

ACBTA Constitution

Constitution of the Asian Cognitive Behavioral Therapies Association (ACBTA)

Revised: 17 September 2021

1. Name/Statement of Purposes

1.1. The name of the incorporated association is the Asian Cognitive Behavioral Therapies Association, or abbreviated to be ACBTA (in these rules, called “the Association”). The name may be changed if a motion is presented, for consideration at the Annual General Meeting, 30 days prior to the Annual General Meeting of the Association.

1.2. Statement of Purposes

1.2.1. To advance the theory and practice of Cognitive Behavioral Therapies (CBT) in Asia.

1.2.2. To stimulate research in the field of CBT.

1.2.3. To improve the quality of research, teaching and training in CBT.

1.2.4. To facilitate interaction and cooperation for the advancement of CBT knowledge and practice for the benefit of people in Asia.

1.2.5. To contribute to the advancement of CBT to the world at large.

2. Interpretations

2.1. In these Rules, unless the contrary intention appears.

2.1.1. ‘Committee’ means the Executive Committee.

2.1.2. ‘Financial Year’ means the year from 1 July to 30 June.

2.1.3. ‘General Meeting’ means a general meeting of members convened in accordance with Rule 1.2

2.1.4. ‘Member’ means a full member of the Association.

2.1.5. ‘Affiliate’ means an affiliate member of the Association

2.1.6. ‘Board’ means the Board Members.

3. Membership

3.1. There shall be two categories of memberships of the Association:

3.1.1. Full membership

3.1.1.1. Full membership is open to national associations of CBT or mental health professionals that are legitimately registered in their respective countries.

3.1.2. Affiliate membership

3.1.2.1. Affiliate membership is opened to unofficial CBT organizations with interest to be full members, or organizations and individuals with interests in CBT that would like to support or be affiliated with ACBTA.

3.2. Upon approval by the Committee, such organizations that apply for membership will be eligible to become members.

3.3. Each full member shall pay the fees of USD 200.00, annually by 31 March each year.

3.4. Each affiliate member shall pay the fees of USD 100.00, annually by 31 March each year.

3.5. The membership fees can be altered. The actual future amount shall be determined by the Committee and Association members from time to time.

3.6. Full members have the following benefits:

3.6.1. Reduced fees for their members at ACBTA conferences and other paid events.

3.6.2. Able to place information such as advertisements or event programs on the ACBTA website and other publications subject to adopted guidelines.

3.6.3. Voting rights at ACBTA general meetings

3.6.4. Potential to be a Committee member of the ACBTA

3.7. Affiliate Members will have the following benefits:

3.7.1. Reduced fees for their members at ACBTA conferences and other paid events.

3.7.2. Able to place information such as advertisements or event programs on the ACBTA website and other publications subject to adopted guidelines.

4. Termination of Membership

4.1. Membership in the Association shall be ended by (a) resignation, (b) non-payment of dues for two consecutive terms, or (c) by a decision of the Committee in the best interests of the Association.

5. General Meeting

5.1. There must be a minimum of one General Meeting held at or around the same time as the ACBTA conference.

5.2. Prior to the General Meeting, elections will be held for the incoming Committee. The results will be endorsed at the General Meeting by the Board.

- 5.3. The Committee and the representatives of the members and affiliates may invite other members of their own association who attend the ACBTA conference to attend the general meeting.
- 5.4. Special meetings may take place at such other times determined by the President.
- 5.5. If a special need arises, the Committee may meet virtually in the interval between ACBTA conferences and all actions must be ratified at the next regularly scheduled general meeting.
- 5.6. The quorum at the general meeting shall not be less than half (1/2) of the Committee members.

6. Finances

- 6.1. Payment of expenses shall be made by the Treasurer who shall have the power to receive funds, to open banking accounts, to sign checks in the Association's name, and, with the approval of the Committee, to make appropriate investment of the Association's funds.
- 6.2. In the absence of the Treasurer, the President or the Secretary are authorized to approve payment of funds in the Association's name. Acting Treasurer may be authorized by the Treasurer to carry out certain duties, provided that they work under the direction of the Treasurer.
- 6.3. An audit shall be conducted at the conclusion of the Treasurer's final term of office or at other times to be determined by the Committee.

7. Board Members

- 7.1. Board members consist of senior representatives of full member associations and the Founder Members of the Association.
- 7.2. The President and President-Elect of ACBTA shall automatically be part of the Board.

8. Executive Committee

- 8.1. The Committee shall consist of a President, a President-Elect, a Past President, a Secretary, a Treasurer and 2 additional Committee Members as decided by the Board.
- 8.2. The Committee may appoint one or more additional members to the Committee for a limited term to carry out specific functions needed by the Association.
- 8.3. The terms of office are as follows:
 - 8.3.1. The Committee members will serve for 1 term except the president elect who will become the President and serve for another term

- 8.3.2. "A term" shall be defined as the time from the election of Committee at the general meeting during the conference to the next election of the new Committee at the subsequent conference
- 8.4. The Committee shall exercise general administrative management of the affairs of the Association.
- 8.5. In the intervals between meetings the Committee shall have the authority to take such actions as are necessary for the conduct of the Association.
- 8.6. All Committee members shall be elected prior to and endorsed at the General Meeting.
- 8.7. All the office-bearers except the President shall be eligible for re-election for a second consecutive term.

9. Duties of Office Bearers

9.1. The President

- 9.1.1. The President is responsible for the overall welfare and operations of the ACBTA, and has the authority to represent ACBTA, with the advice of the Board, in all external communications and with other organizations, and national and international bodies.
- 9.1.2. The President presides at and schedules meetings of the Committee and Board, and general and special meetings of the Association, and be responsible for the proper conduct of all such meetings.
- 9.1.3. The President, after consultation with the Secretary, shall prepare the agendas for said meetings.
- 9.1.4. The President may make nominations for approval by the Board for any appointed position, which must be filled except as otherwise stated.
- 9.1.5. The President shall be responsible in all matters, stated or implied, that are related to the welfare, stature, and proper operation of the Association.
- 9.1.6. The President shall perform such other duties as are necessary incident to the office of President or as may be prescribed by the Board.
- 9.1.7. The term of the President position shall be 3 years, from the date of one ACBTA Conference to the next.

9.2. The President Elect

- 9.2.1. The President-elect shall preside at any meeting in the President's absence except the Board meeting during the ACBTA Conference.
- 9.2.2. In case of absence, disability, or resignation of the President, the President-Elect shall perform the duties of the President.

9.2.3. The President-Elect shall work as closely as possible with the President on all executive matters, and may take on duties as assigned by the Board.

9.3. The Past President

9.3.1. In case of absence, disability, or resignation of both the President and the President-Elect, the Past-President shall perform the duties of the President.

9.3.2. The Past- President shall work as closely as possible with the President on all executive matters, and may take on duties as assigned by the Board.

9.3.3. The term of the Past-President position shall be for 1 year.

9.4. The Secretary

9.4.1. The Secretary shall be responsible for the administration of the Association in accordance to the Constitution, and she/he shall carry out the instructions of the General Meeting and of the Committee. Without prejudice to the generality of the foregoing, his/her duties shall include.

9.4.2. Conducting all correspondence and keeping all documents, letters, minutes and other records except for accounts and financial records.

9.4.3. Preparing and submitting the agenda and minutes of all meetings of the Association.

9.5. The Treasurer

9.5.1. Responsible for the maintenance of proper up-to-date records and accounts of all financial dealings of the Association

9.5.2. Operate the bank accounts in the authorized manner in conjunction with the President.

9.5.3. Prepare and make available to the Committee the statement of accounts, balance sheets and other necessary documents and information for each financial year or when required.

9.6. Other Executive Committee Members

9.6.1. Other Committee Members shall carry out such duties as directed by the President of the Committee.

9.6.2. President in consultation with other Committee members can appoint another Committee member, when necessary.

10. Auditors

10.1. Two (2) members shall be appointed as Honorary Auditors at the General Meeting in the election year but they shall not be office-bearers of the Association. They shall hold office for two (2) years and may be re-appointed.

10.2. The Honorary Auditors shall be required to audit the accounts of the Association for the year and prepare a report for the General Meeting. They may also be required by the President to audit the accounts of the Association for any period within their tenure at the office, at any date, and to make a report to the Committee.

11. Common Language

11.1. The common language used by the Association and during the ACBTA Conference shall be English

12. ACBTA Conference

12.1. The Committee and Association members who attend the ACBTA general meeting during the ACBTA conference will discuss and determine which organization will host the ACBTA conference in the future.

13. Dissolution

13.1. The Association may be voluntarily dissolved by a resolution of not less than three-fifths (3/5) of the total voting membership at a General Meeting specially convened for the purpose.

13.2. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and remaining funds shall be disposed of in such a manner as decided upon at the General Meeting.