

# AROMATHERAPY COUNCIL CONSTITUTION



Adopted on the 28<sup>th</sup> July 201

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## **Adopted on the 28<sup>th</sup> July 2011.**

1. The name of the organisation is the Aromatherapy Council referred to as the AC

The AC is an independent non profit making group formed of professional associations representing aromatherapists whose standards, practice and/or qualification meet that of the National Occupational Standards for Aromatherapy and the Core Curriculum for Aromatherapy developed and revised from time to time by the AC.

## **2. OBJECTS**

The role of the AC is to act as a collaborative body for aromatherapy training and standards of practice in the UK.

The objectives of the AC are;

- to act as the lead body for the aromatherapy profession promoting the adoption of high standards of practice in aromatherapy
- to review and develop the core curriculum for aromatherapy based on the Skills for Health National Occupational Standards
- to act as an advisory body to its member professional associations
- to advise and lobby the CNHC via the Professional Specific Board on matters of standards, training, CPD and registration
- to advise and assist any organisation in matters relating to the profession of aromatherapy

## **3. MEMBERSHIP**

Membership shall be open to professional associations concerned with aromatherapy and based in the United Kingdom which meet the standards below or are able to achieve them within a two year probationary period. The AC shall determine the eligibility of applicant associations for membership and the AC decision on the conferring or termination of membership shall be final.

The standards for membership are:

- a. A professional association representing qualified aromatherapists whose standards of practice and/or qualification meet that of the National Occupational Standards for Aromatherapy and the Core Curriculum for Aromatherapy
- b. Who recognise the CNHC as the official voluntary regulator for aromatherapy
- c. Are recognised by the CNHC as a professional association able to meet its verification standards
- d. Who recognise the qualifications and standards of aromatherapists represented by all fellow AC member professional associations as long as they abide by the standards above.

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## 4. GOVERNANCE OF THE AC

- a. The final authority on all matters concerning the governance and policies of the AC shall be the AC in General Meeting.
- b. The AC shall meet twice a year
- c. The AC shall consider reports from member associations and any other relevant matters. Where possible all items should be submitted 10 days in advance of meetings unless urgent in which case they may be tabled at the meeting
- d. There shall be two officers of the AC in any year but the AC may appoint an individual to deal with specific issues and they shall act as an appointed representative of the Council
- e. Chairmanship will be rotated annually between professional associations on an alphabetical basis. The Vice Chairman shall be a representative from the association which will next assume the chairmanship and in the absence of the rotating Chairperson the Vice Chairman shall chair the meeting. An association may waive its right to rotational chairmanship/vice chairmanship in which case the next association will assume responsibility. Similarly if an association defaults on its role then the same will apply
  - It shall be the responsibility of the Chairman to chair meetings and arrange for
  - room hire,
  - minuting of meetings
  - circulation of minutes
  - attendance at any meeting requiring professional aromatherapy input which has not been delegated to a representative
- f. The AC at its meetings or by correspondence shall allocate representative(s) to attend external meetings based on the expertise or knowledge required
- g. Each association may send two representatives but will have only one vote
- h. All representatives on the AC must be duly appointed by the organisations they represent.
- i. Representatives unable to attend, may nominate any other representative to attend in their place. An association, if unable to send any representative, may request the Chairperson, to put forward their opinion on a particular matter.
- j. Invitation to take part in specific meetings may from time to time be requested of lay persons or representatives of organisations whose specific knowledge and expertise can be of benefit to the AC
- k. The quorum for AC meetings shall be defined in terms of the number of organisations represented not in terms of the number of representatives present and shall be one third of full member organisations or three such organisations whichever is greater. In the absence of a quorum the AC may deliberate but may not take decisions. The results of those deliberations

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and any other urgent matters may be made by correspondence and decisions then obtained by email.

- l. Decisions will be by consensus but where not possible a simple majority is required
- m. All representatives of the AC shall have equal status and the position of the rotating chair shall carry no other responsibility other than described above
- n. There shall be no working groups except as deemed necessary by the AC from time to time.
- o. The termination of membership of any organisation may be effected only by the AC. In such cases three weeks' notice must be given to all member organisations before a decision can be made.

## 5. SUBSCRIPTIONS

The AC shall agree a subscription suitable and sufficient to enable room hire for meetings and any other expenses which may be incurred once any funds remaining in the AC bank account have been exhausted

## 6. FINANCE

- i. Expenses when incurred shall be by prior agreement of the AC wherever possible or by Chairman's action.
- ii. The AC shall nominate a member to authorise payments remaining in the AC account. That member will be required to inform the Chairman in writing prior to any payment being made from this account and present a breakdown of all such payments to the next AC meeting
- iii. It shall be the responsibility thereafter of the Chairman to ensure that a record is kept of payments and that a simple accounting of any moneys spent from subscriptions is made.

## 7. DISSOLUTION

The AC may be dissolved by the passing of a motion at a general meeting by a two-thirds majority of votes cast. Any assets of the AC, on dissolution, may be transferred to an organisation with objects and activities similar to those of AC. Otherwise, assets shall be remitted to member organisations in such manner as the AC may prescribe.

## 8. AMENDMENTS OF THIS CONSTITUTION

This constitution may be amended only by a motion adopted by a two-thirds majority of members. At least three weeks notice of such a motion shall be given to all AC members.