



CRANIOSACRAL THERAPY

*Association of South Africa*

The  
Constitution of The Craniosacral  
Therapy Association of  
South Africa



## CRANIOSACRAL THERAPY

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### **1. Preamble**

We the members of this organisation in order to promote and encourage interest in Craniosacral Therapy do set down, establish and maintain this constitution for the government of our association.

### **2. Name**

The name of this association is The Craniosacral Therapy Association of South Africa hereafter referred to as the CSTA SA.

### **3. Aims of the Association**

Our Aims are to:

- Manage a register of practitioners
- To set and maintain standards of practice and qualification
- To promote and provide information about Craniosacral Therapy (CST) in South Africa
- To communicate with members of the association in connection with CST related issues
- To promote ongoing training for practitioners of CST

### **4. Officers**

The officers making up the National Committee of the association shall comprise of voluntary full members headed up by a chairperson.

### **5. Membership**

There are three classifications of membership:

- Full Member  
If you are a graduate from one of our accredited schools, you may register as a full member of CSTA SA
- Student Member  
If you are a student at one of our accredited colleges in South Africa, you are entitled to reduced student membership.
- Friends  
Anyone with an interest in Craniosacral Therapy who would like to support our work may become a friend of CSTA SA.

### **6. Admission to the Association**

Admission to membership shall be at the discretion of the National Committee which reserves the right to accept or reject any application for membership.

## **7. Subscriptions**

### **7.1. New application**

- 7.1.1. Application for new full or student member needs be to be completed and supporting documents provided (where appropriate)
- 7.1.2. The Application is reviewed by the Education Co-ordinator and applicants will be notified.
- 7.1.3. Approved applicants are required to pay an annual and/or pro-rata subscription fee
- 7.1.4. Subscriptions shall be paid into the nominated bank account and must be paid in advance for the year
- 7.1.5. The amount shall be decided by the members of the association at the AGM
- 7.1.6. A student member transitioning to a full member will need to complete a new application.
- 7.1.7. All paid full members will receive a certificate for the year

### **7.2. Renewal**

- 7.2.1. An annual subscription shall be paid by members
- 7.2.2. Subscriptions shall be paid into the nominated bank account and must be paid in advance for the year
- 7.2.3. The amount shall be decided by the members of the association at the AGM
- 7.2.4. All paid full members will receive a certificate for the year

### **7.3. Subscriptions Exemptions /Reduction**

- 7.3.1. Members of the committee shall be exempt from the payment of subscription whilst they hold their post.
- 7.3.2. Other exemptions/reductions required must be requested in writing to the committee and a decision will be made and conditions laid out.

## **8. Disqualification**

Membership will cease in the following circumstances:

- Non-payment within 60 days of renewal day
- Resignation
- Suspension of members due to being found guilty of unprofessional/improper conduct.

## 9. **Committee**

The members of the committee must manage the affairs of the association.

Members of the committee must be full members of the association

- Chairperson,
- The Vice-Chairperson,
- The Treasurer,
- The Secretary
- Education Co-ordinator
- Committee members, up to 10 (ten) people in total

### 9.1. **Election**

The committee shall be elected annually by election at the AGM. Nominations for the committee should be received prior to the AGM.

### 9.2. **Remuneration**

All members of the committee and sub-committee shall give their services without remuneration except for that these members are given exemption for paying subscription fees for the time they are in office.

The position of Secretary may be remunerated at the discretion of the national committee.

Any out-of-pocket expenses may be paid after being ratified at the next committee meeting.

### 9.3. **Vacation of office**

A member of the committee shall vacate office if they cease to be a member of the association, resigns their post to the chairperson or is found guilty of unprofessional conduct.

Should the majority of the committee resign together a special general meeting needs to be called to fill the vacant posts.

Any single vacant posts can be filled at the discretion of the national committee temporarily until the next AGM.

### 9.4. **Meetings of the Committee**

The committee shall meet at least three times per year.

An agenda and copies of the previous meeting should be provided by the secretary.

Should it be found impossible to hold a committee meeting written resolutions signed by the majority of the committee shall be decreed valid and binding on all the members of the association. These signed resolutions are to be secured in the minute book and ratified at the next committee meeting.

#### **9.5. Quorum**

A Quorum for a meeting of the committee shall be 50% of the committee members.

#### **9.6. Job Descriptions**

The job descriptions of members of the national committee are as follows:

#### **9.7. The Chairperson**

In conjunction with the Vice- Chairperson, the Secretary and in consultation with the committee...the chairperson shall coordinate the CSTA SA policy, code of ethics and activities.

They shall set the agenda for committee meetings and AGMs.

They shall deal with or delegate to committee members any issues regarding the day to day running of the association.

Act as a spokesperson for the CSTA SA.

#### **9.8. Vice- Chairperson**

To assist and stand in for the chairperson.

#### **9.9. The Secretary**

- Shall be responsible for the ongoing administration of the CSTA SA
- For taking and circulating the minutes for all meetings.
- For maintaining CSTA SA files and records.
- Keeping/ managing a list of members (register).
- For giving notice of meetings and circulating the agenda
- For distributing of information regarding the CSTA SA

#### **9.10. The Treasure**

- Shall be responsible for managing CSTA SA's finances and for keeping the account books up to date
- Attend to the Tax Compliance of the Associations
- For collecting the membership fees, invoicing, paying all expenses and bills and for providing a budget, preparing management for the committee and annual financial reports at the AGM.

## **10. Powers of the Committee/Association**

### **10.1. Acquiring relevant services**

To appoint the services of any outside assistance the association is deemed to need e.g., accountants, managers, consultants etc. To engage and retain the services of lawyers and advocates when necessary in the interest of the association.

Also, to assist any member becoming legally involved in connection with their practice by assisting to engage the necessary legal assistance. The association will however not be responsible for any costs incurred in such involvement or engagement.

### **10.2. Workshops/ Conferences**

To promote, encourage, organise workshops/courses within the profession.

To hold conferences to discuss all matters concerning the profession of CST.

### **10.3. Information**

To collect and publish information regarding CST that may be of service to members of the general public.

### **10.4. Financing**

To pay the costs, charges and expenses of and incidental to the formation and registration of the association for the attainment of any of its objects or the conduct of its business.

### **10.5. Rules/Regulations**

To make and enforce rules and regulations for regulating the affairs and business of the association of whatever nature and to alter vary or repeal them

### **10.6. Promotion**

To promote and foster a greater appreciation among the general public of the benefits of CST.

To encourage the greater professional competence of the Craniosacral therapists who are members of the association.

To grant or decline approval for the holding of professional lectures, seminars or any other function with which the name of the association is associated.

All advertising , public relations and publishing, including management of the website shall be carried out or overlooked by the committee.

All press releases, correspondence etc shall be released through the chairperson or secretary's offices.



#### **10.7. Property**

To purchase or otherwise acquire any property rights or privileges which the association is authorised to acquire at such prices and generally on such terms as it thinks fit.

Also to sell the above as it thinks fit.

#### **10.8. Disputes/ Legal Proceedings**

To submit in any matter or dispute for mediation in which the association is concerned.

To act as arbitrators or appoint a representative to act as arbitrator in connection with any matter or dispute in which the association has an interest.

To institute, conduct, defend, abandon or compound any legal proceedings by or against the association and to pay the costs thereof.

#### **11. Meetings**

The following procedures should be followed.

- 11.1. 21 days written notice of an annual general meeting (AGM), or special general meeting (SGM) should be given.
- 11.2. A Quorum for an AGM or SGM shall be no less than 10% of the association's members or six in number whichever is greater. These members must be entitled to vote.
- 11.3. If the Quorum is not present within half an hour of the beginning of the meeting, the meeting shall be dissolved. If at the next adjourned meeting a quorum is not present, the members present shall make up a quorum.

Attendance

- i) The Chairperson or Vice Chairperson shall preside at every general meeting.
- ii) If neither of the above are present a committee member may step in (if chosen by a majority of members present).
- iii) If all members of the committee are absent or unwilling to preside the members of the association who are present shall elect a member to act as chairperson and to preside at the meeting.

#### **12. Votes of Members**

- 12.1. Full voting rights – full member of the association.
- 12.2. No voting rights – student member, friend member.



### **13. Voting Procedures**

- 13.1. A resolution put to the meeting shall be decided on a show of hands by a majority of the members present and entitled to vote.
- 13.2. A secret ballot can be requested in place of the above procedure.
- 13.3. The result of the vote is declared and shall be conclusive and an entry made to the minutes. In the case of an equality of votes by either method the chairperson of the meeting shall be entitled to a second or casting vote.
- 13.4. There is no provision for proxy votes.
- 13.5. Electronic and/or postal votes are accepted by the committee prior to the AGM.

### **14. Minutes**

- 14.1. Minutes of the proceedings of all meetings shall be kept digitally or writing. Digital meetings to have action plans documented in writing via email, WhatsApp etc.
- 14.2. AGM and SGM must be signed (digital signatures will be accepted) by the chairperson and shall be conclusive evidence of the facts therein stated
- 14.3. Minutes of the preceding AGM as well as any intervening SGM, shall be circulated to all members prior to the next ensuing AGM.

### **15. Equal Opportunities**

The association fully supports equal opportunities and will treat all people as equal regardless of sex, age, race, ethnicity, religion, disability, sexual preference or beliefs.

### **16. Discipline**

- 16.1. If you have any grievances against a member of the association these must be reported to the national committee in writing preferably with relevant documentation attached.
  - 16.1.1. The committee will then forward a copy to the accused member and request a reply within 30 days.
  - 16.1.2. If no reply is received the accused member and complainant will be notified of a time and date that the report will be investigated and will be requested to attend.
  - 16.1.3. If the member accused is not present the committee will deal with the matter with the evidence, they have available.
  - 16.1.4. If the members conduct is deemed to be improper then the committee may decide;
    - i. To warn the member in writing.
    - ii. To reprimand in writing.
    - iii. To suspend membership for a given time in writing.
    - iv. To expel the member giving written notification.





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- 16.1.5. If a reply from the member accused is received the committee shall endeavour to reconcile the two parties. If unsuccessful the committee shall decide using all available evidence that if conduct of the member accused is improper
- 16.1.6. If so, the above consequences shall apply.
- 16.2. The complainant and member accused are welcome (at their own expense) to bring representatives and witnesses to the investigation providing notice is given in advance.
- 16.3. Written record of the entire proceedings is to be kept on file.

### **17. Finance and Accounting records**

- 17.1. All funds shall be deposited into a bank account named Craniosacral Therapy Association of SA at a bank approved by the national committee.
- 17.2. The Chairperson and/or Treasurer shall effect payments and withdrawals from the account using the approved online banking platform provided by the bank. Only payments approved by the national committee will be paid.
- 17.3. Authorised signatories with the bank shall be the Chairperson, Treasurer and an alternative signatory who should be a full member of the association.
- 17.4. The national committee shall authorise all expenditure and shall not create any debt.
- 17.5. The books of the association shall be submitted to a qualified professional.
- 17.6. An independently reviewed annual financial statements shall be made available to every association full member at/before the AGM.

### **18. Indemnity**

- 18.1. Every officer official, servant or member of the association shall be and is hereby indemnified against any loss or damage sustained when carrying out their duties unless occasioned by the fraud or dishonesty by such member.
- 18.2. Liability to the members is limited to the annual subscription levied by the association.

### **19. Amendments to this document**

- 19.1. Any amendments to this document must be agreed by members of the national committee.
- 19.2. All members of the association must be provided with the new document and any objection received by such members is to be documented and taken into consideration by the committee.



## **20. Branches**

- 20.1. On the requisition of at least 10 members and the acquiescence of the national committee a branch may be formed in any area where there are several members within reasonable distance to one another.
- 20.2. The national committee may delegate any of its powers to a branch committee as it may think fit.
- 20.3. Any branch committee shall in the exercise of its powers so delegated conform to any regulations that may be imposed on it by the national committee

## **21. Termination of the Association**

- 21.1. If on the closing down of the association after any debts and liabilities have been settled there are assets or monies left over, these will not go to members of the association but shall be given to other institutions who have the same objectives as the CSTA SA.
- 21.2. This shall be decided by the members of the association or before the time of dissolution.