



British Columbia Art Therapy Association
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BYLAWS

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1. INTERPRETATION

- 1.1 In these bylaws, unless the context otherwise requires,
- a) “directors” means the directors of the society for the time being;
 - b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
 - c) “registered address” of a member means her or his address as recorded in the register of members.
- 1.2 The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
- 1.3 Words importing the singular include the plural and vice versa.

2. MEMBERSHIP

- 2.1 The membership shall consist of the applicants for incorporation of the society and of persons who make written application to the directors to become members, meeting the requirements for membership and pay the dues set for the appropriate class of membership, and in either case have not ceased to be members. The membership of the society shall be open to persons regardless of race, creed, sex, ethnic background or national origin.
- 2.2 Membership in the society shall be of six classes: registered professional (R), professional (P), associate (A), student (S), honorary life (HL) and retired (Rt) member.
- 2.3 **Registered professional membership**, “BCATR” British Columbia Art Therapist Registered, shall be open to all professional members in good standing who:
- a) have completed a Masters degree or higher in art therapy, a Masters degree in the field of social sciences and a 15-month diploma program at an institute of art therapy, or an undergraduate degree and a 2-year diploma program from an institute of art therapy;
- and
- have completed with signed documentation, 1,000 post-graduate direct client contact hours in a clinical setting or agency setting supervised by a BCATR, or equivalent (e.g. ATR, or RCAT) who holds current professional liability insurance and in good standing with their professional association, at a ratio of 1 hour to each 20 client contact hours.
- (i) Equivalent graduate level training and experience in the use of art in therapy will be evaluated at the discretion of the Registration Committee;

- (ii) Volunteer art therapy services can be counted towards the 1000 post-graduate direct client contact hours to a maximum of 50%. The hours must be documented and supervised by a BCATR or equivalent, who holds current professional liability insurance and is in good standing with their professional association. The location at which the art therapy services are offered must be an established agency or organization.
 - (iii) Post-graduate hours of supervision are defined as hours accumulated after all practicum hours and all course work has been completed except the thesis or date of graduation.
 - (iv) A minimum of 50% of supervised hours are to be with a BCATR. If this is not practicable supervision may be provided by an equivalent registered art therapist (e.g. ATR, RCAT) or, if not available the member may apply to the Registration Committee to be exempt from this requirement and for approval of an alternative supervisor. Consideration could include another mental health professional, with at least 5 years of experience, who holds current professional liability insurance and is in good standing with their professional association.
 - (v) Group supervision is to include a maximum of five supervisees per group. Group supervision should be a 50% maximum of total supervised hours. This group supervision should be clinically focused, (i.e. not administrative), based on work with clients, and should ensure that each art therapist has individual time within that group to present their own work.
 - (vi) Members who are currently registered members in good standing, of another art therapy association, or if not currently in good standing whose membership lapsed within the period of one year and was not revoked, may submit proof of such registered membership along with two letters of recommendation and documentation for current liability insurance, in lieu of the requirements in 2.3 a) to request registered membership with BCATA.
 - (vii) The expiration of a current application in process, will be one year from the date of acceptance for first review by the Registration Committee.
- c) sign a statement that if practicing, they have liability insurance coverage;
 - d) have made application in prescribed form to the Registration Committee of the BCATA, have been admitted as registered members and remain members in good standing

2.4 **Professional membership** shall be open to those who:

- a) (i) have completed professional training in art therapy through a Masters degree in art therapy; a Masters degree in the field of social sciences and a 15-month diploma program at an institute of art therapy; or an undergraduate degree and a 2-year diploma program from an institute of art therapy. The training program is to include a minimum of 600 supervised practicum hours.

- (ii) Members whose qualifications are from outside Canada may apply for equivalency consideration. These members must submit both original and translated copies of their supporting documentation, the number of practicum hours completed must be included. If the required practicum hours are incomplete, these members may submit up to 300 post-graduate client contact hours in a clinical or agency setting, supervised at a ratio of 1 hour to each 20 client contact hours. This supervision must be provided by a registered art therapist, or equivalent who holds current professional liability insurance and is in good standing with their professional association.
 - b) sign a statement that if practicing, they have liability insurance coverage;
 - c) have made application to the Association in prescribed form, have been admitted as professional members and remain members in good standing.
- 2.5 Registered professional and professional members may participate in all activities of the society and shall receive all official publications. The right to vote and to hold office shall accrue only to registered professional and professional members.
- 2.6 Registered professional and professional members who wish to become inactive or take a **leave of absence (LOA)** from the practice of art therapy must inform the association and their liability insurance provider in prescribed form. These members must continue to hold liability insurance for a minimum of three years, after which they must inform the association of their inactive/LOA status annually in prescribed form. Inactive/LOA members cannot practice art therapy. To become active, members must inform the association and their liability insurance provider in prescribed form.
- 2.7 **Associate membership** shall be open to volunteers or individuals who are not professional art therapists and, who wish to support the field of art therapy and the association. It may also include educational institutions, agencies, and non-profit organizations. Such membership shall provide for admission to the meetings and special programs of the society and the receipt of all official publications.
- 2.8 **Student membership** shall be open to students officially enrolled in art therapy training courses. Student members shall be entitled to attend meetings and special programs of the society and to receive all official publications. Student members have the right to hold office as student representatives of their art therapy institution.
- 2.9 **Honourary Life membership** shall be awarded from time to time in recognition of outstanding service to the society. Honourary Life members shall be nominated from and elected by the professional membership. An Honourary Life member shall have all the privileges and responsibilities of a professional member. The procedures shall be outlined in a British Columbia Art Therapy Association Honours Procedural Manual. While Honourary Life members are exempt from paying annual fees, these members must inform the association if they are practicing or retired in prescribed form.
- 2.10 **Retired membership** shall be open to registered professional members or professional members who are art therapists who have retired from practicing art therapy but wish to retain membership. Retired members may participate in all activities of the society and shall receive all publications.

- 2.11 Annual dues for all classes of membership shall be determined by the directors, and shall be effective as of the first day of the membership year. All dues must be paid via the PayPal link on the BCATA website, www.bcarttherapy.com, or by cheque to the association.
- 2.12 The membership year shall coincide with the fiscal year.
- 2.13 A person shall cease to be a member of the society:
- a) by delivering her or his resignation in writing to the corresponding secretary of the society or by mailing or delivering it to the address of the society;
 - b) on her or his death;
 - c) on being expelled;
 - d) on having been a member not in good standing for twelve consecutive months.
- 2.14 Members shall be notified concerning payment of dues at least 30 days but not more than 60 days before the close of the fiscal year. Those failing to pay by the end of the fiscal year shall be sent a second notice, and those not paying within 30 days of that notice shall cease to be members in good standing and their rights of membership shall be suspended.
- 2.15 Members not in good standing because of failure to pay dues for no more than three years may reinstate themselves with payment of the dues for the past and current period plus an administration charge.
- 2.16 In the event that a registered professional or a professional member allows their membership to lapse for more than three years, that person shall not be reinstated as a registered professional or professional member until he/she has satisfied the eligibility requirements of sections 2.3 or 2.4. These members must re-submit any missing supporting documents upon request.
- 2.17 Individuals wishing to change their class of membership in the course of a membership year may do so if eligible, providing they make up the difference between dues already paid and the membership fee for the new class and provided they meet the current standards for membership in the new class.
- 2.18 Every member shall uphold the constitution and comply with these bylaws.
- 2.19 A member may be expelled by a special resolution of the registered professional and professional members passed at a general meeting.
- a) The notice of special resolution for the expulsion shall be accompanied by a brief statement of the reasons for the proposed expulsion.
 - b) The person who is the subject of the proposed resolution shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

3. MEETINGS OF MEMBERS

- 3.1 General meetings of the society shall be held at the time and place, in accordance with the Society Act, that the directors decide.
- 3.2 Every general meeting, other than the annual general meeting, is an extraordinary general meeting.
- 3.3. The directors may, when they think fit, convene an extraordinary general meeting.
- 3.4 a) Notice of a general meeting shall specify the place, day and hour of meeting, and in case of special business, the general nature of that business.
- b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.5 a) The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
- b) Notification of general meetings shall be sent to the membership not more than 90 days and not less than 30 days before the meeting, and shall specify the place, the day and the hour of the meeting.
- 3.6 Minutes of the previous year's AGM are to be given to members in writing (or delivered as an attachment to email) at least 30 days in advance of the AGM date, the word "given" being defined as explained in Item 10.1 of the bylaws.

4. PROCEEDINGS AT GENERAL MEETINGS

- 4.1 Special business is:
- a) all business at an extraordinary general meeting except the adoption of rules and order; and
- b) all business transacted at an annual general meeting, except:
- i) the adoption of rules of order;
- ii) the consideration of the financial statements;
- iii) the report of the directors;
- iv) the report of the auditor, if any;
- v) the election of directors;
- vi) the appointment of the auditor, if required; and

- vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting,
or
be transacted at an annual general meeting, or business, which is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 4.2
 - a) No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
 - b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - c) At general meetings, a quorum shall consist of 10% of the registered professional and professional membership in good standing, but never less than 3 persons.
- 4.3 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present if at least 3 in number constitute a quorum.
- 4.4 Subject to bylaw 4.5, the president of the society, the vice-president, or in the absence of both, one of the other directors present shall preside as chair of a general meeting.
- 4.5 If at a general meeting:
 - a) There is no president, vice-president or other director present within 15 minutes after the appointed time of the meeting, or
 - b) The president and all the other directors present are unwilling to act as chair, then the registered professional and professional members present shall choose one of their number to be chair.
- 4.6
 - a) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - b) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - c) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 4.7
 - a) No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.

- b) In case of an equality of votes the chair shall not have casting or second vote in addition to the vote which s/he may be entitled to as a member and the proposed resolution shall not pass.
- 4.8
- a) Each registered professional and professional member in good standing present at a meeting is entitled to one vote.
 - b) Voting is by a show of hands, except for the election of officers, which shall be done by secret ballot as specified in bylaw 5.3 (f).
 - c) Voting by proxy is not allowed.

5. DIRECTORS AND OFFICERS

- 5.1
- a) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless, to:
 - i) all laws affecting the society;
 - ii) these bylaws; and
 - iii) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.
 - b) No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
- 5.2
- The number of directors shall be 6 or a greater number determined from time to time at a general meeting.
- 5.3
- a) The directors shall serve for a term of two years. The term of all directors shall commence at the adjournment of the annual general meeting at which their election is announced. The past-president will remain as a non-voting member of the executive for a further two-year term.
 - b) The directors of the society shall be elected from among the registered professional and the professional membership.
 - c) Election of directors shall be held at the annual general meeting alternate years, by secret ballot as specified in this bylaw 5.3 (f).
 - d) A nominating committee shall be appointed by the directors. It shall consist of 3 members who shall be registered professional or professional members. The directors shall designate one member of the nominating committee to be the chair. A member of the nominating committee may not be nominated for office by the nominating committee.

- e) The nominating committee shall select no more than 2 nominees for each elected office and shall submit these names to the voting membership at least 90 days and not more than 120 days before the annual general meeting in the election year.
 - f) The nominating committee shall circulate its nominations and additional nominations meeting the requirements of bylaws 5.3 with a secret ballot, by mail, to all members eligible to vote so that they are received not less than 30 days nor more than 45 days before the annual general meeting at which the results of the election will be announced.
 - g) Notwithstanding the requirements of bylaw 5.3 (f) the chair of the annual general meeting shall call for ballots from those registered professional and professional members who have not complied with the requirement of bylaw 5.3 (f) and shall give such registered professional and professional members an opportunity to cast their ballots prior to the chair declaring that ballots are closed.
- 5.4
- a) The president, with the consent of a majority of the directors, shall make appointments for unexpired terms when for any reason, an elected office falls vacant between elections.
 - b) The president, with consent of a majority of the directors, shall select appointed officers, such as chair of ad hoc committees.
 - c) A director appointed under bylaw 5.4 (a) holds office only until the conclusion of the next annual general meeting of the society in the year in which elections are held, but is eligible for re-election at the meeting.
- 5.5 No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
- 5.6 The members may by special resolution remove a director before expiration of her/his term of office, and may elect a successor to complete the term of office.
- 5.7 No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by her or him while engaged in the affairs of the society.

6. PROCEEDINGS OF DIRECTORS

- 6.1
- a) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit. Meetings of directors and committees may be face-to-face or electronic, as long as all participating members can hear each other, at the same time.
 - b) The quorum necessary for the transaction of business shall be a majority of the directors then in office.
 - c) The president shall be chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the

meeting, the vice-president shall act as chair; but if neither is present the directors present may choose one of their number to be chair at that meeting.

- d) A director may at any time, and the corresponding secretary, on the request of a director, shall, convene a meeting of the directors.
- 6.2
- a) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they see fit.
 - b) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
- 6.3
- A committee shall elect a chair of its meetings; but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chair of the meeting.
- 6.4
- The members of a committee may meet and adjourn as they think proper.
- 6.5
- For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be properly constituted, if a quorum of the directors is present.
- 6.6
- A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, or fax, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn:
- a) no notice of meetings of directors shall be sent to that director; and
 - b) any and all meetings of the directors of the society, notice of which has not been given to that director shall if a quorum of the directors is present, be valid and effective.
- 6.7
- a) Questions arising at a meeting of the directors or committee of directors shall be decided by a majority of votes.
 - b) In the case of an equality of votes the chair does not have a second or casting vote.
- 6.8
- No resolution proposed at a meeting of directors or committee of directors need be seconded and the chair of a meeting may move or propose a resolution.
- 6.9
- A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

7. DUTIES OF OFFICERS

- 7.1 The president shall preside at meetings of the society and of the directors. S/he shall make appointments, subject to the approval of the directors, of committees or individuals to fulfil special mission or to fill vacancies occurring between elections.
- 7.2 The vice-president shall assist the president as requested, and in the president's absence or inability to serve s/he shall assume the role of president.
- 7.3 The ethics chair shall receive and process ethics inquiries and complaints from art therapists and the public, and oversee an ethics committee to review same. The Chair shall present proposed ethics code amendments to the membership for approval at an annual general meeting. The Chair shall update the Code of Ethics with respect to the changing needs of the B.C.A.T.A. community.

The ethics committee shall be composed of 3-5 members of the BCATA. It shall have at least one professional member with registration with a recognized art therapy association and one professional member. The composition of the ethics committee shall be determined according to three options:

- i) Co-chair and each member of the committee is appointed by the Executive; and/or
 - ii) The Chair submits the names of those whom he/she would like to have on the committee and the executive ratifies them.
 - iii) Committee members usually continue in their role after the election of a new Chair.
- 7.4 The recording secretary shall prepare and have custody of the minutes of all meetings of the society and all the meetings of the officers and the directors. Copies of all such minutes will be mailed to any registered professional or professional member upon request. The recipient will be requested to sign a confidentiality agreement to not reproduce, publish or otherwise distribute any portion of the minutes received.
- 7.5 The corresponding secretary shall handle official correspondence as requested by the president and the directors and shall be responsible for maintaining the society's files and the mailing out and receipt of ballots regarding all matters requiring a vote of the membership and notices.
- 7.6 The treasurer shall be entrusted with the funds of the society. S/he shall send statements of funds and receive the same. S/he shall pay all bills authorized by the directors, keep an itemized account of all receipts and disbursements, present a financial report at each meeting of the directors, and keep such financial records, including books of account, as are necessary to comply with the Society Act.
- 7.7 The membership chair shall maintain a directory of the total membership of the society. In special cases, the membership chair shall refer membership applications to the Executive Committee. Applications of registration shall be referred to the Registration Committee.
- 7.8 The registration Chair will receive applications from professional members of the B.C.A.T.A., and convene committee meetings. The Chair will ensure applications are duly processed, that notifications to applicants are sent, that a registry of files for approved

applicants be kept, and that the regular review of the requirements and standards for Registration be undertaken.

- 7.9 In the absence of the recording secretary from a meeting, the directors shall appoint another person to act as recording secretary at the meeting.
- 7.10 The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
- 7.11 The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution.

8. BORROWING

- 8.1 In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, but the issue of debentures.
- 8.2 No debenture shall be issued without the sanction of a special resolution.
- 8.3 The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

9. AUDITOR

- 9.1 The society may have an auditor.
- 9.2 An auditor may be appointed by the directors who shall also fill all vacancies occurring in the office of the auditor.
- 9.3 At any annual general meeting the society may appoint an auditor to hold office until s/he is re-elected or her or his successor is elected at the next annual general meeting.
- 9.4 An auditor may be removed by special resolution.
- 9.5 An auditor shall be promptly informed in writing of appointment or removal.
- 9.6 No director and no employee of the society shall be auditor.
- 9.7 The auditor may attend general meetings.

10. NOTICE TO MEMBERS

- 10.1 A notice may be given to members either personally or by mail to them at their registered addresses, or by email.

- 10.2 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 10.3 a) Notice of a general meeting shall be given to:
- i) every member shown on the register of members on the day notice is given;
and
 - ii) the auditor, if any.
- b) No other person is entitled to receive a notice of general meeting.

11. BYLAWS

- 11.1 On being admitted to membership, each member is entitled to and shall be given by the society, without charge, a copy of the bylaws and code of ethics of the society.
- 11.2 These bylaws shall not be altered or added to except by special resolution.
- 11.3 The fiscal year of the society shall end on April 30.
- 11.4 The latest edition of Robert's Rules of Order shall be the authority for all questions of procedure not governed by the Society Act as amended from time to time or these bylaws.

12. CODE OF ETHICS

- 12.1 Art Therapists shall maintain objectivity, integrity and competence in meeting the highest standards of the profession. The ethical standards contained in the "Code of Ethics" document should be viewed as the minimum acceptable standards of practice and those to which art therapists shall be held accountable by public and peers. The Code of Ethics governing the standards of practice of the B.C.A.T.A. membership may be amended by the Ethics committee as experience reveals areas of concern that are perhaps not yet covered, subject to approval by the directors.
- 12.2 This document has been adopted by the British Columbia Art Therapy Association as a definition of standards to be followed by members of the B.C.A.T.A. The B.C.A.T.A. respectfully acknowledges the influence of the following professional organizations and their ethics statements in the preparation of this document: The American Art Therapy Association, The Canadian Art Therapy Association, The Ontario Art Therapy Association, l'Association des Arts Thérapeutes Du Quebec, and the Feminist Therapy Institute.
- 12.3 Nondiscrimination: The British Columbia Art Therapy Association does not knowingly engage in or support activities that discriminate on any basis as addressed in the BCATA Code of Ethics.