

By-Laws



Therapeutic Touch . . .
association of australasia inc.

2018

This document was originally developed by the Therapeutic Touch Network of Victoria (TTNV) in 2003. The efforts of their members in pioneering this document are acknowledged.

TTNV became the Therapeutic Touch Network of Australasia.

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These By-Laws are an adjunct to the Model Rules.

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1.0.0 Vision Statement

To support and promote the practice, teaching and acceptance of Therapeutic Touch in the professional domain of health care and in the wider community

2.0.0 Statement of Purpose

2.0.1 To encourage, inspire and maintain excellence in the practice of Therapeutic Touch (Krieger/Kunz method)

2.0.2 To maintain the integrity and continuity of the practice of Therapeutic Touch using the Krieger/Kunz method

2.0.3 To promote the professional profile and status of Therapeutic Touch

2.0.4 To provide a learning and nurturing environment which supports members

2.0.5 To promote personal and professional development for members in relation to Therapeutic Touch

2.0.6 To provide learning resources and education forums for members, health care providers and the wider community

2.0.7 To encourage the practice of Therapeutic Touch in professional health settings and in the community

2.0.8 To promote research and establish forums for reflective practice in Therapeutic Touch

2.0.9 To establish and maintain a register of accredited Therapeutic Touch Practitioners and Teachers

3.0.0 **Statement of Ethics and Conduct for the practice in Therapeutic Touch for TTAA.**

Preamble: I will respect the person's rights and responsibilities in the Therapeutic Touch process by adhering to the following code of ethics. To formalise this new members will be required to sign an agreement to adhere to the following Code of Ethics and Conduct.

- 3.0.1 I will practice Therapeutic Touch consistent with the process as developed by Dolores Krieger. PhD, RN and Dora Kunz, and as established by the guidelines of the Therapeutic Touch Association of Australasia.
- 3.0.2 I will promote and uphold the integrity and discipline of Therapeutic Touch (Krieger/Kunz method) as a practice.
- 3.0.3 I will obtain the person's and/or family's informed consent for Therapeutic Touch.
- 3.0.4 I will provide Therapeutic Touch based upon people's unique needs, values and culture and with respect for their individual differences.
- 3.0.5 I will keep my interactions with people non-exploitative and complementary to their care.
- 3.0.6 I will hold in confidence any information obtained during Therapeutic Touch practice, and use professional judgement in sharing such information.
- 3.0.7 I will not use other healing modalities in combination with Therapeutic Touch practice, unless I have the requisite preparation to do so and the person's permission.
- 3.0.8 I will not discuss my personal problems or issues with those seeking my professional services.
- 3.0.9 I will regularly evaluate my strengths, limitations and levels of effectiveness, and seek to enhance my abilities by means of consistent practice, further education, training and personal development.
- 3.0.10 I will practice Therapeutic Touch with integrity, always keeping the interests of the person foremost.
- 3.0.11 I will respect the accountability and responsibility inherent in my role as a Therapeutic Touch practitioner.

Adapted from the Therapeutic Touch Network (Ontario) document (October, 1995), 3/6/99, 5/12/99, and from the Nurse Healers Professional Associates International. 31/1/03.

Note: *I will not hold the TT Association of Australasia accountable for any consequences resulting from my practice of TT.*

4.0.0 **Membership Eligibility**

As a not for profit, non-sectarian organisation, membership is open to people of all races, colours, creeds, national origins, ages, disabilities, religions, beliefs, genders, and lifestyle choices who are interested in Therapeutic Touch and support the purposes of the Association, and who meet the requirements as specified by the Executive Committee.

Adapted from the Therapeutic Touch International Association By-Laws. 09/06/18.

5.0.0 **Position Descriptions for the Executive Officers of the Management Committee**

5.0.1 **President**

Reports To;

- ❖ All members of the TTAA.

General Purpose;

- ❖ The President should strive to continually improve the TTAA's policy, activities and administration in co-operation with all office bearers.
- ❖ The President should be available for consultation by the Secretary and other office bearers as required.
- ❖ Ensures the successful functioning of the TTAA and the attainment of its objectives.
- ❖ Upholds the Model Rules of the TTAA.
- ❖ Acts as a chairperson at all meetings of the TTAA and its Management Committee.
- ❖ Ensures correct functioning of all the sub-committees.
- ❖ In consultation with the Management Committee, must resolve issues which affect the TTAA in any way that is detrimental to the whole of TTAA or to any of its members.
- ❖ In consultation with the Management Committee, represents the TTAA to the outside community.
- ❖ In consultation with the Management Committee, acts on behalf of the TTAA in the interval between meetings.

- ❖ Is a contact for the Australian Taxation Office.

Responsibilities;

Meetings;

- ❖ Supervises the preparation of the Agenda for the meeting.
- ❖ Checks that all entitled to receive a notice of the meeting, do so.
- ❖ Satisfies themselves as to the accuracy of any Minutes to be presented to the meeting for confirmation.
- ❖ Is familiar with any correspondence or other material which will be brought forward at the meeting.
- ❖ Chairs the AGM and the Management Committee meetings.

Functions;

- ❖ Attends functions of the TTAA organised by the Committee, or nominates a representative from the Management Committee.
- ❖ Communication & Liaison;
- ❖ Answers member queries.
- ❖ Answers any mail requiring the President's attention and is made aware of all correspondence pertaining to the TTAA.
- ❖ Is accessible to all members of the TTAA and other interested persons, by telephone and mail (including electronic mail).
- ❖ Writes the Annual Report for the Annual General Meeting.

Qualifications;

- ❖ High level of communication skills including an engaging phone manner.
- ❖ Diplomacy skills / dispute resolution skills.
- ❖ Email access required.

5.0.2 Vice President

Reports To;

- ❖ President

General Purpose;

- ❖ Provides assistance to the President.
- ❖ May step in to fulfil role of President should the appointed President be unable to continue in the role.

Responsibilities;

- ❖ Assists the President in ensuring the successful functioning of the TTAA and the attainment of its objectives.
- ❖ Assists the President in upholding the Model Rules of the TTAA.
- ❖ Acts as deputy chairperson at all meetings of the TTAA and its Management Committee.
- ❖ Assumes the President's duties when the President is unable to perform these duties.
- ❖ Represents the President and the Management Committee on sub-committees as required.
- ❖ Assists the President in the operation of the TTAA and accepts duties as delegated by the President and the Management Committee.
- ❖ Assumes the duties of the Secretary and/or the Treasurer in their absence.

Qualifications;

- ❖ High level of communication skills including an engaging phone manner.
- ❖ Email access required.

5.0.3 Treasurer

Reports To;

- ❖ President or Acting President

General Purpose;

- ❖ Responsible for the maintenance and recording of TTAA's funds.

Responsibilities;

- ❖ Preparation of Accounts.
- ❖ Preparation of accounts for Auditor if/when required.
- ❖ Preparation of any tax requirements.
- ❖ Preparation of a report to the Management Committee detailing all income and expenditure since the last meeting.
- ❖ Filing and storage of all paperwork to do with the accounts.
- ❖ Reports to the TTAA's membership on the state of the TTAA's funds and any related matters to each Annual General Meeting.
- ❖ Preparation of financial statements for distribution at the Annual General Meeting.
- ❖ Advises the Management Committee on financial related consequences and issues concerning the TTAA. (eg Investing surplus funds).
- ❖ Collection of membership fees and banking of same.
- ❖ Collection of monies from TTAA functions and banking of same.

Qualifications;

- ❖ Email access required.
- ❖ Computer skills preferred'
- ❖ Handwriting skills (cheques, forms etc.)

5.0.4 Secretary

Reports To;

- ❖ President or Acting President

General Purpose;

- ❖ Responsible for the administrative and recording functions of the TTAA.
- ❖ Responsible for ensuring the accurate maintenance of membership records.
- ❖ Is a contact for Consumer Affairs Victoria and the Australian Taxation Office.

Responsibilities;

- ❖ To lodge annual statements with Consumer Affairs Victoria using myCAV.
- ❖ To keep the 'minutes records' in a central file.
- ❖ To update and maintain the Model Rules and By Laws in a central file.
- ❖ To update and maintain National and International documents in a central file.
- ❖ To update and maintain Annual General Meeting minutes in a central file.
- ❖ To assist with the preparation of the reports for Annual General Meetings.
- ❖ Works with the Assistant Secretary

Membership responsibilities;

- ❖ Maintains the financial status of members and current address on the TTAA database.
- ❖ Keep a record of all monies received pertaining to membership fees.
- ❖ Maintains a current address list of members for all mailing information pertaining to the TTAA including the newsletter.
- ❖ Notifies the President of any issue pertaining to membership identified by the Secretary or by members.

- ❖ Advises the Management Committee at each meeting of the current status of membership.
- ❖ Works with the Assistant Secretary.

Qualifications;

- ❖ Email access required.
- ❖ Computer skills preferred.
- ❖ High level of communication skills including an engaging phone manner.
- ❖ Understanding of the Privacy Act and its implications.

6.0.0 Position Descriptions for the Non-Executive Officers

6.0.1 Assistant Secretary

Reports To;

- ❖ The Secretary

Responsibilities;

Prior to each meeting;

- ❖ Prepare agenda (in conjunction with the President and Secretary) and circulate to all Management Committee members.
- ❖ Add any late agenda items to be announced and approved at the start of each meeting.
- ❖ Bring to each meeting - minutes, any correspondence and any other relevant/necessary data.

During and after the meeting;

- ❖ To write up and circulate the Minutes.
- ❖ To read out the correspondence received since the last meeting and to carry out any action (if required) as a result of the correspondence.
- ❖ To write and distribute letters in accordance with any instruction given at the meeting.
- ❖ To carry out any other directions of the meeting.

- ❖ To write thank you letters.
- ❖ To forward minutes, agendas, reports and correspondence to the Secretary for the 'minutes records' to be kept by the Secretary in a central file.

Membership responsibilities;

- ❖ Ensure that payment reminders are sent out each year to annual members who are in arrears.
- ❖ Send new members pack to all new members within four (4) weeks of receipt of monies.
- ❖ Enters financial status of members and current address on the TTAA database and forwards this to the Secretary.
- ❖ Email members who have supplied an email address with a receipt of payment within one (1) week of receipt date.
- ❖ Keep a record of all monies received pertaining to membership fees in conjunction with the Secretary.
- ❖ Liaises with the Treasurer as to the receipt of monies.
- ❖ In conjunction with the Secretary maintains a current address list of members for all mailing information pertaining to the TTAA including the newsletter.

Qualifications;

- ❖ Email access required.
- ❖ Computer skills preferred.
- ❖ Ability to take effective notes.
- ❖ Knowledge of agendas and time-setting.
- ❖ High level of communication skills including an engaging phone manner.
- ❖ Understanding of the Privacy Act and its implications.

6.0.2 Newsletter Editor

Reports To;

- ❖ Management Committee.

General Purpose;

- ❖ To produce and distribute TTAA's newsletter.

Responsibilities;

- ❖ Responsible for the soliciting, sourcing, charging and liaising with advertisers in line with Management Committee guidelines.
- ❖ Oversees the distribution of publications to all members.
- ❖ Responsible in conjunction with the President for obtaining and collating articles.
- ❖ Keeps a file of all TTAA publications.
- ❖ Responsible for ensuring a copy of TTAA publications is archived.
- ❖ Copyset and layout of all pages of the magazine.
- ❖ Proof reading of all articles.
- ❖ Checking of proofs prior to final publication.

Qualifications;

- ❖ Email access required
- ❖ Computer skills preferred

6.0.3 Website Officer

Reports To;

- ❖ Management Committee.

General Purpose;

- ❖ To update and maintain the TTAA website.

Responsibilities;

- ❖ Publicising the activities of the TTAA in the public area or member's area as directed by the Executive Committee.
- ❖ Submitting regular reports to the President at Management Committee meetings
- ❖ Liaising with the Treasurer to provide payment for the annual website hosting fee and biannual domain name fee.

- ❖ Changing the website login and password annually at the start of the financial year.
- ❖ Liaising with the Publicity Officer to ensure a consistent approach to social media promotion and social advertising.

Qualifications;

- ❖ Email access required.
- ❖ Computer skills preferred.
- ❖ Understanding of the Privacy Act and its implications.

6.0.4 Publicity Officer

Reports To;

- ❖ Management Committee, particularly the Newsletter Editor and Website Officer.

General Purpose;

- ❖ Coordination and publicity of Events, such as demonstration days, education and training events, fundraising etc.

Responsibilities;

- ❖ Publicising the activities of the TTAA by all practical means of communication.
- ❖ Arranging and submitting a calendar of events to the relevant publications.
- ❖ Providing publicity information to the TTAA Newsletter Editor prior to the newsletter publishing schedule date.
- ❖ Submitting regular reports to the President at Management Committee meetings.
- ❖ Arranging special interest presentations.
- ❖ Promote TTAA through social media and social advertising.

Qualifications;

- ❖ Email access required.
- ❖ Computer skills preferred.

- ❖ Understanding of the Privacy Act and its implications.
- ❖ Knowledge of advertising and social media platforms preferred.
- ❖ Creativity and communication skills.

7.0.0 **Appointment of Standing or Ad Hoc Sub-Committees**

- 7.0.1 From time to time the Management Committee may recommend the formation of specific purpose standing or ad hoc committees.
- 7.0.2 The term of office of such committees shall be the same term of office as that of the Management Committee, or until the task is completed.
- 7.0.3 Terms of reference should be formulated for each standing committee. These should include mechanisms for regularly keeping the Management Committee informed of activities undertaken. Unless specifically stated there will be no funding made available to these committees.
- 7.0.4 Any member may be assigned to sub-committee duties which may involve, taking on an active part and attending as many meetings as are called.
- 7.0.5 The chairperson for each committee shall provide a report for the next Annual General Meeting and provide a written summary for the newsletter every six months.

8.0.0 **Expenses**

- 8.0.1 Approved expenses involved in undertaking work for TTAA duties shall be reimbursed upon presentation of detailed expenses and submitted to the Treasurer for approval.

9.0.0 **Membership fees/structure**

- 9.0.1 Membership fees shall consist of the following type and amount per financial year.
- | | |
|-------------------|------|
| General Member | \$75 |
| Concession Member | \$35 |
| Student Member | \$35 |
| Affiliate Member | \$35 |
- 9.0.2 Those joining on or after January 1st shall pay 50% of the annual membership fee.

- 10.0.0 **Documentation**
- 10.0.1 Policies of the TTAA shall be formulated as required and updated from time to time as directed by the Management Committee and/or the membership.
- 10.0.2 All documentation pertaining to the management, philosophy and activities of the TTAA should be subject to review within each five year period.
- 10.0.3 Designated groups within the membership of the TTAA may be requested by the Management Committee to develop policies, guidelines, discussion papers, or to undertake the review process of documentation. It is the responsibility of the Sub Committee to set the terms of reference on each occasion and be ratified by the Management Committee.
- 10.0.4 All work prepared for the TTAA by such designated groups, once submitted becomes the property of the TTAA. Copyright shall be transferred to the TTAA by such designated groups. Acknowledgment of the source of such documentation will be at the discretion of the Management Committee.
- 10.0.5 All documentation ratified by the TTAA will be published under the official letterhead of the TTAA.
- 10.0.6 All policies, guidelines and statements of the TTAA should be maintained in a manner conducive to easy access, distribution and ongoing review.

- 11.0.0 **Archives**
- 11.0.1 Documents, electronic data and other property relevant to the development and management of the TTAA shall be maintained in appropriate files and held by the Secretary.
- 11.0.2 A second digital set of the Archives shall be held by the President. The Secretary will provide the President with the past year's documentation at the AGM to update the Archives held by the President.
- 11.0.3 A full set of papers which form part of any standing ad hoc Management Committee general meeting shall be retained in the Archives of the TTAA.
- 11.0.4 The Archives are to be handed over to the incoming Secretary and President at the AGM.

- 12.0.0 **Amendments to the By-Laws**
- 12.0.1 By-Laws may be amended, added to, or repealed by the Management Committee at any time.

13.0.0 Indemnity

13.0.1 Members of the TTNV and the Management Committee shall be responsible only for the consequences of their own personal wilful default or neglect and not for the default or neglect of any other person.