



Association of Child Life Therapists Australia (ACLTA)

Constitution

Revised December 2016

ABN 83 900 857 30

CONSTITUTION OF ASSOCIATION OF CHILD LIFE THERAPISTS AUSTRALIA (ACLTA)

1. NAME:

The name of the Association shall be the Association of Child Life Therapists Australian (herein after called "the Association").

2. OFFICES:

The offices of the Association shall be at such premises as shall from time to time be nominated for that purpose by the Association's Management Committee (as herein defined).

3. OBJECTIVES:

- * To promote the importance of developmental play, therapeutic play, play preparation programs, medical play, and cognitive re-focussing during medical interventions for children in paediatric healthcare settings
- * To promote the employment of suitably qualified professionals to provide appropriate play experience for children in paediatric healthcare settings. This person being defined as a professional holding a Bachelor qualification in Early Childhood Development/Primary Education, or as outlined in the ACLTA undergraduate framework
- * To provide information and education to parents, community groups and healthcare professionals on play for the child in hospital and the role of the Child Life Therapist.
- * To provide a means of liaison, coordination and a channel of communication between members of the Association and kindred organisations in Australia and overseas.
- * To promote the extension of play services in all paediatric units co-ordinated by suitably qualified personnel as defined herein.
- * To promote research into:
 - (i) The psychosocial needs of children and families in hospital.
 - (ii) The role of play in health care.
- * To provide a process for the Accreditation of Child Life Therapists employed within paediatric healthcare settings in Australia.

4. MEMBERSHIPS:

(a) Eligibility for Membership - Membership Categories:

Level 2 (Full Membership):

* Has a bachelor level qualification or above, as per the state award relevant to the site of employment. This is usually a Bachelor of Teaching, Education, or other relevant degree.

* Must be a currently employed Child Life Therapist; providing developmental play / recreation, medical play, procedural play, preparation play and non-pharmacological procedural support in a paediatric health care setting.

* Level 2 Membership is also available to any suitably qualified person who is employed, or self-employed to provide play experiences for children related to hospitals and hospital procedures. The Management Committee reserves the right to request a written statement from an employer outlining position specifications and has the discretion of refuse full membership.

Level 1 (Full Membership):

* Has a certificate/diploma level qualification relevant to their site employment.

* Must be currently employed in a healthcare setting to provide developmental play / recreation, medical play, procedural play, preparation play and non-pharmacological procedural support in a paediatric health care setting.

* Level 1 Membership is also available to any person who is employed, or self-employed to provide play experiences for children related to hospitals and hospital procedures. The Management Committee reserves the right to request a written statement from an employer outlining position specifications and has the discretion of refuse full membership.

Assistant Level (Full Membership):

* Has allied health assistant qualifications relevant to their site employment.

* Must be a currently employed as a Child Life Therapy Assistant; supporting therapists in providing developmental play / recreation, medical play, procedural play and an overall child-friendly paediatric health care setting.

* The Management Committee reserves the right to request a written statement from an employer outlining position specifications and has the discretion of refuse full membership.

Associate: For professionals with an interest in Child Life Therapy but are not practising clinical members.

Student: For students currently enrolled in Early Childhood or Primary Education at a minimum of Bachelor level, with an interest in Child Life Therapy. Other students studying relevant degrees may be considered on application to ACLTA

(b) Membership Entitlements:

- (i) Only full members of the Association hold voting rights.

- (ii) All members shall receive minutes and access to ACLTAmembership portal, website and social media.
- (iii) All members may address and present motions to the Association, but only full members are able to vote on any motion.

(c) All membership applications shall be undertaken online on the Association's prescribed web-based membership form and shall provide details of qualifications held.

(d) All members other than Honorary Members shall be required to pay an annual fee to the Association of such an amount as voted on by the members. An 'unfinancial' full member shall not be entitled to vote at any meeting of the Association.

(e) A register of members shall be kept, showing each members name and address. This register shall be kept confidential and shall only be used by the ACLTA to contact members.

(f) Honorary Membership:

The Management Committee at its discretion may invite any members of the community to become an Honorary Member of the Association.

5. MANAGEMENT:

(a) The Management of the Association shall be vested in a Management Committee comprising up to a maximum of eleven members - Chairperson, Treasurer, Secretary, Membership coordinator, plus up to seven state/territory representatives. In the instance of a change in Chairperson at the Annual General Meeting the past Chairperson shall be an additional member of the Management Committee for one year

(b) Elections for the management committee will be held prior to or at the Annual General Meeting.

(i) All Full Members will be entitled to have voted via email.

(ii) The first part of the process will involve the election by all members for the positions of Chairperson, Treasurer, Secretary, and Membership Coordinator. These positions can be filled by full members from any state or territory where there are current financial full members.

(iii) Following this, members from each state/territory will elect a State Representative. Each state/territory where there are current financial full members is entitled to have representation on the management committee in this manner.

(c) Members of the management committee shall hold office until the second Annual General Meeting following their appointment, at which point they may offer themselves for re-election.

(d) State Representatives on the management committee shall at the first management committee meeting nominate and elect for the following positions – Professional Development Coordinator, Marketing and Social

Media Coordinator, and Training and Webinar Coordinator. State representatives shall also be responsible for networking opportunities within their state/territory, and coordinating news items for reporting on the website/Facebook page.

(e) The Management Committee shall conduct its business via the use of mail, email, telephone and video conferencing where appropriate and possible. A quorum for said meetings shall be three members of the management committee.

(f) The Management Committee may, subject to this constitution, meet as regularly sees fit, in order to achieve its purposes. Two members of the management committee may at any time summon a meeting of the Management Committee.

(g) Questions arising at any Management Committee meeting shall be decided by an email ballot to all financial full members. In the event of any equality of votes, the Chairperson of the meeting at which the question was put to motion shall have the casting vote.

(h) The Office of a member of the Management Committee shall become vacant:

- (i) If he/she resigns, his/her office by notice in writing to the Association.
- (ii) If he/she ceases to be a member of the Association.
- (iii) Upon a resolution being passed by two-thirds majority of members present at a properly Constituted General Meeting, specifically called for the purpose to remove him / her from office.
- (iv) If he/she holds any office of profit under the Association.
- (v) If he/she is directly or indirectly interested in any contract or proposed contract with the Association.

(i) The continuing members of the Committee may act notwithstanding any vacancy in the Management Committee, providing that their number is not reduced below that required for quorum. The continuing members may act for the purpose of increasing the number of members of the Management Committee from amongst the members of the Association. They are empowered to do so or, of summoning a General Meeting of the Association for that sole purpose.

(j) The Management Committee shall cause minutes to be made:

- (i) Of all appointments of members of the management committee
- (ii) Of the names of all members present at any meetings of the Association and Management Committee.
- (iii) Of all proceedings at all meetings of the Association and of the Management Committee.

Such minutes shall be reviewed by the Chairperson and acknowledged as accurate before the committee at the next executive meeting.

(k) The Management Committee may from time to time appoint sub-committees, consisting of general members of the Association for specific

purposes relevant to the objects of the Association. Such sub-committees may be delegated such power and on such terms and conditions as the Management Committee may think fit.

6. ANNUAL GENERAL MEETING:

(a) An Annual General Meeting will be held annually. It may be held during the ACLTA conference, or by telephone or video conferencing.

(b) A financial report will be circulated within six month of the end of the financial year – this will be tabled at the AGM.

7. CONFERENCE:

ACLTA shall hold a conference every second year, at a place to be determined by the members of the Association.

8. FUNDS:

(a) All monies received by the Association shall be deposited intact at the earliest possible date to the credit of the Association's financial account. Receipts from monies received shall be issued promptly.

(b) Any payments made by the Association shall be issued from the Associations financial account, with consultation by at least two members of the management committee. Financial transactions will be authorised by two members of the Association, at least one being a member of the management committee, and the second one being either a member of the management committee or another member who has been nominated by the management committee to authorise payments.

(c) The assets and income of the Association shall be applied solely in furtherance of the objectives described in Section 3 (above). No portion of funds shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered, or expenses occurred on behalf of the organisation.

(d) The Association's financial year shall run from January 1st through to December 31st.

9. DISSOLUTION:

(a) The Association shall be dissolved in the event of the membership being less than ten persons or upon the vote of a three fourths (3/4) majority of members present at a meeting convened to consider such a question.

(b) In the event of dissolution, all assets and funds of the Association on hand shall, after the payment of all expenses and liabilities, be handed over to another organisation with similar purposes which is not carried on for the profit or gain of its individual members. The exact organisation will be determined

at the time by a simple majority of members at the General Meeting so convened.

10. AMENDMENT OF RULES:

These rules may be amended by a resolution passed by a majority of full members, in a vote held for such a purpose. This vote may be held by a show of hands for any members present at a meeting, and/or by postal/email vote for members not in attendance.

11. NOTICES:

A notice may be given to any members personally, via email or by sending it by post to his/her at the address registered with the Association [usually the place of employment of the Chairperson].

Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter or envelope containing the notice; and to have been effected in the case of the notice of meeting, on the day after the date of its posting and in any other case the time at which the letter would be delivered in the ordinary course of post.