



British Association of Art Therapists Membership Bylaws

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1. Introduction

- 1.1 For the avoidance of doubt the term "Member" refers to company law members of the Association. Other categories of membership referred to in these Bylaws shall be described where relevant (e.g. Trainee or Associate).
- 1.2 Membership is open to any person interested in furthering the Objects and admitted by the Directors.
- 1.3 A Member may only be an individual.
- 1.4 The Directors may determine criteria for membership and may set out in Regulations/Bylaws a procedure and requirements for applying for membership. Directors are not obliged to admit any person satisfying such criteria as Members and may decline in a person's application. The process for considering a membership application can be found in section 9.
- 1.5 The Council may delegate the power to admit Members.
- 1.6 The Directors may establish different classes of Members and may recognise one or more classes of members (who are not Members of the Association for the purposes of the Companies Act) and set out their rights and obligations in Regulations/Bylaws.
- 1.7 The Council may determine subscriptions for all membership categories which may be at different rates, depending on criteria such as geography, whether the member is working, etc. All Members must pay the subscriptions (if any) that the Council determines from time to time.

2. Ending of Membership

- 2.1 A Member stops being a Member if:
 - 2.1.1 the Member resigns by giving notice in Writing to the Association (unless after the resignation there would be fewer than two remaining Members);
 - 2.1.2 any sum due from the Member to the Association remains unpaid three months after it is due and the Council resolves to end that Member's membership;
 - 2.1.3 the Member fails to respond in Writing within 60 days of being sent a notice in Writing requesting confirmation that they wish to remain a Member and containing a warning that their membership may be ended and the Council resolves to end membership;
 - 2.1.4 the Member dies.
- 2.2 The Council may resolve to remove a Member from membership on the basis that it is in the best interests of the Association that his or her membership is terminated by giving the Member notice in Writing. provided that:
 - (a) no later than 10 working days after receiving that notice the Member can

appeal in Writing to the Association against the termination;

- (b) any appeal must be considered by a meeting of the Council, or a committee appointed by the Council; and
- (c) the Member has the right to be heard at the meeting or may make written representations to it and the meeting shall either confirm the termination or reinstate the Member.

2.3 Factors the Council may consider when determining whether it is in the best interests of the Association to remove a Member include but are not limited to:

2.3.1 if the Member's application on the basis of which membership was granted contained or referred to information which was false or misleading or refers to facts which were or are no longer true or correct;

2.3.2 if the Member's registration with the Health and Care Professions Council (or any equivalent or successor body fulfilling the same or similar statutory duties) is revoked or suspended;

2.3.3 any other issues or considerations relating to the professional conduct of the Member;

2.3.4 any failure by the Member to comply with any applicable terms and conditions relating to their membership of the Association;

2.3.5 any failure by the Member to comply with any conditions imposed upon their membership pursuant to any procedure of the Association;

2.3.6 any conduct by the Member which is inappropriate or harmful towards another Member, a Director or an employee of the Association.

2.4 When exercising the power to remove a Member under the Articles the Council must comply with such (if any) relevant Regulations or Bylaws of the Association.

2.5 Members who voluntarily leave membership may still be required to pay the outstanding amount of their annual membership fee.

3. Register of Members

3.1 The Association shall maintain a register of Members with an entry for each Member showing the Member's name and address and the date on which the Member became a Member and ceased to be a Member. The register of members must be kept at the Office or at a single alternative location.

Full Membership

Eligibility

Any person who is a qualified and HCPC registered art therapist or art psychotherapist

Procedure to apply for membership

Membership applications are made online. Evidence of HCPC registration may be required.

Full membership runs annually from the point of becoming a member.

Trainee Membership

Eligibility

Any person who is currently attending a HCPC approved course leading to a validated MA or MSc in Art Therapy / Art Psychotherapy.

Procedure to apply for membership

Trainee membership applications are made online, which includes an automated approval process whereby their current course confirms they are attending the college / university stated in the year stated.

Trainee membership runs annually from the point of becoming a Trainee Member until graduation and registration as a HCPC art therapist / art psychotherapist at which point the Trainee Member should become Full Member.

Associate Membership

Eligibility

Any person who has an interest in art therapy but who is not eligible to join BAAT as a Trainee or Full Member. Individuals may join as UK or overseas residents.

Procedure to apply for membership

Associate membership applications are made online.

Associate membership runs annually from the point of becoming an Associate Member

General

Applications

All membership applications will be assessed against the membership eligibility criteria.

All membership applications are automatically approved based on the information provided and upon successful payment. Any applicants providing untrue information could be removed from membership and subject to disciplinary proceedings and not eligible for any membership refund.

Reporting

For auditing purposes, figures are kept on the number of members joining BAAT each year including the amount paid.

BAAT Board of Directors shall receive reports on membership figures, finances and other data from time to time. All personal data requested from and provided by members will be stored and used in line with the requirements of the Data Protection Act, GDPR and any other active UK legislation.

The BAAT Privacy Statement can be accessed online at [link to be inserted]

Annual Subscriptions

The BAAT Board of Directors sets annual subscription fees which are made available on the BAAT website. All BAAT memberships are for one full calendar year, and membership must be upheld for this full period.

Any member whose fees are more than three months in arrears will be removed from membership and will not receive any benefits or services of membership thereafter, including not being eligible to vote in any Annual General Meeting.

Resignations

Members are able to resign from BAAT once their full membership year payment has been settled in full. Members wishing to resign their BAAT membership must notify BAAT in writing via email to hello@baat.org giving at least one month's notice of their desired termination date and completing any outstanding payments in full before this can be actioned.

Payment

All BAAT memberships are for one calendar year. The option to pay the annual membership subscription by monthly Direct Debit instalments is not a part yearly membership; it is simply intended as an option to spread the cost.

Membership payments must be upheld for the full membership year. If Direct Debit instalment payments are cancelled by the member, or fail on three consecutive occasions, the whole amount outstanding immediately becomes due for payment. If this payment is not made, the membership will be cancelled immediately and the amount outstanding will be recoverable by BAAT or may remain on the member's file. This outstanding amount will need to be paid before the person could re-join BAAT membership in the future.

Rejection

In accordance with clause 1.4 of these Bylaws the Directors may refuse to admit an individual to membership. The reasons why this may happen could include, but is not limited to, the reasons set out in clause 2.3 of these Bylaws. The Directors decision will be based on the interests of the profession, BAAT members and BAAT staff.

The Directors will provide written reasons for refusing to admit an individual to membership. Any person who is refused BAAT membership will have the right to appeal. Individuals must write to the Chief Executive stating the reason they feel they are eligible for membership and why the decision not to admit them to membership was wrong.

This appeal will be taken to the next available BAAT Board of Directors meeting for assessment, providing the letter of appeal is received no less than 2 weeks prior to the Board of Directors Meeting.

The Board may appoint a suitable individual or individuals to review the decision not to admit the individual into membership.

The individual will be notified of the outcome of their appeal following the Board meeting or any review established by the Board. The Board of Director's decision will be final.

Suspension and Appeal

BAAT has the right to terminate or suspend membership of any member for any of the following reasons:

- Disciplinary Action
- Failure to pay membership subscriptions
- Failure to pay any other money outstanding to BAAT.
- Failure to respond to legitimate requests that the member contact BAAT in relation to their membership.

Decisions to suspend or terminate membership for Disciplinary reasons will be taken after the process has been followed in Bylaws relating to the Investigation of Complaints.

When a member is due to be suspended or membership cancelled for non-payment of either subscriptions or other outstanding money, BAAT will advise the member of their intention, and providing the outstanding money is paid within the allotted time stated on that notification, the decision may be reversed. If the money is not paid within the allotted time, then the membership will be cancelled.

The amount outstanding will be recoverable by BAAT and will remain on file and will need to be paid before the individual could re-join the membership in the future.

The member will then have the right to appeal in writing upon notification of their membership being cancelled. Notice of such an appeal must be given in writing towithin twenty-one days of notification to the person concerned of the decision. This appeal will then be taken to the next available Board of Directors meeting.

The decision of the Board of Directors will be final.

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