



BY-LAWS GENERAL

***Version unanimously adopted at the Special General Meeting (SGM)
held on Saturday, May 30, 2026***

Note

In this document, gender-inclusive writing, including abbreviated double forms (e.g., professionnellEs, chercheuse·eur), is used to indicate the presence of people of diverse genders among the AATQ's membership and clientele.

*Unofficial English translation for information and communication purposes.
The French source document remains the version formally adopted by the AATQ.*

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SECTION 1 - GENERAL PROVISIONS

1.1 Corporate Name

The name of this organization is **Association des art-thérapeutes du Québec** inc. It is a non-profit association incorporated under the Quebec Companies Act. In the by-laws that follow, the terms AATQ and Association refer to Association des art-thérapeutes du Québec inc.

1.2 Head Office

The AATQ's head office is located within the territory of the Montreal Urban Community, at the place designated by the Board of Directors.

1.3 Objectives

The AATQ is a non-profit association that pursues the following objectives:

1. To defend the interests of art therapists in the practice of their profession;
2. To inform the public and health professionals about art therapy services, practice, and professional training;
3. To provide Professional Members and Affiliate Members with tools and opportunities to continue their professional development;
4. To promote the professional development and growth of art therapy in Quebec.

In the absence of a professional order, the AATQ also has a mandate, but not legal authority, to protect the interests of people who use the services of art therapists in Quebec by maintaining the integrity of professional practice and training standards.

SECTION 2 - MEMBERS

2.1 Membership Categories

There are six categories of members: Professional Members, Certified Professional Members, Honorary Life Members, Student Members, Allied Professional Members, and Allied Student Members.

2.2 Professional Members

- a) Professional Member status is subject to approval by the Membership Committee. Applicants must hold a master's degree in art therapy or have completed art therapy training as defined in the AATQ's Regulation on Educational Equivalencies and Training Standards and ratified by the Board of Directors.
- b) The Membership Committee may not refuse to grant Professional Member status solely because a person is not a Canadian citizen, provided that the person has been lawfully admitted to Canada for permanent residence.
- c) A Professional Member may participate in all AATQ activities and receive all official and other publications. The right to vote and to hold office on the Board of Directors is available to members provided that they are domiciled in Quebec.
- d) A Professional Member who meets the criteria set out in section 2.2 and the standard referred to in the Regulations Governing Use of the Certification Mark may use the ATPQ certification mark, ART-THÉRAPEUTE PROFESSIONNELLE DU QUÉBEC, as long as that person remains a Professional Member of the AATQ.
- e) The standard established by the AATQ provides that every member who uses the certification mark must meet the requirements for the practice of art therapy, the professional practice requirements, and demonstrate adherence to ethical standards. The abbreviation ATPQ (Art-thérapeute professionnel·le du Québec) is protected. ATPQ is the certification mark that confirms an art therapist's professional qualifications for the public and organizations.

2.3 Certified Professional Members

- a) Certified Professional Member status is available to persons who have met the requirements set out in section 2.2 of these by-laws, have been approved as Professional Members, and have been granted certification by the AATQ.

- b) The AATQ establishes and maintains a register of Certified Professional Art Therapists. Certification criteria and fees are established by the Ethics and Standards Committee, endorsed by the Board of Directors, and submitted to the members for a mail-in vote.
- c) Certification is granted to a Professional Member in good standing who has applied to the Ethics and Standards Committee, met the conditions set out in section 2.2 of these by-laws, and paid the required fees.

2.4 Maintaining Certified Member Status

To maintain Certified Member status, the member must meet the requirements for the practice of art therapy, the professional practice requirements, demonstrate adherence to ethical standards, and pay the annual membership fees.

2.5 Honorary Life Members

This status is granted to a Professional Member or Certified Professional Member of the AATQ who has distinguished themselves through an outstanding contribution to the field of art therapy. Honorary Life Members have the rights and privileges of Professional Members without having to pay annual membership fees.

2.6 Student Members

This status is granted to students enrolled in a master's-level art therapy training program or in an art therapy training program recognized in Quebec. Student Members are entitled to receive all official and other AATQ publications and to attend annual general meetings, but they do not have the right to vote.

Student Members are represented by one student from each official master's-level art therapy training program in Quebec or from a training program recognized in Quebec. These representatives attend meetings of the Board of Directors and have the right to vote at those meetings and at general meetings. If a program is represented by more than one student, those representatives share one vote. The representative or representatives are selected by all Student Members.

2.7 Professional Liability Insurance

Where applicable, Professional Members, Certified Professional Members, Honorary Life Members, and Allied Professional Members are eligible for the AATQ's group professional liability insurance plan.

2.8 Allied Professional Members

- a) Allied Professional Member status is subject to approval by the Membership Committee and ratification by the Board of Directors. Persons who have completed professional training in one of the creative arts therapies—music therapy, dance/movement therapy, drama therapy, or psychodrama—are eligible for this status. Applicants must have training recognized in Quebec in their discipline. Applicants must demonstrate adherence to a professional code of ethics comparable to that of the AATQ.
- b) An Allied Professional Member is not entitled to use the AATQ certification mark, namely “ATPQ.” Every member in this category is entitled to participate in all AATQ activities and in its Annual General Meeting, and to receive all official and other AATQ publications.
- c) The associations representing each creative arts therapy modality—music therapy, dance/movement therapy, and drama therapy—are invited to appoint a representative who will attend meetings of the Board of Directors without voting rights at those meetings. Representatives of each creative arts therapy modality have the right to vote at general meetings. These representatives are Allied Members of the AATQ.

2.9 Allied Student Members

Allied Student Member status is granted to students enrolled in a master's-level program in one of the creative arts therapy modalities—music therapy, dance/movement therapy, or drama therapy. Allied Student Members do not have the right to vote, but may receive all official and other AATQ publications. They may also participate in all AATQ activities and attend its Annual General Meeting.

SECTION 3 - AFFILIATION

3.1 Affiliate Categories

There are four categories of affiliates: Special Affiliates, Benefactor Affiliates, Foreign Affiliates, and Student Affiliates. Affiliates may not represent themselves as members of the AATQ.

3.2 Special Affiliates

Special Affiliates are persons interested in art therapy who are currently working or studying, or have previously worked or studied, in art therapy or a related field and who wish to support the purposes and objectives of the AATQ. They are entitled to receive all official and other AATQ publications. They may attend the Annual General Meeting, but may not vote or hold office on the AATQ's Board of Directors. Persons who meet the membership requirements for AATQ member status may not obtain Special Affiliate status.

3.3 Benefactor Affiliates

Benefactor Affiliates are individuals, organizations, institutions, or foundations that contribute financially in accordance with an annual amount established by the AATQ. Benefactor Affiliates have the privilege of designating a representative. If that person is eligible for Professional Member status, they are entitled to the privileges associated with that status; otherwise, they receive the privileges granted to Special Affiliates.

3.4 Foreign Affiliates

Foreign Affiliates are persons who reside outside Canada and wish to support the purposes and objectives of the AATQ. They are entitled to receive all official and other AATQ publications and to attend the Annual General Meeting, but they do not have the right to vote or hold office on the Board of Directors.

3.5 Student Affiliates

Student Affiliates are students in programs other than a master's degree in art therapy who are interested in the profession. Student Affiliates are entitled to receive all official and other AATQ publications and to attend the Annual General Meeting, but they do not have the right to vote or hold office on the Board of Directors.

3.6 Professional Liability Insurance

Affiliates are not eligible for the group professional liability insurance plan.

SECTION 4 - MEMBERSHIP AND STATUS

4.1 Admission as a Member or Affiliate

An application for admission must be made by duly completing the online membership form. Each applicant must meet the requirements for the applicable member or affiliate status and pay the membership fees. Member or affiliate status is available to every eligible person without regard to gender, ethnic, origin, religion, physical disability, or social background.

Where an application meets the membership criteria and is assessed favourably by the Membership Committee, it is accepted. However, if the Committee determines that an application is contentious or represents a special case, it may refer the matter to the Board of Directors for a decision.

4.2 Changes in Status

A change in member or affiliate status must be requested in writing by email to the Membership Committee. An applicant requesting a change must pay the difference between the membership fees already paid and those applicable to the new member or affiliate category.

4.3 Termination of Member or Affiliate Status

Member or affiliate status is non-transferable. It expires and ceases to be in force upon the death of the member or affiliate, or upon resignation, suspension, or expulsion, as provided below.

Members or affiliates may resign from the AATQ by notifying the Membership Committee by email. Any member whose dues remain unpaid loses the right to vote at AATQ meetings and assemblies. A former member or affiliate may submit a new membership application at any time; it will be reviewed by the Membership Committee in accordance with section 4.1.

4.4 Term and Renewal of Membership

- a) Unless otherwise decided by the Board of Directors, membership is for a term of one (1) year.
- b) A current member may renew their membership up to the official opening of a general meeting, whether annual or special, provided that their renewal expiry date is no more than **sixty (60)** days before that meeting. After that deadline, the person will be considered a non-member.
- c) A person who is not a member in good standing must apply for membership **thirty (30)** days before an annual or special general meeting. The Membership Committee is required to process the application before that meeting.

SECTION 5 - MEETINGS OF MEMBERS

5.1 Annual General Meeting (AGM)

An Annual General Meeting of the AATQ must be held on the date and at the place determined by the Board of Directors, within four (4) months after the end of the fiscal year (May 31).

5.2 Notice of Meeting

Notice of the Annual General Meeting must be sent to every member and affiliate at their last known email address at **least thirty (30) days** before the meeting.

At the time of joining or renewing, each member indicates whether they prefer to receive notices by email or by postal mail.

5.3 Chair

The President serves as chair of the Annual General Meeting. If the President is absent or unable to act, the Vice-President chairs the meeting. If both the President and Vice-President are absent or unable to chair, the meeting selects a chair from among the members present or an external resource person of the organization.

5.4 Quorum

- a) The quorum for any general meeting is **twenty-five (25) members** in good standing who are present. For quorum purposes, the following voting members are deemed to be present.
- b) If quorum is not reached within a reasonable time after the scheduled opening of the Annual General Meeting, the Board of Directors shall postpone the meeting to a later date.
- c) If quorum is not reached, the members present may, in a plenary session, discuss the main items on the agenda, share their views with the Board of Directors, and possibly hold indicative votes that are **informal and non-binding**. No formal decision may be made during that plenary session.
- d) Following an Annual General Meeting that was formally and duly called but did not reach quorum, the meeting may be called a second time. If the second meeting is formally and duly called, quorum will consist of the number of voting members present. **The notice of meeting must expressly state this.** This provision does not apply to a Special General Meeting.

5.5 Voting

Votes are taken by a show of hands **unless five (5) voting members** present at the meeting request a secret ballot. If a secret ballot is requested, it is automatically granted and conducted in accordance with the procedure established by the meeting chair. In the event of a tie, the motion is defeated.

- Proxy voting is not permitted.

Unless otherwise provided by law or by these General By-laws of the Association, all questions submitted to a general meeting of members shall be decided by a simple majority (50% + 1) of the votes cast.

5.6 Agenda

The agenda of an Annual General Meeting must include, at a minimum, the following matters:

- a) the minutes of the previous Annual General Meeting and of all subsequent Special General Meetings;
- b) the presentation of financial reports for approval;
- c) the appointment of auditors for the following year, where applicable;

- d) committee reports;
- e) communications;
- f) other business;
- g) adjournment of the meeting.

5.7 Defect in Notice of Meeting

An accidental error in the notice of an annual meeting, the accidental omission to send such notice, or the non-receipt of such notice by a member or affiliate does not invalidate any resolution adopted or action taken at that meeting.

5.8 Special General Meetings (SGM)

- a) A Special General Meeting of the members may be called by the Board of Directors or by **at least twenty-five (25) voting members** of the AATQ.
- b) The notice of meeting must specify the matter or matters to be considered. Notice of any Special General Meeting must be sent to every member and affiliate at their last known email address **at least ten (10) days** before the meeting.
- c) A Special General Meeting is governed in the same manner as an Annual General Meeting, as described above, with respect to: (a) the chairing of the meeting; (b) quorum; (c) voting; and (d) defects in the notice of meeting.

SECTION 6 - BOARD OF DIRECTORS

6.1 Number

The affairs of the AATQ are administered by a Board composed of **seven (7)** directors.

Nothing prevents a member who is responsible for a committee from being elected to the Board of Directors, or a member of the Board of Directors from being appointed to lead a committee.

The Association's Executive Director sits ex officio on the Board of Directors **without voting rights**. However, the Board may at any time request that this person withdraw while the Board meets in camera.

6.2 Term of Office

The term of office of members of the Board of Directors is **two (2) years**.

6.3 Eligibility Requirements

Only Professional Members, Certified Professional Members, or Honorary Life Members may be elected as officers or committee chairs.

A director leaving office who retains AATQ membership status is eligible for re-election. No person may hold more than one position on the Board of Directors, and no director may hold the same position for **more than six (6) consecutive years**.

6.4 Vacancies

Any vacancy on the Board of Directors is filled by secret-ballot election among the elected directors. The term of the person so elected ends when the term of the person being replaced would have expired. If the office of President becomes vacant, an elected director designated by resolution of the Board replaces the President for the unexpired portion of the term. If the office of Past President becomes vacant, the Board of Directors may appoint a former President to serve only until the end of the term.

6.5 Representation

To the extent possible, directors shall come from all geographic regions of Quebec.

6.6 Meetings

a) Regular Meeting

The directors must meet at least once every four (4) months and no fewer than four (4) times per year. The date or dates of Board meetings are determined during Board meetings or through consultation using an

electronic platform (e.g., Doodle). The Secretary must send notice of each meeting to every Board member at least **ten (10) days** before the meeting date. The accidental failure to give notice, or the non-receipt of notice by a director, does not invalidate any resolution adopted or action taken at a Board meeting. The Board must report on its activities at every Annual General Meeting of the AATQ.

b) Special Meeting

A special meeting of the Board of Directors may be scheduled by the Board at one of its meetings or at the request of **three (3)** of its members. Notice must be given at least five (5) days before the meeting and must state the matter or matters to be considered.

6.7 Quorum

The quorum for all Board meetings is **four (4) directors**.

Quorum must be maintained throughout the meeting. If quorum is lost, the meeting is immediately adjourned.

6.8 Voting

Directors present are required to vote unless a by-law governing the conduct of AATQ affairs prevents them from doing so, or unless there is a ground for recusal considered sufficient by a majority of the members of the Board of Directors.

Decisions are made by a majority of the directors present.

In the event of a tie, the President of the Corporation does not have a casting vote (second vote). If a second vote is held on the same motion and the vote is still tied, the motion is deemed defeated. Further discussion may then take place on the matter and, where appropriate, a new motion may be introduced in an effort to obtain the support of as many Board members as possible.

6.9 Compensation of Directors

Directors receive no remuneration for their services. However, directors are exempt from membership fees during their term of office with the AATQ and may be reimbursed for expenses incurred in attending regular and special meetings of the Board of Directors. The Board may establish terms for reimbursing travel expenses of directors from the regions. This provision must not be interpreted as preventing a director from serving the AATQ in another capacity and receiving compensation for that work.

6.10 Duties of Directors

The directors may exercise all powers provided for by the AATQ, except where the Quebec Companies Act or these by-laws require those powers to be exercised by the members at an Annual General Meeting or Special General Meeting. Without limiting the generality of the foregoing, the directors may authorize expenditures on behalf of the AATQ and may, by resolution, grant one or more Board members full authority to hire and compensate employees. The directors may, by resolution and as needed, retain professionals such as lawyers or other specialists to assist the Board. The directors may incur expenses to advance the objectives of the AATQ and may take any measures considered necessary to enable the AATQ to grant or receive subsidies or any other benefit intended to promote its objectives. In the interests of transparency and ethics, every person seeking to join, or already serving on, the AATQ Board of Directors must disclose, using the prescribed form, any real, potential, or apparent conflict of interest in order to preserve the integrity of decision-making processes.

6.11 Meeting Procedure

Members of the Board of Directors and of any other AATQ committee may meet to conduct routine business, organize meeting procedures, and determine whether a notice of meeting must be sent.

6.12 Chairing of Meetings

The President serves as chair of meetings of the Board of Directors. The Vice-President performs this function in the President's absence. If both the President and Vice-President are absent, the directors may elect one of the members present to chair the meeting.

6.13 Resignation / Disqualification / Removal

A director ceases to be a member of the Board and to hold office in any of the following circumstances:

- a) **Resignation:** a Board member may resign at any time by submitting a letter to the President or Secretary of the Corporation, or by formally announcing the resignation at a Board meeting. In either case, the resignation must be formally recorded in the minutes immediately or in the minutes following the resignation, and takes effect on the date stated in the resignation letter or on the date it is announced at the meeting. Death is deemed, as a matter of fact, to constitute resignation.
- b) **Disqualification:** a Board member is automatically disqualified:
 - if the person no longer meets the Association's requirements for serving on the Board;
 - if the person becomes legally incapable, under the law or the Civil Code of Québec, of performing their duties (for example, by becoming bankrupt);
 - if the person is absent from **four (4) consecutive** Board meetings.
- c) **Removal:** by resolution adopted by an **absolute majority** at a Special General Meeting, the members of the Corporation may remove one or more members of the Corporation's Board. The notice of meeting must state that the Board member or members concerned may be removed and must specify the principal alleged misconduct.

The Board—or, as applicable, the members of the Corporation who signed the request for removal—presents the grounds supporting the request within the time agreed upon with the meeting chair. The director or directors concerned have a right to speak in their defence for a period equal to that granted to the members of the Corporation who requested the resignation or resignations.

The members of the Corporation who requested the resignation of one or more Board members, as well as the Board members targeted by the request, may present a video explaining their position, within the same time limits agreed upon with the meeting chair. A letter submitted and read by another member or by the meeting chair is also permitted, provided that the agreed time limit is respected.

The members will then be invited to express their views in accordance with the parameters agreed upon with the meeting chair.

6.14 Rules Governing Public Statements by the Board of Directors

- a) **Representation of inclusive practice:**

Members of the Board of Directors undertake to promote an inclusive vision of art therapy by recognizing the diversity of approaches and career paths within the profession. When speaking publicly, members help highlight different practices and encourage open dialogue.
- b) **Respectful communication:**

When speaking publicly, each member adopts a respectful and constructive tone and avoids judgments or generalizations about the various practices in art therapy.
- c) **Clarity and consistency:**

Board members uphold the values of the Board of Directors. Public statements must align with the organization's mission and objectives.
- d) **Voices of diverse stakeholders:**

When communicating with the public and the media, members of the Board of Directors undertake to include the voices of diverse art therapy stakeholders, particularly professionals practising in varied contexts. This helps strengthen inclusiveness and reflect the plurality of experiences in art therapy.

SECTION 7 - NOMINATIONS AND ELECTIONS

7.1 Candidates

Only AATQ members who have voting rights and are listed on the official membership roll may be candidates.

7.2 Election Procedures

- a) No preliminary step is required to submit a candidacy for election to the Board of Directors. Nominations are received directly at the annual or special general meeting.
- b) Members who intend to stand for election to the Board of Directors are responsible for verifying that they meet, among other things, the eligibility criteria (section 9.2).
- c) Members of the Board of Directors are elected by the members at the Annual General Meeting or, where applicable, at a Special General Meeting.
- d) The election is conducted collectively rather than separately; positions are not elected one by one, such as President or Secretary.
- e) Elections alternate over a two (2)-year cycle:
 - a. Even-numbered years: four (4) positions are up for election.
 - b. Odd-numbered years: three (3) positions are up for election.

7.3 Conduct of Elections

- a) The meeting appoints an Election Chair and an Election Secretary. Neither may be a candidate in the election.
- b) The Election Chair explains the positions to be filled and the election process, including, where applicable, the distinction between even-numbered and odd-numbered years.
- c) The Election Chair opens the nomination period, in accordance with the even-year or odd-year election cycle.
- d) Nominations are received in the form of a motion made by a voting member; no seconder is required.
 - a. Note: a person who wishes to stand for election but cannot attend the meeting must provide written notice of their intention to a person designated by the Board of Directors (proxy). The written notice is forwarded to the Election Chair.
- e) Once the Election Chair declares the nomination period closed, the Chair asks the nominees whether they accept or decline their nomination, beginning with the last person nominated.
- f) Each nominee is then given a limited period determined by the Election Chair, for example two minutes, to introduce themselves and explain their motivation for seeking election to the Board, even before an election by acclamation is declared, where applicable.
- g) If the number of candidates is equal to or less than the number of positions to be filled, the candidates are elected by acclamation.
- h) If the number of candidates exceeds the number of positions to be filled, the election is conducted by secret ballot and the candidates receiving the highest number of votes are elected. In the event of a tie, a second ballot must be held. The candidates receiving the highest number of votes are elected. The Election Chair and Election Secretary count the ballots. The Election Chair announces the results by naming the persons elected; the number of votes received by each candidate remains confidential. The Election Chair must destroy the ballots.
- i) If not all positions are filled following the election period, the members may, at the same meeting, adopt by absolute majority a motion to open a new election period in order to fill all remaining positions.
- j) If not all positions are filled at the Annual General Meeting, a Special General Meeting may be called with an agenda item to fill the remaining position or positions.

7.4 Assumption of Office

Directors elected in accordance with the procedure set out in these by-laws take office at the first meeting of the Board of Directors held no later than ten (10) days after the general meeting; that Board meeting may also be held within minutes following the general meeting.

SECTION 8 - OFFICERS OF THE AATQ

8.1 Officers of the AATQ

The officers of the AATQ are:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

The officers of the AATQ are Professional Members, Certified Professional Members, or Honorary Life Members of the AATQ appointed by the Board of Directors for a **one-year** term.

8.2. President

The President:

- exercises general oversight over the affairs of the AATQ and chairs meetings of the Board and deliberations at general meetings;
- is responsible for the administration of the affairs of the Board and for implementing the decisions of the Board and of the AATQ members assembled in a meeting;
- coordinates the work of the Board and the meeting and ensures continuity;
- performs any other duties that the Board of Directors may occasionally assign.

This person may act as a representative of the AATQ at the request of the Board.

8.3. Vice-President

The Vice-President:

- In the absence or incapacity of the President, the Vice-President performs the duties and exercises the powers of the President of the AATQ.
- Performs any other duties that the Board of Directors may occasionally assign.

8.4. Secretary

The Secretary of the Board of Directors:

- is responsible for calling, or arranging for the calling of, all meetings of the members and of the Board of Directors;
- attends all such meetings and, as Secretary, records votes and minutes of deliberations in the records maintained for that purpose. In the absence of the President and Vice-President, the Secretary is responsible for calling the meeting to order and maintaining order;
- generally performs all duties associated with the office of Secretary;
- performs any other duties that the Board of Directors may occasionally assign.

8.5. Treasurer

The Treasurer:

- has custody of the AATQ's funds and securities;
- keeps complete and accurate accounts of receipts and expenditures in books belonging to the AATQ;
- deposits all money and valuables in the name and to the credit of the AATQ with the banking institutions designated by the Board of Directors;
- disburses AATQ funds in accordance with the Board's instructions and using the supporting documents required for payments;
- reports to the Board of Directors, whenever requested, on transactions carried out and on the AATQ's financial position;
- has the AATQ's books reviewed or audited by a Chartered Professional Accountant before each Annual General Meeting and whenever requested by the Board;
- presents a balance sheet and a statement of revenues and expenditures for the preceding fiscal year at the Annual General Meeting;
- generally performs the duties associated with the office of Treasurer;

- performs any other duties that may be assigned by the Board of Directors.

8.6. Signing Officers

The officers of the AATQ designated above are the only signing officers of the AATQ. Any two of these officers have the authority to execute all deeds and documents of the Association that have been authorized by the Board of Directors.

The Board of Directors may, at any time and as needed, appoint by resolution signing officers or agents of the AATQ who are authorized to sign all cheques and other banking instruments on behalf of the AATQ. In the absence of such a resolution, or after the period specified in such a resolution has ended and until a new resolution of the same nature takes effect, any two appointed officers may sign all cheques and other banking instruments on behalf of the AATQ.

8.7. Compensation of Officers

No officer may receive remuneration for their services. Officers may, however, be reimbursed for expenses incurred in carrying out their duties. This provision must not be interpreted as preventing an officer from serving the AATQ in another capacity and receiving compensation for that work.

SECTION 9 - STANDING COMMITTEES

9.1 Appointment of Committees

In addition to the committees referred to in these by-laws, the Board of Directors may, by resolution and as needed, establish or dissolve committees. Such committees must act within the terms of their mandate and report their work to the Board of Directors.

9.2 Standing Committees

The seven (7) standing committees are:

- a) Education and Research
- b) Ethics and Standards
- c) Membership
- d) Communications
- e) By-laws and Government Affairs
- f) Conference Committee
- g) Creative Arts Therapies Week

Committee chairs are appointed by the Board of Directors following a call for applications.

Except for the Conference Committee and the Creative Arts Therapies Week Committee, each committee must **include at least one member in good standing who is responsible for that committee.**

9.3 Terms of Office

- a) The regular term of office of a standing committee chair is one year. Each committee is formed by the chair appointed by the Board, who selects from among AATQ members the number of persons required for the committee.
- b) If a standing committee cannot be composed entirely of Professional Members, Certified Professional Members, or Honorary Life Members, the committee chair may, if the Board of Directors considers it appropriate, call upon Student Members or Affiliate Members to perform certain functions.
- c) Members appointed to serve on a standing committee may not remain on that committee for more than six (6) consecutive years. A departing committee chair may, where possible and if they wish, remain on the committee they chaired during the following term.

9.4 Education and Research

- a) The Education and Research Committee consists of at least one member in good standing who is responsible for the committee. The committee seeks to promote research in the field of art therapy and encourage continuing

education.

- b) The Education and Research Committee is responsible for promoting, recognizing, and sharing recent research relevant to the field of art therapy.
- c) The committee is also responsible for creating and promoting events related to education, research, and the development of the art therapy profession.
- d) It closely monitors university criteria relating to the training of art therapists and makes recommendations to the Board of Directors in order to maintain high educational standards within the Association.
- e) The committee is responsible for communicating with interprovincial committees concerning the training of art therapists.

9.5 Ethics and Standards

This committee consists of at least one member in good standing who is responsible for the committee.

- a) The Ethics Committee is responsible for handling complaints as described in section 11.
- b) It is responsible for reviewing past and current work in art therapy. The committee develops standards of professional practice and establishes and maintains a register of Professional Members who possess the required qualifications.
- c) The committee regularly drafts and reviews AATQ documents relating to professional ethics and practice and certification standards, and submits recommendations to the Board of Directors for amendment. Official documents and amendments approved by the Board of Directors must be submitted to voting members for ratification.

9.6 Membership

This committee consists of at least one member in good standing who is responsible for the committee.

- a) It establishes membership procedures for members and affiliates in accordance with the requirements set out in these by-laws and reviews all applications for membership.
- b) The committee ensures that member and affiliate records are kept up to date, as well as the membership directory, which includes each member's and affiliate's name, address, telephone number, profession, or activities. The directory may be consulted online on the Association's website.
- c) The committee regularly drafts and reviews the Regulations on Educational Equivalencies, as well as any other document relating to membership, and submits recommendations to the Board of Directors for amendment. Official documents and amendments approved by the Board of Directors must be submitted to voting members for ratification.
- d) The committee also handles all matters relating to professional liability insurance for AATQ members.

9.7 Communications

This committee consists of at least **two (2) members**.

- a) It creates and oversees the methods of communication that the Board of Directors considers appropriate to ensure that members are properly informed. A digital newsletter is published and sent monthly to members and affiliates at their known email addresses.
- b) The committee develops editorial standards and practices, subject to approval by the Board of Directors.

9.8 By-laws and Government Affairs

This committee consists of at least one member in good standing who is responsible for the committee.

- a) The committee continually reviews the AATQ's by-laws in order to make recommendations to the Board of Directors concerning amendments that may increase and improve the organization's effectiveness.
- b) The By-laws and Government Affairs Committee must monitor the development of provincial and federal legislation relevant to the purposes and objectives of the AATQ. It makes recommendations to the Board of Directors concerning legislation and implements the policies established by the Board.

9.9 Conference Committee

This committee consists of at **least one member** of the Board of Directors and **two (2) members in good standing**.

- a) The committee plans and organizes an art therapy conference. The committee chair may appoint additional members or form a subcommittee to carry out the various tasks. These appointments are subject to approval by the Board of Directors.

A conference is held every two or three years, subject to a motion duly adopted by the members at an Annual General Meeting.

9.10 Creative Arts Therapies Week Committee

This committee consists of one member of the Board of Directors and a subcommittee composed of **at least three (3) members**.

The committee plans and organizes Creative Arts Therapies Week. The person selected to represent the committee may appoint additional members from all creative arts therapy modalities or form a subcommittee to carry out the various tasks. These appointments are subject to approval by the Board of Directors.

SECTION 10 - RECEIPT AND HANDLING OF COMPLAINTS

10.1 Receipt of a Complaint

A complaint may be submitted at any time to the person responsible for the Ethics and Standards Committee, unless the complaint concerns that person. In that case, the complaint must be submitted to another member of the committee. For a complaint against a member or affiliate to be reviewed, it must include the complainant's name, address, and telephone number; the nature, time, and place of the problem; and it must be dated and signed by the complainant. The person responsible for the Ethics and Standards Committee shall send the complainant a written acknowledgment of receipt and inform the complainant that the file has been referred to the Ethics and Standards Committee. The person responsible for the committee shall inform the person concerned that a complaint has been made against them. At this stage, no copy of the complaint is provided to the member unless the member requests one in writing from the committee chair.

10.2 Preliminary Review

During the preliminary review of a complaint, the role and duty of the Ethics and Standards Committee are to accept or reject the complaint. During this process, the committee will gather additional information and consult other professionals as needed.

If, in the opinion of the Ethics and Standards Committee, the complaint warrants a formal assessment, the committee chair shall inform the complainant and the member in writing and provide the member concerned with an anonymized copy of the complaint. If the complaint is rejected, the member and the complainant shall be informed in writing by the committee chair.

10.3 Formal Assessment of a Complaint

The Ethics and Standards Committee shall determine the assessment method. Member may be required to submit their account of the events in writing or orally in person. If the formal assessment is conducted in person, the committee shall meet separately with the complainant and the member. Either party may request a digital audio recording of joint meetings, but recording will occur only if both parties consent.

10.4 Decision

Based on the particulars of the complaint and the members' responses during the hearings, the Ethics and Standards Committee may determine that the complaint is founded and uphold it, or dismiss it. If the complaint is founded and upheld, the committee must also make recommendations regarding disciplinary measures. The committee shall then inform the Board of Directors of its decision and its recommendations for disciplinary measures.

10.5 Disciplinary Measures

The person responsible for the Ethics and Standards Committee shall inform the Board of Directors of the details of the complaint, the committee's decision, and its recommendations for disciplinary measures. The Board of Directors is responsible for deciding what disciplinary measures, if any, will be imposed. If the person who is the subject of the complaint is a director, that person shall withdraw from the discussion and abstain from voting on

the motion. A person designated by the Board shall inform the member concerned and the complainant in writing of the decision and any disciplinary measures.

10.6 Suspension or Expulsion

If the disciplinary measure is suspension from or expulsion from the Association, the members concerned shall be notified by the person designated by the Board of Directors in a confidential communication.

SECTION 11 - MEMBER AND AFFILIATE DUES

11.1 Membership Dues

The Board of Directors shall determine the amount of dues payable by members and affiliates for each membership category. The membership year runs for one year from the date on which the entire membership process is completed following receipt of the application.

11.2 Membership Application Fee

A membership application fee, in an amount determined by the Board of Directors, shall be charged to review any application for membership as a member or Allied Member (dance/movement therapist, music therapist, drama therapist, or psychodramatist).

11.3 Membership Application

Membership applications may be submitted at any time. Applications are processed progressively throughout the year according to the AATQ's available resources. AATQ Student Members who obtain a master's degree in art therapy or training recognized in Quebec in one of the creative arts therapy modalities—music therapy, dance/movement therapy, drama therapy, or psychodrama—may apply for membership at the student rate for the first year following graduation.

11.4 Renewal

A renewal notice is sent to members. Late fees may apply if the dues are not paid within two weeks after the membership expiry date. The amount is determined by the Board of Directors. Members or affiliates who have not paid their dues within two weeks after their membership date and who have not applied for inactive member status under section 12.8 shall be deemed to have resigned from the Association and shall lose the rights and privileges granted by the Association as of that date.

11.5 Reinstatement

Once a member's or affiliate's membership has expired, the person must pay a reinstatement fee to reactivate it. The amount is determined by the Board of Directors. Any application for reinstatement as a member must be made in accordance with the standards set out in section 4.3 of these by-laws.

11.6 Honorary Life Members

Honorary Life Members do not pay membership fees.

11.7 Certification Fees

Certification fees are established by the Board of Directors. A digital certificate will be available in the member's online account. Membership fees include the cost associated with the digital certificate. Any member may request that the AATQ print a copy of the official certificate. The person making the request is responsible for providing a valid address; otherwise, additional charges may apply. Additional non-refundable processing fees, determined by the Board of Directors, apply to the request.

Certified status may be restored after a Professional Member has stopped paying dues, provided that the certification dues for every intervening year are paid and a new certification application is submitted.

SECTION 12 - FINANCES

12.1 Fiscal Year

The AATQ's fiscal year begins on June 1 and ends on May 31 of each year.

12.2 Audit of Accounts

The AATQ's finances are administered by the Treasurer as provided in section 8.5 of these by-laws. If the Board of Directors requires the AATQ's accounts to be audited by a Chartered Professional Accountant, the person who will conduct the audit must be selected at the AATQ's Annual General Meeting.

SECTION 13 - PROTECTION OF PERSONAL INFORMATION

13.1 Amendment Proposal

The AATQ places great importance on the protection of personal information. This by-law is intended to protect personal information collected, used, disclosed, retained, or destroyed by the AATQ in accordance with the Act respecting the protection of personal information in the private sector (Law 25).

13.2 Person Responsible for the Protection of Personal Information

The person or persons responsible are the directors serving on the Ethics Committee.

Email: ethique@aatq.org~~ethique@aatq.org~~

The person or persons responsible oversee the application of this by-law and act as resource persons for any question or complaint relating to the protection of personal information.

13.3 Collection of Personal Information

The AATQ collects only the information necessary for its functions, for example:

- For membership or membership renewal;
- For registration in training sessions, events, or activities;
- For managing communications, including newsletters and notices;
- Examples of information include name, address, email address, telephone number, degree, professional training, and similar information.

13.4 Consent

Express consent is required for the collection, use, and disclosure of personal information. Consent is requested at the time of registration or membership renewal and may be withdrawn at any time.

13.5 Use and Retention

- Information is used only for the purposes for which it was collected.
- It is retained securely for as long as necessary.
- After that period, the data is securely destroyed or anonymized.

13.6 Access and Correction

Any person may request:

- Access to their personal information;
- Correction of inaccurate or incomplete information;
- These requests must be addressed to the Ethics Committee because it is responsible for the protection of personal information.

13.7 Disclosure Outside Quebec

If the AATQ uses cloud-based tools or services hosted outside Quebec, a privacy impact assessment is conducted beforehand, particularly with respect to confidentiality and security.

13.8 Confidentiality Incidents

Every incident—for example, loss, theft, or unauthorized access—is recorded in a register. If an incident presents

a risk of serious harm, the person concerned and the Commission d'accès à l'information du Québec shall be informed as soon as possible.

13.9 Security Measures

The AATQ applies reasonable safeguards, including:

- Secure passwords;
- Limited access to information;
- Basic training for persons who have access to data.

13.10 Training and Awareness

Members of the Board of Directors and persons who have access to personal information receive basic training on Law 25 and their obligations.

SECTION 14 - AMENDMENTS TO THE LETTERS PATENT AND GENERAL BY-LAWS

14.1 Amendments to the Letters Patent

Any amendment to the Corporation's letters patent must first be the subject of a motion adopted by the Board of Directors. The Board shall then submit the motion as a recommendation at a Special General Meeting for which the matter is included in the notice and on the agenda. Such an amendment must be adopted by **two-thirds (2/3) of the members present** at that **Special General Meeting**. Any recommendation to amend the Corporation's letters patent must be sent to the members with the notice of that meeting.

14.2 Amendments to the General By-laws

Any amendment to the General By-laws must comply with the following requirements:

- a) In **accordance with the law**, the Board of Directors may adopt amendments to these General By-laws of the Association and bring them into force immediately upon their adoption by the Board, subject to the obligation to have them ratified by the members at an annual or special general meeting, depending on the nature of the amendments.
- b) The Board may, if it wishes, adopt a procedure for obtaining suggestions from members, such as an information meeting to gauge members' views or a deadline for submitting suggestions.
- c) Any amendments submitted for adoption at an annual or special general meeting, depending on the amendments, must first be the subject of a resolution adopted by the Board of Directors. The Board's recommendation must be adopted by a majority of the members present unless otherwise required by law.
- d) Any recommendation to amend the Association's General By-laws must be sent to the members with the notice of the annual or special meeting, **twenty (20) days** before that meeting.
- e) If the members reject the amendments, or if the directors fail to submit them to the members at the Annual General Meeting following their adoption by the Board, the amended General By-laws adopted by the Board cease to have effect. The General By-laws that were in force before the Board's amendments then automatically come back into force.

14.3 Technical Corrections

The By-laws and Government Affairs Committee has the authority to make any technical corrections necessary to ensure consistency in the by-laws without requesting a vote of the voting members or the Board of Directors. Any reasonable doubt as to whether a correction is technical or may instead alter the meaning of a by-law must be resolved by a vote of the members.

14.4 Other Official Documents

The adoption, amendment, revision, or repeal of any other AATQ document must be submitted to the voting members by means of a vote at an Annual General Meeting or Special General Meeting. The rules governing that vote are the same as those applicable to ratification of amendments to these by-laws, as described in section 14.1.

14.5 Coming into Force

No amendment to a by-law or other official document may come into force before it has been ratified by the voting members.

SECTION 15 - RULES OF ORDER

The rules contained in *Robert's Rules of Order* or in the procedures for deliberative assemblies (Code Morin) govern the AATQ in all cases in which they apply, to the extent that they do not conflict with these by-laws.

SECTION 16 - OFFICIAL LANGUAGES

These by-laws are written in French and English. In the event of a discrepancy between the French and English texts of any by-law, the version that most closely reflects the intent of the by-law shall prevail. That intent is determined in accordance with the usual rules of legal interpretation.

APPENDIX I – CONFLICTS OF INTEREST

Rules on the Disclosure of Conflicts of Interest

Every member of the AATQ Board of Directors undertakes to sign the document below concerning conflicts of interest. Transparent disclosure helps maintain an environment of trust and integrity for everyone. An undisclosed conflict of interest may lead to a review of the person's continued participation on the Board.

Conflict of Interest Commitment and Disclosure Form

Board of Directors of the Association des art-thérapeutes du Québec (AATQ)

1. Description of a conflict of interest:

A conflict of interest arises when a Board member has a personal, professional, or financial interest that could influence, or appear to influence, their decisions or actions in carrying out their duties on the AATQ Board of Directors. This may include, without limitation, family ties, business relationships, or financial interests connected with decisions to be made within the Association.

2. Disclosure of potential conflicts of interest:

I, the undersigned, declare that, as of this date, I have no potential or actual conflict of interest relating to my duties on an AATQ committee.

If you identify a potential or actual conflict, please describe it below:

Potential conflicts of interest identified:

3. Commitment and signature:

I undertake to disclose any conflict of interest that may arise in the future and to act with integrity in the interests of the Association des art-thérapeutes du Québec.

Name: _____

Signature: _____

Date: _____

APPENDIX II - AMENDMENTS TO THE GENERAL BY-LAWS OVER TIME

May 2026: A major review was conducted, particularly affecting the sections concerning the Board of Directors, including its size, composition, and election processes; standing committees, including their composition, the appointment of chairs, and their relationship with the Board; and the conference.

September 2025: Sections 2.6, 6.8, 6.11, 12.1, 12.3, 12.4, and 12.7 were amended.

September 2021: Sections 1.3, 2.2, 2.2(a), 2.3, 2.4, 2.6, 2.8, 3.5, 4.1, 4.2, 4.3, 5.2, 5.5, 5.8, 6.2, 6.3, 6.10, 7.1, 7.2, 7.5, 7.6, 8.2 to 8.10, 9.1, 9.3, 10.1, 10.3, 11.1, 11.2, 11.3, 12.2, 12.3, 12.7, 14.1, and 14.3 were amended.

Year 2021: The review and redrafting using gender-inclusive language were completed.

???2008: Sections 11, 12, and 4.3 were amended.

???2006: Sections 2.2 and 2.6 were amended.

June 30, 2004: **Registration declaration filed with the Registraire du Québec.**

August 2000: Sections 2.1, 2.6, 2.7, and 2.8 were amended.

September 1996: Sections 6.1, 8.2, and 8.6 were amended. March 1996: Sections 2.2 and 9.2 were amended.

January 1995: Section 2.2 was amended.

March 1995: Sections 5.1, 9.3, 10.3, and 13.1 were amended.

June 1993: Sections 1.3, 6.2, 7.1, and 8.3 were amended.

October 1991: Sections 12.1 and 12.2 were amended.

????? : Adoption of the first General By-laws.

October 1, 1987: Date on which the name was declared to the Registraire du Québec.

Association des art-thérapeutes du Québec

(As adopted at the special general meeting held on May 30, 2026)

Members

(See Section 2 - Members)

Number: The affairs of the AATQ are administered by a board composed of **seven (7)** directors.

Professional members: Professional member status is granted to a person holding a master's degree in art therapy or who has completed art-therapy training as defined in the Equivalencies and Educational Standards Regulation of the AATQ and ratified by the board of directors.

Certified professional members: Certified professional member status is granted to persons who have completed a successful competency assessment as a professional member to whom the AATQ has granted certification.

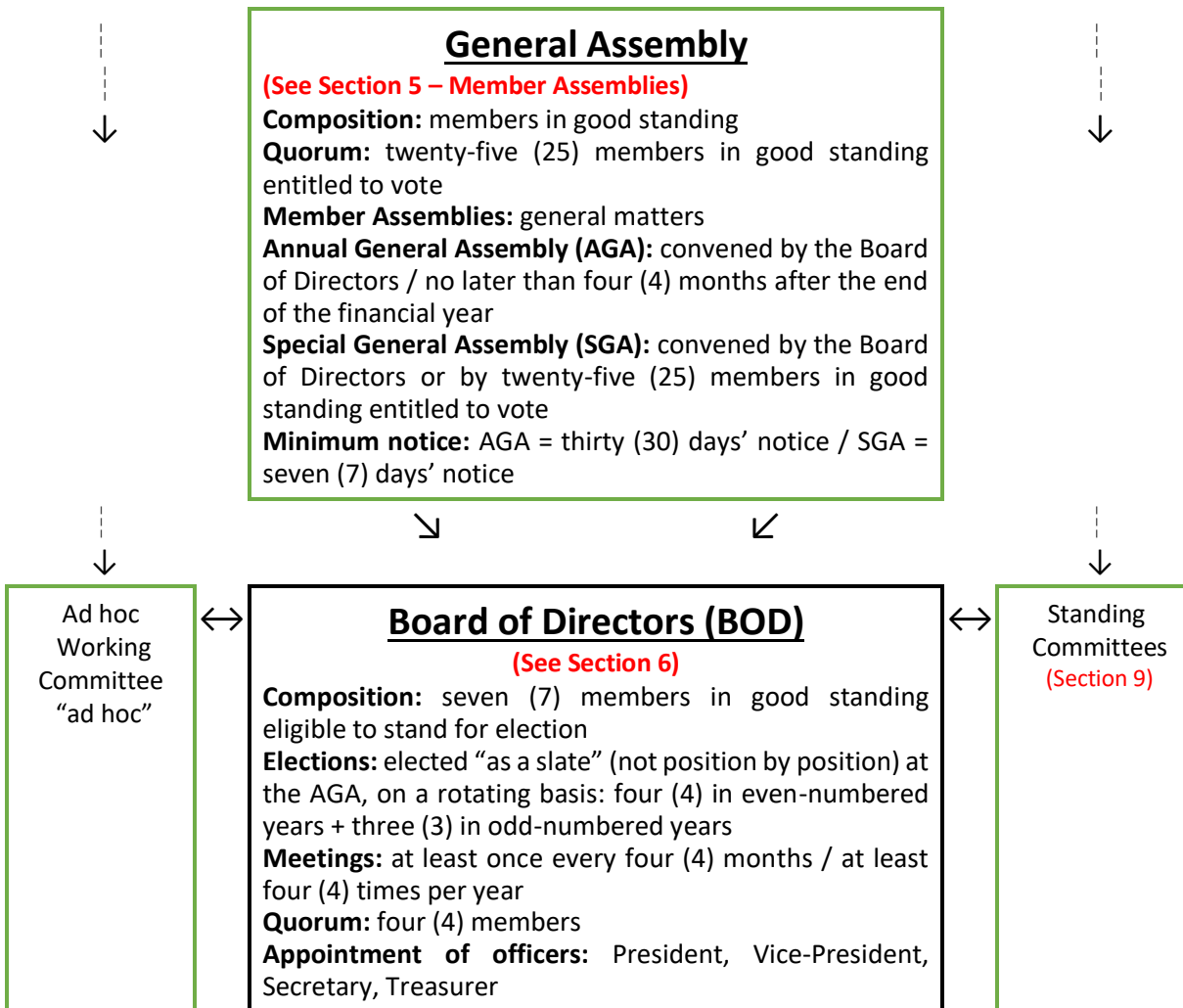
Maintaining certified member status: To maintain certified member status, the member must meet the requirements of art-therapy practice, professional-practice requirements, demonstrate adherence to ethical standards, and pay annual membership dues.

Honorary life members: This status is granted to a professional member or certified professional member of the AATQ who has distinguished himself through an outstanding contribution to the field of art therapy. Honorary life members have all the rights and privileges of professional members without having to pay annual membership dues.

Student members: Students enrolled in an art-therapy training program at the master's level or in a program recognized in Québec in art therapy. Student members are entitled to receive all official publications and other AATQ materials and to attend annual general meetings, but they do not have voting rights. Student members are represented by one student from each official master's-level art-therapy program in Québec or from a program recognized in Québec in art therapy. These representatives attend board meetings and have the right to vote at those meetings as well as at general meetings. If a program is represented by more than one student, those representatives share one vote. The representative(s) is (are) chosen by all student members.

Allied professional members: Persons who have completed professional training in one of the other expressive-arts therapy modalities, namely music therapy, dance/movement therapy, drama therapy, and psychodrama, are eligible for this status. Candidates must hold training recognized in Québec in their discipline. Candidates must demonstrate adherence to a professional code of ethics comparable to that of the AATQ. Each member in this category may participate in all AATQ activities and in its annual general meeting, and may receive all official publications and other AATQ materials. They also have voting rights at general meetings. Representatives are allied members of the AATQ.

Allied student members: Students enrolled in a master's-level program in one of the other expressive-arts therapy modalities, namely music therapy, dance/movement therapy, and drama therapy. Allied student members do not have voting rights, but they may receive all official and other AATQ publications. Allied student members may also participate in all AATQ activities and in its annual general meeting.



---> The dotted line indicates that a member may eventually participate in this committee.