

BYLAWS
ATLANTIC THERAPEUTIC TOUCH NETWORK
Halifax, Nova Scotia

ARTICLE 1

Name

- 1.01** The name of this Society shall be the Atlantic Therapeutic Touch Network, also known by the acronym, ATTN.

ARTICLE II

Objects

- 2.01** The objects of this corporation are as stated in the Memorandum of Association with Nova Scotia Registry of Joint Stocks

To govern the practice of Therapeutic Touch® and govern the membership of the Network in the Atlantic Provinces in order to serve the public interest.

To promote the practice and acceptance of the concepts of Therapeutic Touch, as developed by Dr. Dolores Krieger Professor Emeritus NYU, and Dora Van Gelder Kunz.

To promote the philosophy of Therapeutic Touch.

To establish, maintain and develop standards of knowledge, skill and professional ethics among its members.

To establish, maintain and develop standards of qualifications and practice for Therapeutic Touch practitioners, teachers and those studying to become practitioners and teachers.

To provide for the continuing competence for its members including continuing education

To promote public awareness through education of Therapeutic Touch and communicate the qualifications for practice.

To communicate the qualifications and standards of practice of Therapeutic Touch.

ARTICLE III

Definitions

- 3.01** In these bylaws, the following definitions apply, unless the context otherwise requires:

- A. **“Network”** means the Atlantic Therapeutic Touch Network.
- B. **“Society”** means the Atlantic Therapeutic Touch Network.
- C. **“Association”** means the Atlantic Therapeutic Touch Network.
- D. **“Seal”** shall be the corporate seal of the Corporation and bears the name “Atlantic Therapeutic Touch Network” on its surface.

- E. **“Atlantic Provinces”** shall include the Provinces of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador.
 - F. **“Philosophy of Therapeutic Touch”** is the restoration to balance when a facilitator performs a Therapeutic Touch session; it becomes a way of living with the attitude of compassion, understanding, acceptance and centered intentionality, and a life-style that reflects honour and integrity.
 - G. **“Board”** means the Board of Directors elected pursuant to these bylaws.
 - H. **“Incapacitated”** means, in relation to a Member, that the member is suffering from a physical or mental condition or disorder that makes it desirable in the interest of the public that the member no longer be permitted to practice Therapeutic Touch.
 - I. **“Member”** means a member of the Atlantic Therapeutic Touch Network.
 - J. **“Recognized Practician”** means a Member who has completed the training and requirements of the Network and has received a Practician status certificate.
 - K. **“Teacher”** means a Member who has completed the training and requirements of the Network and has received a Teacher status certificate.
 - L. **“Recognized”** is any teacher or practician recognized or registered in another Canadian Therapeutic Touch Network who abides by the qualifications and requirement of the Network and includes teachers and practicians of the Network.
 - M. **“Professional Misconduct”** means behaviour that is regarded as unethical and beyond accepted scope of practice and philosophy of Therapeutic Touch such as discrimination, abuse of any kind, breach of confidentiality, or as may be further defined by policy, guidelines or bylaw.
- 3.02 Words importing the feminine gender shall include the masculine gender and vice-versa and words importing the singular number shall include the plural and vice-versa, whereas the context of these Bylaws requires.

ARTICLE IV

Powers of the Network

- 4.01 In addition to any other powers conferred by these bylaws, the Network may do such things as it considers appropriate to advance the objects of the Network, and in particular, but not so as to limit the foregoing, the Network may:
- A. Purchase, take in, exchange, hire, construct and otherwise acquire and hold, sell, mortgage, hypothecate, lease out or otherwise deal with any real or personal property.
 - B. Draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, warrants and other negotiable and transferable instruments.

- C. Engage such servants and employees as may from time to time be expedient.
- D. Expend the moneys of the Network in the advancement of its objects and the interests of Therapeutic Touch, in such manner as may seem expedient.
- E. Establish and maintain such offices and agencies as may be deemed efficient.
- F. Provide for the eligibility, nomination, election, number and term of office and duties of members of the Board and Committees.
- G. Invest and deal with any moneys and funds of the Network which are not immediately required, in such manner as may seem expedient.
- H. Establish categories of membership in the Network and prescribe the privileges, obligations and conditions of membership.
- I. Fix and collect fees and fines.
- J. Provide for the discipline, governance and control of members practicing Therapeutic Touch including the power to determine standards of professional conduct.
- K. Prescribe the qualifications as to Therapeutic Touch education required by any person before being registered as a Member of the Network.
- L. Arrange and establish ways by which persons may be trained in the practice of Therapeutic Touch.
- M. Do such things as are incidental or necessary to the exercise of these powers.

Article V

Members

5.01 General Membership Provisions

- A. Membership in the Network shall be open to any individual who has completed a level 1 course given by a Network Recognized Teacher, has submitted a membership form, paid the dues, and who has agreed to abide by the guidelines, policies and bylaws of the Network by submitting a signed Code of Ethics.
- B. Membership is open to residents of four Atlantic Provinces: New Brunswick, Newfoundland and Labrador, Prince Edward Island, and Nova Scotia. Members outside of the boundary are accepted as well. Residency restrictions do not apply to Honourary or Associate Members.
- C. Total membership within the organization is unlimited.
- D. Membership in the Network is not transferable from person to person.

- E. Membership is transferable from Network to Network subject to payment of appropriate dues, review and approval of credentials by the Education Chair and approval by the Board of Directors of the receiving network.
- F. The Board of Directors may revoke or refuse Membership for cause. The decision is subject to appeal.

5.02 **CLASSES OF MEMBERSHIP.** There shall be seven classes of membership in the Atlantic Therapeutic Touch Network.

- A. **Member.** All members of the Network shall be General Members and shall:
 - Have read, understood, submitted a signed copy of the Code of Ethics and have agreed to abide by both the Code of Conduct and Code of Ethics for the respective level of membership.
 - Have completed a Level 1 Therapeutic Touch course taught by a teacher recognized by the Network, and may include members who are studying to become practitioners.
 - Be entitled to the rights and privileges to hold office given the requirements of the position.
- B. **Student Practician.** A Student Member is a Member of ATTN who has submitted a letter of intent to become a practician to the Practician Liaison and who is actively pursuing the qualifications needed to become an ATTN Recognized Practician.
- C. **Recognized Practician.** A Practician is a General Member in good standing who has completed and continues, annually, to meet the requirements for maintaining status and study requirements for practicians, who is in receipt of a Practician status certificate, has submitted a signed Code of Ethics for Practicians thereby agreeing to abide by the Code of Conduct and Ethics (for Practicians).
- D. **Teachers-in-training.** A Teacher-in-training, or student teacher, is a Recognized Practician who has submitted a letter of intent to the Education Chair of the Network stating the desire to become a teacher and is completing the requirements for becoming a Teacher.
- E. **Teachers.** A Teacher is a Recognized Practician who has completed the educational requirements of a Teacher, continues annually to meet the requirements for maintaining status, follows the Curriculum and Guidelines Manual for Teaching Therapeutic Touch, follows the Network Bylaws and Policies, and who has submitted a signed Code of Ethics for Teachers. Mentors of Teachers-in-training must be Network recognized Teachers. A Member who has been recognized as a Teacher by another Canadian Therapeutic Touch Network and who abides by the qualifications and requirements of the Network, including the submission of course curricula and obtains approval from the Education Committee to hold classes shall qualify.
- F. **Honourary Member.**

1 Honourary Members are:

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Those persons who have through their interest and special skills have supported the Network by meritorious service, have made a substantial contribution to the Network, and have a general knowledge of Therapeutic Touch. They are not entitled to any rights and privileges with the exception of receiving publications and notices from the Network.

- 2 The Network Board of Directors shall accept the names of those nominated as Honourary Members, together with supporting facts. Approval of the nominations will be granted by a majority of not less than 75% of the ATTN Board of Directors.
- 3 Honourary members shall not be required to pay dues. Should Honourary Members wish to maintain status as a Recognized Practitioner or Teacher, they will also hold a General Membership status, and abide by Network requirements, with the exception of paying dues.
- 4 Honourary membership may be terminated upon written request by the Honourary Member to the Board of Directors.

G. **Associate Member.** An Associate Member is an individual who has an interest in the principles of Therapeutic Touch, has some knowledge of Therapeutic Touch, and supports the aims and goals of the Network.

5.03 RESPONSIBILITIES OF MEMBERS

- A. It shall be the responsibility of each Member to:
1. Support and promote the purposes of the Network.
 2. Pay membership dues to the Network as required by 5.05 of these bylaws.
 3. Notify the Network Membership Chair, in writing, of any change of address or telephone number within thirty (30) days of such a change.
 4. Present the ATTN membership card where Therapeutic Touch sessions are provided.
 5. Make every effort to attend the Annual General Meeting in person or, if available, by video or teleconferencing.
 6. Advise the Board of Directors in writing of any misconduct of a member.
 7. Offer suggestions for change.
 8. Acquire the required hours of continuing education in each membership year for the appropriate membership level.

5.04 Rights and Privileges of Members

- A. All members, except Honourary and Associate Members described in 5.02.F.1 and G are entitled to:
1. Receive a copy of the Bylaws and review the Policies.
 2. Attend all General Meetings of the Association.
 3. Attend all Network functions such as workshops and seminars at the preferential rate set by the Board.
 4. Be selected by the Board to serve on the various Network standing and ad hoc committees.
 5. Be elected to serve on the Board of Directors in positions to which they are qualified.
 6. Vote at meetings of the Members. Honourary Members described in 5.02.F.1 shall be excluded from the right to vote.
 7. Be nominated to serve on the Board or work on a committee after one year as a member.
 8. Receive copies of notices and publications issued by the Network.
 9. Receive a membership card indicating their appropriate designation.
 10. Recognized Practicians in good standing, may be listed on the ATTN referral service to provide Therapeutic Touch sessions, upon requests from the public.

5.05 Membership Dues

- A. Membership dues shall be as determined from time to time by a majority vote of the Board subject to ratification at the Annual General Meeting next following.
- B. The Membership year shall be November end to November end of any year.
- C. Membership dues shall be based on membership class.
- D. Honourary members and Associate Members are exempt from paying membership dues.
- E. A person joining in mid-year will pay a prorated fee of 1/12 of the annual fee for each month remaining in the membership year.
- F. Renewing Members must pay the full annual membership dues.

- G. A member who resigns, is suspended or is expelled from the Network shall not be entitled to a refund of any part of dues paid.
- H. A Teacher's dues payment must be postmarked by November end of the current renewal year or this will result in a suspension of their rights to both referral and teaching. Should the Teacher renew at a later date further requirements may be required as evaluated by the Education Chair and approval by the Board.
- I. A Practitioner's dues payment must be postmarked by November end of the current renewal year or this will result in a suspension of their rights to referral. Should the Practitioner renew at a later date further requirements may be required as evaluated by the Practitioner Liaison and Education Chairs and approved by the Board.

5.06 Transfer, Resignation and Termination of Membership

- A. A Member desiring to resign from the Association shall submit his/her resignation in writing to the Secretary, who shall present it to the Board for action. Dues will not be refunded.
- B. The membership of any Member may be terminated by a resolution passed by two-thirds (2/3) of the full membership of the Board of Directors at a special meeting called for that purpose and provided that a notice of the proposed resolution is given to the person of the special meeting.
- C. A Member whose membership is under review under 5.06.B shall be given the opportunity to be heard at the special meeting of the Board prior to the vote on the resolution.
- D. A Member whose membership has been terminated under the provisions of 5.06.B may reapply to the Network as a new Member unless the resolution for termination specifically excludes this possibility.

ARTICLE VI

Meetings

6.01 GENERAL MEETINGS OF THE MEMBERS

- A. The Annual General Meeting of the Members may take place in conjunction with the annual ATTN Conference for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. If there is no Conference in a given year, the AGM shall still be held.

- B. The Annual General Meeting shall be held in Nova Scotia.
- C. The Coordinator of the Network shall preside as Chairperson at every General Meeting of the Members. In his/her absence a designated Board Member shall assume the Chair.
- D. All Members shall be entitled to attend General Meetings and to be elected to any office to which he or she is qualified.
- E. Members shall be notified of the date, time and location of the Annual General Meeting at least six (6) weeks prior to the date of the meeting by means of a special mailing or inclusion in the newsletter.
- F. All main motions and resolutions to be considered at the Annual General Meeting shall be submitted to the Secretary, in writing, at least forty-five (45) days prior to the date of the meeting. Motions received later than fifteen (15) days prior to the meeting, except urgent motions originated by the Board, will not be considered.
- G. Quorum for General Meetings of the Members shall be fifteen (15%) per cent of the Members eligible to vote.
- H. Proxy voting is not allowed at General Meetings of the Members.
- I. No Member shall have more than one vote.
- J. Non-members may be invited, with the approval of the Board of Directors, to participate in discussions at General Meetings but shall not be entitled to vote.
- K. Voting shall be conducted according to the Parliamentary Authority and shall be decided by the appropriate majority of votes cast. Abstentions are not considered to be votes in either the affirmative or the negative.

- L. Copies of the Agenda, auditor's report, financial report, budget and committee reports will be available to the Members at the Annual General Meeting.
- M. The Nominating Committee, chaired by the Past Coordinator or Board appointee, shall report at the Annual General Meeting. All nominees must be Members in good standing and qualify for the office to which he/she is nominated.
- N. The Agenda of the Annual General Meeting of the Members shall include the following:
 - 1. Approval of the Minutes of the previous Annual General Meeting and/or Special General Meeting.
 - 2. Board and Committee Reports.
 - 3. Ratification of the Board's actions and decisions since the last Annual General Meeting.

4. Approval of the Auditor's Report (Notice to Reader) and election of auditor for next AGM.
 5. Approval of the Budget.
 6. Election of Officers.
 7. Approval of Proposed Bylaw Amendments.
 8. New Business.
 9. Good of the Network.
- O. The minutes of all General Meetings of the Members shall be maintained by the Secretary, shall be made available to the members at each General Meeting and Members shall have access to them at other times at the convenience of the Secretary.

6.02 SPECIAL MEETINGS OF THE MEMBERS

- A. A Special General Meeting of the Members may be called by the Board of Directors at any time with written notification to membership by letter postmarked six (6) weeks before the date of the special meeting. Notice shall include the date, time and place of the meeting and the general nature of the business that will be transacted.
- B. A Special General Meeting of the Members shall be held at the written request of twenty-five (25%) per cent of the Members. The request must bear the signatures of the submitting members and shall be delivered to the Secretary by registered mail.
- C. The Board shall fix the date of the Special General Meeting at its next scheduled meeting and Members shall be notified of the date, time and location of the Special General Meeting at least six (6) weeks prior to the date of the meeting by means of a special mailing or inclusion in the newsletter.
- D. No business shall be transacted at a Special General Meeting except that referred to in the notice of that meeting.
- E. The quorum for Special General Meetings shall be the same as for General Meetings; that is, fifteen percent (15%).

ARTICLE VII

Board of Directors

- 7.01 A. There shall be a Board of Directors of the Network as constituted in 7.02 of these Bylaws.
- B. The duty of each ATTN Board member is to support and further the development of the ATTN in its vision and reflected in the ATTN Bylaws. The Fiduciary Responsibility as individuals is to support the ATTN Organization through our actions as the members of the ATTN Board of Directors. It is imperative that the action(s) of the BOD not result in excluding part of the ATTN membership, and/or causes a reduction in engagement by individuals within the membership. Keeping the Fiduciary responsibility uppermost translates in providing information, teaching, sharing chats, annual Conference in more than one style/method such as email, phone conferencing, the use of Zoom/Skype, etc. Examples of the obligation include sending reports to members well in advance via email Canada Post to those without electronic service prior to hosting the Annual General Meeting electronically.
- C. The Board shall, subject to these Bylaws control and administer the affairs of the Network, and without limiting the generality of the foregoing, may draft Bylaws to:
1. Provide for the management of the Network and keeping of the registers to be kept under these bylaws.
 2. Provide for the holding of meetings of the Network, the quorum, the method of voting and conduct of such meetings.
 3. Fix the time and place for regular meetings of the Board, determining by whom the meetings may be called, and provide for emergency meetings and regulate the notice required in respect of meetings.
 4. Provide for the establishment of committees by the Network or the Board, prescribe their powers and duties, and method of operation, including procedures at meetings.
 5. Provide for meetings of the Board and committees by teleconference or communications equipment by means of which all persons participating in the meetings can hear each other.
 6. Determine the powers, duties and salaries of the Registrar, servants and employees of the Network.
 7. Establish and maintain a register of members.
 8. Prescribe annual membership fees and other fees payable by Members.
 9. Define the requirements for the participation of Members in programs of continuing education.
 10. Determine the relationship between the Network and any national body purporting to represent Therapeutic Touch.
 11. Provide for the execution of documents by the Network.

12. Govern the election of members of the board, which may include but not be limited to:
 - a. The procedure for the nomination of candidates.
 - b. The procedure to be used for the holding of elections and for determining the persons elected as member of the board.
 - c. The provision for the appointment or designation of presiding officers for election.
 13. Provide for the annual renewal of membership issued under this section and prescribe the terms and condition on which renewals may be granted.
- D. The board may also, subject to these bylaws, make Policies and Regulations to:
1. Provide for the registration and licensing of applicants and members and any terms, restrictions, conditions or limitation applicable thereto.
 2. Establish the educational and other qualification of applicants for registration as members and for licensing.
 3. Define the disciplining of members, the revocation or suspension and limitations of membership.
 4. Control the reporting and publication of decisions and disciplinary matters.
 5. Define professional conduct and professional misconduct and incompetence for the purposes of these bylaws.
 6. Regulate, control, and prohibit the use of terms, titles or designation by members.
- E. All Bylaws, Regulations and Policies of the Network shall be available for inspection by any person at the head office of the Network at all reasonable times during business hours, free of charge.
- F. A resolution, report, recommendation, decision, finding or order of the Board or any committee of the Network in writing signed by all directors or persons entitled to vote on such resolution, report, recommendation, decision, finding or order, or signed counterparts thereof, is as valid as if passed, enacted, determined or made at a meeting of the Board or any such committee.
- G. The Network at the next General Meeting must approve all Bylaws and amendments thereto by a three-quarters (75%) majority of the voting Members at that General Meeting, providing that the Bylaw or amendment has been submitted to the Members no less than thirty (30) days prior to the meeting.

- H. Any Regulations or Policies adopted by the Board shall be in full force and effect until ratification by the Members at an Annual or Special General Meeting. The Board shall determine whether a Special General Meeting is warranted to ratify any policy or regulation.

7.02 HOW CONSITUTED

- A. The Board shall be comprised of the following:
 - 1. Coordinator
 - 2. Past Coordinator
 - 3. Secretary
 - 4. Treasurer
 - 5. Membership Chair
 - 6. Education Chair
 - 7. Events Chair
 - 8. Fundraising Chair
 - 9. Research Chair
 - 10. Practician Liaison
 - 11. Publicity Chair
 - 12. Practice Group Liaison Chair
- B. Members of the Board shall be Members in good standing and shall not have been convicted of professional misconduct.
- C. The Coordinator, Secretary and Treasurer shall be the officers of the Network .

7.03 COORDINATOR

- A. The Coordinator shall be the Chief Executive Officer of the Network and shall:
 - 1. Preside at meetings as chair.
 - 2. Cast the deciding vote at Board and General Meetings.
 - 3. Decide all questions of order, such decisions to stand unless overruled by a majority vote of the Members present.

4. Enforce the Bylaws, Regulations and Policies of the Network.
5. Have cheque signing authority.
6. Represent the Network.
7. Call Special Meetings when warranted.
8. Assist the Treasurer in Budget preparation.
9. Appoint committees in consultation with the board.
10. Coordinate the work of all committees.
11. Be an ex-officio member of any and all committees except the Nominating Committee.
12. Perform any other duties applicable to the office as directed by the membership or as prescribed by the parliamentary authority adopted by the Association.

7.04 **PAST COORDINATOR**

- A. The Past Coordinator shall:
 1. Provide the Coordinator and Board the benefit of his/her experience.
 2. Assist the Coordinator as required.
 3. Perform other duties applicable to the office requested by the Coordinator or as prescribed by the parliamentary authority adopted by the Association.

7.05 **SECRETARY**

- A. The Secretary shall:
 1. Record and maintain the minutes of all Network Board and General meetings.
 2. Receive, write and maintain all routine correspondence of the Network.
 3. Make the minutes of all General Meetings of the Members available at General Meetings and to the Members upon request at reasonable hours and within reasonable delays.
 4. Ensure the confidentiality of the minutes of the Board and restrict access thereto.

5. Record the attendance at all Board and General meetings and report it to the Coordinator for the purpose of respecting quorum requirements.
6. Receive notices of motions and proposed amendments to the Bylaws, Regulations and Policies and forward them to the Board for action.
7. Maintain a current record of amendments to the Bylaws, Regulations and Policies.
8. Receive all resignations from Office or the Board and present them to the Board.
9. Have cheque signing authority.
10. Have custody of the Seal, if any, which may be affixed to any document upon resolution of the board of directors.
11. Perform other duties applicable to the office requested by the Coordinator or as prescribed by the parliamentary authority adopted by the Association.

7.06 **TREASURER**

A. The Treasurer shall:

1. Assume custody of all monies, funds and securities of the Network.
2. Collect and disburse all funds.
3. Have cheque signing authority.
4. Maintain an account in a chartered bank of Canada in which all funds, monies and securities of the Network shall be kept.
5. Maintain all books, financial records and papers pertaining to the Network.
6. Prepare, with the assistance of the Coordinator, the Annual Budget of the Network.
7. Oversee all fund raising activities.
8. Make all books, financial records and papers pertaining to the Network available at all times for inspection by the Board or any other person authorized in writing by the Board.
9. Provide to the Members at all General Meetings and at any other time upon the request of the Board, a written summary of the finances of the Association that has been either audited or reviewed via the Notice to Reader process.

10. Perform other duties applicable to the office requested by the Coordinator or as prescribed by the parliamentary authority adopted by the Association.

7.07 **MEMBERSHIP CHAIR**

A. The Membership Chair shall:

1. Compile and maintain a list of paid up Members and shall issue membership pins.
2. In conjunction with the Education Chair and Practician Liaison Chair, maintain data and documented information pertaining to all Members and their level of education, including continuing education required to maintain membership status.
3. Submit reports to Board and General Meetings.
4. Issue membership cards and annual membership renewal notices.
5. Perform other duties applicable to the office requested by the Coordinator or as prescribed by the parliamentary authority adopted by the Association.

7.08 **EDUCATION CHAIR**

A. The Education Chair shall:

1. Monitor, maintain and ensure adherence to the Curriculum and Guidelines Manual for teaching Therapeutic Touch.
2. Submit names of teachers who have met the criteria for teaching to the board for final approval.
3. Prior to each issue of applicable Therapeutic Touch related newsletters, submit a current list of ATTN Recognized Teachers and on the ATTN website
4. Ensure that notification of "Recognized Teacher" status occurs.
5. Facilitate all Teacher's Collective activities and Education Committee meetings, which includes setting the date, agenda, and location of meetings, and sending a copy of minutes to the Board.
6. Hold 2 Teacher's Collective Meetings per year where feasible, and a minimum of one Education Committee meeting per year.
7. Develop updates, changes, clarifications of criteria for Recognized Teacher status and will notify the Teacher's Collective of these changes. This may be done in consultation with the Teacher's Collective.
8. Ensure the development of updating and distribution of information packages to new Teacher's Collective members.
9. Act as resource for potential teachers and for teachers concerns.

10. Submit a report at all board meetings and AGM.

11. Hold all official documentation for teachers

7.09 EVENTS CHAIR

A. The Events Chair shall:

1. Plan, organize and implement events for the ATTN Conference, fall retreats and any other event determined by the board.
2. Submit formal written reports to Board and General Meetings.
3. Perform other duties applicable to the office requested by the Coordinator or as prescribed by the parliamentary authority adopted by the Association.

7.10 FUNDRAISING CHAIR

A. The Fund Raising Chair shall:

1. Be responsible for raising money for the Bertha Ellis Fund.
2. Be responsible for raising money for the general operating fund of the Network.
3. Conduct fundraising events and activities.
4. Submit formal written reports to Board and General Meetings.
5. Perform other duties applicable to the office requested by the Coordinator or as prescribed by the parliamentary authority adopted by the Association.

7.11 RESEARCH CHAIR

A. The Research Chair shall:

1. Maintain the Network's library.
2. Provide guidance to the membership wishing to conduct research studies.
3. Advise the Board and membership of new research.
4. Submit formal written reports to Board and General Meetings.

7.12 PRACTICIAN LIAISON CHAIR

A. The Practician Liaison Chair shall:

1. Act as a resource for those working towards Practitioner status and address their concerns, as well as liaise between Education and Membership Chairs.
2. Be the sole person responsible for the distribution of the practitioner workbook.
3. Review ATTN practitioner case study workbooks, prior to presentation to the Board for approval and awarding of practitioner certificates, and to ensure that only basic Therapeutic Touch is reported. This review may include consultation with the Education Chair as needed, and the review may be done by selected Recognized Practitioners as trained by the Practitioner Liaison.
4. Facilitate all Practitioner Events including Professional Development Days.
5. Submit formal written reports to Board and General Meetings.
6. Perform other duties applicable to the office requested by the Coordinator or as prescribed by the parliamentary authority adopted by the Association.
7. Develop, updates, changes, and clarification of criteria for Recognized Practitioner status.
8. Hold all official documentation for Recognized Practitioners.

7.13 BRANCH PRACTICE GROUP LIAISON CHAIR

A. The Branch Practice Group Liaison Chair shall:

1. Act as a resource person for the existing Branch Practice Groups.
2. Provide accurate lists of all Branch Practice Groups within the Network, listing the location and leader/contact of each Practice Group.
3. Encourage the formation of new Branch Practice Groups by providing them start-up brochures and pamphlets.
4. Inform Teachers of the Branch Practice Groups in the community when they teach and encourage them to specifically mention the Branch Practice Group contact person or leader in their classes.
5. Provide accurate lists of the Branch Practice Groups for each issue of applicable Therapeutic Touch related newsletters.
6. Have a yearly meeting of the Branch Practice Group Leaders.
7. Report on the Branch Practice Groups at the Annual General Meeting.

8. Visit as many Branch Practice Group meetings as possible over the year.

7.14 **MEETINGS OF THE BOARD**

- A. The board will meet on a monthly basis with a minimum of 10 meetings required in any given year. Additional meetings may be held as determined by the Board. Board members are notified of any and all Board Meetings by the Secretary. This notice includes:
 - a) the date, place and time of the meeting
 - b) is given to the directors seven (7) days prior to the meeting.
 - c) is given to the directors by newsletters, radio, public bulletin boards, e-mail, telephone, fax and/or other electronic means.
 - d) the non-receipt of notice by any director shall not invalidate the proceedings
 - e) notice can be waived for board meetings with the unanimous approval of the Board.
- B. Board meetings shall be called by the Coordinator or by a majority of the voting Board Members.
- C. Persons wishing to make a submission in person to the Board must make the request in writing to the Secretary, 14 days in advance of the meeting, stating what they wish to present.
- D. The Coordinator of the Network shall preside as Chair at every board meeting. If the Coordinator is unable to attend, the Board may appoint its own Chair for that meeting.
- E. Minutes of the board are the property of the Board of Directors and are confidential, but shall be made available to members upon written request to the Board and at the convenience of the Secretary.

7.15 **QUORUM**

- A. Five members of the Board shall constitute a quorum.
- B. Board of Directors positions should be filled by one person only. In the event a position is co-chaired, only one person may vote at each board meeting.

7.16 **CODE OF ETHICS FOR BOARD MEMBERS**

- A. All members of the Board and its subcommittees shall demonstrate the highest degree of integrity and shall avoid:
 - 1 Any illegal or improper activity related to the performance of their duties.

- 2 Any activity that is harmful or detrimental to the reputation of the Network or the practice of Therapeutic Touch.
- 3 Accepting money or valuables intended to influence a decision concerning the affairs of the Network.
- 4 Participation in any decision or business that might result in personal financial benefit outside of the normal fees prescribed by the Network.
- 5 Usage of information gained through the exercise of their duties for personal advantage or private speculation.

7.17 PROVISIONS OF SERVICE

- A. Any elected officer or Board Member of the Network shall be entitled to full information on all matters pertaining to the Network.
- B. A Board Member shall honour the oath of confidentiality signed upon becoming a Board member.
- C. A Board member shall be indemnified and saved harmless by the Network against all liabilities, claims, costs and expenses resulting from the conduct of the affairs of the Network and in respect of any action, suit or proceeding against the Member for any act or decision made on behalf of the association, except when occasioned or caused by dishonesty, wilful neglect or default.

7.18 TERM OF OFFICE

- A. Board Members shall be elected to serve a term of office of two years. No Board Members shall serve more than two consecutive terms in any given role. A Board Member may continue in an office beyond the four year limit if no Member is elected to assume the position.
- B. Board Members shall be elected at the Annual General Meeting.

7.19 REMOVAL OF OFFICERS OR DIRECTORS

- A. A Board Member who does not fulfil their duties, responsibilities and requirements as a board member may be removed from the Board of Directors.
- B. A Board Member who misses more than three (3) consecutive meetings of the Board, unless such absence is due to justifiable work or personal family reasons may be removed from the Board of Directors.
- C. The member who is subject to a motion for removal shall be given an opportunity to be heard at the Meeting of the Board before the motion is put to a vote.
- D. A motion to remove a Board Member under A or B above shall require a two-thirds (2/3) majority vote of remaining full Members of the Board.

7.20 MID-TERM REPLACEMENT OF BOARD MEMBERS

- A. A Member wishing to resign from the Board of Directors shall submit a written resignation to the Board and the resignation shall become effective upon acceptance of the resignation.
- B. In the event that a position on the Board becomes vacant, the vacancy may be filled, for the remainder of the term vacated, by a qualified Network Member upon a majority vote of the Board.

7.21 BOARD REMUNERATION

- A. The Members of the Board of Directors shall not be remunerated for their services as directors.
- B. The Members of the Board of Directors shall be reimbursed for justified expenses incurred in carrying out their duties.

7.22 ELECTIONS

- A. Any member in good standing of the ATTN shall be eligible to be elected to the Board of the ATTN, taking into account specific portfolio requirements.
- B. Candidates for any Board position for which special pre-requisites are required shall submit their qualifications to the Board for approval prior to the election.
- C. The election of Board Members shall take place at the Annual General meeting.

ARTICLE VIII

Committees

8.01 Committees may be established to assist the Board Members in the performance of their duties.

- A. The elected Board Members shall be the Chairs of all committees so established.

8.02 AUTHORIZED STANDING COMMITTEES

- A. The following standing committees shall be created:
 - 1. Branch Practice Group Liaison.
 - 2. Newsletter.
 - 3. Strategy Committee, if the Publicity committee is vacant.

4. Publicity Committee.
 5. Policy Committee.
 6. Events Committee.
 7. Education Committee
 - a. Teachers' Collective Sub-committee.
 8. Complaints Committee.
 9. Discipline Committee.
- B. The Complaints and Discipline Committees shall be required to convene only upon request or as required.

8.03 COMPLAINTS COMMITTEE

- A. The Complaints Committee shall have not less than three members and shall be Practicians and Members of the Network. One Committee Member shall be a Board Member (appointed by the Board), and at least one Member shall be a teacher.
- B. The responsibilities of the Complaint Committee include:
 1. Receiving correspondence pertaining to a complaint of suspected misconduct of a member, practician or teacher.
 2. Directing the Disciplinary Committee to hold a hearing.

8.04 DISCIPLINE COMMITTEE

- A. The Discipline Committee shall consist of not less than three (3) members, one shall be a lay person, one a Board Member and no more than one member may also be a member of the Complaints Committee.
- B. The Discipline Committee shall convene, at the request of the Complaints Committee to conduct a hearing into allegations or complaints against any Member, Practician or Teacher.
- A. A quorum of the Discipline Committee is 3 members.

8.05 AD HOC COMMITTEES

- A. The Board may strike and discharge ad hoc committees as required.

ARTICLE IX

Finances

- 9.01 The fiscal year of the Network shall be the calendar year, January 1 to December 31.
- 9.02 The Coordinator, Secretary and Treasurer shall be the signing officers for cheques and financial instruments; if required another officer may be designated from the BOD as a board officer for cheque signing purposes.
- 9.03 All cheques must have two signatures.
- 9.04 Expenditures and cheques in excess of fifty (\$50.00) shall require Board approval.
- 9.05 All financial transactions shall be properly documented.
- 9.06 Donations to the Network or to a special fund of the Network may be accepted.
- 9.07 The financial books of the Network may be examined by any Member upon written request and at a time convenient to and in the presence of the Treasurer.
- 9.08 The Society may only borrow money as approved by a special resolution of the members.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Network in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, Regulations or Policies and any special rules of order the Network may adopt.

ARTICLE XI

Amendment of Bylaws

- 11.01 Amendments to bylaws can be initiated by the Board of Directors throughout the year and will be presented at the AGM for ratification by members.
- 11.02 Members may submit to the Board, in writing, duly seconded proposed changes to the Bylaws. Submissions should be accompanied by a written explanation for the proposed change.
- 11.03 The Bylaws may be amended by a majority of seventy-five (75%) percent of the voting members attending any General Meeting of the Members after provision of a minimum of forty-five (45) days written notice of the proposed amendment.

Enacted as passed this _____ day of _____ 2020 at Halifax, Nova Scotia.

Secretary: Judy Donovan-Whitty

Coordinator: Judy Donovan-Whitty

Treasurer: Barbara Williams

*Bylaws amended 2008, 2011, 2015, 2020 ATTN AGM