

# EAMI constitution

Revised and confirmed by the General Assembly

2020 September 26th.

## European Association of Music and Imagery (EAMI)

### 1. Name and Registered Office

- a) The name of the association is the European Association of Music and Imagery (EAMI) (the Association). It is a non-profit organisation.
- b) The Association is registered in Denmark.
- c) The registered office of the association is: Smedegårdsvej 3E, 4070 Kirke Hyllinge, Denmark.

### 2. Definitions

Throughout this document Music and Imagery will refer to Guided Imagery and Music (GIM), including the Bonny Method of Guided Imagery and Music (BMGIM) and related practices involving music and imagery.

### 3. Purpose

The purpose of the association is to:

- a) foster the growth and development of the Bonny Method of GIM and related practices involving music and imagery.
- b) promote training programmes in the Bonny Method of GIM.
- c) promote and maintain professional standards of practice and abide by the code of ethical conduct.
- d) promote and delegate the organisation of a biennial conference on Music and Imagery in different European countries.
- e) promote all aspects of research into Music and Imagery.
- f) promote exchange and communication through networking within the Association and related organisations both in Europe and worldwide.

### 4. Membership

- a) Membership of the Association will be made by written application.
- b) There will be an annual renewal of membership subscription and payment of fees.
- c) Members will be bound by the rules and ethical guidelines of the Association.
- d) Fees will be determined by the Board, reviewed biennially and any changes voted on at the general assembly.
- e) A senior fee reduction of fifty percent is offered members retired from all work and with limited financial resources.
- f) There are four categories of membership:
  1. Professional membership, open to those individuals who have completed an approved course of study in GIM and who meet the requirements of an EAMI or AMI (Association of Music and Imagery) endorsed training programme
  2. Student membership, open to all persons enrolled in endorsed EAMI or AMI training programmes.
  3. Honorary membership may be conferred by the Board in recognition of service and/or substantial contribution to Music and Imagery. Honorary membership is not subject to membership fees.

- 4. Associate membership is open to all persons in good standing with the Association. Associate membership does not including voting rights.
- g) Termination of Membership
  - i. Membership may be terminated at any time by written notification to the secretary.
  - ii. Membership may be terminated by the Board if upon due processes involving relevant committees a member is deemed to be in breach of the rules of the Association. It is effectuated by written notification by the secretary.
  - iii. Membership will lapse if fees are not received within the agreed period of time.

## 5. General Assembly

- a) The general assembly is a scheduled meeting of members convened at the biennial conference. The general assembly is the highest authority of the Association.
- b) Notice of the general assembly, the agenda and any motions to be put before the Association will be circulated to members six weeks in advance of the conference.
- c) A quorum for any general assembly of the Association will be a minimum of thirty current members.
- d) Only current professional and student members of the Association, who were registered as members no later than six weeks prior to the general assembly, are eligible to vote.
- e) The method of voting will be by simple majority. In the case of a tied vote, the chair of the preceding period has the second and casting vote.
- f) Each member is entitled to appoint another member as a proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- g) All votes shall be given personally or by proxy.
- h) The Board may decide that a general assembly shall be held as a partial or complete electronic general assembly. The notice convening a full or partial electronic general assembly must contain information on the procedure. It must be clear how to register for electronic participation and where to find information on the procedure for electronic participation. This information must be available to all members no later than 8 business days prior to the general assembly. The Board ensures that the general assembly is convened in a satisfactory manner.
- i) The Board appoints the chair of the general assembly. This can be someone either internal or external to the Association.
- j) The chair of the general assembly oversees and manages the general assembly according to the rules of the constitution and the rules of procedure for the general assembly and subsequently declares whether the general assembly was held accordingly.
- k) The agenda for the biennial general assembly shall contain at least the following points:
  - 1. Choosing vote counters
  - 2. Presentation and approval of the chair of the general assembly
  - 3. Determination of quorum
  - 4. Chairman's report
  - 5. Treasurer's report
  - 6. Reports from the committees
  - 7. Consideration of proposals received
  - 8. Budget approval
  - 9. Election of board members
  - 10. Presentation and approval of auditors
  - 11. Any other business

## **6. Extraordinary General Assembly**

- a) An extraordinary general assembly may be held when the Board considers it necessary, or on the written request of not less than thirty current members of the Association.
- b) In such cases, the general assembly must be held no later than ten weeks after the request has been notified to the chair.
- c) Otherwise the rules for the ordinary general assembly apply.

## **7. Amendments to the Constitution**

- a) Amendments to the constitution, including changes to the purposes, may be recommended by the Board and must be confirmed by a three-quarters majority vote of the members participating (including by proxy or virtual means) either at a biennial general assembly or at an extraordinary general assembly.
- b) Amendments may be proposed by any member and must be sent to the Board no less than twelve weeks before the general assembly.
- c) Members must be notified of the proposed amendment(s) six weeks in advance of the biennial general assembly or the extraordinary general assembly.

## **8. The Board of EAMI**

- a) Structure: the Board will constitute itself including the following positions: chair, vice-chair, secretary, treasurer and between one and four other members. If eight members are elected, one will serve as a substitute. The substitute member may vote in proxy for an absent member but does not have voting rights him/herself. The Board may invite the substitute member to attend Board meetings.
- b) Members of the Board are elected at the general assembly for a 2-year term.
- c) Board members/officers may not serve in the same position for more than six consecutive years.
- d) The Board shall lead the Association in accordance with the articles of the Association and resolutions of the general assembly.
- e) Election of officers
  - i. Eligibility: The positions of chair, vice-chair and two other members of the Board will be held by EAMI registered therapists. At least one member of the Board must be an EAMI registered trainer. Other positions may be held by current members of the Association.
  - ii. Nominations for the Board will be called six weeks in advance of the conference and proposals will be circulated to the membership three weeks in advance of the General Assembly. If the number of nominations exceeds the number of positions vacant, an election will be held. The voting will be by simple majority.
  - iii. A member of the Board may resign his/her position by written notification to the secretary. The secretary will acknowledge by receipt in writing.
  - iv. Where a vacancy occurs on the Board, the position may be filled by consensus of the Board until the next general assembly. The position will then be up for election following normal procedure.
- f) Meetings of the Board
  - i. The meetings of the Board are quorate by four members or more.
  - ii. Voting will be by simple majority. In the case of a tied vote the chair will have the second and casting vote.
  - iii. A resolution (without a meeting) will be considered passed if it is made in writing and signed by all members. Any such resolution will be tabled at the next meeting of the Board and recorded in the minutes of that meeting.

- g) Responsibilities of the Board include the following
- i. Maintain the relevant registration of the Association.
  - ii. Maintain the Constitution and the rules of the Association and record changes to these documents.
  - iii. Authorise one or more signatories to sign and execute all official documents, including those relating to finance.
  - iv. Uphold a register of members in compliance with the principles of the GDPR.
  - v. Maintain and update the website of the Association.
  - vi. Receive proposals for future conferences six weeks in advance of the current conference and to announce the venues for two subsequent conferences at the General Assembly.
  - vii. Collaborate with the conference organising committee.
  - viii. Employ support staff in compliance with statutory employment law.
  - ix. Purchase or hire equipment or to enter into other rental arrangements.
  - x. Accept and raise money for the purpose of the Association.
  - xi. Use money to serve the purposes of the Association.
  - xii. Pay expenses as incurred by the Association.
  - xiii. Appoint an auditor of the financial statement.
  - xiv. Submit an annual financial report to the appropriate authorities.
  - xv. Submit and present reports at the biennial general assembly.
  - xvi. Seek legal advice when needed.
- h) The role of the chair, vice-chair, secretary and treasurer
- i. The chair is responsible for leading and structuring the ongoing work of the Board in collaboration with other board members and acting on behalf of the Board in legal matters. The chair shall convene and chair the meetings of the Board.
  - ii. Board meetings are held when the chair deems it necessary, or when at least two members of the Board issue a request for a meeting to the chair. In such cases, the meeting should be held within 2 weeks of the request. Notice is made in writing stating the agenda.
  - iii. The vice-chair shall serve as acting chair when necessary.
  - iv. The secretary will be responsible for keeping all records of the association, taking minutes of board meetings and taking minutes of the resolutions of the general assembly. The secretary may delegate another member of the Board to take minutes at meetings of the Board.
  - v. The funds of the Association will be managed by the treasurer, who will receive all moneys due to the Association and make all payments authorised by the Association. The treasurer will make half yearly reports to the Board on the financial status of the Association.
- i) Appointing committees
- i. The Board will invite members to serve as officers on two working committees: The Ethics Committee and the Education Committee. No dual roles are permitted. In addition, the Board will invite three members to form an election committee for the purpose of finding new eligible and suitable officers who may be willing to serve on the Board.
  - ii. The Board may establish other committees or working groups as required.
  - iii. The members of the committees are appointed for two years at a time. Members may be re-appointed. The committees are independent of the Board.
  - iv. Committee members will remove themselves from a case where a conflict of interests has been or can be detected.

**9. Indemnity and Liability**

Members of the Association and the Board 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; nor will they be responsible for financial losses incurred by EAMI unless it be through their own personal misconduct.

**10. Dissolution of the Association**

- a) The Association will be dissolved if there is a three-quarters majority vote for such dissolution at a general assembly. Members should be notified of such a proposal six weeks in advance of the general assembly.
- b) If, on the dissolution of the Association there remain funds after payment of debts and liabilities, or any assets, these shall be given to some other organisation having objectives similar to the Association. This will be decided by the Board. Members will be notified with enough time to object should they wish to do so.

**11. Date at which these articles come into effect: \_\_\_\_\_**

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Signatures