee. Persons applying for membership or affiliation from September to December, shall "officially" commence their membership or affiliation as of January of the following year, however, retain "unofficially" any membership or affiliate privileges.

12.3 Reinstatement may be requested as set forth in Article 4.3 of these *Bylaws*.

12.4 Honorary Life Members shall not pay dues or registration fees.

12.5 Certification fees shall be determined by the Board of Directors. The certification application fee is required to accompany the application when it is submitted to the AATQ. This fee is non-refundable. The initial certification fee shall be due upon notification of approval of the certification application. The annual certification renewal fee shall be due upon notification. All information regarding certification fees shall be set forth in the *Certification Regulations and Procedures* document. Reinstatement of certification status, following lapsed membership dues for professional membership, shall require payment of the current certification fee for each of the lapsed years and re-application.

12.6 Inactive status. A Professional Member may, upon written request to the chair of the Membership Committee, be granted inactive membership status for a period not to exceed two (2) years. Reinstatement of membership status shall be made by the payment of dues for the current period. All the rights and privileges of professional membership shall be suspended for the inactive membership period, except Registration, which will be annually maintained by the payment of the annual registration renewal fee.

ARTICLE 13: FINANCES

13.1 The financial year of the Association shall end on the 31st day of May in each year.

13.2 Audit. The finances of the Association shall be managed by the Treasurer in accordance with article 7.5 of these *Bylaws*. In the event that the Board of Directors requests the accounts of the Association to be audited by a Chartered Accountant, auditors shall be appointed for this purpose at the Annual General Meeting of Members.

ARTICLE 14: AMENDMENT OF BYLAWS

14.1 Motion to Amend. Amendments to the *Bylaws* may be proposed by any Director or by presentation of a petition signed by ten (10) Members. This proposal or petition shall be presented to the Chair of the Bylaws and Governmental Affairs Committee not later than thirty (30) days before the date of the Directors' meeting at which the amendment is to be considered.

These *Bylaws* may be amended by two-thirds of the votes received from voting Members polled by mail ballot, the proposed amendment having been submitted to the membership with a ballot at least twenty (20) days and not more than sixty (60) days in advance of the deadline for receiving ballots.

The voter shall send his or her ballot to the Secretary of the Association in the envelope provided for that purpose. The Secretary shall, without opening them, deposit in a sealed ballot box all the envelopes containing ballot papers received before the closing of the poll.

Within ten (10) days following the date of the closing of the poll, the Secretary shall proceed to the counting of the votes in the presence of the scrutineers designated by the Board of Directors; the number of such scrutineers must be three (3) or more.

14.2 Technical corrections. The Bylaws and Governmental Affairs Committee shall have authority to make technical and clerical corrections to keep the *Bylaws* consistent without calling a vote of the voting Members or the Board of Directors. Any reasonable doubt as to whether a correction is technical or clerical as opposed to substantive shall be resolved by the voting membership.

14.3 Other Official Documents. The adoption, amendment, revision or repeal of other official documents of this Association shall be submitted for passage or rejection to the voting membership polled by mail ballot. The regulation of any such vote shall be in the same manner as provided for ratification of amendments to the *Bylaws*.

14.4 Coming into Force. No amendment to a Bylaw or other official documents shall have any force or effect until the same is ratified by the Members eligible to vote.

ARTICLE 15: RULES OF ORDER

The rules contained in *Robert's Rules of Order* or the *Code Morin* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these *Bylaws*. The President shall, upon assuming office, decide whether *Robert's Rules of Order* or the *Code Morin* shall take precedence during his or her term of office.

ARTICLE 16: LANGUAGES

These *Bylaws* are written in both French and English. Should there be any difference between the English and French texts of any Bylaw, that version shall prevail which is most consistent with the intention of the Bylaw and the ordinary rules of legal interpretation shall apply in determining such intention.

Articles 12.1 and 12.2 were amended in October 1991.

Articles 1.3, 6.2, 7.1 and 8.3 were amended in June 1993.

Articles 5.1, 9.3, 10.3 and 13.1 were amended in March 1995.

Article 2.2 was amended in January 1995 and in March 1996.

Article 9.2 was amended in March 1996.

Articles 6.1, 8.2 and 8.6 were amended in September 1996.

Articles 2.1, 2.6, 2.7 and 2.8 were amended in August 2000.

Article 2.6 was amended in 2006.

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