

## **Rules for the Pacific Association of Craniosacral Therapists Incorporated.**

### **Rule 1**

The name of the Association is the,

**Pacific Association of Craniosacral Therapists Incorporated.**

Rule 2 The purpose and aims of the Association are as follows:

2:1 The enhancement and recognition of Craniosacral Therapy in the Pacific.

2:2 The gathering of like minded Craniosacral Therapists for professional growth and development.

2:3 To advance the practice of Craniosacral Therapy in the Pacific.

2:4 To set standards for Craniosacral Therapists and the practice of Craniosacral Therapy in the Pacific.

2:5 To provide an organisation for persons engaged in the study and practice of Craniosacral Therapy. And to prescribe the standards of competence and suitability for the election of applicants to membership, thereby conferring upon them a recognised status by virtue of their membership.

2:6 To establish and uphold the Associations Code of Ethics and Practice.

2:7 To provide an information centre from which to disseminate knowledge of Craniosacral Therapy, its standards of practice and practitioners recognised by the Association, to provide names of practicing members to the general and professional public.

Rule 3 Modes in which persons become members of the association.

3:1 Persons seeking membership to the Association must complete the standard application form and pay an application fee to the association.

3:2 Each application for membership must be submitted to an Executive Committee meeting for approval.

3:3 Each person seeking membership, who has completed an application form, must be informed of the decision of the Executive Committee within 7 days after the meeting where the application was considered.

3:4 Membership shall be available to graduates of accredited schools of Craniosacral Therapy, successfully completing a course of study recognised by the Executive Committee, provided that they apply within two years of graduation or at the discretion of the Executive Committee, whose decision shall be final.

3:5 Professional membership shall carry the designatory letters RCST, which designates the member to be a Registered Craniosacral Therapist.

3:6 Persons upon acceptance as a Member of the Association will be classified as either;

- a. Professional
- b. Non-Practising Professional
- c. Associate
- d. Student

3:7 Members will be provided with a code of ethics and will abide by them. Any persons breaching this becomes subject to disciplinary measures.

#### Rule 4 Members and Trainings.

4:1 Members shall at all times, conduct their professional lives with propriety and dignity. They shall also pledge that they shall not infringe the Code of Ethics and Practice of the Association and shall commit no breach of conduct that will in any way bring disrepute upon themselves, upon the Association or upon their fellow practitioners.

4:2 Each Member accepted into the Association will be given a practicing certificate each year showing their status as a professional member.

4:3 A Professional Member shall have completed a recognized course of instruction and hold an appropriate qualification in Craniosacral Therapy.

4:4 Associate membership does not designate the person as a Registered Craniosacral Therapist and does not bring the right to use any designatory letters. Associate members shall have the opportunity to become full members and Registered Craniosacral Therapists by attending such courses as the Executive Committee sees fit, and/or by passing an entrance examination approved by the Association. This exam shall be of a standard not lower than that required to graduate from schools of Craniosacral Therapy accredited by the Executive Committee.

4:5 Associate membership shall be available for a minimum period of one year and a maximum period of two years from the date of application, or for a different period at the discretion of the Executive Committee whose decision shall be final. Associate members shall undertake supervision from a supervisor approved by the council.

4:6 Non-practising Members shall be Professional Members of the Association who have notified the Registrar that they will not for the time being be practising as Craniosacral Therapists. They are not required to have a current first-aid certificate. The requirements for continuing professional Development and supervision may be waived at the discretion of the Executive Committee. The Executive Committee may set a special subscription rate for these members and their names will be annotated with the words "Non-Practising Member" in the Register. Non-Practising Members who wish to become Practising Members shall notify the Registrar accordingly and satisfy him/her that they now fulfil all the requirements for membership.

4:7 The Executive Committee shall maintain a register of approved advanced courses of study in Craniosacral Therapy, which are suitable for professional development. The Executive Committee shall ensure that approved courses maintain a satisfactory standard. The Executive Committee will also maintain a list of suggested courses on related subjects which it considers relevant to the professional development of its Members.

4:8 Life membership is granted by a majority vote of the association at an AGM or Special Meeting.

4:9 Practising Members are required to undertake post-graduate craniosacral Therapy or other relevant studies as approved from time to time by the Executive Committee. In any three-year period, a total of 40 points must be gained in accordance with any policy on Continuing Professional Development currently agreed by the Executive Committee. Point categories are Formal education, Professional activity (Minimum of 20 points per 3 years), Self-directed learning and non-CST courses (maximum of 20 points per 3 years). Formal education & Professional activity point allocation is 1 point per 1 hour. All other categories are allocated 1 point per 2 hours. Members are required to submit evidence of their CPD courses or areas of study approved by the Executive Committee when renewing their annual membership of the Association.

4:10 All members who have qualified in BCST in the preceding 12 months and who applying for full registration must have no less than 6 hours clinical supervision with a PACT approved supervisor within their first year of practice, unless an extension is granted by the committee. Documentation must be supplied at re-registration stating the supervisor, date, times and mode of supervision. 6 hours of clinical supervision equates to 6 points of Continuing Post-graduate Development.

4:11 Practising PACT members from New Zealand and Australia or any other country which has a First Aid Certificate as an official requirement for Healthcare workers, must produce evidence that they hold such a certificate when renewing their annual membership to the Association. This certificate needs to be of a standard to be determined from time to time by the PACT Executive Committee.

#### Rule 5 Student Members.

5:1 Student Membership shall be open to those attending a School of Craniosacral Therapy that has been accredited by the Executive Committee or a School of Craniosacral Therapy that is undergoing accreditation. This grade of membership does not designate the person as a Registered Craniosacral Therapist and does not bring the right to use any designatory letters.

5:2 A Student Member shall be permitted to retain student membership for the period of their training provided the training time does not exceed 3 years.

5:3 After the third year as a Student Member the member will be interviewed by the Executive Committee to establish when the student will be completing their course of training and a decision will be made concerning the status of the Member.

5:4 Any Student who removes himself or herself from any Craniosacral Therapy course of study without P.A.C.T. acknowledgment will no longer retain membership with the association.

5:5 Students are invited to select one Student Member to represent them on the Executive Committee at the annual general meeting each year. The representative may hold office for one year only.

5:6 Any person or organisation wishing to support the Association may become a Friend of the Association. For an annual subscription they will receive any journals, information, etc. Published by the Association. Friend membership shall not bring the right to use any designatory letters.

Rule 6 Termination of membership.

Membership may be terminated for any of the following reasons.

6:1 Self-determination, any person wishing to terminate membership may do so by informing the secretary in writing.

6:2 A Student who is not making satisfactory progress in their studies may after a period of three years have their membership terminated. The Student will be notified in writing, and the Student may respond by appearing before the Executive Committee in person to clarify any matter, which may lead the Committee to accept extenuating circumstances and allow the Student to continue as a member. The Student will be notified of the Committee decision in writing.

6:3 Persons who do not pay their membership dues, after being given a reminder, will be notified in writing by the secretary that their membership is terminated.

Rule 7 Rules of the Association.

7:1 Rules may be changed, provided all the Members are notified of the change of rule and,

7:2 Each Member is given one month notice to respond to the change of rule.

7:3 Members' responses to the change of rule are considered at an executive meeting.

7:4 The rule goes forward for change after a majority have voted in favour of the rule change. Votes may include postal votes.

7:5 Any changes shall not affect the non profit aims, personal benefit or winding up clauses.

Rule 8 The mode of summoning and of holding General Meetings of the Association, and of voting thereat.

8:1 There will be a once yearly Annual General Meeting and Special General Meetings that will be called as required that will deal with any special matter or topic.

8:2 Members will be given thirty days notice in writing to attend Special General Meetings.

8:3 The time and place of the Meeting will be decided from time to time.

8:4 Each member of the Executive Committee has the power to request the Chairperson call a Special General Meeting.

8:5 In the case of the Special General Meeting, a quorum shall be considered to be a Chairperson and four other Executive Committee Members.

8:6 Voting shall be on the basis of one vote per member and the Chairperson has the casting vote and will be restricted to Professional members.

Rule 9 Appointment of the officers of the Association.

9:1 Appointments will be made by general vote of the members.

9:2 The offices that exist are

Chairperson, Deputy Chairperson,

Secretary, Treasurer,

Registrar,

Five other Executive Committee members including a Student Representative.

Rule 10 The control and use of the common seal of the society.

10:1 The seal is to be kept in the custody of the secretary at all times.

10:2 The seal is to be used only as authorized by the Executive Committee.

Rule 11 Disciplinary Measures.

11:1 All members are bound by the Disciplinary and Complaints Procedure and by the Association's Code of Ethics and Practice.

11:2 When the need arises a disciplinary Committee will be appointed to consider the case.

11:3 The person about whom the complaint was made will have access to all documentation in regard to their case and will be allowed to reply before the date of the hearing.

11:4 The person will have the opportunity to defend their case.

Rule 12 Control of the funds of the society.

12:1 The Treasurer is the designated officer to receive and receipt moneys and to open and operate bank accounts, to write cheques and make payments according to instructions from, and on behalf of the Executive Committee.

12.2 The Treasurer and one other member, approved by the Executive Committee or the membership of P.A.C.T., are to be co-signatory's to the savings accounts, and are able to transfer funds into the working cheque account to a limit set by the executive committee.

12:3 Any investment of surplus funds is to be made at the discretion of the Executive Committee.

12.5 The treasurer is the sole signatory for the working cheque account and is responsible for a PACT credit card, which must be handed back to PACT at the end of the treasurer's term, or at the request of the executive committee.

12.6 The treasurer will get the original (or scanned) monthly bank accounts signed by another executive committee member for verification of transactions.

Rule 13 The powers of the Association (if any) to borrow money.

13:1 Any borrowing by the Association must be passed by resolution at an Annual General Meeting.

13:2 The funds of P.A.C.T. cannot be used for private pecuniary gain. Members can however be reimbursed for expenditure incurred and paid reasonable remuneration for service rendered approved at an Executive Committee Meeting.

13:3 Nothing expressed or implied in this constitution shall permit the activities of this Association to be carried on for the personal pecuniary profit of any Member or individual, nor shall any distribution, whether by way of money, property or otherwise be made to any Member or individual.

Rule 14 The disposition of the property of the Association in the event of winding up.

14:1 The decision as regards the disposal of assets, to be made at the time of winding up of the Association, by the Executive Committee.

14:2 The Association shall be dissolved if at an Annual General Meeting of which due notice is given a simple majority of those voting pass a resolution to this effect, subsequently another general meeting shall be held to confirm the resolution passed at the Annual General Meeting.

14:3 If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association. Such remaining property shall be given or transferred to some other approved non-profit body organisation having objectives similar to the Association or for some other charitable purpose - within the Pacific. In the event of default (Committee being unable to decide), the remaining assets are to be distributed as a Judge of the High Court directs.

14:4 The Association shall annually publish a register of its Members. It shall be made available to Members, Members of the public and such organisations that the Executive Committee may determine.

14:5 The register shall be published on the Internet in a form that is deemed appropriate by the Executive Committee, except entries for those Members not wishing to be listed in such a publication.

"This is the document marked "A" referred to in the annexed declaration of

\_\_\_\_\_ made at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 2010

before me".

Signed \_\_\_\_\_