

BYLAWS OF THE AUSTRALIAN KINESIOLOGY ASSOCIATION INC (AKA)





AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

The following summary of Bylaws is intended as an adjunct to the Constitution. The majority of decisions are those of the National Committee of the AKA at meetings dating from September 1990 to September 2008. Small print motions at the end of sections are included as historic records of earlier policies.

It is intended that this Bylaws summary will be updated as a document from time to time. In the interim, members can read the actual minutes of meetings for more recent decisions.

CONTENTS		PAGE
A.	Membership	
	1. categories	4
	2. fees	4-5
	3. date of payment.....	5
	4. place of payment.....	5
	5. certificates.....	5
B.	Member associations	
	1. guidelines for association's operations.....	5-6
	2. reporting to AKA.....	6
	3. new associations.....	6
	4. representation on NC.....	6-7
	5. proxies for associations NC representation.....	7
	6. proposal/discussion of NC agenda items & election of representative.....	7
C.	National Committee	
	1. Job description.....	7
	2. representation on NC.....	7
	3. board representation on NC.....	7
	4. office bearers and NC appointments.....	8
	5. meetings.....	8
	6. agenda items.....	8
	7. amends for motions	8
	8. meeting procedure for discussing motions.....	8,9
	9. motions from discussion items.....	9
	10 minutes.....	9
	11 conflict of interest.....	9
	12 confidentiality of membership / mailing list.....	9
	13 voting majority.....	10
	14 appointments.....	10-11
	15 election chair.....	11
	16 awards.....	11
D.	Subcommittees	
	1. roles and function.....	11
	2. duty statements.....	11
	3. appointments.....	11
	4. titles of office bearers.....	11
	5. reports from boards.....	11-12
	6. procedure for ratification by NC.....	12
	7. AKA PRB	
	1. role and function.....	12
	2. aims and objectives.....	12
	3. certificates.....	12
	4. registration requirements.....	13-14
	5. funding.....	14
	6. equipment.....	14
	8. AKA CAB	
	1. role and function.....	15
	2. ratification of policies.....	15-17
	3. funding.....	17
	9. constitution subcommittee.....	17
	10 bylaws subcommittee.....	17
	11 ethics board	
	1. establishment.....	17
	2. complaints procedure.....	18



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

	3. code of practice.....	18
	4. constitution.....	19
	5. code of conduct	19
	12 website.....	19
	13 logo.....	19
	14 directory	19
E	Office administration	
	1. office costs.....	19,20
	2. administration.....	20
	3. finances	
	1 distribution of memberships funds.....	20
	2. AKA funds.....	20-21
	3. funds for board expenses.....	21
	4. payments of expenses.....	21
	4. purchase of equipment.....	21-22
	5. affiliation.....	22
	6. conferences.....	22
	7. conference venues.....	22-23
	8. In Touch.....	23
	9. advertising rates.....	24
	10 advertising criteria.....	24
	11 In Touch editor.....	24
	Past AKA bylaws relating to TFH matters.....	25
Attachment A	Guidelines for member associations	
	1. aims and objectives.....	26
	2. running of association.....	26-27
	3. management of funds.....	27
	4. representation at NC.....	27
Attachment B	Duties of office bearers of member associations	
	1. Secretary.....	28
	2. Treasurer.....	28
	3. President / Chairperson.....	28
Attachment C	Duty statements	
	1. NC Chairperson.....	29-30
	2. NC member.....	30
	3. executive officer.....	30-31
	4. membership registrar.....	31
	5. administrator.....	31-32



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

A MEMBERSHIP

A – 1 CATEGORIES

A 1.1 Membership classifications of the AKA will be:

- a) Professional
- b) Associate
- c) Student
- d) Instructor
- e) International

Amnd Motion 11 25/7/94

A 1.2 Associate members to be individual and to renewed annually

Motion 15 28/3/94 (Amd Item 2 4 87)

A 1.3 A new membership category is approved for kinesiology instructors, to be called Kinesiology Instructor Membership, where the instructor is qualified / registered as defined by the different modalities.

Motion 11a,b 23/9/98

A 1.4 Professional Membership to be open to people who are registered Practitioners and Instructors.

Motion 1: 7/9/95

A 1.5 Professional memberships fall due from 1st September until 30th August each year.

Motion 5 15/07/98

A 1.6 The NC supports the proposal for standardised abbreviations for membership categories and that further research be put in the hands of the AKAPRB.

Motion B2 1/10/97

A 1.7 That the AKA membership forms include a signed statement to the effect that the member agrees to abide by the Constitution and Bylaws of the AKA (new applications and renewals)

Motion 7 16/7/98

A 1.8 Fellowship In Australian Kinesiology Association may be granted when an individual has shown a great deal of dedication and significant contribution to the growth of Australian Kinesiology Association over a period not less than 15 years. Fellows will be required to continue to pay membership dues at the rate of Associate Membership, and at the discretion of their local branch may be required to pay costs associated with branch functions and conferences. Lifetime members will be permitted to use the letters FMAKA or the words Fellow Member of AKA in full on any advertising or promotional material such as business cards.

Motion 2 21/10/05

27/7/97 Motion D10: Family Professional Membership to be abolished.

28/3/94 Motion 9 A registered TFH instructor must be a full financial member of the AKA.

25/7/94 Amnd Motion 11: Membership classifications of the AKA will be: a) Professional (With family concession) b) Associate

28/3/94 Motion 15: Associate members to be individual (ie each person to pay \$ 20.00 and not \$ 20.00 per couple) and to be renewed annually. (An amendment of Item 2 April 1987).

A – 2 FEES

A 2.1 Associate/Student membership fee to be \$ 44.00

Motion 5a 11/10/01

27/8/93 Motion 5 Associate membership to go up to \$ 20.00

21/4/97 Motion 2a Associate membership to go up to \$ 25.00

30/07/00 Motion 6b: Associate/Student membership fees be \$ 35.00 + 10% GST

A 2.2 Professional membership fee to be \$ 150.00

Motion. 5a 11/10/01

25/7/94 Motion 5 The full membership fee to rise to \$ 75.00 for the membership renewal period beginning Spring 1994

21/4/97 Motion 2c Professional membership fee (Family concession) to be \$ 150.00

21/4/97 Motion 2b Professional membership to go up to \$ 100.00

30/07/00 Motion 6b: Professional membership fees be \$ 120 + 10% GST

A 2.3 Instructor membership fee to be \$ 88.00

Motion 5a 11/10/01

30/07/00 Motion 6b Instructor membership fees be \$ 77.00 + 10% GST

A 2.4 That associate members be able to upgrade to professional membership by paying the \$ 33.00 joining fee and adjustments on a pro-rata basis.

Motion 5b.4 11/10/96

A 2.5 A \$ 33.00 joining fee to be introduced for membership at the professional level. This is to commence in the membership year starting October 1996.

Motion 2 7/9/95



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

11/10/96 Motion 5b4 that the joining fee be \$ 30.00

A 2.6 Where professional membership has lapsed for a time greater than 3 months, the joining fee to be incurred to reinstate the membership. This is to commence in the membership year starting October 1996. *Motion 2 7/9/95*

A 2.7 The International subscription to the In Touch magazine to be \$ 40.00 AUD.
11/10/96 Motion 5b1 International membership be \$ 35.00

25/7/94 Motion 6 The Family Membership fee to rise to \$ 100.00

A 2.8 That the fee structure reflects the complexity of the applications and that this fee structure takes the forms of the administrative fee for application submission. These administrative fees to be \$ 33.00 for Level 1, \$ 55 for Level 2 and \$ 77 for Level 3. *Motion 2 20/03/05*

Motion 10 11/10/01 That the administration fee (\$ 30.00) for initial practitioner registration is to be paid at the time of application, and is non-refundable.

Motion 11a&b 11/10/01 That an upgrade non-refundable fee of \$ 30.00 be payable for practitioner registration upgrades to each of levels 2 and/or 3 and must accompany applications to upgrade.

A – 3 DATE OF PAYMENT

A 3.1 Professional memberships fall due from 1st September until 30th August each year. *Motion 5 15/07/98*
15/10/92 Motion 15 Full membership shall run from Conference to Conference so that Registered Practitioner Certificates can be issued for the following full calendar year.

A – 4 PLACE OF PAYMENT

A 4.1 All membership to sent directly to the AKA Office. *Motion 2 2789/93*

A 4.2 Any class lists/levies/memberships inadvertently sent to the associations must be promptly forwarded to the AKA office. *Motion 10/93*

25/7/94 Motion 3 The membership renewal fees for 1994/95 to be send to the AKA office, with the exception of WA.

A – 5 CERTIFICATES

A 5.1 The AKA to produce yearly certification for Instructor/Practitioner memberships. *Motion 24 /4/10/91*

B MEMBER ASSOCIATIONS

B – 1 GUIDELINES FOR ASSOCIATION'S OPERATIONS

B 1.1 That all associations follow implicitly the AKA Constitution and Bylaws as from the 22/4/97 *Motion BA21/4/97*

B 1.2 The AKA accepts the "Guidelines for Member Associations" of 21/4/97 (Attachment A) *Motion 4a 21/4/97*

B 1.3 The AKA accepts the "Guidelines for the Duties of Office Bearers of Member Associations" (Attachment B) *Motion 4b 21/4/97*

B 1.4 All associations of the AKA to have a policy of inclusiveness and allow choice of association for potential and current members. *Motion B1 27/7/97*

B 1.5 That each member association currently unincorporated obtain from their relevant state department the guidelines for forming an association. *Motion 5b7.1 11/10/96*

Pre 1990 Presidents are responsible for the distribution of the In Touch magazine each quarter. This may be delegated.
Pre 1990 Presidents are responsible for inserts of local news in the In Touch magazine each quarter. This may be delegated.
Pre 1990 Presidents and their committee should actively promote kinesiology and hold fund-raising and practice nights were possible.
27/8/93 Motion 14 AKA to have rules/regulations from national and state levels as guidelines for new committees (See guidelines for presidents).
28/3/94 Motion 12 Presidents and office bearers of existing and future associations to be elected by financial members of AKA.
2/5/94 Motion 20 Presidents to promptly advise the AK of any change in office positions following elections or resignations.
2/5/94 Motion 23 Members of each association that is not incorporated to approve of guidelines for duties of their office bearers.
2/5/94 Motion 19 AKA office bearers to actively communicate with the Executive Officer of the AKA, other presidents and Faculty in their roles.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- 28/3/94 Motion 3 The Executive Officer to be placed on the mailing lists of all associations to receive a copy of any local newsletter + inserts.
- 21/10/94 Disc 5 All states to send in copies of meeting minutes within 2 weeks of meeting being held. It was recommended that each state decide whether it will send a report or minutes of the meeting to the Chairperson.
- 21/10/94 Motion 6 Any state association changing its name to notify the AKA office of its intention to do so prior to action and confirm the name change within 7 days of the name being successfully registered/accepted.

B – 2 REPORTING FROM MEMBER ASSOCIATIONS TO AKA

- B 2.1 Each state association to submit a yearly financial report by the AGM of the AKA. *Motion 28 27/8/93*
- B 2.2 Presidents are responsible for financial reports and accurate minutes for their association. Financial reports shall be available for member's perusal at any time. *Motion pre1990*
- B 2.3 Presidents (or their representative) may be required to present a short report on behalf of their association at the annual conferences. This report would advise membership numbers, any fundraising activities, success stories and any other information interesting to conference delegates. *Motion pre1990*
- B 2.4 Associations to submit copies of all authorised minutes during the year to the NC pre-AGM meeting. *Motion 4.2.2 11/10/96*

B – 3 NEW ASSOCIATIONS

- B 3.1 The number of existing members to form an association to be increased to 40 with 15 professional members included, with existing associations still recognised and given a year to bring their numbers up to that level to remain as an association. *Motion 5b6 11/10/96*
- B 3.2 The following protocol was outlined to assist the handling of requests to form new associations.
1. A letter of intent to be sent to the National Committee at least 2 weeks before the next meeting.
 2. A list of members who are intending to start up the new association, to be forwarded.
 3. These members to give agreements in writing or verbally to the Chairperson of their intention.
 4. The association must meet the criteria for forming an association and be accepted by the N.C.
 5. Members of the new association must agree to follow policy and guidelines of the AKA.
- Discussion 21/10/94*
- B 3.3 That the time frame be extended to 2 years for the Northern Rivers NSW Kinesiology Association to obtain the new minimum requirements. *Motion 6b 21/4/97*

21/10/94 Discussion: currently 10 financial members (professional or associate) are sufficient in number to start up a new association.

B – 4 REPRESENTATION ON NATIONAL COMMITTEE

- B 4.1 Members are represented at National Committee meetings as follows:
- Non-voting representation for minimum 10-40 financial members (professional and associate)
 - Full voting representation for 40+ members (including 15 professional members). When counting members, professional and associate member count as 1 each. *Mtn 5b6 11/10/96 (Amnd to October 1988)*
- B 4.2 The professional membership number for member associations to gain a 2nd, 3rd etc voting representative on NC be put at 75, so that for every 75 professional members there is a gain of one (1) vote. *Motion 5 21/4/97*
- B 4.3 That where branch number increase during a membership year to a level at which an additional NC representative may be appointed, the branch members may vote to elect an additional NC representative to serve for the remainder of the term until the branch AGM. *Bus 12.2 25/10/07*
- B 4.4 That the branch membership as on 1 Aug each year be the membership number that determines the number of state NC reps for each branch for the year following the AKA AGM at the AKA National Conference (held in Sept or Oct of each year) *Motion Disc 2.01/09/08*
- B 4.5 NC representatives are elected by their association at the meeting proceeding the AKA NC/AGM meeting. *Motion 3a 21/4/97*
- B 4.6 The term of office of NC representatives shall be one year commencing from the date of the AKA NC/AGM meeting. *Motion 3a 21/4/97*



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- B 4.7 That effective from the AKA AGM in 2008 the term of all members elected to the AKA National Committee be limited to a maximum term of four years to ensure that more members are given the opportunity to serve their association through membership of the National Committee. This means that after four continuous years of service a committee member would not be eligible for re-election until another one year has passed since they held office. Branches having difficulty filling the position of NC representative may apply to the Chair under extenuating circumstances for the retiring NC representative to stand for a limit of one more year.
Motion 6 10/10/08
- B 4.8 Newly elected NC representatives shall undertake to familiarise themselves with the Constitution and Bylaws of the AKA.
Motion A3 1/10/97
- B 4.9 Non-NC members be only allowed to attend NC meetings (including teleconferences) if invited or after being given permission from the Chairperson after discussion with and by agreement with the EO. *Motion a7 10/10/97*
- October 1998 Presidents will represent their members at National Committee meetings as follows:
- Non-voting representation for 10-14 financial members (made up of professional, associate and family members)
- Full voting representation for 15+ members (made up of professional, associate and family members). When counting members, professional and associate members count as 1 each and family membership count as 2, regardless of the number of family members.
- 2/5/94 Motion 18 (Amnd to 4 6/10/88) The elected president, or area representative of an area association, or his/her representative as nominated by the members be invited to join the National Committee and that the position ends with their role of president or area representative.
- Pre 1990 Motion An association may elect a representative to the National Committee for every 50 professional members in that association.
- B 4.10 Unless exceptional circumstances exist, all NC Reps and NC members are required to attend all non-face-to-face meetings. Proxy votes will only be accepted on those motions which have been put to branch vote.
Motion 9 20/10/06

B – 5 PROXIES FOR ASSOCIATION NC REPRESENTATIVES

- B 5.1 Where an association has 2 or more representatives, an elected representative may hold the proxy for the remaining one(s) at any NC face-to-face meeting.
Motion 8 20/10/06
- 21/4/97 Motion 3d Where an association has 2 or more representatives, an elected representative may hold the proxy for the remaining one(s) at any NC meeting.
- 19/6/95 Motion 4a For National Committee telephone meetings where an association has 2 or more representatives, then that association consider having only 1 person attend.
- 19/6/95 Motion 4b Where all reps are not in attendance, then the other rep votes on their behalf.

B – 6 PROPOSAL OF AND DISCUSSION OF NC AGENDA ITEMS & ELECTION OF NC REPRESENTATIVE

- B 6.1 Agenda items to be submitted to future National Committee meetings, are to be with the Executive Officer at least 28 days prior to the meeting and include a firm proposal with supporting reasons.
Motion 33 27/8/93
- B 6.2 If an agenda item is put in writing, it must be presented to the next meeting. It was requested that these (items) be put in writing and forwarded through a committee member of sub-committee member or through the Chairperson.
Disc 6 21/10/94
- B 6.3 Presidents to call a meeting of their members prior to NC meetings in order to discuss agenda items and decide on policy regarding these.
Motion 14a 28/3/94
- B 6.4 This meeting should also decide who their representative should be and vote on the amount of funds if available for their representatives to attend AGM's where necessary.
Motion 14b 28/3/94

C NATIONAL COMMITTEE

C – 1 NATIONAL COMMITTEE MEMBERS – JOB DESCRIPTION

- C 1.1 That the Duty Statement for NC members be accepted (Attachment C)
Motion 5a1.2 11/10/96



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

C 1.2 That all communications (including agenda items) from NC members to other NC and AKA members be directed through the Chair.

Motion 5c 12/10/96

15/10/92 Mnt 5 Each member of Committee to send in President's job description by end November ('92). (refer Guidelines for Presidents tabled 21/10/94)

C – 2 MEMBER ASSOCIATION REPRESENTATION ON NC

Refer: Section B Member associations parts 4 and 5

C – 3 BOARD REPRESENTATION ON NC

C 3.1 A representative of a kinesiology modality and AKA subcommittees may be invited the National Committee meetings during discussion of matters pertaining to them. *Amnd mtn 13 25/7/94*

C – 4 OFFICE BEARERS and NC APPOINTMENTS

C 4.1 That the positions of AKA Chairperson and Executive Officer be elected on a bi-annual basis and in alternative years for each position, at the National Committee meeting at Conference time. *Amnd mtn 3 27/2/95*

C 4.2 The NC reviewed the Office Bearer duty statements and decided to appoint a new position of Administrator and separate Membership Registrar. The duties of Chairperson and Executive Officers were also reviewed. (Attachment C). *Discussion 1/10/97*

C 4.3 Matters unable to be resolved within 14 days by the Chairperson and Executive Officer are to be referred to the NC within 21 days of the matter arising. *Motion b4 27/7/97*

25/7/94 Amnd Motion 4: That the AKA Executive Officer position be split into a Chairperson and an Executive Officer.
11/10/96 Motion 3.2.a.1 That the Duty Statement for the NC Chairperson as presented at this meeting be accepted.
11/10/96 Motion 5a1.3 That the Duty Statement for the Executive Officer be accepted.

C – 5 NATIONAL COMMITTEE MEETINGS

C 5.1 That the following be accepted regarding the planning of NC meetings in future:
a) That teleconferences will be held every month. Motions will still be voted on every three months as per constitution. *Discussion 1 31/07/05*
27/7/97 Motion D12 Four (4) NC meetings be planned each year.
b) The 4 meetings (with voting) be planned in advance by the NC at Conference time each year with the approximate time of the year for each year, eg December, March, July, October.
c) That the Chairperson, in discussion with the E.O and 3 other NC members, be given the power to cancel, postpone or hold extra meetings in accordance with the needs of the AKA
Motion D12 27/7/97

C – 6 AGENDA ITEMS FOR MEETINGS

C 6.1 Agenda items to be submitted to future NC meetings, are to be with the E.O at least 28 days prior to meeting and include a firm proposal with supporting reasons. *Motion 33 27/8/93*

C 6.2 Full and complete reasons to be submitted with agenda items. Reasons to include all areas of justification for submission of the agenda item. *Discission 25/7/94*

C 6.3 Agenda items to be as single points or sub-categorized ie (a), (b), (c) etc. *Discussion 25/7/94*

C 6.4 If an agenda item is put in writing, it must be presented to the next meeting. It was requested that these (items) be put in writing and forwarded through a committee member or sub-committee members or through the Chairperson. *Discussion 6 21/10/94*

C – 7 AMMENDMENTS FOR MOTIONS



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

C 7.1 Amendments to the motions presented to National Committee meetings to be allowed to be made at the meetings themselves, where the meeting sees fit.

Motion 1 28/3/94

C – 8 MEETING PROCEDURE FOR DISCUSSING MOTIONS / AMMENDMENTS

C 8.1 Meeting procedures to be as follows:

- a) Proposer to identify oneself
- b) Look for a seconder
- c) Proposer speak to motion
- d) Go around names and speak for the motion, against the motion, or ask for clarification
- e) Ask for further comments
- f) Proposer has right of reply

Amendments

- a) Amendments at any time
- b) Amendments need a proposer and seconder and be open to further discussion
- c) If carried becomes a motion
- d) If lost the original motion takes precedence.

Motion Bus Aris 2/5/94

C 8.2 One of the first items of business at NC meetings is to decide the order/priority of presentation of Agenda items to be dealt with at the meeting.

Motion 3 7/9/95

C – 9 MOTIONS FROM DISCUSSION ITEMS

C 9.1 The NC to be allowed to set policy on items formally presented for discussion at NC meetings in that the policy is based on feed-back given from all associations about the discussion item in question.

Motion 3 21/10/94

C – 10 MINUTES OF NATIONAL COMMITTEE MEETINGS

C 10.1 Association presidents not to publish the minutes of the NC meetings until the official minutes are approved by the NC and released by the Chairperson and/or Executive Officer.

Motion 11a 28/3/94

C 10.2 Minutes not to disclose the breakdown of voting, but only that the motion is carried, rescinded or failed to be carried.

Motion 11b 28/3/94

C – 11 CONFLICT OF INTEREST

C 11.1 AKA office bearers including kinesiology association presidents or office bearers not to use their position to promote workshops, including TFH workshops, express personal opinions, market products for personal gain or conduct any business other than association business.

(Amd to item 20 oct/88) Motion 17 2/5/94

C 11.2 Persons holding official positions on the NC and subcommittees (including area and second representatives) not to advertise their position for personal and commercial gain.

Amnd motion 5a 27/2/95

C 11.3 Persons holding official positions on the NC and subcommittees (including area and second representatives) not to use their position for personal interest and/or gains relating to kinesiology classes, courses, clinics, practice, colleges etc.

Motion 5 19/6/95

C 11.4 Persons holding official positions on the NC and subcommittees (including area and second representatives) or any other Office Bearers of Associations of the AKA are not to use their position for personal interest or gain, or to express personal opinions relating to kinesiology classes, courses, clinics, practice, colleges etc.

Amnd motion A2 1/10/97



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

C 11.5 To avoid the perception of, or actual conflict of interest, people who are owners of or salaried of Registered Training Organisations (RTO's) delivering Kinesiology Diploma or Certificate courses may not be members of the National Committee and/or State Branch Committees. This does not extend to members who teach courses at RTO's, however if such activity is considered a conflict by branch members, the members concerned may be asked to stand aside. *Motion 10 20/10/06*

This motion was rescinded 3-9-2007.

C – 12 CONFIDENTIALITY OF THE MEMBERS / MAILING LISTS

- C 12.1 AKA and association mailing lists are confidential and may not be released without reference to the NC of the AKA. *Motion 21b 2/5/94*
- C 12.2 Mailing lists and documentation held by the AKA, local associations, area representatives, AKPRB, AKCAB and any other subcommittee be used strictly for AKA purposes. *Motion 5 21/10/94*
- C 12.3 'AKA purposes' is now defined as 'the promotion of kinesiology, kinesiology events, and anything covered in the Aims and Objectives of the Constitution, at both national AKA and association level, including notices of meetings and administration matters'. *Discussion on correspondence 7/9/95*
- C 12.4 States and local associations not to use their mailing lists for any issues dealing with grievances. *Motion (in correspondence) 7/9/95*

C – 13 NATIONAL COMMITTEE MEETING VOTING MAJORITY

- C 13.1 The NC meeting majority to be changed from 51% to 60 % majority. *Amnd motion 4 7/9/95*

(Note: out of 11 persons now able to vote at NC, a 55% majority would mean 6 persons voting 'for' and 5 'against', 63% = 7 'for' and 4 'against', 72% = 8 'for' and 3 'against')

C – 14 NC APPOINTMENTS

- C 14.1 That Brenda Ruyter takes over the office management positions immediately for 2 hours per week and goes in on Tuesday until a new office manager is appointed, and that she be paid the same amount as Brian Knight. *Motion 30/07/06*
- 20/03/05 Motion 4* That the AKA employ Brian Knight as office manager for 2 hours per week at \$ 40.00 per hour.
30/7/06 Motion That Brian Knight be asked to stand down effective immediate (30th July 2006) due to a perceived conflict of interest.
19/9/03 disc 7 That Mr Knight be paid an honorarium of \$ 1200.00 for his work in maintaining the supervision of the AKA office since Ms Shaw ceased to perform this function. The amount of \$ 1200.00 being the amount of funds not expended on wages for a bookkeeper in the financial year.
5/9/02 Motion 5 That Ms Shaw continue in the role of Office Manager at \$ 15.00 per hour for 3 hours per week from September to December 2002 and from February 2003 to October 2003
1/10/97 Motion 1 Brian Knight was appointed as Executive Officer for 2 years from 3rd October 1997
7/9/95: Motion in AOB 6.8: That Michael Wild be continued in the position of EO for a period of 2 years. The duties to be as currently performed. Reimbursement to be continued at current rates with review at the 1996 Conference NC meeting.
11/10/96 Motion 5d5: That the review of the EO's conditions of appointment be deferred until receipt of documentation workload.
- C 14.2 Maeve Clonan was appointed as membership registrar from 23rd July 2008 *Motion Gen Bus7.2 1/9/08*
10/12/00 Motion 2 Inge Verstraeten was appointed as membership registrar from 15th November 2000
1/10/097 Michael Wild was appointed as Membership Registrar from 3/10/97
11/10/96 Motion 5d3: That the AKA Membership Registrar be the EO
- C 14.3 That the membership registrar's hours be increased by 1 hour per day during peak membership renewal periods, to a maximum of 19 hours per week. *Motion 6.2.a 29/07/01*
10/12/00 Motion 2 That Inge Verstraeten be offered the position of membership registrar for 12 hours per week on a casual basis.
- C 14.4 That the membership registrar be paid the base clerical award rate for casual employees; for 15 hours per week for 47 weeks per year. That the conditions of this employment be expanded to include superannuation and work cover. That these amended conditions apply from September 2002 for 12 months to September 2003 *Motion 4 5/9/02*
1/10/97 Motion The EO to pay the Membership Registrar/Administrator the amount of \$ 1000.00 per quarter



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- C 14.5 Michael Wild was appointed as inaugural Administrator for 2 years from 3/10/97 *Motion 1/10/97*
- C 14.6 That Ian Baker be re-appointed as Auditor *Motion 10 AGM 10/10/08*
- 26/10/07 Motion 9 AGM That Ian Baker be re-appointed as Auditor*
11/10/96 Motion 5d4 That Ian Baker be the Registered Professional Auditor for the 1996/97 financial year
- C 14.7 That Anita Robertson be appointed to act as liaison with health funds. *Discussion 26/10/07*
21/10/05 Disc 10 That Brian Knight be paid \$ 400-\$ 800.00 for his role of liaison with the health funds to start to negotiation process with the health funds.
- C 14.8 That Susan Rennison be appointed as conference liaison . *Discussion 1 25/01/06*
- C 14.9 That a bookkeeper be employed at \$ 33.00 per hour for one hour per week during non-renewal periods and for up to 5 hours per week in peak renewal periods, and that this employment is to average out at 3 hours per week being \$ 99.00 per week over 12 months, or \$ 4653.00 over 47 weeks. *Motion 6 5/9/02*
- 28/4/02 Motion 5 That a subcontracted clerk be used for 3 hours per month (at \$ 33.00 per hour) to do book keeping and monthly financial reports.*
26/10/00 Motion 5 That Joanne Harrison be offered 24 hours work at \$ 10.00 per hour to carry out financial recording during the professional membership renewal period , to be completed by Christmas.
26/10/00 Motion 6 The arrangement to employ Joanne Harrison to be reviewed in December, and if needed, to be continued for 2 months at 3 hours per week.
- C 14.10 That Inge Verstraeten gives secretarial/administrative support to CAB for 2-3 hours per week until the end of July 2001. *Motion 3b 29/4/01*
- C 14.12 That the AKA pay Brian Knight an extra \$ 120.00 which covers 3 hours to coordinate the printing of the brochures. *Motion 5 20/03/05*
- C 14.13 Office Manager's position:
Admin Motion: a) That the AKA appoint a qualified book keeper to be employed 2 hrs weekly to assist Inge with the maintenance of financials.
- b) That the Office Manager is to report to the accountant this financial information to assist the accountant's preparation and completion of the quarterly BASS statement. *6 BA 4/2/08*

C – 15 ELECTION OF CHAIRPERSON

- C 15.1 Suzanne Crosdale was elected Chairperson October 2008

10/2006: Lee-Anne MacLeod was elected Chairperson
10/2004: Dana Hookins was Elected Chairperson
10/2002 Brian Knight was elected Chairperson
10/1998: Susan Rennison was elected Chairperson
1/10/97: Susan Rennison was elected interim Chairperson in October 1997, until Conference 1998
21/10/95 Item 9: Susan Rennison was elected as Chairperson, with the proviso that the appointment be reviewed at each meeting should the scope of duties become too great.
11/10/96 Motion 5e: Jack Suriano was elected unanimously as Chairperson in October 1996.

C – 16 AWARDS

- C 16.1
- That the AKA agrees to make awards in 2001 in the categories of Certificate, Plaque and Special Award. In October 2006 Fellow Membership was added to this.
 - That nominations be called in the month of May and be received by the NC by the end of June.
 - That the Awards subcommittee recommends the awards recipients to the NC July meeting.
 - That guidelines for award categories be the same as in 2000.
 - That the numbers of awards be restricted to maximum of 3 per branch this year excepting the state hosting the conference.

Motion 7 29/04/00

D SUBCOMMITTEES



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

D-1 ROLES AND FUNCTIONS OF SUB COMMITTEES/BOARDS

- D 1.1 The NC to review the aims and objectives of the AKPRB and AKCAB and the relationship of these boards to the NC. Refer to D1.1 for Roles and Functions of AKPRB. Refer to D2.1 for Roles and Functions of AKCAB.
Board Discussion: Motion f3 7/9/95

D-2 DUTY STATEMENTS FOR BOARDS

- D 2.1 The Duty Statements for positions on the Boards to be accepted. *Discussion Motion: Boards 7/9/95*

D-3 APPOINTMENT TO SUB COMMITTEES/BOARDS

- D 3.1 The positions of AKA Sub Committee Chairpersons and their Committee members to be appointed by the NC on a bi-annual basis according to selection criteria as forwarded by both boards. *Amd motion 4a 27/2/95*
- D 3.2 The position outlined in 4a (above) be advertised with a call for Expressions of Interest from the professional membership (eg via In Touch and state newsletters). *Motion 4b 27/2/95*
- D 3.3 Appointments are to be decided at NC level and are to be made at the Annual Kinesiology Conference NC meeting. Given past experience, it is also appropriate for the Chairperson to approach suitable people and invite them to apply. The issue of attendance requirements at meetings presently held in Victoria was raised and it was decided to proceed with the appointment procedures and assess the situation in a year's time.
Discussion: Board 7/9/95

D-4 TITLES OF OFFICE BEARERS AND COMMITTEE MEMBERS

- D 4.1 All sub committees to use the title "Chair", "Secretary", "Treasurer", plus committee members.
Motion 24 27/8/93

D-5 REPORTS FROM BOARDS

- D 5.1 The AKA to receive written quarterly reports from the Boards. *2nd amnd motion 19/6/95*
- D 5.2 Report and other communications of progress by Boards, Committees and sub committees and other bodies of the AKA are to be submitted to the NC for authorization before dissemination outside of the NC
Motion B7 27/7/97
- D 5.3 That reports from the Boards be sent 4 weeks before the NC meeting to the NC chair, or 2 weeks prior to the NC meeting, to the NC representatives
Motion 15 29/3/98

D-6 PROCEDURE FOR RATIFICATION OF SUB-COMMITTEE POLICIES BY NC

- D 6.1 Sub-committees to be allowed to present motions directly to the NC for review and ratification without the need for state discussions with each state having the option for input from their local meeting.
Amnd motion 1 19/6/95
- D 6.2 A representative of a Kinesiology modality and AKA sub-committee to be invited to NC meetings during discussions of matters pertaining them.
Amnd motion 13 25/7/94
- D 6.3 A representative from each sub committee to be present at NC meetings including phone links for time efficient direct involvement, as deemed appropriate by the NC chair person.
Bus arising: c amnd motion 19/6/95

D-7 AKPRB PRACTITIONER REGISTRATION BOARD

D 7-1 ESTABLISHMENT OF BOARD – ROLE AND FUNCTIONS

- D 7.1 That the AKA approve the introduction of self-regulation procedures as of the 31st December 1999. This to include a Practitioner Register, revised Practitioner Registration Requirements, a Register of accredited courses, a Code of Practice, and a Complaints Procedure. The 31st December 1999 will be the formal date of these procedures.
Motion 5 23/98/98
- 15/10/92 Motion 2.1* The Professional Kinesiology Practitioner Registration Research and Development sub-committee of the



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

Victorian Touch For Health Association is endorsed by the AKA to become the Australian Kinesiology Practitioner Registration Board.

D 7.2 The role and functions of the AKPRB as proposed at the meeting of 11/10/96 were accepted
Motion 3.2.a.2 11/10/96

D 7-2 AIMS AND OBJECTIVES

D 7.2.1 The AKPRB to write an article for Autumn In Touch about aims, objectives and policies of AKAPRB.
Motion 8 1/93

D 7.2.2 The NC to review the aims and objectives of the AKPRB and AKCAB and the relationship of these Boards to the NC.
Board discussion Motion f3 7/9/95

D 7.2.3 All practitioner members and member associations who have advertised under kinesiology heading in the Yellow Pages to monitor the response.
Motion: reports 1/10/97

D 7.2.5 That the AKA approve the introduction of a Recognition of Prior Learning (RPL) for Practitioner Registration at Level 2 and above. Specifically that 'any applicant for Level 3 who has obtained Level 2 by 31st December 1999 will have recognized prior learning and will only be required to fulfil 250 hours or current proficiency assessed competency evaluation in accredited (AKACAB) courses to attain the kinesiology component for Level 3. This RPL protocol will cease 31st December 2002.
Motions 4a,b,c 23/9/98

D 7-3 CERTIFICATES

D 7.3.1 AKA to produce yearly certification of Instructor/Practitioner memberships.
Motion 24 10/91

D 7.3.2 To include

1. EO and one other signature
2. Boxes for yearly stamps (as in IASK certificate)
3. 'since year of...'
4. Large hands of the AKA logo without the letters and to be stippled into background
5. Uniformity of font with other certificates
6. Franca and faculty to make draft for approval by January 31st 1993

Motion 11 15/10/92

D 7-4 REGISTRATION REQUIREMENTS

D 7.4.1 The Model for Level 3 practitioner Registration Board be passed as presented on 11/10/96
Motion 5a 1.1 11/10/96

D 7.4.2 The AKPRB to accredit only hours of registered or qualified instructors of modalities for courses of 1/1/1998.
Motion B.3 1/10/97

D 7.4.3 Nutrition to be removed from Level 2 and be put into Level 3 pending research.
Motion 5 1/93

22/7/92 Discussion b: it is safe to say that we all agreed that to be considered for Grandfathering into Level 2 one must have completed at least 750 hours of professional clinical work, plus have achieved Level 1 status. There was a general agreement that should someone not fit into one of these 2 requirements he or she could still apply by attaching an outline of any other kinesiology experience that they have, eg kinesiology teaching experience, presentations at conferences, public lectures, group work (research, promotion at festivals ect). The Association Committee would then make their consideration.

1/93 The Grandfather Clause to finish on April 15th 1993. Members be notified in the Autumn In Touch.

25/7/94: Amnd motion a: the concept of the model proposed by the CAB (wheel model) was accepted in principle in relation to Level 3 subject to further scrutiny.

21/10/94 amnd Motion 1: It is required at Level 1 and 2 practitioner registration to submit case histories.

18/7/96 Motion: The level 3 registration model as presented by the board to the NC for the 1995 AGM meeting, and as approved with modifications, be re-stated and re-presented to the NC at the October 1996 AGM meeting.

D 7.4.4 That the AKPRB recognise applications of practitioners attaining a reasonable level in the following pre-accredited modalities: NOT Advanced; NLK Level 3; Educating Alternatives Blueprint 2; Kinergetics 7; Biokinesiology Stress Release 3; Transformational Kinesiology Level 3; Hyperton X Advanced; SFEF Level 3; Integrated Health Kinesiology – Counselling Kinesiology 2.
Motion 3.1.a.2 27/6/99

D 7.4.5 That the AKA adopt a policy to introduce Continuing Professional Education for its members.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

*Motion 22
26/10/00*

- D 7.4.6 Practitioner members are required to undertake Continuing Professional Education annually. *Motion 4 7/05/2007
5/9/02 Motion 24a* Practitioner members are requested to undertake Continuing Professional Education annually.
- D 7.4.7 That the minimum number of points is 40 points over 2 consecutive years. *Motion 24c 5/9/02*
- D 7.4.8 Members are to record CPE in a CPE record with types of activity listed, date of attendance, signature of CPE provider or other proof of attendance as appropriate. *Motion 24d 5/9/02*
- D 7.4.9 Members completing annual CPE requirements for AKA approved professional associations with equal or greater number of points, will be deemed to have completed AKA CPE points. *Motion 24e 5/9/02*
- D 7.4.10 It is each member's responsibility to gain the requisite number of points as required, to adequately record CPE points undertaken, to maintain such records and to show them to authorized organisations. *Motion 24f 5/9/02*
- D 7.4.11 A CPE Record Form is to be issued to each practitioner at membership renewal time and prior to the membership renewal year commencing. *Motion 25b 5/9/02*
- D 7.4.12 That the approved number of hours of attendance for the Conference 2000 be 12 hours. *Motion 23 26/10/00*
- D 7.4.13 That the hours taken in instructor training for all courses accredited by the AKA be accepted as CPE points at the rate of one point per hour. *Motion 2 7/10/04*
- D 7.4.14 That The AKAPRB require Level 1 kinesiology practitioner applicants from 1st January 2004 to fulfil Level 2 First Aid or Senior First Aid certificate. *Motion 5 06/07/03*
- D 7.4.15 That all professional members need a current Senior First Aid certificate or equivalent, and that a copy of this needs to be supplied with the renewal form. *Motion 5 7/05/2007*
- D 7.4.16 That professional Registered Specialized and Advanced Kinesiology Practitioners (formerly Level 2 and 3) who wish to maintain their health provider status through their AKA membership, need to supply a copy of their current indemnity insurance with the renewal form. *Motion 6 7/05/2007*
- D 7.4.16 That the levels of professional registration be renamed:
Level 1 AKA Registered Kinesiology Practitioner
Level 2 AKA Registered Specialized Kinesiology Practitioner
Level 3 AKA Registered Advanced Kinesiology Practitioner
Motion 3 19/09/03
- D 7.4.17 Effective from 1st January 2004, any professional member whose membership lapses for a period of more than 15 months is required to pay a re-application fee for professional status, meeting criteria in place at the time or application. *Motion 5 19/09/03*
- D 7.4.17 That the description for Business Management for the AKA be initially established as 'courses that may include clarifying goals, developing a business plan, money management and record keeping, promotion and marketing, regulatory requirement, insurance, sources of support & information, providing a professional environment, finding clients/work, identifying major expenditure items, developing an appropriate fee structure, handling referrals to and from other health professionals, assistance to an from professional association".
Motion 7 28/03/04
- D 7.4.18 That the AKAPRB
a. Require Level 1 Kinesiology Practitioner applicants from 1st January 2005 to fulfil 50 hours of A&P
b. Require Level 2 Kinesiology Practitioner applicants from 1st January 2005 to fulfil 100 hours of A&P
c. That the Kinesiology Practitioner application form be changed to reflect these changes.
Motion 4 18/9/03
- D 7.4.19
a. That there be a structure developed for advisors to process the applications for professional membership of the AKA, in accordance with the PRB policies and procedures and that such advisors be trained by the existing PRB and that the PRB be paid for training advisors.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

b. That the fee structure reflects the complexity of the applications and that this fee structure takes the forms of the administrative fee for application submission. These administrative fees to be \$ 33.00 for level 1, \$ 55.00 for level 2 and \$ 77.00 for level 3.

c. That 50% of these fees be paid to the consultant at the commencement of processing the application and the balance on granting the membership level to which the application refers.

d. That all administrative fees continue to be charged in addition to the annual professional or instructor membership fee.

Motion 2 20/03/05

D 7.4.20 That Holistic Diploma Graduates from the Kinesiology College of Energetic Sciences, who gained their diploma prior to that qualification being accredited by the AKA, be grandfathered in as Specialised Kinesiology Practitioners (level Two).

Motion 20 26/10/07

D 7-5 FUNDING OF BOARD

D 7.5.1 The AKA submit \$ 500.00 for expenses for the Board Committee.

Motion 2.2 15/10/92

D 7.5.2 Financial assistance for the AKPRB is to be from the AKA and that before the Conference in 1993 the NC shall review the membership structure for Practitioners within the AKA, allowing for notice for members in the magazine.

Motion 4 1/93

D 7.5.3 That the AKA approve of expenses of the AKPRB up to \$ 1000.00 for administration costs, secretarial assistance and journalist assistance to enable further completion of projects.

Motion 3 12/7/98

D 7.5.4 That at times when the number of practitioner registration applications increase, a trained person will be employed casually as the PRB officer to process application.

Motion 3 28/4/02

D 7.5.4 When directed by the NC to attend face-to-face NC meetings, the NC approves payments of the economy airfares for the AKCAB and/or AKPRB elected representatives or chairperson. This applies only when they do not attend as an association representative and are not reimbursed in any other way.

Motion 4.3.1 18/7/99

D 7.5.5 That the draft Portfolio be approved for further consultation and development.

Motion 7 23/9/98

D 7-6 EQUIPMENT FOR BOARD

D 7.6.1 A computer system, as outlined in the attached quote, to be purchased for the use of the AKPRB.

Amnd motion 5 28/3/94

D -8 AKCAB COURSE ACCREDITATION BOARD

D 8-1 ESTABLISHMENT OF BOARD – ROLE AND FUNCTIONS

D 8.1.1 The idea of having one Coarse Accreditation Board for all of IASK, AKA and APAA was most appropriate.

Motion c 22/7/92

D 8.1.2 The role and functions of the AKCB as proposed at the meeting on 11/10/96 were approved.

Motion 2.3a.3 11/10/96

15/10/92 Motion 3: The AKA recommended the following people be members of the AKCAB: Faculty members (Toni Liley and Kerry Rowe), Andrew Verity, Charles Krebs, Don Viney, Tania McGregor, Sylvia Glare, Peter Emmerton.

27/8/93 Motion 10: Chris Rowe was nominated to coordinate the AKCAB and anyone wishing to be part of it could contact Chris with credentials and commitment.

D 8.1.3 That the AKA approve the introduction of self-regulation procedures as of the 31st December 1999. This to include a Practitioner Register, revised Practitioner Registration Requirements, a Register of accredited courses, a Code of Practice, and a Complaints Procedure. The 31st December 1999 will be the formal date of these procedures.

Motion 5 23/9/98

D 8-2 RATIFICATION OF POLICY

D 8.2.1 The Anatomy and Physiology Course Assessment Criteria as provided by AKCAB were ratified. *Mtn f2 11/10/96*



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- D 8.2.2 The Provisional Course Accreditation Criteria was accepted as presented on 11/10/96. *Motion 5a 1.2 11/10/96*
- D 8.2.3 The pre-accredited list of courses was expanded to include courses that have been submitted to the AKCAB for accreditation according to the CAB's provisional accreditation process. *Amnd motion 3 19/6/95*
7/9/95: The Provisional Course Accreditation Criteria were reviewed but not ratified for AKA policy.
- D 8.2.4 The AKCAB to report on the Kinesiology model and decision on which course categories are based. *Motion 14a 12/8/98*
- D 8.2.5 That the educational component of kinesiologists be re-evaluated with a view to accepting this as a stream of kinesiology. *Motion 14b 12/8/98*
- D 8.2.6 That the specific proposals for expanding the inclusion of Three in One courses in Category B and C be assessed and reported on. *Motion 14c 12/8/98*
- D 8.2.7 That the NC reserve to itself the right of veto for any course that does not comply with the Code of Ethics or Code of Practice of the AKA. *Motion 5.11 29/11/98*
- D 8.2.8 (Amendment of Course Accreditation Criteria). That theory other than currently accepted kinesiology theory (eg educational development, homeopathic principles, massage, neuro linguistic programming, nutrition, physiology, psychology theory, vision improvement, past life theory / other times / generations etc) which is written into and taught in kinesiology courses, MUST include relevant references and/or research, and that can also be verified through accepted accurate indicator muscle monitoring techniques and/or universal finger modes. This is to be a 'supply and assess' criteria, assessed and approved of by the AKCAB. *Motion 7.1 28/3/99*
- D 8.2.9 That the course submission criteria for kinesiology and non-kinesiology courses be changed to indicate if the course being submitted involves correspondence, self-directed learning or distance learning, and if so, the component of the hours be stated in the submission. *Motion 3 21/10/05*
Motion 2a 30/07/00 That the updated course submission requirements (as circulated) be approved. *Motion 3.1a.a1 27/6/99*
- D 8.2.10 That minimum requirements for Pause Lock (as circulated) be approved. *Motion 3.1.a.3 27/6/99*
- D 8.2.11 That the definition of a Repeat Course is a course of the same course name and similar content. *23/5/98*
- D 8.2.12 That update courses are courses presented by modalities, that present new information, techniques and/or protocols for the practice of the particular modality, and must be approved by the AKCAB. *23/5/98*
- D 8.2.13 That as of 1st January 1999, the AKCAB allow a course to be claimed only twice maximum and that repeat hours amount to no more than 20% of kinesiology hours. These repeats are not to be counted in the assessable hours. *Motion 3.1.a.4 27/6/99*
- D 8.2.14 That a maximum of 10% of the total kinesiology hours required for achieving levels 1, 2 and 3 can be conference attendance hours. These can not be included in the assessed hours for Level 1 and 2. *Motion 5.2 23/9/98*
- D 8.2.15 That the AKCAB explore and present a model of continuing professional development. *Motion 5.3 23/9/98*
- D 8.2.16 That course authors seeking AKACAB accreditation for their course(s) be professional Level 2 members of the AKA or an equivalent international kinesiology association or affiliated kinesiology association. *Motion 10/05 16/04/00*
Motion 1 That course authors seeking AKACAB accreditation for their course(s) be professional members of the AKA or an equivalent international kinesiology association or affiliated kinesiology association
- D 8.2.17 That course authors seeking AKACAB accreditation for their course(s) show they have a minimum of two years post graduate professional clinical experience in kinesiology. *Motion 2 16/04/00*
- D 8.2.18 That course authors seeking AKACAB accreditation for their course(s) other than kinesiology show evidence to validate their qualification as author of the material, for example, degree or diploma from a recognised education institution. *Motion 4 16/04/00*
- D 8.2.19 That courses currently due for resubmission to the AKACAB be resubmitted under current guidelines. *Motion 1 06-07-03*



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

D 8.2.20 That:

- Course authors who resubmit a course that has been kept up to date and have a manual that has not changed, be charged \$ 55.00 per module for resubmission.
- Course authors who resubmit a significantly changed manual or significantly changed hours, be charged \$ 110.00 per module for resubmission.

Motion 9 30/11/03

D 8.2.21 That a structure be developed for the role of consultant for processing course accreditations.

- a. That these consultants be the first point of contact for courses to be submitted for AKA accreditation
- b. That consultants maintain relevant CAB knowledge and current understanding of the guidelines and requirements for course accreditation and that they may be trained by the CAB members and pay for the training with training fees going to the CAB members providing training.
- c. That a fee structure be developed by the AKA which will equate to an hourly rate to be an accurate reflection of the complexity and completeness of the submission.
- d. That such fees be in addition to the course submission administrative fee which is payable to the AKA.

Motion 3 20/3/05

D 8.2.22 That Janine Michael and Julie Gunstone be paid to prepare a procedure manual for the CAB, and from that manual develop training material for consultants. That they be reimbursed for their time to the extend of \$ 300.00 each for both aspects.

Discussion 6 21/10/05

D 8.2.23 That course authors will receive a notification letter 6 months prior to the due date of their resubmission. They will be informed that failure to resubmit by the due date will incur a penalty and withdrawal of their course(s) from the accreditation list. A reminder letter will be sent out 3 months before the due date with the same information. If the course has not been resubmitted by the due date, a final letter will be sent notifying the course author that their course will be removed from the accreditation list within 1 month. The penalty for late resubmission will be an additional \$ 30.00 per course. If course authors have failed to resubmit by the due date plus 1 months, they will need to submit their course on the current submission requirements as if it were a new submission (i.e. with manuals, certificates, resumes etc) as the course will have to be re-accredited.

Motion 2 4/6/06

26/2-06 Motion 1 That course authors will be contacted 1 year after the submission due date of their course notifying them that they have 12 months in which to finally submit. At the end of that 12 month period, which is technically 2 years after their submission due date, if the course has not been resubmitted, then the members will be notified via the In Touch magazine that they will no longer be credited hours for that course.

D 8.2.25 That more advanced courses be permitted to have pre-accredited status for 2 years. The criterion would be the top of the line courses such as instructor training for EK or more advanced courses in a stream which are available only to instructors or taught only by overseas course authors or instructors. The CAB will use this motion as a template to refer each course on a case-by-case basis to the NC for ratification.

Motion 4 20/10/06

D 8.2.26 New course authors be required to submit research material which underlies the course content as supporting evidence. Research must cover a minimum period of 18 months.

Motion 6 20/10/06

D 8-3 FUNDING OF BOARD

D 8.3.1 The AKA to fund the CAB coordinator \$ 1000.00 for administering what is necessary to achieve these goals, subject to the board providing 3-monthly reports.

Motion 2R 2/5/94

D 8.3.2 When directed by the NC to attend face-to-face NC meetings, the NC approves payments of the economy airfares for the AKCAB and/ore AKPRB elected representative or chairperson. This applies only when they do not attend as an association representative and are not reimbursed in any other way.

Motion 4.33.1 18/7/99

D – 9 CONSTITUTION SUB COMMITTEE

D 9.1 The Constitution sub-committee was formed to consider and develop a constitution for the AKA. To report monthly to the NC and present a major constitution to the NC for decision at the Conference in September 1995.

Motion 10 27/2/95

D 9.2 The constitution sub-committee was officially wound up in March 1996.

Motion 20 17/3/96



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

27/2/95 Motion 11: Graham Duck was appointed as Chairperson and the following persons were nominated as members:

Susan Rennison

(SA), Peter Emmerton (Nth CstNSW), John Holodnak (WA) (pending confirmation), Sue Cashmore (Vic) (pending confirmation),
Greg Gralton (SthQLD), Jen Luddington.

7/9/595 Motion c: Toni Gralton was ratified as replacement for Greg Gralton in September 1995.

D 9.3 That the presented draft Strategic Plan be used as a base model for the development of the AKA Strategic Plan.
Motion 7.1 23/9/98

D 9.4 That the Strategic Plan be evaluated annually with initial preparation completed and reviewed at the next AGM.
Motion 7.2 23/9/98

D – 10 BYLAWS SUB COMMITTEE

D 10.1 A sub-committee was formed to review the Bylaws and recommend protocols where needed and report to the 1996 Conference meeting. (Toni Gralton and Susan Rennison were nominated with NC members available for reference).
Motion 3 8/7/96

D – 11 ETHICS BOARD

D 11-1 ESTABLISHMENT

D 11.1a A sub-committee is to be set up to recommend guidelines for the establishment and operations of the AKA Ethics Board.
Motion 5a.6a 11/10/96

D 11.1b This sub-committee to draw up suitable complaints procedures, forms and information leaflet for the public, and for members.
Motion 5a.6b 11/10/96

D 11.1c A NC member is appointed to coordinate the process of forming the Ethics sub committee. *Motion 5a.6c 11/10/96*

D 11.1d Expressions of interest regarding the sub committee be advertised in the next In Touch magazine.
Motion 5a.6d 11/10/96

D 11.1e That a task group of NC members be appointed to determine:
1. interim guidelines, aims and objectives and interim selection criteria for sub committee members.
2. an interim process for hearing or actioning of all complaints pertaining to ethics matters. (Geraldine Gallagher, Irene Hesterman, Jack Suriano were appointed.)
Motion 5a.6f 11/10/96

D 11.1f That the AKA seek legal advice regarding ethical matters and the current state of the constitution before setting up the Ethics Board.
Motion 10 27/7/97

D 11-2 COMPLAINTS PROCEDURE

D 11.2.1 The NC accepts the complaints procedure presented by the Ethics task group on 1/10/97 and recommends it be implemented immediately and reviewed both at local and national level, for discussion at the first NC meeting in 1998. That member associations appoint a Complaints Officer and a Hearing Committee of experienced knowledgeable kinesiologists (at least 2 members plus other expertise if required) to handle and investigate complaints at the member association level. Roles and procedures were outlined. Refer to separate notes.
Motion 1/10/97

D 11.2.2 Each association to nominate and elect one professional member who will take action at their level on behalf of the Ethics task force.
Motion 1/10/97

D 11.2.3 The AKA is not to be drawn in on the matter of paying for legal costs to resolve disputes, as members need to take their own actions in civil matters. The AKA's current status does not allow it to take action as if it were a legal body – presently all members are individually responsible.
Discussion in correspondence 7/9/95

D 11.2.4 The NC can not prevent members asking local associations to take action on their behalf on any matter, however now there are guidelines that enable associations to decline and clearly explain their reasons.
Discussion in correspondence 7/9/95

21/4/97 Motion BA: That the AKA accept the ethics procedure and code of practice as submitted by G. Gallagher with changes being made from ATMS to AKA. The NC has the power to modify as required.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

11/10/96 Motion 5a.6a: That the SAK be delegated to find a member to liaise with the ATMS on how their system works and report to the coordinator before the end of November.

- D 11.2.5 Where a written complaint involves an instructor, that instructor's modality representative or course author will be invited to be actively involved in the complaints resolution process. *Motion 21 11/10/01*
- D 11.2.6 That the AKA will record in a central register of complaints details of enquiries about the public complaints procedure made to the AKA office and to branches; and written complaints about AKA practitioner members (handled at branch level) *Motion 23a 5/9/02*
Motion 23 11/10/01 That the AKA investigate adopting a national complaints register system
- D 11.2.7 Details are to be recorded and held in a secure manner, respecting confidentiality and privacy issues, and content of this register is confidential to the AKA NC members and/or Ethics Task group members. *Motion 23b 5/9/02*
- D 11.2.8 The AKA office and branch complaints officers are to keep a record of all calls requesting information about the public complaints procedure, including the date of the call, whether a complaint form was requested or not, whether a complaint form was sent out or not, how the caller heard about the public complaints procedure. *Motion 23c 5/9/02*
- D 11.2.9 Branches are to advise the AKA office of receipt of and any resultant action on any written complaint. The following information is forwarded initially:
- day and date of receipt of a complaints and a signed complaint form
 - name of the branch receiving the complaint
- The following information is to be forwarded on finalisation of actions concerning a written complaint:
- brief description of processes used for resolution
 - advice whether the complaint was resolved or not.
- Motion 23d 5/9/02*
- D 11.2.10 A confidential report is to be made annually by the Ethics task group to the AKA NC, which includes summaries of information held on the register of complaints. *Motion 23e 5/9/02*

D 11-3 CODE OF PRACTICE

- D 11.3.1 That the Code of Practice as finalised on 27th June 1999 be adopted. *Item 5 27/6/99*

D 11.4 CONSTITUTION / STRATEGIC PLAN

- D 11.4.1 That the revised Constitution as agreed on 18th July 1999 be voted on at the AGM on 3rd September 1999 and that a Postal Vote be held in conjunction with this vote. *Item 3 18/7/99*
- D 11.4.2 That the presented draft Strategic Plan be used as base model for the development of the AKA Strategic Plan. *Item 7a 23/9/98*
- D 11.4.3 That the Strategic Plan be evaluated annually with initial preparation compiled and reviewed at the next AGM. *Item 7b 23/9/98*

D 11.5 CODE OF CONDUCT

- D 11.5.1 That the Code of Conduct be accepted with the changes on page 3 paragraph 3. *Discussion 14 21/10/05*

D 12 WEBSITE

- D 12.1 That the AKA approve the establishment of an AKA website. *Motion 6a 23/9/98*
- D 12.2 That the AKA place links on their website for all modalities and course authors within Australia and Internationally, whose courses have been accredited by the CAB. That those websites be requested to place reciprocal links to



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

the AKA on their websites.

Motion 14

26/10/07

- D 12.3 That the Australian Kinesiology Association employ Simple Net to develop and host the website with an initial payment of \$2002. Subsequent costs of the web site are ratified within the budget of \$20,000. *Motion 9 10/10/08*

24/11/02 *Motion 7* That Dale Godfredson's quote (\$ 500 per year) will be accepted to design and maintain the AKA website.

23/9/98 *Motion 6b* That the quote provided by Lexicon International Services of \$ 1949.40 be approved.

- D 12.4 That the AKA purchase a website domain for use by members as a generic e-mail address. *Motion 16 5/9/02*

- D 12.5 That the following domain names continue to be renewed as they fall due:

Domain Renewals:	akakinesiology.org for two years	\$34.00
	akakinesiology.com for two years	\$34.00
Due now	akakinesiology.org.au for two years	\$39.00
	akakinesiology.com.au for two years	\$65.00
	kinesiology.org.au - hosting renewal	\$124.95

Motion 3 3/11/08

D 13 LOGO

- D 13.1. That the AKA approve the development of the new AKA logo. *Motion 2 12/7/98*

- D 13.2 That a graphic design artist be consulted by the PRB for developing the existing AKA logo. *Item 6.2 25/9/98*

- D 13.3 That the AKA write a policy on the use of the AKA logo and image items. This to include use by members, links to and from the AKA website, and any other perceived use. *Motion 2 06/07/03*

- D 13.4 That the AKA logo and image items may be used without request by professional members and instructor members in relation to advertising kinesiology matters only. Request from external bodies or from members in relation to external bodies or organisations must be formally lodged in writing for approval by the NC and registrar. *Discussion 4 19/09/03*

- D 13.5 That the old black and white AKA logo be adopted with the text 'Australian Kinesiology Association Inc' added beneath the logo as a print version together with the colour logo for web use. *Discussion 6: 2/3/09*

D 14 AKA DIRECTORY

- D 14.1 That the AKA produce a directory with a single entry for each professional member categorized by state and suburb/town, with one line under their name about the types of kinesiology that they do in 160 characters. That this is to be reviewed in 12-18 months time with a view to including new members. That it has a description of kinesiology and what it can do, but not necessarily modality-based, and has no advertising in it. That it has the same colours as the website.

Discussion 1 21/10/05

E AKA OFFICE ADMINISTRATION

E – 1 OFFICE COSTS

- E 1.1 The AKA in principle agrees to establish a sustainable and independent national office. *Motion 7 19/6/95*

- E 1.2 The AKA to pay \$ 20.00 per week for use of serviced office space provided by Equilibrium, to start from 1st September 1995. *Motion 7a 7/9/95*

27/8/93 *Motion 4:* \$ 1000.00 be paid quarterly to run AKA office starting 1st October 1993 (Spring) and paid on 1st October, January, April and July.

- E 1.3 The AKA to install a separate telephone line and answering machine service with relevant easy call facilities. *Motion 7b 7/9/95*

10/91 *Motion 16a:* Foundation Office. The AKA will pay for the rental, answering system and installation of an AKA phone line up to the value of \$ 600.00

10/91 *Motion 16ab:* The AKA will authorise \$ 100.00 contribution for AKA faxline and rental.

- E 1.4 Type setting and computer work for AKA will be paid by the AKA *Motion 17 10/*

- E 1.5 That the editor of the In Touch magazine be paid \$ 600 per issue plus GST. *5 BA Motion 3/3/08*



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- E 1.6 That the AKA increase the Inge's hourly rate from \$21.00 to \$25.00 per hour with immediate effect.
7.6 Motion 4 26/10/07
- E – 2 ADMINISTRATION**
- E 2.1 That daily administrative decisions of the AKA need only be put to the NC itself and not the wider membership.
Motion 5b3 11/10/96
- E 2.2 That the AKA include a membership form in the welcoming letter already being sent to new members.
Motion B2 27/7/97
- E 2.3 That the AKA accepts the proposed insurance company OAMPS to be the preferred insurance representative offered to the AKA registered practitioner members
2005 27/7/97 Motion D 1 That the AKA accept the proposed insurance company (AON – as researched by the AKPRB) to be the preferred insurance representative offered to the AKA registered practitioner members.
- E 2.4 That the AKA accept the OAMPS quote for \$2,000,000 cover for Association Liability Insurance with QBE and the Public Liability Insurance cover for \$10,000,000 with 'W R Berkley Insurance (Europe), Limited'.
Motion Bus 5.1 01/09/08
- E 2.5 The NC delegates the authority to approve and process membership applications to the Administrator.
Motion 10 12/8/98
- E 2.6 That the AKPRB's Professional Kinesiology Practitioner Portfolio proposal be accepted in principle by the NC.
Motion D2 27/7/97
- E 2.7 The AKPRB to move forward with the production of the Portfolio.
Motion 1/10/97
- E 2.8 The AKPRB to investigate the marketing and raising of funds for the production of the Portfolio.
Motion 1/10/97
- E 2.9 The 1997 NC meeting commence 7pm Wednesday 1st October and may continue through to Thursday evening if required.
Motion D3 27/7/97
- E 2.10 That the AKA office no longer send out an Associate Membership form with receipts sent to members.
Motion 3 29/3/98
- E 2.11 That the following two AKA Office functions ceased:
a) The recording and sending out to associations of the names and addresses of people making enquiries to the office about kinesiology in their area.
b) Notifying associations of members joining or re-joining in the first two weeks of every season so they can get a new magazine.
Motion 4 29/3/98
- E 2.12 That all the NC, CAB and PRB representatives have an official name identification supplied by the Australian Kinesiology Association.
Motion 10 10/10/08

E – 3 FINANCES

E 3.1 DISTRIBUTION OF MEMBERSHIP FUNDS

- E 3.1.1 That the AKA change the percentage split of membership fees for the 1999/00 year as follows:

Sydney Kinesiology Association	30 %	AKA 70 %
Kinesiology Association of Victoria	30 %	AKA 70 %
Queensland Kinesiology Association	30 %	AKA 70 %
Northern Rivers	30 %	AKA 70 %
TFH & PK of WA	40 %	AKA 60 %
AKA of South Australia	40 %	AKA 60 %

Motion 36 2/9/1999

10/91 motion 23 Membership money to be divided 50/50 between the AKA and state associations (previously 2/3 went to the TFH Foundation and 1/3 to the states)

15/10/92 Motion 17: State associations pay 50:50 or 2/3 : 1/3 to the Aka depending on their financial state.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

E 3.2 AKA FUNDS

- E 3.2.1 AKA surplus funds to be placed in high interest trustee approved accounts. *Motion 5b4.2 11/10/96*
- E 3.2.2 The AKA cheque account to have a second signatory who is a nominated AKA member *Motion 5b4.3 11/10/96*
- E 3.2.3 That an amount of \$ 50,000 be transferred to a higher interest rate account such as ING and that this account be linked to the Wesptac account. *Motion 13 20/10/06*
- E 3.2.4 Each quarter the Treasurer shall present (email) a pdf file to all National Committee members for perusal about the financial situation of the Australian Kinesiology Association. *Motion 6 3/11/08*

E 3.3 FUNDS FOR BOARD'S EXPENSES

- E 3.3.1 That financial assistance for the AKPRB be from the AKA, and that before the Conference in 1993 we review the membership structure for Practitioners within the AKA, allowing notice for members in the magazine. *Motion 4 1/93*
- E 3.3.2 The AKA to fund the AKCAB coordinator \$ 1000 for administering what is necessary to achieve these goals, subject to the Board providing 3-monthly reports. *Motion 2R 2/5/94*
- E 3.3.3 The CAB and PRB to present budget proposals to the NC for a professional office. *Motion 9a12 23/9/98*

E .3.4 PAYMENT OF EXPENSES

- E 3.4.1 When directed by the NC to attend face-to-face NC meetings, the NC approves payments of the economy airfares for AKCAB and/or AKPRB elected representatives or chairperson. This applies only when they do not attend as an association representative and are not reimbursed in any other way. *Motion 4.3.1 18/7/99*
- E 3.4.2 When directed by the NC to attend face-to-face NC meetings, the NC approves payments of the economy airfares for AKA office bearers and/or staff. This applies only when they do not attend as an association representative and are not reimbursed in any other way. *Motion 4.3.1 18/7/99*
- E 3.4.3 In the event that an association fails to pay for the airfare costs of their representatives, then the AKA will consider subsidising these costs. *2nd Amnd motion 10 8/7/96*
- E 3.4.3 That return airfares for the EO that enable he or she to attend to the NC AGM meeting prior to the annual conference be paid for by the AKA Inc. In the event that associations fail to pay for airfare costs for their representatives, then the AKA will consider subsidising these costs. *2nd amnd motion 10 8/7/96*
- E 3.4.4 That Motion 4, carried by the NC as per the Minutes of National Committee Meeting 3rd November 2008, be revoked. *Motion 5.1 Bus Aris; 2/3/09*

Motion 4 3/11/08

That the Australian Kinesiology Association pay for 2 nights' accommodation, return economy air fare, or other transport, plus taxis to and from the National Committee Face to Face meeting plus up to 2 breakfasts & 2 dinners at reasonable cost for each NC delegate attending.

Motion 4 Bus Aris: 8/7/96

That accommodation-only costs for the NC required by a NC AGM meeting prior to the annual conference be paid for by member associations. In the event that associations fail to pay for the accommodation costs of their representatives, then the AKA will consider subsidising these costs.

- E 3.4.5 That payments or reimbursements over \$ 250.00 made to people for time and energy incurred, be made by the NC after reviewing the financial report. *Motion 2a 21/10/94*
- E 3.4.6 Formal applications for reimbursements referred to above be only considered where the time and energy incurred is significantly greater than the usual workload of any NC member, sub committee member or general member

10/91 Motion 18: (Faculty and) EO will be paid for the prior evening's accommodation for NCM and AGM's. The money will be paid from the Conference budget

12/91 Motion 6: The conference fee and accommodation of the EO during the conference to be covered by the conference.

15/10/92 Motion 19.3: The AKA to make some financial contribution to faculty members – Economy airfare purchase for the 1993 World



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

Conference – because of the World Conference in Australia in 1994, the AKA to pay for 2 fares in 1993 and none in 1994.
15/10/92 Motion 2: That the work of the EO be acknowledged by way of an advanced purchase economy return airfare to the 1993 NC.
7/9/95 Motion AOB: The 1995 Conference fee of the NC chairperson to be paid for by the AKA.
8/7/95 Amnd motion 11: That accommodation only costs for the NC required by 2 (or more) day NC AGM meeting prior to the annual conference, be paid for by local associations, in the event that associations fail to pay for the accommodation costs of their representatives, then the AKA will consider subsidising these costs.

E – 4 PURCHASE OF EQUIPMENT

- E 4.1 The AKA to purchase the computer system outlined in the attached quote, for use of the AKPRB.
Amnd motion 5 28/3/94
- E 4.2 Two fax machines to be purchased for the use of the AKA chairperson and the constitution sub committee chair person.
Motion 12 27/2/95
- E 4.3 The AKA to purchase (a second) computer and printer as outlined in the proposal.
Motion 7c 7/9/95
- E 4.4 That \$ 750 be allocated to upgrade the AKA office computer.
Motion A4 27/7/97
- E 4.5 That the AKA purchase a laser multi function centre capable of duplex printing under \$ 1000.
Motion 6 28-03-04
- E 4.6 That the laptop be retained and all relevant administrative documents stored on it and that it be used during meetings and at conferences.
Motion 3 20/10/06
- E 4.7 That the AKA spend the money (\$522.00) to upgrade the software on the AKA office computer.
Out of Session Motion 1 12/5/08

That Computer Age Systems be given the contract to upgrade the AKA Office Computer as per their quote No 12892 dated 7/5/08.
Out of Session Motion 212/5/08

E – 5 AFFILIATIONS

- E 5.1 The AKA to take steps to apply for affiliation with the ATMS.
Motion 5a5 11/10/96
- 7/9/95 Motion AOB: The AKA to pay IKC memberships in 1995/96 at the rate of 50c per registered Touch for Health instructor.

E – 6 CONFERENCES

- E 6.1 That all money raised at the skills auction held at the AKA National Conference goes to the state organising the conference, rather than split 50-50 with the AKA, beginning with the 2008 conference in Melbourne.
Motion Gen Bus a 9/06/08
27/8/93, motion 12: Funds raised at conferences to be split 50:50 between AKA and hosting association.
- E 6.2 All fees and payments regarding conferences to go to hosting association for accurate book keeping.
Motion 13 27/8/93
- E 6.3 \$ 600 conference float currently in the hands of WA be forwarded to QLD and the float will start afresh for the conference in 1995 with money from the AKA.
Motion 29 27/8/93
- E 6.4 AKA to forward \$ 2000 to the 1994 conference committee.
Motion 20 27/8/93
- E 6.5 Personal advertising not be included in annual conference packages or journals unless paid for.
Motion 5 8/7/96
- E 6.6 That the hosting branch be subsidized by \$ 25.00 per head for a conference.
That the duty statement for a conference liaison officer be accepted
That a conference liaison person be paid \$ 5.00 per full attending delegate (or \$ 2.50 for those attending only one day)
That the conference liaison person be paid \$ 200.00 to prepare a 'how to run a successful conference' manual.
Discussion 12 21/10/05
- E 6.7 That the AKA subsidise 50% of the full conference fee for all speakers at the AKA National Conference, beginning with the 2008 conference in Melbourne.
Motion Gen Bus b 9/06/08



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- E 6.8 That the finances for the 2007 AKA Inc Annual Conference be hosted by AKASA Inc be handled by the AKA Inc head office. That is, all payment for the 2007 AKA Inc Annual Conference be sent directly to the AKA Inc head office, all expenses incurred relating to the 2007 AKA Inc Annual Conference be paid by the head office, and that AKASA Inc be given its share of the profits of the 2007 Annual conference after it's been held. The only monies that will be collected by AKASA Inc while hosting the 2007 AKA Inc Annual Conference will be that from the Skills Auction. *Motion 2 7/5/06*

E – 7 CONFERENCE VENUES

- E 7.1 That members are notified of the dates and city of conferences 2 years in advance.

Motion 8 AGM 26-10-07

15/10/91 Motion 20: The 1992 conference to be in Canberra.

15/10/92 Motion 21: The 1993 conference to be in Perth.

15/10/92 Motion 10: The AKA to host the International Conference in Melbourne in 1994.

12/10/96 Motion 5h: That Melbourne be the venue for the 1997 NC.

ACT to discuss the possibility of doing the conference in 1998, if not, Sydney will do it. ACT to notify of decision before 31/10/97.

29/11/98

That the 1999 conference be held in Canberra, ACT, 3rd – 5th September

That the 2000 conference be held in Maroochydore, QLD, 26th-27th October

26/10/00

That the 2001 conference be held in Perth, WA, 12-14 October

11/10/01

That the 2002 conference be held in SA, 6-8 September

That the 2003 conference be held in Victoria, September

That the 2004 conference be held in Sydney, September

That the 2005 conference be held in Perth, October

That the 2006 conference be held in Brisbane, October

25/06/06

That the 2007 conference be held in Adelaide

25/06/06

That the 2008 conference be held in Melbourne

25/06/06

That the 2009 conference be held in Sydney

25/06/06

That the 2010 conference be held in Brisbane

25/06/06

That the 2011 conference be held in Perth

- E 7.2 Conference Dates as advised at the annual AGM:

26/10/08 That the Date of the Brisbane conference is 22 to 24 October 2010

That the date of the Sydney conference is 18 to 20 September 2009

E – 8 IN TOUCH MAGAZINE

- E 8.1 It is President's responsibility to get instructors and students to have input in by the deadlines. Input can be feedback from classes, wins, news, photos, articles, quotes, research. *Motion 4 15/10/92*

- E 8.2 An invitation to join be printed in every issue. *Motion 35 27/8/93*

- E 8.3 That the Diary Dates include the category and the accredited hours for the advertised workshops and that this info be also included in the local area insert. *Motion Disc 4 05-03-07*

2/5/94 Motion 1Ra The Diary Dates on the back page of the magazine be expanded to include the following advanced classes, conferences or trainings: Facilitator Trainings (3 in 1), Advanced EK, EK Teacher Training, TFH and AKA conferences, EK conferences, 3 in 1 conferences, PKP courses, TFH faculty courses and Applied Physiology courses.

- E 8.4 That extensions or deletions to the above list be possible and be carried out the by CAB with approval of the NC. *Motion 1Rb 12/5/94*

- E 8.5 The AKA will subsidise the cost of the In Touch magazines for professional members at \$ 1.00 per copy, in lots of 5 magazines. *Amnd motion 5 7/9/95*

- E 8.6 For every new member, the current edition of the In Touch and a welcoming letter be sent out along with their receipt from the AKA office. *Motion 22 12/8/9*

- E 8.7 That the In Touch magazine may not be amended or altered by anyone other than the editor before distribution to individual members. *Motion 11 29/3/98*



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

E 8.8 That the backgrounds of all NC members may be published in the In Touch magazine. These could include details of kinesiology qualifications, courses presently taught, and other qualifications and experience outside of kinesiology. Motion 11
12/8/98

E 8.9 That Gaye Downes be re-appointed as Editor of In Touch Motion 11 AGM 10/10/08

Motion 10 AGM 26/10/07 That Rodney Heath be re-appointed as typesetter and that Inge Verstraeten be appointed as interim editor until such time as another appointment can be made.

7/9/95 Motion 9 Michael Wild to be continued in the position of editor of the In Touch magazine for a period of 2 years from 31st October 1995. The duties to be as currently performed and include type-setting of the magazine. Reimbursement to be continued at current rates, with review at 1996 conference NC meeting.

????? That John Warton takes over from Michael Wild as editor of the In Touch magazine

24/11/02 That Brian Knight and Franca Wild be re-appointed as editor and typesetter of the In Touch magazine.

Business 2 06/07/03 That Steve and Annie Durie be appointed as editor and typesetter In Touch for 4 editions, starting with the September edition, to be produced within the AKA guidelines; and that an Editorial Sub Committee be set up to support the position; and that a letter of offer be made that includes the key requirements.

06/06 That Rodney Heath be appointed as typesetter and that Inge Verstraeten be appointed as editor of the In Touch magazine for 5 issues.

E 8.10 That the current In Touch editor and typesetter of the In Touch magazine be endorsed for a further 12 month period, and that his current payment increases by 5%. (\$ 500 → \$ 525 for typesetting, \$ 40 → \$ 42 per page editing) Discussion 7 25-07-04
11/10/01 That the editor's fee increases as of 1st January 2001 to \$ 400.00 per page, and \$ 35.00 per page for typesetting.

E 8.11 That the banner printing of the In Touch remain the same on the cover through all issues and that it includes the AKA logo. Discussion 5 19/9/03

E 8.12 That the In Touch cover be upgraded to allow for 4 colour printing and better quality paper at an annual cost of \$1420.00 per annum and that 4 colour advertising be offered on two single sides with the AKA to meet residual costs of printing to an annual amount of \$ 255 if the total 4 colour pages are not taking up by paid advertising. Paid advertising must cover at least 3/4 of the cost of 4 colour printing on the advertising pages. Discussion 6 19/9/03

E 8.13 That a Feedback sheet be included in InTouch so members can contribute their suggestions and ideas to the National Committee. Motion 5 3/11/08

E – 9 ADVERTISING RATES

E 9.1 Advertising of all recognised kinesiology class dates in state inserts to be free of charge up to 2 lines on an A4 page or equivalent amount of space where advertiser is a financial member of the AKA. Motion 20 28/3/94

E 9.2 That the fees for advertising in the In Touch be as follows:

	Colour		Black & White		
	Accredited	Non-accredited	Accredited	Non-accredited	
Full page	\$ 458.00	\$ 788.00	\$ 330.00	\$ 660.00	
Half page	\$ 229.00	\$ 394.00	\$ 165.00	\$ 330.00	
Quarter page	\$ 114.50	\$ 197.00	\$ 82.50	\$ 165.00	??/??/04

28/3/94 Motion 20 Advertising of all recognised kinesiology class dates in state inserts to be free of charge up to 2 lines on an A4 page or equivalent amount of space where the advertiser is a financial member of the AKA.

27/8/93 Motion 16 Advertising (in the In Touch magazine) to go up to \$ 50 for a quarter page and multiples thereof up to a maximum of one full page.

27/8/93 Motion 18: Advertising of all recognised kinesiology class dates in state inserts to be encouraged and to be free of charge
10/91 Motion 8: Rates to be \$ 25 for a quarter page advertisement, \$ 50 for half a page, \$ 100 for a full page. Rates are double for non-members. All proposed advertising to be up to the editor's discretion.

E 9.3 That the AKA use the services of a debt collector for outstanding invoices (for advertising in the In Touch) Motion 2 30/6/02

E 9.4 That advertising in the In Touch magazine needs to be pre-paid upon submission of the advertisement.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

Discussion 5 20-03-05

30/6/02 Motion 3 That payment for In Touch advertising be received by the AKA office within 14 days of the advertising deadline. Non receipt of payment will mean that the In Touch editor has the option to refuse publication. The AKA office will advise advertisers by letter of the new payment procedures.

E 9.5 That the AKA advertises for a typesetter and editor in the March 2007 issue. That a contract is written up and that it includes the NC's expectations and duties for a typesetter and editor prior to the advertisement being placed.
Motion 30/7/06

E 9.6 That a selection committee deals with the advertisement and selection criteria of the individuals.
Motion 30/7/06

E – 10 ADVERTISING CRITERIA

E 10.1 The criteria for advertising in the In Touch magazine be any kinesiology related course, goods or serviced, according to one or more of the following:

1. any kinesiology related course accredited by the AKCAB.
2. any kinesiology books and charts as advertised at the editor's discretion in consultation with the AKCAB.
3. any product commonly used by kinesiology practitioners as ratified by the AKCAB or approved for use in an AKCAB accredited course. Excluding dietary supplements, herbs and homeopathics.
4. any advertisement for kinesiology related services such as room rental, registered practitioners and practice nights, as ratified by the AKCAB.
5. any other non-kinesiology, practitioner related course, goods or services ratified by the AKCAB.

All advertisers must be fully paid up members of the AKA and fully accredited financial and listed instructors.
Motion 6 21/10/94

E 10.2 That all flyers must be vetted by the CAB before being inserted in the In Touch magazine. *Discus 2 7/10/04*

E 10.3 That any AKA meeting dates, any AKA news that keeps the members informed and up to date can be included on an insert in the In Touch; that only professional members can advertise in the In Touch; that any AKA branch AGM can be advertised.
Motion 27/8/06

E – 11 EDITOR IN TOUCH

E 11.1 That the editor's job description be accepted as amended. *Motion 9 23/9/98*

E 11.2 That the editor of the In Touch magazine has the right to deny publication of any article or comment that is not in harmony with the policies and philosophies of the AKA. *Motion 8 12/8/98*



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

PAST AKA BYLAWS RELATING TO TFH MATTERS

- 9/90 All minutes are relevant. Includes definitions of instructor updates, and part of TFH syllabus, and change of TFHFA structure.
- 10/91 (1) AKA is the umbrella name to incorporate all states in Australia.
- 10/91 (3a) Regarding registration of instructors: Presidents of each state to get feedback regarding which registered instructors are teaching for the Feb 1992 In Touch magazine. Proposal of minimum requirements for TFH instructors by December 1st 1991, through NC by written feedback to AKA.
- 10/91 (21) Re Changing style and content of instructor updates: faculty to inform instructors via letter in magazine, summer 1991.
- 10/91 Various other TFH matters including THF leaflet, executive and faculty reimbursement for accommodation on evening prior to NC meeting.
- 12/91 (8) Various matters including TFH leaflet, reminder about comments re minimum requirements for instructors, and class dates in magazines.
- 1/92 (1) A registered instructor needs to be a current financial member of the AKA.
- 1/92 (2) A registered instructor needs to attend one instructor's day at least every two years.
- 1/92 (3) A registered instructor needs to teach a TFH class every two years.
- 10/92 (13) Re TFH certificates: for next printing (current certificates still new) 1. Stipple the hands of the logo without letters onto the background. 2 draft to be circulated to state presidents.
- 10/92 (14) Re IKC Membership: List of full members and their modalities of instructorship to be sent by state presidents to EO by 31st January 1993.
- 10/92 (19.3) Re use of funds: the AKA to make some financial contribution to faculty members. Economy airfare purchase for the 1993 World Conference. Because of the World Conference in Australia in 1994, the AKA to pay for 2 fares in 1993 and none in 1994.
- 8/93 (2.3) All class levies to be sent directly to the AKA office.
- 8/93 (6) Faculty to compile the register of registered TFH instructors listed in the In Touch.
- 8/93 (7) Faculty to work on reviewing requirements of instructor registration to teach every two years.
- 8/93 (27) AKA members by virtue of the fact that they are of the IKC – they adopt and accept the motions of the IKC regarding recommendations of course syllabus.
- 8/93 (35) That the syllabus be printed regularly in the magazine, and in every issue an invitation to join.
- 3/94 (9) A registered TFH instructor must be a FULL financial member of the AKA.
- 5/94 (3R) That new TFH instructors have one year in which to teach a TFH class(es) to ten people and will be known as Provisional Registered Instructors until they do so.
- 5/94 (4R) That Provisional Registered TFH Instructors' names do not appear in the magazine until their class lists have been received at which time they will be recognized as Registered TFH Instructors.
- 5/94 (5R) That THF Instructors whose registration has lapsed or who have never been registered and now seek current registration, must attend an instructor update or repeat the TFH Kinesiology Instructor Training or attend KIT Advanced.
- 5/94 (6R) That the definition of a registered TFH instructor be as follows:
- a) a registered TFH Instructor is a current full financial member of the AKA.
 - b) A registered TFH Instructor attends and instructor update workshop or repeats the TFH Kinesiology Instructor Training or attends KIT Advanced at least once every two years.
 - c) A registered TFH Instructor will have taught at least one TFH class every year and have submitted their class list and levy.
 - d) A registered TFH Instructor agrees to send a 5% levy on all TFH classes taught within 30 days after completion of the classes.
 - e) A registered TFH Instructor agrees to teach classes styled "Touch for Health" using only the syllabus supplied by the faculty of the International College of Zurich.
 - f) A registered TFH Instructor agrees to teach classes styled "Touch for Health" using only the material and text supplied or recommended by the faculty of the ICK.
- 7/94 (GB1) The meeting acknowledges the formation of the Touch For Health Instructors Association of Australia Inc.
- 7/94 (GB2) Faculty voting rights withdrawn.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

ATTACHMENT A

GUIDELINES FOR MEMBER ASSOCIATIONS

Adopted NC meeting 21st April 1997

1 AIMS AND OBJECTIVES

Associations shall agree to support the Aims and Objectives of the AKA Inc, and to abide by the rules of the AKA as stated in the constitution and bylaws.

Associations shall agree to assist the AKA administration by:

- a. adhering to NC decision making process.
- b. distributing In Touch magazines to members.
- c. managing members' funds effectively and honestly according to AKA guidelines.

Note In the past associations were formed to promote kinesiology in Australia, and some functions (b and c) were standardised. Associations also do a variety of activities locally which are not done on a Australia-wide basis. It is for the best that associations continue to do a range of local activities that assist the spread of kinesiology.

2 RUNNING OF ASSOCIATIONS

Member associations shall hold at least two (2) meetings in each year, one of these meetings shall be the AGM.

Every member association as its AGM shall:

- a. elect 3 office bearers – usually undertaking the duties of President, Secretary and Treasurer.
- b. Appoint a member from within the member association to represent them at NC meetings if required for the ensuing year. The appointee shall be elected by the member association members in a ballot conducted on a one member – one vote basis.
- c. No person shall be elected, or appointed to any position in the member association, or be allowed a vote in any election, or by granted any influence in any matter affecting the AAK, unless they are a financial member of the AKA.

Meetings of the members shall focus on:

- a. local matters relating to the promotion of kinesiology, and to the running of the association (procedures for chairing and running of meetings shall be as outlined by the NC).
- b. National matters relating to policy, procedure and the direction of the AKA Inc by
 - a. Suggesting matters to be decided on by NC
 - b. Discussing and voting on those matters at association level
 - c. Reviewing the results of NC meetings.
- c. Other matters relevant to the attainment of the Aims and Objectives of the AKA.

Office bearers.

President.

The president's duties shall include chairing of meetings of the association, and various other duties as stated in the AKA bylaws. They shall be responsible for ensuring that:

- a. The In Touch magazine is distributed to members each quarter.
- b. Inserts of local news are placed into the In Touch magazine each quarter.
- c. Inserts of local news are forwarded to the AKA office.
- d. Financial reporting is done, and that accurate minutes of meetings are kept.
- e. Meetings are held to enable NC matters to be discussed.
- f. Changes of Office Bearers and addresses are notified to AKA office.
- g. Annual financial and general reports are presented to NC
- h. An association representative is elected to attend NC meetings.

Other office bearers

These to be Secretary and Treasurer, with others as determined by the association. Associations may determine the range of duties of these office bearers, incorporating duties specified by the AKA as needed for the effective running of the AKA administration.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

Associations shall not duplicate functions of the AKA office such as the sending out of membership renewal notices, and the collecting of member's fees.

3 MANAGEMENT OF FUNDS

Members' funds are to be well managed by associations.

Associations will present an annual financial report to the AKA at conference time.

The financial year of the associations will run from 1st July of each year to the 30th June of the following year, in line with the AKA Inc financial year.

Association accounts must have 2 or more person as signatories with 2 or more signatories required for cheque and other withdrawals.

Association accounts must be audited annually.

4 REPRESENTATION AT NATIONAL COMMITTEE MEETINGS

Members of associations will elect a member annually to represent them at NC meetings. This person may be the association's president, though this may not always be the case. The election will be done prior to the AGM or any NC meeting as required.

Elected representatives will represent their members at NC meetings as following:

- a. Non-voting representation for minimum 10-14 financial members (made up of professional, associate and family members)
- b. Full voting representation for 15+ members (made up of professional, associate and family members).

When counting members, professional, instructor, student and associate members count as 1 each.

Members may elect a further representative when the association has more than 75 professional members, and so on, in multiples of 50.

Representatives shall be elected by their association at the meeting preceding the AKA AGM / NC meeting.

The term of office of NC representatives shall be 1 year, commencing from the date of the AKA AGM / NC meeting.

Where an association has 2 or more representatives, an elected representative may hold the proxy for the remaining one(s) at any NC meeting.

It is the responsibility of representatives to ensure that time is made available in meetings to consider and propose matters to the next NC meeting, that NC agenda items are discussed and voted on, and that the results and decisions of the meeting's debate are advised to members.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

ATTACHMENT B

DUTIES OF OFFICE BEARERS OF MEMBER ASSOCIATIONS

Adopted NC meeting 21st April 1997

1 SECRETARY

- 1.1 Records the minutes of all meetings, and sends copies to all members.
- 1.2 Keeps a record of members' names, addresses and phone numbers.
- 1.3 Keeps all relevant records of the association including constitution and policies, minutes of meetings, notices of meetings, correspondence, records of submissions and reports, and any other, eg In Touch magazines.
- 1.4 Sends out correspondence to members.
- 1.5 Is a signatory to the association's bank account(s).
- 1.6 Arranges/assists in arranging meetings of members and may send out notices of meetings to members.
- 1.7 Passes on all records in good order, and explains systems to new secretary at end of term.

2 TREASURER

- 2.1 Ensures that full and accurate accounts and records are kept of all receipts and payments and other financial transactions.
- 2.2 Collects any monies from members, issues receipts, and deposits all monies into the association bank account(s).
- 2.3 Is a signatory to the association's bank account(s).
- 2.4 Makes payments on monies either as petty cash or by cheques signed by the authorised signatories.
- 2.5 Prepares and presents financial statements to meetings, as required.
- 2.6 Ensures that the association's accounts are audited annually and presents the audited financial report to the AGM.
- 2.7 Ensures that financial records are available for inspection by members, during business hours.
- 2.8 Passes on all records in good order, and explains systems to new treasurer at end of term.
- 2.9 Oversees the role of bookkeeper and office manager

3 PRESIDENT / CHAIRPERSON

- 3.1 Chairs meetings.
- 3.2 Prepares the agenda for meetings, together with secretary.
- 3.3 May have a personal deliberative vote and a casting vote if votes are equal after a further round of discussion on the issue.
- 3.4 Encourages full balanced participation by all members and decides on matters of order.
- 3.5 Is a signatory to the association's bank account(s).
- 3.6 Other duties as per AKA bylaws. They shall be responsible for ensuring that:
 1. the In Touch magazine is distributed to members each quarter
 2. inserts of the local news are placed into the In Touch magazine each quarter.
 3. inserts of local news are forwarded to the AKA office.
 4. financial reporting is done, and that accurate minutes of meetings are kept.
 5. meetings are held to enable NC matters to be discussed.
 6. changes of office bearers and addresses are notified to the AKA office.
 7. annual financial and general reports are presented to NC.
 8. an association representative is elected to attend NC meetings.
- 3.7 Passes on all records in good order, and explains duties to new president/chairperson at end of term.

Reason These duties have been compiled from the constitution of KAV and AKAWA and AKA constitution and bylaws. These are all based on suggested guidelines for the management of associations under state legislation, and common practice for running meetings. Agreements of the use of the titles and duties will bring uniformity and ease in AKA administration. It is not intended to rule out local variations eg in use of titles, or the sharing of duties when this is convenient locally.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

ATTACHMENT C

DUTY STATEMENT – NATIONAL COMMITTEE CHAIRPERSON

The chairperson is elected by the NC from amongst the NC members, and as an association representative, carries that one vote.

The chairperson is responsible for the effective functioning of the NC, and for assisting the committee to achieve the aims and objectives of the AKA. The chairperson shall be familiar with the constitution and bylaws, and the structure of the AKA, and shall act impartially and cooperatively at all time.

1. PREPARE FOR NC MEETINGS

- a. Call for items from the membership not less than 6 weeks prior to meeting.
- b. Prepare the agenda in best procedural manner.
- c. Cause the agenda to be sent to all member associations not less than 2 weeks prior to the meeting.
- d. liaise with the EO.

2. CHAIR MEETINGS

- a. Formally open and close meetings.
- b. Ensure a quorum is present or act appropriately in accordance with the constitution.
- c. Control the flow of discussion and debate, with recourse to the following options:
 1. Recognise speakers and ensure they have their turn to speak and keep to the point of the motion.
 2. Curb over-enthusiastic members with tact and diplomacy.
 3. Ensure that remarks and motions are addresses through the chair.
 4. Ensure quiet while a member is speaking, calling the meeting to order if necessary.
 5. When giving a ruling or a point or procedure or debate, ensure it is done promptly wand with reason of the ruling.
 6. Direct discussion by following an agreed order of speakers or by taking alternative speakers for and against a motion.
 7. Ensure there is a seconder for any proposal.
 8. Bring the discussion to a finale and call for a vote.
 9. Establish the method to be used for voting.
 10. Summarize items before moving on.
- d. Ensure that, where possible, decisions are made and actions agreed on.

3. CAUSE THE MINUTES OF THE MEETING TO BE RECORDED, PRODUCES AND DISTRIBUTED.

- a. These to be sent within 14 days of the meeting.

4. FOLLOW UP ON AGREED DECISIONS AND ACTIONS FROM NC MEETINGS

- a. Liaise with relevant persons / subcommittees / associations.
- b. Discuss and decide on further actions as needed to finalise matters.
- c. Delegate tasks according to need.
- d. Initiate the formation of subcommittees and ensure that subcommittees are functional.

5. LIAISE WITH NEW NC REPRESENTATIVES

- a. Contact and welcome each new representative, personally and in writing.
- b. Discuss and answer questions about their role on the committee.

6. HANDLE REQUESTS FROM MEMBERS TO FORM NEW ASSOCIATIONS

- a. Advise the NC guidelines for forming new associations.
- b. Propose the request to the next NC meeting.

7. DEAL WITH COMPLAINTS, PROBLEMS, AND ISSUES RELATING TO AKA POLICIES AND PRACTICES, ARISING FROM AKA MEMBERS AND MEMBERS OF THE PUBLIC.

- a. Liaise with parties involved.
- b. Advise and interpret current policies and practices.
- c. Act as spokesperson for the AKA when needed.
- d. Arrange for policy/practices issues to be brought to the attention of the NC and when appropriate, to be considered at a NC meeting.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- e. Arrange for matters of ethics to be considered by the Ethics Board.
- f. Where complaints, problems and issues are the result of actions by a NC member inconsistent with the bylaws / constitution, or where the actions of a NC member are inappropriate, the following options may also be pursued:
 - i. Liaise with and advise the member that their actions are out of order, giving reference to bylaws and constitution rules etc
 - ii. Request withdrawal of action taken by the members, together with suggestions for appropriate procedures for action.
 - iii. In a meeting, request that a member be silent during, or leave, the meeting for a period of time (minutes / hours / duration).
 - iv. Discuss the matters with the EA, refer them to NC members, or address them at a NC meeting, as needed.
 - v. Give a warning to any member who repeatedly acts out of order
 - vi. If warranted, seek the NC's approval to report the situation to members of the particular NC member's association, and to advise that he/she may not be acting in their best interests.
 - vii. The chairperson's decision is final if the NC members at a meeting, or phone around, give him/her the mandate to act in any respect.

(references for above material: "Chairing and Running Meetings" by Nina Valentine – Penguin Pocket series; "The Perfect Meeting" by David Sharman – Wings Business Guide).

DUTY STATEMENT – NATIONAL COMMITTEE MEMBER

Members of NC are the elected representatives of members of the AKA. Each member association elects a person to represent its members at NC meetings. Where associations have large numbers of professional members, there will be more than one representative. Each representative carries one vote. It is often the case that an association's representative is its president.

NC members are expected to:

1. UPHOLD THE POLICIES AND OPERATING PRACTICES OF THE NC AND AKA Inc

- a. Be active advocates of kinesiology.
- b. Understand the constitution and bylaws and follow them.
- c. Ensure that new association office bearers and new NC members have a full understanding of their job description and commitment to their position.

2. UPHOLD THE NC VOTING AND DECISION MAKING PROCEDURES

- a. Inform all association members of NC matters
- b. Refer agenda items to and from their association members
- c. Organise meetings (or parts of association meetings) for discussion specific to NC matters.
- d. Secure members decisions, opinions and votes on NC items.
- e. Attend NC meetings.
- f. Relay member's votes, decisions and opinions to NC meetings.
- g. Advise members of the decisions and outcomes of NC meetings.

3. BE AN ACTIVE MEMBER OF THE NC

- a. Assist in the formulation of policy and procedures
- b. Share the actioning of NC decisions.
- c. Serve on subcommittees.
- d. Make annual and other reports as needed.

4. EXERCISE DISCRETION AND CONFIDENTIALITY, AND CONDUCT THEMSELVES IN A PROFESSIONAL AND ETHICAL WAY.

DUTY STATEMENT - EXECUTIVE OFFICER

The position of EO is an appointment of the NC. If the person is also an elected association representative, then they carry that one vote.

The EO is responsible for administering the day to day affairs and office of the AKA, including appointed personnel. The position encompasses the secretarial and treasurer functions of the AKA.

1. ASSIST THE CHAIRPERSON WITH THE COORDINATION OF THE AKA'S ACTIVITIES

- a. be available for discussion with the chairperson on items where the chairperson feels discussion is required.



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- b. Assist the chairperson with his/her duties where necessary, eg recording, typing and distribution of minutes of meetings, liaising with boards and subcommittees.

2. ADMINISTRATION

- a. Supervise the duties of the administrator
- b. Receive and answer mail
- c. Respond to phone enquiries
- d. Maintain proper records of the affairs of the AKA including correspondence and other papers.
- e. Attend NC meetings
- f. Research, collage and distribute relevant information as needed.

3. MEMBERSHIP

- a. Cause suitable records of AKA members to be maintained.

4. FINANCES

- a. Accounting:
 - a. be a signatory on AKA accounts
 - b. supervise the financial duties of the administrator
 - c. present the financial reports including an audited annual financial report
 - d. liaise with associations about membership fees.
- b. Budget:
 - a. present annual budget to NC

MEMBERSHIP REGISTRAR

The position of membership registrar is an appointment of the NC and is responsible to the EO.

1. MEMBERSHIP

- a. Cause suitable records of AKA members to be maintained, including:
 - a. name, address and telephone contact
 - b. dates of membership and renewal
 - c. type of membership
 - d. membership fee status
 - e. liaise with kinesiology associations abroad regarding new members, their accredited courses, their activities and our instructors visiting their countries.

DUTY STATEMENT – ADMINISTRATOR

The position of administrator is an appointment of the NC and is responsible to the EO. The administrator is paid a quarterly fee.

1. ADMINISTRATION

- a. Receive and answer mail
- b. Answer and respond to phone enquiries
- c. Typeset and photocopy information and documents, eg registration forms, notices, and arrange for printing of brochures. Etc.
- d. Maintain proper membership records of the affairs of AKA, including correspondence and other papers.
- e. Research, collate and distribute relevant information as needed.

2. REGISTERED PRACTITIONER CERTIFICATES

- a. Send out certificates as advised by AKPRB.

3. DATA BASE / RECORDS

- a. Maintain suitable electronic records
- b. take direction from the EO about liaising with associations about updated lists of members, phone enquiries received.

4. FINANCES

- a. receive, receipt and bank all monies received.
- b. pay expenses.
- c. Record income and expenditure



AUSTRALIAN KINESIOLOGY ASSOCIATION INC BYLAWS

- d. Assist with presentation of financial reports
- e. Maintain proper records
- f. Be a signatory to the AKA accounts
- g. Liaise with associations about membership fees

5. IN TOUCH MAGAZINE

- a. Distribute the magazine to associations with membership lists and mailing labels.