



THE MCTIMONEY ANIMAL ASSOCIATION

Constitution

1. NAME

The Name of the Association shall be the McTimoney Animal Association hereinafter called “the MAA”. For the purposes of this document all mention of the word ‘he’ also implies ‘she’.

2. OBJECTIVES

- (i) To support the essential principles, philosophy and the art of the McTimoney treatment for animals as developed by the late John McTimoney.
- (ii) To foster and support the training & development of suitable persons as McTimoney Animal Practitioners. The Main Committee will decide upon continuous Professional Development (CPD) requirements from time to time.
- (iii) To represent and promote the members of the MAA in their relations and negotiations with veterinary and other animal health professions.
- (iv) To provide code of professional and ethical conduct and discipline for members of the MAA.
- (v) To maintain a Register of those who are members of the MAA.

3. MEMBERSHIP

There shall be the following categories of members of the MAA:

(i) Member

Only graduates of the Post Graduate Diploma in Animal Manipulation from the McTimoney College of Chiropractic are eligible to join the Association. All full members will be eligible to use the post nominals MMAA for the duration of the time that they are full members of the MAA.

Graduates who have also completed the Human course at the McTimoney College of Chiropractic are also eligible to become members of the MAA subject to the proviso noted in 23. section 1(d)

(ii) Non-Practicing Members

Members who inform the MAA in advance of their intention to withdraw from practice



for a period of one MAA year or more, and intend to return to practice at some future time, shall be regarded as non-practising members. (If a practitioner withdraws from practice for a period of more than one year they may be required to satisfy the MAA as to their competence to return to practice.) Non-practising members who have paid their dues will not be included in the directory of practitioners but will receive all relevant mailings from the MAA if they so choose.

(iii) Student

Any person currently enrolled on the Post Graduate Diploma in Animal Manipulation from the McTimoney College of Chiropractic shall be eligible to become a student member. As a student member they will not be eligible to use any post nominals until after successful graduation and subsequently joining the MAA as a full member.

4. MEETINGS

(i) Annual General Meeting (AGM)

An Annual General Meeting of the MAA shall be held within 15 months of the previous Annual General Meeting at which shall be elected the Officers of the MAA as defined below and at which the independent reporter of the accounts of the MAA shall be appointed. At least one month's notice shall be given to all members of the date of the AGM.

(ii) Extraordinary General Meeting (EGM)

An EGM shall be called at the discretion of the Committee. At least 14 days notice shall be given to all members of the date of the EGM.

An EGM shall also be convened upon a requisition made in writing by not less than 20% of the members. The requisition must state the object of the meeting and must be signed by the requisitionists and be sent to the Secretary of the MAA. The MAA will bear the cost of such EGM. Should a smaller number of members wish to convene an EGM, they have the right to do so at their own expense.

If the Committee shall fail to convene an EGM, which is duly requisitioned within 21 days of such requisition, the requisitionists themselves may convene an EGM at any time within three months from such requisition. No business shall be conducted at the EGM other than that for which it shall be called or requisitioned.

(iii) Voting

All decisions made at a General meeting shall be on a simple majority vote save as otherwise herein specifically provided. Valid proxy votes shall be accepted. The Chair shall have an additional deciding vote if necessary to resolve a deadlock.



Postal voting may also be used if required for issues that arise and need resolving in the interval between AGM's. Postal voting forms will be sent to all members to fill in and return to the secretary for collating.

(iv) Business

A member shall give the Committee not less than one month's notice of any business, which such member wishes to have discussed at any General Meeting of the MAA

(v) Quorum

A General Meeting shall require a quorum of 15% of the membership of the MAA entitled to vote. Proxy votes shall not be included in the quorum.

5. VOTING RIGHTS

Full Members only shall be entitled to vote at any General meeting of the MAA on condition that their subscriptions and any other dues have been paid in accordance with section 7 of this Constitution up to the date of the meeting.

6. VOTING PROCEDURE

- (i) All questions arising at a General Meeting shall be decided by a show of hands of members present unless (before or on the declaration of the result of the show of hands) either the Chair or at least five members present and entitled to vote demand a poll.
- (ii) Proxy votes shall be accepted.
- (iii) The Chair of the meeting shall cast all proxy votes that are registered with the Chair in the manner directed by the members registering those proxy votes.
- (iv) When postal voting is required, postal voting forms will be sent to all members to fill in and return to the secretary for collating. Two committee members will count the results, which will then be made available to each member.

7. SUBSCRIPTIONS

- (i) The annual subscription for all categories of membership shall be notified at the Annual General Meeting, or by writing 2 months prior to the start of membership year.
- (ii) All annual subscriptions shall expire on 2nd April each year and renewal subscriptions are due annually in advance by the 1st April each year, by any method as decided by the Committee from time to time.



- (iii) All members whose subscriptions (or the first instalment of such subscription) have not been received by the close of business on the 1st April in each year shall cease to be a member of the MAA.
- (iv) The MAA by a majority vote of voting members present at any Annual or Extraordinary meeting shall have power to determine an additional subscription fee on all members as may be necessary to meet the obligations of the MAA. Any such subscription may be obligatory, constituting part of the annual membership subscription.

8. INSURANCE

All practising members of the MAA must hold adequate professional indemnity and public liability insurance cover.

Members may subscribe to the bloc policy, if available, arranged by the MAA upon such terms and conditions as the MAA and the insurer may from time to time prescribe.

9. OFFICERS

The following Officers may be elected at the AGM who shall be members of the MAA:

- (i) The Chair
- (ii) The Secretary
- (iii) The Treasurer

The Committee shall comprise the Officers with other members elected at the AGM.

Five further members may also be elected or coopted to the Committee in addition to the Officers.

The Officers and Committee Members shall each hold office until the AGM following their election, except the Chair who will hold office on a rolling basis.

Officers and Committee Members shall be eligible for re-election at the expiration of their respective terms of office unless they shall have attended fewer than half of the Meetings of the Committee during their term of office in which case they shall be ineligible for re-election for the next following term.

In the event of any casual vacancy occurring in any office between one AGM and another the Committee may appoint a member of the MAA to fill the vacancy but the member so appointed shall hold office only until the following AGM unless at such AGM the member is re-elected for a further term of office.

If the position of Secretary and Treasurer cannot be filled from within the membership, the Committee may engage suitably qualified persons to undertake the function of such positions on terms approved by the Committee.



10. COMMITTEE

- (i) The management of the MAA shall be by a Committee which shall comprise three Officers and up to five additional members. The Committee may delegate any of its powers to subcommittees or special committees consisting of the Committee or other members of the MAA; may alter or revoke rules and regulations (so long as such rules or regulations are not inconsistent with this Constitution and the Code of Ethics and the Disciplinary Procedure hereinafter referred to); and may generally exercise all such powers of the MAA as are not by this Constitution or by statute required to be exercised by the MAA in General Meetings, subject nevertheless to this Constitution, to statutory provisions, and to such rules Procedure or statutory provisions or as may be prescribed by the MAA in General Meeting. No rule or regulation made by the MAA in General Meeting shall invalidate any prior act of the Committee which would have been valid if such rule or regulation had not been made. The Committee shall make a report to every AGM.
- (ii) The Chair will normally chair meetings of the Committee but in the Chair's absence a substitute Chair shall be nominated for the meeting by other members of the Committee present thereat. If a substitute cannot be agreed upon the meeting shall be postponed until the next following date on which the Chair is available.
- (iii) The Committee shall require a quorum of four including at least two Officers. Decisions shall be on a simple majority vote of those present: the Chair of the meeting has an additional, deciding vote to resolve a deadlock situation.
- (iv) Any member of the Committee may be asked to resign or may be dismissed if a majority of the other members of the whole Committee consider it desirable in the interests of the MAA, or if they fail to attend 3 consecutive meetings.
- (v) At least ten working day's notice in writing or email shall be given of any meetings of the Committee.

11. SUBCOMMITTEES

- (i) The Committee shall establish such Subcommittees as are required from time to time and shall discontinue any that are no longer appropriate. The Main Committee can vary specific responsibilities from time to time.
- (ii) The Chairmen of any Subcommittees shall be appointed by the Committee and may be replaced by a majority vote of the Committee.
- (iv) The Chair of the MAA, or their nominee, shall be an Ex Officio member of all the Subcommittees of the MAA.
- (v) Being Chair of one Subcommittee, or an Elected Officer, shall not preclude any individual from being either Chair or ordinary member of any other Subcommittee.



12. AFFILIATION BY OR OF THE MAA

The Committee shall have the power to propose that the MAA shall affiliate with or grant affiliation or association to any other Association or Associations having similar interests to that of the MAA. In such an event an EGM of the MAA shall be convened to determine whether such an affiliation or association shall proceed and unless not less than three-quarters of those entitled to vote at such EGM vote in favour of proceeding such affiliation or association shall not proceed.

13. CODE OF ETHICS

The Code of Ethics of the MAA, which shall be deemed to be part of this Constitution, shall bind all members of the MAA. Membership of the MAA implies acceptance of the Code of Ethics.

14. DISCIPLINARY PROCEDURE

The MAA retains the right to establish a Disciplinary Procedure, which shall be deemed to be part of this Constitution. Membership of the MAA implies acceptance of the respective Disciplinary Procedure.

15. AMENDMENTS TO THE CONSTITUTION

Any addition or change to this Constitution or to the Code of Ethics shall only be made if three-quarters or more of the votes cast at a General Meeting of the MAA called to consider an amendment are in favour of the amendment.

16. ACCOUNTS

The Accounts of the MAA shall be available for inspection by any member on reasonable notice to the Treasurer. They shall be reported on by independent qualified accountants and presented to the AGM for approval.

17. PROFESSIONAL SERVICES ETC

The Committee shall be responsible for the selection and appointment of Accountants (except the auditors of the MAA who shall be appointed by the AGM), Bankers, Solicitors and others whose services are required from time to time by the MAA.

18. NOTICES

The MAA may serve a notice on any member, either personally or by sending it through the post in a prepaid letter addressed to the member at the member's latest address registered with the MAA. Any notice sent to such address shall be deemed to have been received by the member to



whom it is addressed whether or not it is actually received on the next day for delivery of post following the date of posting. For the purpose hereof, the latest registered address of a member shall be the address last appearing in the Register of members held by the MA and it shall be the responsibility of the members to notify the Secretary forthwith of any change of address.

19. EXPENSES OF OFFICERS AND MEMBERS OF THE COMMITTEE

The Committee shall have authority to pay remuneration for any person in attending meetings or otherwise rendering services to the MAA. A principle that no member ought to be 'out of pocket' for discharging their duties to the Association is adopted.

20. SURPLUSES OF INCOME OVER EXPENDITURE

The MAA is a non-profit organisation. Any surplus will not be distributed and shall be applied in the interests of its members and promoting the objects of the MAA.

21. WINDING UP OR DISSOLUTION OF THE MAA

In the event of the MAA ceasing to exist then any assets remaining after payment of any debts and liabilities shall not be distributed amongst the members of the MAA but shall be given or transferred to a charitable institution or institutions having objects similar to the objects of the MAA and which shall similarly prohibit the distribution of its income or their income and property amongst it or its members. Such institution or institutions shall be determined by the members of the MAA in an EGM at or before the time of dissolution and if in so far as effect cannot be given to the aforesaid provision then the assets shall be given to some other charitable object.

22. ELECTION OF MEMBERS

(i) Application

- (a) Every applicant shall provide a duly completed and signed application form, together with a valid insurance certificate and a signed statement to declare that they are not aware of any impending insurance claims or suits against them.
- (b) Every such application shall contain an undertaking by the applicant that if elected the applicant will abide by this Constitution and the Code of Ethics and any Disciplinary Procedure of the MAA.
- (c) Every such Application shall be accompanied by the sum equal to the annual subscription which would be payable should the application be successful.
- (d) Any members who have successfully completed the human course at the McTimoney Chiropractic College but are non GCC registered practitioners shall also undertake to ensure any publicity materials that they produce do not mention that they are members



of the MAA in the same section that mentions that they treat humans. The use of the word McTimoney in relation to the use of the McTimoney technique for animals must not be confused with any treatment used on humans. It is the legal responsibility of the practitioner to ensure that they do not mislead the public regarding the type of treatment given as per section 32 (i) of the Chiropractors Act 1994.

(ii) Election

The Secretary shall circulate copies of each application form to members of the Committee or any membership subcommittee appointed for that purpose. The Committee or membership subcommittee (as the case may be) shall at its next meeting after the application shall have been received decide whether to accept, reject or make further enquiries about the applicant.

If the Committee or membership subcommittee (as the case may be) shall decide to make further enquiries about the applicant it shall at the first meeting after receipt of replies to such enquiries decide whether to accept or reject the application.

The Committee or membership subcommittee (as the case may be) shall have full power to accept the application. If the decision is to reject an application, however, the applicant may on refusal first attend before the next meeting of the Committee following the date of rejection of the application and speak against such rejection. If the Committee notwithstanding such appeal continues to reject the application the applicant may appeal either personally or through some other person on the applicant's behalf at the next General Meeting of the MAA? and the decision of that General Meeting as to the application following such appeal shall be final and binding upon the applicant.

(iii) Re-election

Any member who has let their membership of the MAA lapse and wishes to rejoin must follow the normal application procedure to rejoin at the appropriate grade of membership and must satisfy the Committee as to their competence to practise.

- (iv) Any changes to membership policy or category to be implemented at the commencement of the respective, following membership term.

23. CERTIFICATE OF MEMBERSHIP

A certificate of membership in a form approved from time to time by the Committee shall be issued to each member of the MAA stating the category of membership. The Chair and Secretary shall sign such certificate. No such certificate shall however be issued unless and until the appropriate subscription fee has been paid.

Any such certificate is and shall remain the property of the MAA and shall be returned to the MAA upon request by the Committee.



24. CONTINUING PROFESSIONAL EDUCATION

The MAA will co-operate with other organisations that are acceptable to the MAA in the provision of Continuing Professional Development programmes.