

IRISH MASSAGE THERAPISTS ASSOCIATION (IMTA) CONSTITUTION

1. The Name of the Association is the IRISH MASSAGE THERAPISTS ASSOCIATION (IMTA).

2. AIMS AND OBJECTIVES OF THE ASSOCIATION:

- 2.1 Promote a spirit of co-operation in the massage and related holistic therapies in Ireland.
- 2.2 Encourage and support holistic, therapeutic massage and remedial massage therapy.
- 2.3 Facilitate the exchange of information between members through meetings, newsletters, zoom, email, website or social media platforms as deemed appropriate by the IMTA.
- 2.4 Promote the uses and benefits of massage therapy and massage therapy related professions.
- 2.5 Encourage and promote self regulated and standardise education to include training and practice in the fields of learning related to Massage Therapy in alignment with the Irish National Framework of Qualifications NFQ
- 2.6 Represent the interests of its members to Government Agencies and Departments and other relevant agencies whether statutory or non-statutory nationally and internationally.
- 2.7 Co-operate with other complementary therapy associations nationally and internationally at all levels so as to promote, enhance and inform the public of the benefits of Complementary Therapies.
- 2.8 Promote and encourage ongoing Continuous Professional Development of members. (CPD)

3. MANAGEMENT OF THE ASSOCIATION:

- 3.1 The Association shall be administered by an Executive Committee.
- 3.2 The Executive Committee, except the Secretary, shall be elected at the Annual General Meeting.
- 3.3 The Executive Committee shall appoint the Secretary. The Secretary is a paid position and the position is as an independent sub-contractor to the IMTA executive.
- 3.4 The Executive Committee acts in the name of the Association, to regulate its proceedings and meetings, to appoint sub-committees and administrative assistants as require.
- 3.5 The Association shall maintain a bank account or accounts in which all monies of the Association are lodged. The account(s) shall be maintained by the Treasurer.
- 3.6 The Executive Committee shall nominate three persons as signatories on the accounts any two of whose signatures are required for transactions. The Associations accounts shall be certified annually by an accountant appointed by the Executive Committee.
The certified accounts shall be presented to the AGM. The Treasurer, President and Vice President shall be the three signatories
- 3.7 The Executive Committee may appoint officers to fill vacancies which occur between Annual General Meeting.

4. EXECUTIVE COMMITTEE:

- 4.1 Only members, with a membership of at least 2 years, are eligible for election to the Executive Committee.
- 4.2 The membership of the Executive Committee shall be: the President, Vice-President, Treasurer, Education Officer, Schools Liaison Officer, FICTA Representative, Communications/PRO Officer, Membership Secretary, and 2 members of the IMTA.
- 4.3 The secretary shall be appointed by the Executive Committee. The Secretary does not have a vote on the executive.
- 4.4 The Executive Committee shall be responsible for the day to day running of the Association.
- 4.5 The Executive Committee may employ personnel directly as it deems necessary for the efficient running of the Association for the benefit and duty of care to the membership.
- 4.6 All contracts of employment shall be in accordance with Irish Law
- 4.7 A quorum for an Executive Meeting shall be five (5) members
- 4.8 It is advisable that at least three members of the Executive Committee should be replaced every three years. Members on the Executive should be qualified and or have the experience for the position they hold and or receive training to assist them.
- 4.9 Maximum lengths of time a person may serve on the will be addressed in the Bye laws in relation to each position and the SOP of the appointment. This will be addressed under Irish Law and best practice.
- The maximum number of years that a member may hold the office of President is three years. A (4th) fourth year may be deemed necessary if in a pandemic or if there is a strategic plan in place that requires their expertise.
- 4.10 The maximum number of years that a member may hold the office of Vice-President is three years. A (4th) fourth year may be deemed necessary if in a pandemic or if there is a strategic plan in place that requires their expertise.
- 4.11 Vacancies which occur on the Executive Committee between AGMs may be filled by co-option until the next AGM. The Executive Committee in filling vacancies by co- option must observe the requirements stated in 4.1 above as eligibility for election to the Executive Committee

- 4.12 The President shall chair all meetings of the Executive committee, AGM's and EGM's. In the absence of the President the Vice-President shall chair such meetings. If neither is present then the Executive members present shall elect a chairperson for that meeting.
- 4.13 The Executive Committee is responsible for the finances of the IMTA. The day-to day financial management of the IMTA shall be assigned to the Treasurer.
- 4.14 The Executive Committee shall decide on the yearly membership fees to be paid by its members.
- 4.15 The Executive Committee shall decide at an executive meeting the fees by the IMTA for services which it provides eg. Advertisements etc

5 MEMBERSHIP OF THE ASSOCIATION:

- 5.1 Membership is open to all qualified massage therapists over seventeen (17) years of age who meet the professional standards of the Association as per the IMTA application form which shall be reviewed by the educational officer and or their subcommittee to meet national and international standards.
- 5.2 Student Membership is open to students currently training on a course recognised by the Association that meet the requirement of 5.1 The Education Officer and their subcommittee may contact the course administrators with reference to any application.
- 5.3 Qualifications gained as a result of correspondence courses shall not qualify for IMTA membership.
- 5.4 Members shall be those whose applications have been accepted by the Educational officer and their subcommittee. Memberships will be activated once relevant subscriptions are paid.
- 5.5 If a member fails to renew their membership subscription fee and/or fails to provide any other documentation required by the Executive committee and or Educational Committee for membership when it becomes due, then the member shall cease to be a member 14 days after the due renewal date.
- 5.6 Membership may be terminated by the Executive Committee following a written or email complaint. An independent sub-committee who has recourse to legal advice will be set up to investigate any issue.
- 5.7 Members must comply with all legal and statutory requirements in carrying out their professional practice

- 5.8 Members shall be bound by the Association Code of Ethics and Practice
- 5.9 Members shall be bound by the Associations Procedures for Dealing with Infringements of the Constitution and or Code of Ethics and Practice
- 5.10 Active members shall hold full Professional and Public Liability insurance:
The insurance companies set the liability for the members based on their stated qualification.

6 CATEGORIES OF MEMBERSHIP

- 6.1 Full Membership.
- 6.2 Student Membership.
- 6.3 Inactive Membership.
- 6.4 Honorary membership.
- 6.5 The Executive in consultation with the Educational Committee shall define the requirements of each type of membership.

7 CONTINUAL PROFESSIONAL DEVELOPMENT

- 7.1 All members are expected to engage in ongoing continuous professional development
- 7.2 The Executive Committee, on the recommendation of the Education Committee, shall decide on the minimum number of Continuous Professional Development points each member should attain each year.
- 7.3 The Executive Committee, on the recommendation of the Education Committee, shall determine how CPD points are awarded.
- 7.4 CPD points in excess of the minimum required for a particular year may be carried for over to the following year.

8 ANNUAL GENERAL MEETING

- 8.1 The Annual General Meeting shall take place each year during the spring months.
- 8.2 The Executive Committee shall decide on the venue and date of the AGM. A Physical meeting and or media platform (zoom) will be reviewed annually in SOP's.
- 8.3 At least six (6) weeks' notice of the AGM shall be given to all members.
- 8.4 If notification is sent to the physical address or email address provided by the member to the IMTA it is assumed that notification is given.

- 8.5 The President shall chair the AGM and or EGM. In the absence of the President, the Vice-President shall chair the AGM and or EGM. If neither is available then the Executive Committee shall nominate a chairperson for the AGM and or EGM.
- 8.6 The members of the Executive Committee shall be elected annually at the AGM subject to 3.2
- 8.7 The members of the Executive Committee shall present reports for adoption to the AGM.
- 8.8 The annual financial accounts shall be presented for adoption at the AGM
- 8.9 All members excluding students are entitled to vote at the AGM
- 8.10 A quorum of at least twenty (20) members, who are entitled to vote, is required for an AGM and or an EGM
- 8.11 The following shall be entitled to attend the AGM or EGM
- 8.11.1 Full, Honorary and Student members- whose membership is current.
- 8.12 All motions for consideration at the AGM must be submitted in written format (hard copy, email) to the Secretary not less than three (3) weeks before the AGM. The Secretary shall circulate these motions in written or electronic format to all members who are entitled to vote at the AGM at least seven (7) days prior to the AGM.
- 8.13 Amendments to the constitution may only be proposed at an AGM and or at an EGM
- 8.14 Proposed amendments to the constitution must be submitted to the-Secretary at least five (5) weeks before the set date of the AGM and or EGM. These should be circulated to all members who are entitled to vote-at least two (2) weeks prior to the meeting.
- 8.15 The proposer and or proposers of a motion or an amendment to the constitution must be present at the AGM and or EGM to propose the motion or amendment
- 8.16 Individual members who are entitled to vote at AGMs or EGM and The Executive Committee may propose motions or amendments to the constitution
- 8.17 A simple majority of votes cast shall be required for any motion to be carried. In the event of a tie vote the Chairperson of the meeting shall have a second or casting vote. If a conflict of interest exists for any executive member this must be notified and recorded for best practice.
- 8.18 If there is a tie for any position then another vote with the peoples name shall be put forward for another vote. The parties will be asked to give a presentation to all those present at the meeting and a further vote is taken.

- 8.19 The AGM and or EGM may be conducted over a media platform (zoom or similar)
- 8.20 When a blended approach is adopted for either an AGM or an EGM then the online zoom is recorded.
- 8.21 Members who cannot travel physically to the AGM and or EGM may have the opportunity to attend via zoom.
- 8.22 The AGM and EGM may be changed to a media platform with up 24 hours notice before the arranged physical AGM and or EGM in unforeseen circumstances. Members will be informed of this via email.

9 EXTRAORDINARY GENERAL MEETINGS (EGM)

- 9.1 EGM may be convened by the Executive Committee or on a written request signed by at least twenty five (25) members for a stated purpose
- 9.2 The discussion at EGM may only consider matters relating to the stated purpose of the meeting.
- 9.3 Members should be given at least fourteen (14) days notice of an EGM
- 9.4 The proposal(s) to be discussed at an EGM must be circulated to all members at least seven (7) days prior to the meeting
- 9.5 - Members excluding students of the Association are entitled to vote at the EGM
- 9.6 A quorum of at least twenty (20) members who are entitled to vote, is required for an EGM

10 EXECUTIVE COMMITTEE MEETINGS

- 10.1 The Executive Committee shall meet (6) times e a year in person, or conduct the meeting over a media platform (Zoom) or a combination of physical and zoom. It is recommended that 3 are physical meetings.
- 10.2 The President shall chair all meetings of the executive. In the absence of the President the Vice- President shall chair such meetings. If both are absent then the meeting shall elect a chairperson for the meeting.
- 10.3 The Executive Committee shall appoint the-Secretary following the AGM each year.
- 10.4 The minutes of each Executive Meeting shall be recorded and signed at the subsequent meeting once they have been proposed, seconded and accepted by the committee. Any amendments to the minutes shall be agreed by the committee prior to the adopting of such minutes.
- 10.5 The signed minutes of the meeting are the legal record of the meeting.
- 10.6 The officers of the IMTA shall present reports at each Executive Committee meeting. Where possible the reports should be circulated prior to each meeting. (48hours)
- 10.7 The Executive Committee may establish such sub-committees as required. A member of the Executive Committee shall be the-Chair each sub-committee.

- 10.8 The Executive Committee in consultation with the Educational Officer and their subcommittee shall decide on the requirements for IMTA membership and on the Annual Membership subscription.
- 10.9 A quorum for an Executive Committee meeting shall be at be five (5) of it's Executive committee.
- 10.10 Voting at meetings shall be by simple majority. In the event of a tie vote the Chairperson shall have an additional or casting vote. If a conflict of interest exists for any executive member this must be notified and recorded for best practice.

11 ELECTIONS

- 11.1 The election of the Executive Committee shall take place at the AGM and or an EGM with one exception 4.2
- 11.2 The nomination of candidates for positions on the Executive Committee should be submitted, in writing, or email to the Executive Committee at least three (3) weeks before the AGM with one exception 4.2
- 11.3 Members who are nominated for positions on the Executive Committee must indicate their willingness to contest the election for the position verbally at the AGM or if, for some valid reason, they cannot attend the AGM then in writing with the Secretary prior to the AGM
- 11.4 Nominations may be taken at the AGM for any position on the Executive Committee for which no nomination was received or for which the nominated person(s) withdrew resulting in no nomination to fill the vacancy.
- 11.5 If there are no nominations for any position on the Executive Committee by the date of the AGM, then nominations may be taken from the floor of members for such a position.
- 11.6 If there is only one nomination for a position, that person shall be declared elected.
- 11.7 If there are two candidates for any position, elections shall be by secret ballot, with the successful candidate receiving the highest quota on the day. Only those attending physically can vote on the day. Those attending via zoom please review.
- 11.8 If there are more than two candidates for any position and no candidate receives more than fifty

(50) percent of the vote, then the candidate with the lowest number of votes shall be eliminated

Second and third preference voting shall apply.

12 PROPERTY AND RESOURCES

- 12.1 The property and resources of the IMTA shall be administered by the Executive Committee
- 12.2 All financial income of the IMTA shall be lodged in a bank account or accounts in the name of the Association
- 12.3 Payments made by the IMTA shall be by cheque or other electronic means approved by the Executive Committee and reviewed under the bye laws of the association.
- 12.4 The Association shall maintain a bank account or accounts in which all monies of the Association are lodged into the bank account. Three executive members, any two of whose signatures are required for signing of payment and transfers / cheques drawn on the account. The Treasurer shall be one of these signatories. The President and Vice president are the other two signatories.
- 12.5 Properly vouched expenses shall be paid to members of the Executive Committee and others for expenses incurred in carrying out their duties on behalf of the IMTA. The Executive Committee shall determine the criteria for legitimate expenses.
- 12.6 An archive of past and present documentation should be maintained by the Executive.
- 12.7 All recorded minutes, account books, correspondence and any other documentation whose origin or destination was the IMTA, is the property of the IMTA and not of any particular Executive member. Such material should be transferred by an outgoing Executive member, when their term of offices ceases, to their successor within the time scale determined by the Executive Committee.

13 Amendments to the Constitutions

- 13.1 As per 8.14 Proposed amendments to the constitution must be submitted to the-Secretary at least five (5)weeks before the set date of the AGM and or EGM
- 13.2 Collated amendments will be circulated to all members who are entitled to vote at least two (2)Weeks prior to the meeting

- 13.3 The proposer of the said amendment or amendments shall present their proposed amendment and or amendments in person at said meeting.
- 13.4 Amendments to the constitution come into effect immediately following the meeting where they were passed.
- 13.5 Amendments dealing with the same article cannot be re presented for at least two AGM and or EGM having taken place following such discussions.

14 DISBANDING

- 14.1 The IMTA may be disbanded by a motion passed by at least two-thirds of those voting at an EGM convened for this purpose.
- 14.2 Members of the IMTA, who are entitled to vote at an EGM , shall be advised of a resolution to disband the Association at least two (2) months before the EGM
- 14.3 Any property and resources of the IMTA remaining after the final accounts are discharged shall be transferred, in the first instance, to a successive Association, if such is established, and if not to such worthy causes as agreed by the majority of members present at the EGM
- 14.4 If a quorum of members entitled to vote do not attend an EGM called for the disbanding of the Association, a second EGM shall be called for the same purpose within four (4) weeks of the date of the first meeting. All members entitled to vote shall be give seven (7) days notice of the new date and venue of the meeting. If a quorum is not present at this meeting then the Executive Committee shall have the power to disband the Association