

CONSTITUTION OF THE ASSOCIATION FOR OUTDOOR THERAPY

1. NAME

The name of the Association shall be the ASSOCIATION FOR OUTDOOR THERAPY (hereinafter referred to as the 'Association').

2. OBJECTS

The Association has a vision as: Outdoor Therapy is recognised as an accessible and credible approach that benefits individuals, society, and our planet.

The objects of the Association will be:

- a) To develop and support safe, ethical, and sustainable approaches to outdoor therapy and build capability in the field.
- b) To build a thriving community of practice in outdoor therapy in the UK and Ireland.
- c) To promote knowledge and develop understanding across diverse applications of outdoor therapy.

3. GOVERNANCE

The Association for Outdoor Therapy operates as a sector specialist group within the framework of the Institute for Outdoor Learning.

4. MEMBERSHIP

- a) Membership of the Association will be open to anyone over the age of 18 years who supports the objectives of the Association.
- b) Any person wishing to become a member must sign, and submit to the Association, a written application for membership. All members must agree to comply with the Code of Conduct and will receive a copy / be given an electronic version / website link of a copy of the Constitution.
- c) The Management Committee may, at its discretion, refuse any application for membership. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- d) The Management Committee may for good and sufficient reason refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full Management Committee before a final decision is made.
- e) Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to a body other than the committee/ individuals making the original decision e.g. AGM.

- f) Any member wishing to withdraw from membership must sign, and submit to the Association, a written notice. On receipt by the Association they will cease to be a member.
- g) Members will be required to pay an annual membership fee which will be set by members at the Annual General Meeting. Failure to pay the annual membership fee will result in membership being terminated.

5. HONORARY OFFICERS

- a) At the Annual General Meeting, the Association shall elect a Chairperson, a Secretary / Administrator, a Treasurer and any such Honorary Officers as the Association shall from time to time decide.
- b) The Chairperson and the other Honorary Officers of the Association shall hold office until the conclusion of the next Annual General Meeting of the Association after their election, but shall be eligible for re-election.

- c) Duties of the Honorary Officers

(1) The duties of the Chairperson are to:

Chair meetings of the Management Committee and the Association.

Ensure meetings run smoothly, that everyone has an opportunity to be heard and decisions are made.

(2) The duties of the Secretary / Administrator are to:

Take and keep minutes of meetings.

Prepare the agenda for meetings of the Committee and the Association in consultation with the Management Committee.

Maintain the membership list.

Deal with correspondence.

Collect and circulate any relevant information within the Association.

(3) The duties of the Treasurer are to:

Supervise the financial affairs of the Association.

Keep proper accounts that show all monies collected and paid out by the Association.

- d) The Chairperson and other Honorary Officers shall be ex-officio members of any Sub-Committees of the Association.

6. MANAGEMENT COMMITTEE

- a) Subject as hereinafter mentioned, the policy and management of the affairs of the Association shall be directed by a Management Committee which shall meet not less than 3 times each year and shall consist of not less than 3 or more than 12 members.

- b) The Management Committee shall have the powers to do all such lawful things as will further the vision and objects of the Association. This includes arranging for members to represent the Association where required.
- c) The members of the Management Committee shall be elected at the Annual General Meeting of the Association, in accordance with clause (4) thereof.
- d) Any casual vacancy on the Management Committee may be filled by the Committee. Any person appointed to fill such a vacancy shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for re-election at that meeting.
- e) The Management Committee may appoint Sub-Committees as considered necessary, and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such Sub-Committees shall be reported back to the Management Committee as soon as possible.

7. MEETINGS OF THE ASSOCIATION

- a) The Annual General Meeting (AGM) shall be held within 15 months of the preceding AGM. At least 14 days' notice will be given to members.
- b) The Annual General Meeting will transact the following business:-
 - 1. Minutes of the previous Annual General Meeting.
 - 2. Consideration of the annual report provided by the Management Committee.
 - 3. Consideration of the annual statement of accounts.
 - 4. Election of Honorary Officers and Management Committee.
 - 5. Any other competent business.
- c) The quorum for an AGM shall be 6 members
- d) The Chairperson of the Association may at any time at their discretion, and shall, within 14 days of receiving a written request by not less than 33% of members having the power to vote and giving reason for the request, call a Special Meeting of the Association for the purpose of altering the Constitution or of considering any matter which may be referred to them by the Management Committee for any other purpose. The proposed changes to the Constitution, or other matter to be considered at this Special Meeting, shall be distributed in writing to the membership at least 14 days prior to the date of the Special Meeting.

8. RULES FOR MEETINGS

- a) The quorum at a meeting of the Management Committee shall be not less than 3 of the full members entitled to vote.
- b) Unless otherwise specified in this Constitution, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. In the event of a tie, the Chairperson has the casting vote.

- c) The minutes of the Committee Meetings shall contain a record of all proceedings, resolutions and decisions. These minutes should be available to the membership at all times.

9. FINANCE

- a) Finance shall be raised by the Management Committee through fund raising events, subscriptions, donations, legacies or grants.
- b) The Financial Year shall be from 1st April to 31st March.
- c) The Treasurer shall keep proper accounts of the finances of the Association. At the end of the financial year the Treasurer will prepare an annual statement of accounts for the Management Committee to review.
- d) None of the Association's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its objects.
- e) Any bank account may be opened in the name of the Association with a bank or building society as the Management Committee shall from time to time decide.
- f) The Management Committee shall authorise, in writing, 3 members of the Management Committee, one of whom shall be the Treasurer, to authorise payments on behalf of the Association.
- g) All payments must be approved by not less than 2 of the authorised signatories, who cannot be related or resident at the same address.

10. ALTERATIONS TO THE CONSTITUTION

Alterations to the conditions may be proposed at the Annual General Meeting or at a Special General Meeting called for that purpose. Any such proposal to alter the Constitution must be given in writing to the Secretary at least 21 days before the meeting at which the proposed alteration is to be considered. The proposed alteration must be distributed, in writing, along with the official notification of the meeting to the membership at least 14 days before the meeting. Any alteration to the Constitution will require the approval of two-thirds of those present and eligible to vote.

11. DISSOLUTION

If the Management Committee, by a simple majority, decide at any time, on ground of expense or otherwise, that it is necessary or advisable to dissolve the Association, it shall call a Special Meeting of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities, shall be given or transferred equally to any charitable Association with similar aims and objectives to the Association.

Adopted by its members at a meeting held on 08/07/2024.

