

Australian Music Therapy Association Inc.
(Established 1975)



Constitution & Rules

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Notes

A.M.T.A. Inc. CONSTITUTION

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A. MISSION STATEMENT

The mission of the Australian Music Therapy Association, Inc. is to support and develop the professional standing of music therapy in Australia, and to encourage the highest quality of research and training for music therapists.

B. NAME AND COMPOSITION

1. The name of the Association will be the Australian Music Therapy Association Incorporated, hereafter referred to as the Association.
2. The Association will be a National body and may authorize regional and State Branches or other groups within its structure.

C. PURPOSES

The purposes of the Association are:

1. To advance the profession of music therapy in order to promote the health and well-being of the community by:
 - a. Establishing and maintaining professional standards of practice for Registered Music Therapists in Australia.
 - b. Establishing and maintaining standards of education and training in music therapy.
 - c. Establishing and maintaining standards of ethical conduct for all members of the Association.
 - d. Encouraging and promoting research in music therapy.
 - e. Encouraging and developing a body of literature furthering the practice of music therapy.

P. INDEMNITY

Members of the Association and the Council will 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 and will be indemnified by the Association against all other liability incurred by them in the course of their duties as members of the Association and the Council.

Q. DISSOLUTION

1. The Association will be dissolved if a resolution that it be dissolved at a certain date be passed at a General Meeting of the Association by a three-fourths (3/4) majority of those members present personally or by proxy. The person proposing such a resolution shall submit a copy of the resolution in writing to the Secretary of the Association. The Council shall then appoint a meeting of the Association for some date not more than twenty eight days after the date of such receipt.
2. The Council will arrange that prior to dissolution the assets of the Association shall be realised and the debts paid. Any balance then remaining shall be transferred to another organisation or organisations that have similar objectives to the Association as resolved by two-thirds (2/3) majority of members present at the General Meeting of the Association.
3. In the event of the debts exceeding the assets, members would be liable to contribute in the event of winding up the Association, a sum no greater than twenty dollars (\$20.00) per member.

2. To serve as a primary organisational body for music therapy and provide service to its members by:
 - a. Providing and promoting a central body of information on all aspects relating to music therapy.
 - b. Representing the interests of Registered Music Therapists in matters relating to government legislation, employment and salary scales.
 - c. Encouraging and assisting Registered Music Therapists in their practice as clinicians through continuing professional development and other activities.
 - d. Promoting music therapy and providing education about music therapy to other professional disciplines and the community.
 - e. Seeking solutions to problems affecting the practice of music therapy in Australia.

D. POWERS

1. The Association will have the power to do all things that may be necessary or desirable for the attainment of any one or more of the purposes of the Association, namely:
 - a. To employ or contract the services of individuals or organisations with conditions and remuneration appropriate to the task.
 - b. To purchase or hire accommodation, furniture, fittings and/or equipment to carry out any of the purposes of the Association.
 - c. To accept and raise money for the purpose of the Association.

- d. To use the financial resources of the Association to carry out any of the purposes of the Association.
- e. To reimburse all expenses incurred in the administration of the Association.
- f. To borrow money on such terms and conditions as the Association deems appropriate.
- g. To deposit the monies of the Association in deposit accounts, investment accounts, or trust funds according the laws of Australia or any of its States.
- h. To register the Association under any appropriate law of Australia or any of its States.
- i. To authorise any person or persons to write and sign letters, documents, cheques, deposit and withdrawal forms and other documents relating to finance.
- j. To authorise any person or persons to activate and use electronic banking facilities on behalf of the Association.

E. MEMBERSHIP

- 1. A person will apply to the Association for membership within the following ten (10) categories:
 - a. Registered Music Therapist (RMT) membership - open to all individuals with RMT status. These members have the right to vote, hold office at national and regional/State levels, and to receive all publications of the Association.
 - b. Associate membership - open to individuals who have an interest in music therapy. Such membership will provide the privilege of participation in relevant activities of the

- 2. Audit

The Association at each Annual General Meeting will appoint an Auditor to hold office until the next Annual General Meeting. The Auditor will not be a member of the Association nor its Public Officer. The Auditor will certify the annual financial statements of the Association to be correct or otherwise and may produce reports and offer advice to the Council in relation to the financial affairs of the Association.

M. COMMON SEAL

The Association will, as empowered by the Australian Capital Territory's Associations (1991), have a Common Seal on which the name of the Association shall be legibly written. The Seal will be kept by the Secretary. The common seal shall not be affixed to any instrument except by the authority of the Council. Every instrument to which the Common Seal is affixed will be signed by 2 members of the Council. The Secretary will keep a record of all documents to which the Seal was affixed.

N. REMUNERATION

The Association shall be a non-profit making organisation and no portion of the Association's monies or property shall be paid or transferred to any member of the Association except for payment to members for costs incurred in providing services to the Association.

O. AMENDMENTS TO THE CONSTITUTION

Changes to the Constitution must be foreshadowed at a General Meeting of the Association and passed by a three-fourths (3/4) majority of those present, either personally or by proxy at the next General Meeting. The person proposing such resolution will submit a copy of the resolution in writing to the Secretary.

9. The Chairperson of the Meeting will have a second or casting vote in the event of equality of voting.

J. MEETINGS OF NATIONAL COUNCIL AND COMMITTEES

1. Meetings of the National Council or Committees may be called at any time by their respective Chairpersons and held at such place and time as the Chair determines.
2. Any one or more members may participate in a National Council or Committee meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation in a meeting of this kind will constitute being present at the meeting.
3. All meetings of the National Council or Committees (including telecommunications) will be minuted. Minutes of National Council meetings will be distributed to National Council members and Chairs of National Committees.

K. OFFICE

Subject to the requirements of the Australian Capital Territory Association Ordinance, the Office of the Association will be at such place within Australia as the Council will from time to time decide.

L. FINANCIAL

1. Financial Year
The financial year of the Association will be from the 1st July in one year until the 30th June in the next.

Association both at National and regional/State levels and the right to receive the *Australian Journal of Music Therapy* and selected publications of the Association. This membership does not include the right to vote or hold office. Associate members of AMTA are not permitted to use the title Music Therapist nor to use their membership to indicate status in the profession or to gain employment as a music therapist.

- c. Student membership - open to any non-RMT who is enrolled full-time or part-time in an AMTA-accredited music therapy course. Such membership will provide the privilege of participation in relevant activities of the Association both at National and regional/State levels and the right to receive the *Australian Journal of Music Therapy* and selected publications of the Association. This membership does not include the right to vote or hold office.
- d. Organisational membership - open to any organisation interested in supporting the aims, objectives and purposes of the Association. The organisation will nominate a person to represent it in the Association. Such membership will provide the privilege of participation in relevant activities of the Association both at National and regional/State levels and the right to receive the *Australian Journal of Music Therapy* and selected publications of the Association. This membership does not include the right to vote or hold office.
- e. Honorary membership - may be conferred by National Council upon any person in recognition of distinguished service in the field of music therapy. Honorary members who have been RMTs will have all the rights and privileges of such membership without the payment of annual membership fees.
- f. Complimentary membership - may be conferred by National Council for a designated term upon a respected person from a field related to music therapy. Such membership will provide

the privilege of participation in relevant activities of the Association both at National and regional/State levels and the right to receive the *Australian Journal of Music Therapy* and selected publications of the Association. This membership includes the right to hold office in the relevant position as determined by the National Council.

- g. Reciprocal membership - open to any organisation with similar purposes and aims to the Association. There will be an exchange of publications. This membership does not include the right to vote or hold office.
 - h. Patron membership - National Council may confer upon an individual the title of Patron for a designated term. Patrons have the rights and privileges of the category of membership to which they are entitled.
 - i. Inactive membership - open to RMTs who are not actively involved in any music therapy practice within the membership year. RMTs seeking inactive membership must complete an application form. Such membership includes the right to vote, hold office at national and regional/state levels, and to receive all publications of the Association.
 - j. Retired membership - open to RMT members who have reached the age of 65. Rights and privileges will be the same as those for RMT membership. Eligible members must submit a request in writing for transfer to retired status.
2. All applications for membership to the Association must be made in writing and will be considered by the National Council which has the discretion to accept or reject the application.
 3. Every member will pay annual membership fees appropriate to their category of membership and sign a statement that they have read and will uphold this Constitution, the Code of Ethics and Standards of Practice.

- d. Presentation and adoption of the Annual Report
 - e. Presentation and adoption of the Financial Report
 - f. Presentation of reports from National Committees, regional and State groups and State representatives
 - g. Election of Office Bearers
 - h. Appointment of Auditor/s and Public Officer
 - i. General Business
3. In extraordinary circumstances, a Special General Meeting may be held when required by the National Council or on the request of not less than five (5)% of the membership. In the event of a meeting being called, the National Council will, within seven (7) days, notify the membership of the Special General Meeting.
 4. A quorum for a General Meeting will be five (5)% of voting membership.
 5. Any voting member may vote by proxy in writing. No individual member may hold more than three (3) proxies for any General Meeting.
 6. A simple majority of those present at the meeting or voting by proxy will be sufficient for the passing of a resolution submitted to the meeting, except a resolution seeking to amend the Constitution or dissolve the Association, where a three-fourths (3/4) majority will be required.
 7. Decisions which affect voting members of the Association will be foreshadowed at an Annual General Meeting and voted on at the next Annual General Meeting or a Special General Meeting.
 8. The President, or in his/her absence, the Vice President or in the absence of both, a person elected by the meeting will Chair General Meetings.

5. All active voting members of regional or State group members must also be members in good standing with AMTA Inc.
6. The Treasurer of regional or State groups will maintain proper books of account and provide a copy of the annual financial report to the National Treasurer within thirty (30) days after the end of the financial year and provide financial reports as requested by the National Treasurer.
7. No regional or State group will incur any debt or liability in the name of the Association.
8. All financial assets of regional or State groups are included in the consolidated accounts of the Association.
9. Each regional or State group will submit an annual report for the Annual General Meeting of the State group, and the Association.

I. GENERAL MEETINGS OF MEMBERS

1. The Association will hold an Annual General Meeting at a date to be decided by the National Council. Notice of any General Meeting will contain sufficient information to permit a member to make a reasoned judgment on the decisions to be taken. Written notice of each General Meeting will be sent to members of the Association twenty-one (21) days prior to the date of the meeting. Neither the accidental omission to send a notice to any member, nor the non receipt of such a notice, shall invalidate the proceedings of that meeting.
2. The business of an Annual General Meeting will be:
 - a. Record attendance and apologies for absence.
 - b. Confirmation of the minutes of the previous Annual General Meeting or Special General Meeting.
 - c. Business arising from the Minutes.

4. Any member who is not in good financial standing with the Association will not be entitled to any rights and privileges of the Association until such time as the fees are paid.
5. The membership year will coincide with the financial year of the Association, beginning July 1 and ending June 31.
6. The name of the Association may not be used to advertise or promote the activities of any member or group of members without the written permission of the National Council of AMTA Inc. or its representatives.
7. Membership will be terminated under any of the following conditions:
 - a. By an individual or organisation submitting a letter of resignation.
 - b. If an individual should die, or in the case of an organisation, it be dissolved.
 - c. As a result of a Grievance Procedure, as set out in the Code of Ethics.
 - d. Failure to pay outstanding dues and fees.

F. ELECTED AND APPOINTED OFFICERS

1. There will be a National Council which consists of members elected by the membership, including a President, Vice-President, Secretary, Treasurer and not more than six (6) others. All members of National Council will be RMTs. In any year where there is a President-elect, the President-elect will also sit on the National Council.
2. There will be an Executive Committee comprising President, Vice-President, President-Elect, Secretary and Treasurer.

3. Duties of the Executive Committee Members

- a. **President:** The President will be elected for a three (3) year term, for a maximum of two (2) consecutive terms. The President will preside at meetings of the Association, will call and preside at meetings of the Executive Committee and the National Council and will coordinate all business of the Association. The President will hold ex-officio membership on all committees and perform other duties as required. A vacancy in position of President will be filled by the President-Elect, or in the absence of a President-Elect, the Vice-President.
- b. **President-Elect:** The President-Elect will be elected for a minimum term of one (1) year coinciding with the final year of the current President's term of office. The President-Elect will assist the President as requested and study the duties of the President in anticipation of assuming the responsibilities of the Presidency.
- c. **Immediate Past President:** The Immediate Past President will assist the President as required and provide continuity in the administration of the Association.
- d. **Vice-President:** The Vice-President will assist and act on behalf of the President and fulfill other duties as necessary.
- e. **Treasurer:** The Treasurer will supervise the financial affairs and be responsible for the keeping of the books of accounts of the Association. The Treasurer will also oversee the preparation and presentation of the annual budget, financial report and other reports as necessary.
- f. **Secretary:** The Secretary will prepare the agenda and minutes of meetings of the Executive Committee, National Council and the Association, and coordinate National Council correspondence.

impacts on music therapy practice and/or healthcare and education services to current and future music therapy clients.

- b2. Develop strategies that will result in the support and development of legislation, regulations, policies, and programs that will increase access to and funding for music therapy services and programs.

7. **Australian Journal of Music Therapy Editorial Committee**

- a. The Editorial Committee comprises an Editor who is appointed by the National Council and a Review Panel selected by the Editor.
- b. The Editor is appointed for a two (2) year term and is responsible for the publication and academic standard of the Journal.
- c. An Assistant Editor may be selected by the Editor to also serve on the Review Panel. The Assistant Editor is assigned tasks at the discretion of the Editor.

H. REGIONAL AND STATE BRANCHES AND OTHER GROUPS

1. The National Council may establish a regional, or State Branch or other group in accordance with the Manual of Administrative Procedures (MAP).
2. No more than one (1) State Branch or other State representative group may be located in any State or Territory.
3. Recognition of any Branch or group may be withdrawn by the affirmative vote of two-thirds (2/3) of the National Council.
4. All Branches and groups will abide by the Constitution, the Code of Ethics and the Standards of Practice of AMTA Inc.

b3. Offer consultation and clarification, regarding ethical issues, and standards of music therapy practice to members and to the general public.

b4. Review research proposals when necessary.*

* When the committee is required to review research proposals, an ad-hoc committee is formed in compliance with NH&MRC guidelines for Human Research Ethics Committees.

4. Publications Committee

a. The Publications Committee comprises RMTs who have some expertise or interest in print or multi-media publishing.

b. The purpose of the Publications Committee is to:

b.1 Regularly produce the national newsletter for members, *The Bulletin*.

b.2 Regularly produce the national newsletter for RMTs, *Network*.

b.3 Maintain and develop AMTA's website.

5. Continuing Professional Development (CPD) Committee

a. The CPD Committee comprises up to seven (7) members who have been registered with the Association for not less than two (2) years .

b. The purpose of the CPD Committee is to implement, oversee and manage CPD for the Association.

6. Government Relations Committee

a. The Government Relations Committee comprises subgroups, which are developed according to the needs of the profession and carry out tasks relevant to that subgroup.

b. The purpose of the Committee is to:

b1. Monitor and respond to state and federal legislation that

4. Members of the National Council (except the President) will be elected at an Annual General Meeting and will continue in office for a period of two (2) years. The term of office will be deemed to conclude at the Annual General Meeting held two (2) years hence. The maximum term of office will be three (3) consecutive terms.

5. In the event that any vacancy is not filled at the Annual General Meeting, or a Council member does not complete his/her term of office, the National Council has the right to fill the vacancy by a simple majority vote. This appointee has the right to vote on National Council matters.

6. Nominations to positions on the National Council will be in the hands of the Secretary, duly proposed and seconded with the written consent of the Nominee at least four (4) weeks before the Annual General Meeting.

7. If more than one (1) nomination is received for a position on National Council, an election will be held. A simple majority vote will determine the outcome.

8. A Public Officer will be appointed annually as required by the Associations Incorporation Ordinance of the Australian Capital Territory.

9. Any position on the National Council may be vacated under the following circumstances:

a. Upon death

b. If the member ceases to be a member of the Association

c. If the member resigns from office

d. If the member is no longer a member in good financial and/or ethical standing with the Association.

10. The National Council will have the following powers:
- a. The National Council may co-opt members when necessary and may delegate specific powers to sub-committees consisting of members of the Association. Such people do not have the right to vote on National Council matters.
 - b. The National Council may delegate to one or more of its members, the authority to incur expenditure and approve payment of accounts or carry out other Council business provided that periodic reports are made to National Council.
 - c. The National Council may make By-Laws.

G. NATIONAL COMMITTEES

National Committees are accountable to the National Council and provide reports to the National Council as required. The National Council will appoint a Chair for each National Committee. The Chair of each National Committee will recommend committee members to the National Council for ratification. Each committee is bound by relevant governing documents which outline policies and procedures to be adhered to.

1. National Registration Committee

It is the responsibility of the National Registration Committee to advise and make decisions regarding Registration policy and procedures.

- a. The National Registration Committee comprises no less than three (3) Registered Music Therapists representing different states of Australia.
- b. The purpose of the National Registration Committee is to:
 - b1. Assess new applications (including overseas applicants) for registration.

- b2. Recommend a further course of study for music therapists who allow their registration to lapse and are applying for re-registration.
- b3. Review, revise and implement registration and re-registration policy and procedures ratified by National Council.

2. National Education Committee

It is the responsibility of the National Education Committee to maintain quality and standard of training in music therapy programs that are accredited by the Australian Music Therapy Association Inc.

- a. The National Education Committee comprises one (1) representative from each of the AMTA accredited music therapy courses plus one (1) member representing each state in which a course exists.
- b. The purposes of the National Education Committee are to:
 - b1. Assess and approve new music therapy training courses.
 - b2. Conduct validation/re-accreditation procedures.
 - b3. Monitor the formal procedures of the Education Committee including an annual review of all documents and a major review in conjunction with the National Registration Committee each five (5) years.
 - b4. Monitor any major changes to courses currently accredited.

3. Ethics Committee

- a. The Ethics Committee comprises at least three (3) RMTs representing different states of Australia.
- b. The purpose of the Ethics Committee is to:
 - b1. Advise AMTA members and members of the general public regarding matters of an ethical nature.
 - b2. Consider and respond to concerns, complaints and grievances in accordance with principles outlined in the AMTA Code of Ethics.