



**BY - LAWS**  
**of**  
**Australian Institute of Kinesiologists Ltd**  
**(AIK Ltd)**

*The By-Laws herein stated are intended as an adjunct to the Constitution and of The Australian AIK Ltd of Kinesiologists Ltd, and, hereafter called "The AIK Ltd".*

*These By-Laws have been written by the Founding Directors and Founding National Executive Members of the above incorporated AIK Ltd. Recent amendments have been made by more recent National Executive resolutions as the changes to Government regulations have occurred since the incorporation of The AIK Ltd 26th August 1998. This has been done to safeguard the current requirements and interests of The AIK Ltd for a more efficient and fair operation of the infrastructure of the organisation and its Members.*

*These By-Laws may be updated and changed by the result of democratic referendum voting by all Qualified Members, from time to time as the National Executive sees fit. However, where the National Executive deems it necessary for the purpose of safeguarding The AIK Ltd, its Members and their interests, in such instance decisions made by a majority vote by The National Executive will enable these By-Laws to be updated and changed from time to time.*

## **A MEMBERSHIP**

### **AI CATEGORIES**

A1.1 Membership is by way of payment of fees and acceptance by The AIK Ltd.

A1.2 Membership Application Forms:

- a. Initial acceptance and subsequent renewals of membership will be offered by the Membership Registration Board in its absolute discretion. In determining eligibility for membership or renewal of Membership, the Board may take into account factors it considers important, including; whether or not the applicant is and continues to be ethical, competent as a kinesiology practitioner and conducts themselves in all respects in ways not detrimental to the good name of Kinesiology, The AIK Ltd and its Member practitioners.
- b. Applicants for initial or renewed Membership will be asked to answer the following (or similar) questions and to do so truthfully. Failure to make full disclosure of any matter which in the opinion of the Board is important will result in automatic termination of Membership.

*Have you ever been convicted of a criminal offence in Australia?*

*OR*

*Been investigated for alleged professional misconduct*

*OR*

*Been refused Membership of any professional Membership body*

If you must answer "Yes" to any of the above, then please give details to accompany your application.

*If renewing : you must give updated details if applicable*

*OR*

*tick the box below to indicate that, since our most recent acceptance, there has been NO change to your situation.*

A1.3 Membership classification of The AIK Ltd will be:

#### **Student / Associate**

Students who do not meet the Ordinary Membership requirements; members of the public interested in Kinesiology; professionals from other fields including medicine, dentistry, physical therapies, nutrition, psychology, massage etc.

Entitlements: These Members can vote; entitled to e-News and e-Indicator and LOGIN for relevant information on website <http://www.aik.org.au>

## Ordinary

This level is recognized by The AIK Ltd as the beginning of training in Kinesiology to form a sound base for further education and training to become a Professional Member with The AIK Ltd. This level requires a minimum of 250 hours of accredited training and education which must include a minimum of 200 hours of face-to face core Kinesiology courses, plus further studies in Kinesiology and/or Anatomy & Physiology and/or Nutrition and/or Adjunct courses. As of 31st March 2004, all applications for Membership must be accompanied by evidence of Competency.

Graduates of HLT42812 Certificate IV in Kinesiology will be eligible to join at this level provided they have met the requirements for The AIK Ltd's accredited course hours. Proprietors of Registered Training Organizations must be registered as Instructors with The AIK Ltd for this recognition and acceptance. Official affiliation for RTO's with The AIK Ltd is covered in E2.10.

**Entitlements:** Members have voting rights and can hold office bearer's position at National level; entitled to e-News and e-Indicator, and LOGIN information on The AIK Ltd's website.

**Requirement:** From 1<sup>st</sup> January 2010 Seniors First Aid Certificate (HLTAID003 — Apply First Aid) will be required.

**Competency:** All hours submitted must have been carried out and assessed by an updated relevant Instructor within the modality and be assessed as "competent". Certificate must be submitted with paperwork at time of Application or Renewal of Membership before the end of each year.

### Automatic Eligibility:

1. Australian Kinesiology Association Inc.: Level 1 membership level
2. HLT42812 Certificate IV in Kinesiology - Graduates will be eligible to join at Certificate Level as Ordinary Members with The AIK Ltd provided they have met the requirements for The AIK Ltd's accredited course hours. R.T.Os delivering HLT42812 must be registered with The AIK Ltd.

### Professional:

This level requires a minimum of 700 hours of accredited training and education which must include a minimum of 400 hours of face-to face core kinesiology courses. As of 31st March 2004, all applications for Membership / renewals must be accompanied by evidence of competency.

Graduates of HLT51507 Diploma in Kinesiology will be eligible to join at this level provided they have met the requirements for The AIK Ltd's accredited course hours. Proprietors of Registered Training Organizations must be registered as Instructors with The AIK Ltd for this recognition and acceptance.

**Entitlements:** Members have voting rights at National levels; can hold office bearer's position in as a National Executive; entitled to e-News and e-Indicator and LOGIN; free entry in The AIK Ltd website Practitioner Directory.

**Requirements: Core Kinesiology subjects (minimum).....400 hours** (inc. first 200 hours at Cert. level)

Anatomy & Physiology ..... 120 hours  
Nutrition..... 80 hours  
Communication/Counselling..... 40 hours  
Practice/Business Management..... 50 hours  
Adjunct or Associated Health courses recognized by The AIK Ltd (see A.I.K. Accredited Course List) Current Seniors/2<sup>nd</sup> Level First Aid — (HLTAID003 — Apply First Aid)

**C.P.E.:** Professional Members are required to attain 20 points of Continuing Professional Education C.P.E. Annually. Evidence of C.P.E. must be forwarded to The AIK Ltd when Application or Renewal of Membership is being processed by the AIKMRB.

**Insurance: Professional Members who wish to** apply and/or maintain private health provider status Professional Indemnity Insurance is required. This must remain current or Membership will be removed from Insurance list of Qualified Practitioners.

All hours submitted must have been carried out and assessed by an updated Instructor within the modality and be assessed as competent.

Members are required to sign the Code of Ethics and Code of Conduct with Membership Application. A copy is to be kept on hand in practitioner's office. Code of Ethics should be displayed for the public to view.

#### **Automatic Eligibility:**

1. Australian Kinesiology Association Inc.: Level 2 & 3 membership levels
2. HLT51507 Diploma in Kinesiology - Graduates will be eligible to join at Associate Diploma Level as Professional Members with The AIK Ltd provided they have met the requirements for The AIK Ltd's accredited course hours. R.T.Os delivering HLT51507 must be registered with The AIK Ltd.

#### **Associate Fellow**

The Member has undertaken over 1,000 hrs of accredited training:

This level requires Professional Membership with The AIK Ltd for a minimum of 5 continuous years. The Member may then apply for this Membership Level.

The Applicant is required to have held at least one position for a full year as a Member of the National Executive at the level of President, Secretary or Treasurer. The Applicant is also required to have published a minimum of 3 papers in the e-Indicator or its equivalent and have presented at a Conference of The AIK Ltd.

#### **Fellow**

By appointment of the National Executive.

The Applicant needs to have been an Associate Fellow for 5 or more years.

## **Life Member**

Is recognised as having contributed significantly to Kinesiology or The AIK Ltd with appointment by the National Executive Members. To qualify a Member must be a fully paid up Associate Diploma/Professional Member or above at the time of nomination and acceptance. Once a Life Membership has been awarded The AIK Ltd will carry the yearly Membership fee, however a Practising Life Member must continue to hold Seniors First Aid Certificate and Indemnity Insurance and complete the 20 C.P.E. points each year. No time limit is placed on Membership.

## **Honorary Member**

By appointment the NE Board for a specific reason.

## **Non Practicing Professional Membership**

- Member will not practice Kinesiology for a fee in any capacity,
- Member will maintain 10 C.P.E. points each calendar year of Membership,
- Member must maintain Senior First Aid/update training – HLTAID003 — Apply First Aid

Member is not required to hold indemnity insurance during this time,

- Member will not be displayed as a practitioner on the website, however, they will be recorded as being a Professional Member in the National Registrar, and
- Member will sign the form indemnifying The AIK Ltd from any responsibility or claims.

## **A2 FEES**

A2.1 The financial year for all Memberships runs from 1st January to the last day of December each year.

A2.2 Student/Associate Membership fee is \$30. No administration joining fee applies.

A2.3 A once-only \$30 administration joining fee is to be paid at time of entrance for Membership to the Ordinary Membership level, and higher.

A2.4 Ordinary Membership fee is \$160 (effective from 1<sup>st</sup> January 2014)

A2.5 Professional Membership, Associate Fellow & Fellow Membership fee is \$200.

A2.6 Members upgrading in status during the Membership year will pay the pro-rata rate according to the months remaining in the Membership year.

A2.7 Midyear (from 1<sup>st</sup> July) application of Membership fees is e.g. Associate/Student \$45; Ordinary \$100 and Professional/Fellow \$120.

A2.8 Any upgrade will attract a processing administration fee of \$30, plus the difference in fees attributed to different Membership levels.

A2.9 Professional Membership payments and supporting documents received after 31 January each year will incur an administration fee for late payment of \$30.

A2.10 Renewal of Professional Membership not accompanied by supporting documents will not be accepted.

A2.11 Professional Members not renewing by submitting full payments and supporting documents by last day of February will be removed from The AIK Ltd's Membership Register.

A2.12 Lapsed Memberships:

- a) Associate Membership will be terminated after Membership has lapsed for 2 months from end of previous financial year i.e. end of February;
- b) Ordinary and Professional Members renewing after last day of February will be treated as new applicants and therefore an administration joining fee of \$30 will be charged for processing the required documents for new Membership;
- c) If unforeseen circumstances should arise, leave of absence may be granted in lieu of lapsing Membership, if requested in writing. Non-Practicing Professional Membership may apply; however, notification to The Membership Registrar will be required. [refer to A1.3]

### **A3 PLACE OF PAYMENT**

A3.1 All Members will pay total Membership fees to the Registrar of the Membership Registration Board. The new Member wishes to join, with a completed Membership Application Form and all relevant documentation.

A3.2 Renewal Registration Form will also be forwarded to the Registrar of the Membership Registration Board with all relevant documentation.

A3.3 When the payment is made to the National Executive account by way of The Membership Registrar via PayPal, direct deposit or other acceptable forms of payment, then 50% of this fee (less \$30 administration joining fee where applicable) will be transferred to the National Executive bank account within 1 month of receipt of monies.

A3.4 The Registrar of the Membership Registration Board will issue a receipt to the Member and notify the Branch of the new Members Membership.

A3.5 The Registrar of the Membership Registration Board is to advise Members by email of their Membership Renewal.

### **A5 CERTIFICATES**

A5.1 The AIK Ltd Membership Registration Board Registrar is to post a Certificate of Registered Membership to the Member each year of Membership as soon as possible after payment is received.

A5.2 The Membership Certificate remains the property of The AIK Ltd and is to be returned if the Member ceases to be a Member of The AIK Ltd.

## **C NATIONAL EXECUTIVE**

## DUTY STATEMENT AND GUIDELINES FOR AIK LTD PRESIDENT AND NATIONAL EXECUTIVE

### THE AIK LTD PRESIDENT

- a) The President is elected by all the Members of The AIK Ltd in a postal vote, from among the Members, being nominated and duly elected by members in a democratic election, where each Member has one vote.
- b) If necessary The President may be elected from the floor at the AGM.
- c) The President is responsible for the effective functioning of the National Executive, and for assisting the National Executive to achieve the Aims and Objectives of The AIK Ltd. The President shall be familiar with the Constitution and By-Laws, and the structure of The AIK Ltd, and shall act impartially and co-operatively at all time.
- d) The President shall prepare for National Executive Meetings by:
  - I. Liaising with the National Executive Secretary to obtain all information needed;
  - II. Calling for agenda items from the Membership, not less than 2 weeks prior to a National Executive Meeting;
  - III. Preparing the Agenda in best procedural manner for a National Executive Meeting;
  - IV. Having the Agenda sent to all National Executive Members, prior to the Meeting;
  - V. Assisting the National Executive Members to formulate motions to be put to referendum voting by all Members, if necessary, including all pros and cons on each issue.
- e) a signatory on The AIK Ltd Bank accounts (3 signatures required)

### C1.2 Chairing National Executive 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:
  - I. Recognise speakers and ensure they have their turn to speak and keep to the point in motion;
  - II. Curb over-enthusiastic Members with tact and diplomacy;
  - III. Ensure that remarks and motions are addressed through the Chair;
  - IV. Ensure quiet while a Member is speaking, calling the Meeting to order if necessary;

When giving a ruling or a point or procedure or debate, ensure it is done promptly and with reason for the ruling;

- VI. Direct discussion by following an agreed order of speakers or by taking alternative speakers for and against a motion;
  - VII. Ensure there is a seconder for any proposal;
  - VIII. Bring the discussion to a finale and call for a voting;
  - IX. Establish the method to be used for voting;
  - X. Summarise items before moving on;
- d) Ensure that, where possible, decisions are made and actions agreed upon.
  - e) Ensure a clear implementation for all results of referendum / postal voting is put in place.



- f) Cause the Minutes of Meeting to be recorded, produced and made available for distribution on request to the National Secretary. This is to be done within 14 days after the meeting.

### C1.3 Follow up in Agreed Decisions and Actions from National Executive Meetings:

- a) Liaise with relevant persons as necessary.
- b) Discuss and decide on further actions as needed to finalise matters.
- c) Delegate tasks according to needs e.g. establish Boards, Committees etc..
- d) Propose the request to the next National Executive Meeting.
- e) Deal with complaints, problems and issues relating to The AIK Ltd's policies and practices arising from AIK Ltd Members and members of the public.
- f) Liaise with parties involved.
- g) Advise and interpret current policies and practices.
- h) Act as spokesperson for The AIK Ltd when needed.
- i) Arrange for policy and practices issues to be brought to the attention of the National Executive members, and when appropriate, to be considered at the National Executive Meetings.
- l) Arrange for matters of Ethics to be considered by the Ethics and Disputes Board.
- m) Where complaints, problems and issues are the result of actions by a National Executive Member, inconsistent with the Constitution and By-Laws, or where the actions of a National Executive 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 Constitution and the Rules of the By-Laws;
  - II. Request withdrawal of action taken by the Member, together with suggestions for appropriate procedures for action. In a meeting, request that a Member be silent during, or leave the Meeting for a period of time (minutes/hours/duration);

Discuss the matters with other National Executive Members, or address them at a National Executive Meeting, as necessary;

- IV. Give warning to any Member who repeatedly acts out of order;
- V. If warranted, seek the National Executive's approval to report the situation to the Ethics and Disputes Board and to advise that he/she may not be acting in the best interest of all Members and The AIK Ltd;
- VI. The President's decision is final if the National Executive 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 Meetings" by David Sharman- Wings Business Guide)*

### C1.4 DUTY STATEMENT - NATIONAL EXECUTIVE MEMBERS

1. Members of National Executive are the elected representatives of all Members of The AIK Ltd.
2. The voting is done in a democratic manner, one person one vote.
3. The nominee/s will now be listed with all candidates and this voting is done by a postal vote of all Professional Members. If candidate is successful in being voted on

to become a National Executive Member, he is now answerable to all Members in Australia. More than one person may be nominated.

4. The National Executive will elect a Secretary and Treasurer from the National Executive.

At any time when the National Executive may consider it needs to appoint one or more additional Members or to fill a casual vacancy on the National Executive, no matter the cause of the vacancy, whether through death, disability, prolonged absence, resignation, expulsion, rejection of Membership renewal or any other cause, the National Executive may fill that extra or casual vacancy by inviting any Qualified Member/s of at least 12 months' standing to join the National Executive. Upon acceptance of that invitation, the term of the new National Executive Member/s shall be until the next Annual General Meeting.

#### ***Appointment of Chief Executive Officer***

For the benefit and strengthening of The AIK Ltd, Members of the National Executive may decide at any time to appoint a Chief Executive Officer (C.E.O.). The C.E.O. will be answerable to the National Executive and will liaise with the National President who will in turn liaise with the other Members of the National Executive. The National Executive will advise the C.E.O. of specific tasks which are to be undertaken from time to time for The AIK Ltd for the development of the future of The AIK Ltd. This position may be a paid position as agreed to by The National Executive. Term will be as required and negotiated by The National Executive.

#### **National Executive Members are expected to:**

##### ***Uphold the policies and operations of The AIK Ltd:***

- a) Be active advocates of all forms of Kinesiology.
- b) Understand the Constitution and By-Laws and follow them.
- c) Ensure that new National Executive Members have a full understanding of their job descriptions and commitment to their position.

##### ***Uphold The AIK Ltd Referendum voting and democratic decision making procedures:***

- a) Inform all AIK Ltd Members of Executive matters.
- b) Refer agenda items to and from their fellow Executive Members.
- c) Organise Meetings (or part Executive Meetings) for discussion specific to Executive matters.
- d) Canvass Member's decisions, opinions and votes on Executive items.
- e) Attend National Executive Meetings.
- f) Relay Members votes, decisions and opinions to Executive Meetings from referendum results.
- g) Advise Members of the decisions and outcomes of Executive Meetings through the avenue of The AIK Ltd e-News and/or e-Indicator.

##### ***Be an active Member of the National Executive:***

- a) Assist in the formulation of policy and procedures.
- b) Share the actioning of National Executive decisions.
- c) Serve on the Committees.

- d) Be active and diligent in formatting referendum agenda motions for all Members to be able to give a fair and precise YES or NO to matters put forward.

Exercise discretion and confidentiality, and conduct themselves in a professional and ethical way.

### **C1.5 DUTY STATEMENT - AIK LTD SECRETARY**

The position of Secretary is an appointment of the National Executive after the AGM. The National Executive may appoint another person to perform the role of Secretary professionally. If the person is also an elected Executive Member, then they carry one vote. The Secretary is responsible for administering the day to day affairs and office of The AIK Ltd, including appointed personnel. The position encompasses the secretarial and treasurer functions of The AIK Ltd.

#### **Assist the President with Co-ordination of The AIK Ltd activities:**

- a) Be available for discussion with the President on items where the President feels discussion is required.
- b) Assist the President with his or her duties where necessary:
  - 1. eg. recording, typing and distribution of minutes of meetings;
  - 2. eg. liaising with the Committees.

### **C1.6 Administration**

- a) Be a signatory on The AIK Ltd Bank accounts (three signatures required).
- b) Supervise the duties of Assistant to the Secretary if one is employed.
- c) Receive and answer mail.
- d) Respond to phone / fax / email enquiries.
- e) Maintain proper records of the affairs of The AIK Ltd including correspondence and other papers.
- f) Attend National Executive Meetings.
- g) Research, collate and distribute relevant information as needed.
- h) Have typeset and photocopy information and documents e.g. registration forms, notices and arrange for printing of brochures.

### **C1.7 Membership**

- a) Cause suitable records of The AIK Ltd Members to be maintained.
- b) Oversee Registered Member / Practitioner Certificates being printed.

Oversee the sending out of Certificates to Members as advised by the AIKMRB.

## **C1.8 DUTY STATEMENT - AIK LTD TREASURER**

Assist the President with Co-ordination of The AIK Ltd activities:

### Finances

- a) Maintain proper electronic and book records.
- b) Accounting - process, receipt and bank all monies received.
- c) Be a signatory on The AIK Ltd Bank accounts (three signatures required).
- d) Pay expenses.
- e) Record income and expenditure.
- f) Present financial reports including an audited annual financial report.
- g) Liaise regarding Memberships fees and updated lists of Members.
- h) Present Annual Budget to National Executive Meeting.
- i) Organise for the uploading of The AIK Ltd 'e-New' / 'e-Indicator' to the webmaster for uploading onto the website <http://www.aik.org.au>.

### C1.9 Signatory the AIK Ltd Bank Accounts

Any three (3) of the National Executive Members can be a signatory of the AIK bank account/s. (1 must be the Treasurer)

## **C2 PROCEDURE FOR NATIONAL EXECUTIVE MEETINGS**

1. The President is to decide the order and priority of Presentation of agenda items to be dealt with at the National Executive Meetings.
2. When urgent matters are required to be dealt with The President can email and phone around the National Executive at any time without requiring the usual notification period usually required for a formal meeting. Agenda items can be presented as
  - a) a motion;
  - b) with the reason for the motion;
  - c) a YES/NO choice on the email for voting by replying to The President with a suitable and clear notation of the vote;
  - d) the final vote is held by The President;
  - e) a majority vote passes the motion.

### C2.1 MOTIONS:

- I. Proposer to identify oneself and propose the motion;
- II. Ask for a seconder;
- III. Proposer to speak to the motion;
- IV. And speak for the motion, against the motion, or ask for clarification;
- V. Ask for further comments;
- VI. Proposer has right of reply;
- VII. Amendments at any time;
- VIII. Amendments need a proposer and a seconder and then open for further discussion;
- IX. If carried, it becomes the motion;

- x. If lost the original motion takes precedence.

### C3 MOTIONS FROM DISCUSSION ITEMS

- C3.1 The National Executive to be allowed to formulate referendum questions on items formally presented for discussion at National Executive Meetings, based on votes of all Qualified Members, as a result of the referendum.

### C4 MINUTES OF NATIONAL EXECUTIVE MEETING

- C4.1 The AIK Ltd President will not publish the Minutes of the National Executive Meetings until the official Minutes are approved by the National Executive.
- C4.2 Minutes are not to disclose the breakdown of voting, but only that the motion is carried, lapsed, or left for further information or discussion.

### C5 UNRESOLVED MATTERS

- C5.1 Matters unable to be resolved within 14 days by the President and /or Secretary are to be referred to the National Executive within 21 days of the matter arising.

### C6 CONFLICT OF INTEREST

- C6.1 The AIK Ltd Office Bearers, including the National Executive, Boards, Committees, Sub-Committees are not to use their position, or to advertise their position, for unfair advantage; to promote any workshops, to express personal opinions relating to Kinesiology classes/courses, clinics, practitioners, colleges for personal interest and/or gains in Kinesiology classes, market products for personal and commercial gain or conduct any business other than or AIK Ltd business.
- C6.2 Should a situation arise where there is direct conflict between an Office Bearer and financial or personal interest in business transactions that Office Bearer will voluntarily abstain from voting or taking an active part in any decisions which would benefit that person.
- C6.3 Should a situation arise where there is direct conflict between an Office Bearer and another Member of The AIK Ltd, where legal action has occurred, the Office Bearer will abstain from voting and take no active part in any decisions which would affect the legal situation.

## **C7 CONFIDENTIALITY OF MEMBERS / MAILING LISTS**

### C7.1

- a. The internal affairs of The AIK Ltd howsoever documented or advised including, but not limited to, all Member mailing lists, database material and e-mail lists are "Commercial in Confidence" information and are the absolute property of The AIK Ltd. Access to and use of such material may only be authorized and only for legitimate purposes, only by specific and duly Minuted motion of the National Executive. Unauthorised accessing or use of such information will incur an Agreed Damages sum of \$5,000 and by becoming a Member, a person agrees to this provision; a non-Member acting similarly will incur such quantum of Damages as the courts in Common Law may award.

- b. Section A1.2 of the By-Laws will apply.
- c. Section 6 & 7 of the Constitution will also apply.

C7.2 Permission to be given by the Member on their Membership form for their name to be given to other Members or the general public for genuine enquiries about Kinesiology.

C7.3 The AIK Ltd must not use mailing lists for dealing with grievances or personal issues. This will constitute a breach.

## **D AFFILIATIONS WITH OTHER ORGANIZATIONS**

The AIK Ltd, through the National Executive, is to take steps to apply for affiliation with any relevant Associations as the Board see fit. This applies to reciprocal Membership for Professional Associations and Organizations for overseas entities on the proviso that The AIK Ltd qualification requirements are met.

## **E NATIONAL EXECUTIVE, BOARDS, COMMITTEES**

### **EI ESTABLISHMENT OF MEMBERSHIP REGISTRATION BOARD (AIKMRB)**

E1.1 The National Executive will establish a Membership Registration Board (known as AIKMRB) as directed by the National Executive.

E1.2 The AIKMRB will draw up suitable forms and information leaflets, with Guidelines for filling out Membership Registration Forms for all potential AIK Ltd Members, explaining all levels of Membership and all approved courses that are relative to the application.

E1.3 Each Member will forward a signed Membership Application Form to the AIKMRB, with signature, giving their full name, address, contact numbers, emails. This will include a list of all Kinesiology training courses, Instructors names, and hours completed by the applicant, including copies of Certificates, Diplomas etc along with evidence of current Seniors First Aid, valid Indemnity Insurance, and 20 CPE Points (10 CPE Points for non-Practicing Professional Members) for previous 12 months. Other related health training and Professional Health qualifications and Memberships can also be included.

E1.4 The AIKMRB will have at least one National Executive Member on the Committee, along with a number of Qualified Members, as designated from time to time by the National Executive, as per the Constitution.

E1.5 The AIKMRB will review the applications presented for Membership Registration and report to the National Executive.

E1.6 The AIKMRB will advise the Applicant of the successful application for Membership and the level of Membership, or the rejection of the application.

E1.7 The AIKMRB will advise the Member of the successful application for Membership and the level of Membership, or the rejection of the application. The AIKMRB will advise the National Executive of this in a report. If the application is declined, the Constitution will guide further procedures.

### **E1.8 Membership Registrar**

The AIKNEB is to appoint a person on the Board as the Membership Registrar.

### **E1.9 Membership Records**

The Membership Registrar will cause suitable records of The AIK Ltd Members to be maintained in electronic scanned form, including:

- I. Name, address, postal address and telephone contact, email address;
- II. Dates of Membership and renewal date;
- III. Type of Membership;
- IV. Membership fees status;
- V. Status of Seniors First Aid;
- VI. Status of Indemnity Insurance;
- VII. Status of 20 CPE Points over last 12 months.

## **E2 ESTABLISHMENT OF COURSE ACCREDITATION BOARD (AIKCAB) BY THE NATIONAL EXECUTIVE**

E2.1 The National Executive will establish a Course Accreditation Board (known as AIKCAB) as directed by the National Executive.

E2.2 The AIKCAB will approve all courses accredited by Australian Kinesiology Association Inc. without further fees payable to The AIK Ltd. However, for this support by The AIK Ltd all Course Authors / Developers / Modality contacts must submit course material such as manuals, workbooks, certificates and other documents as required in the Guidelines for Course Accreditation to The AIK Ltd. Any changes or amendments to a course must be resubmitted to the AIKCAB.

E2.3 The AIKCAB will draw up suitable forms and information leaflets with Guidelines for Course Accreditation for the Course Authors / Developers / Modality contacts.

E2.4 The AIKCAB will have at least one National Executive Member on the Board, along with a number of Members, not exceeding a number designated from time to time by the National Executive, as per the Constitution.

E2.5 All Kinesiology and related Health Courses will be forwarded by the Courses Authors to the AIKCAB for review.

E2.6 The AIKCAB will review the Courses presented for Course Accreditation and report to the National Executive.

E2.7 The AIKCAB will fully document all reasons for and against recommendations of Course Accreditation in their report to the National Executive.

E2.8 The AIKCAB will advise Course Author/Developer/Modality contact the outcome of Course Accreditation Board's decision and provide a written report.

If the Course is declined, the AIKCAB will continue to communicate with the Course Author / Developer/Modality contact person until all issues are resolved.

E2.9 If the issue is not resolved, it is to be referred to the National Executive for consideration. A last resort is to seek legal counsel.

### **E2.10 Instructor Register and Registered Training Organisations**

- I. Instructors of Modalities are to be advised by their Course Authors / Facilitators / Instructor Trainers of their status / grandfather status as Modality Instructors. Instructor Certificates must accompany the advice from 1<sup>st</sup> July 2009.
- II. All Instructors of accredited courses by The AIK Ltd must be Professional Members of The AIK Ltd for their courses to be acknowledged by The AIK Ltd from 1<sup>st</sup> July 2009
- III. A Course Instructor Register is to be kept on Computer and hard copy of all Certified Instructors of each Kinesiology Modality with information supplied by Instructor Trainers / Qualifying Facilitators from 1st July 2009.
- IV. Registered Training Organisations may apply for affiliation with The AIK Ltd from 1st July 2009.
- V. Registered Training Organisations must supply to The AIK Ltd on CD, DVD or hard copy printed manuals of their Certificate and Diploma course material, copy of the Certificates and Diplomas for validation from 1st July 2009.
- VI. All Kinesiology Course Instructors must become Professional Members of The AIK Ltd for this acceptance of the RTO as an affiliate of The AIK Ltd from 1st July 2009.
- VII. The AIK Ltd will accept Certificate IV accredited students as Ordinary Members on presentation of all required paperwork from 1st July 2009.
- VIII. The AIK Ltd will accept Diploma accredited students as Associate Diploma/Professional Members on presentation of all required paperwork from 1st July 2009.

These Members will have full Membership rights with The AIK Ltd from 1st July 2009.

## **E3 GUIDELINES FOR COURSE ACCREDITATION BOARD INTERIM GUIDELINES FOR PRE-ACCREDITATION**

### **E3.1 CORE COURSE**

- a) A core Kinesiology course must utilize muscle testing/muscle response testing/muscle checking/muscle monitoring as an integral part of the course as per the manual. The list of courses is flexible and is updated by the AIKCAB.
- b) The course shall relate to balancing Structural, Neurological, Emotional, Mental, Nutritional, Chemical, Educational, Spiritual, and Energy.

CORE KINESIOLOGY COURSES — refer to the A.I.K. Ltd Fully Accredited Course List attached

### **E3.2 ADJUNCT COURSE**

- a) The adjunct Kinesiology course uses Kinesiology, as a complementary tool, in a system that can function without muscle testing/muscle response testing/muscle checking/muscle monitoring, but uses this tool to make the system more effective. The list of courses is flexible and is updated by the AIKCAB.



- b) The course shall relate to balancing Structural, Neurological, Emotional, Mental, Nutritional, Chemical, Educational, Spiritual, and Energy.

**ADJUNCT COURSES — refer to the A.I.K. Ltd Fully Accredited Course List attached**

### **E3.3 ASSOCIATED HEALTH COURSE**

- a) No muscle testing/muscle response testing/muscle checking/muscle monitoring is used. However, the knowledge and background information of these associated health courses and studies is complementary to E3.1 a) &b), E3.2 a) & b). The list of courses is flexible and is updated by the AIKCB.

**ASSOCIATED HEALTH COURSES — refer to the A.I.K. Ltd Fully Accredited Course List attached**

### **ACCREDITED COURSE HOURS**

#### **3.1(a) CORE COURSES**

Core courses will have full training hours allocated towards credited training for Members. Full hours will be credited where a Course Stream requires a number of workshops are undertaken until final Diploma / Certificate can be issued, e.g. Neural Organization Therapy - three complete workshops of both Modules 2 and 3 must be completed before a Diploma of Proficiency may be issued.

For qualification and acceptance of Membership application and renewal, only the hours listed on the Certificate of Competency will be accepted, unless accompanied by a letter from the Instructor explaining otherwise.

For hours to be recognised, all pre-requisites for each course must be strictly adhered to. Courses must be taken with fully accredited and updated Instructors recognized by the modality.

Instructors of any modality must hold the Associate Diploma/Professional Membership and must be registered with The AIK Ltd.

Certificate level / Ordinary Member level is minimum 250 hours, which must include 200 hours of face-to face core course training minimum.

Associate Diploma / Professional Membership level is minimum 700 hours, which must include 400 hours of face-to face core course training minimum.

#### **3.1(b) REPEAT HOURS OF CORE COURSE**

Where a core course is repeated, the repeat hours will be credited at 50% training hours towards accreditation, unless the Course Stream requires the course to be repeated. For example, with Neural Organization Therapy the courses must be undertaken three times before proficiency is attempted. In this case, the total hours are recognised. After that time, 50% of training would be credited. This cannot be more than 20% or one fifth of training hours towards Certificate level or 50 hours of 250 hours total.

### **3.2(a) ADJUNCT COURSES**

An Adjunct course will provide full hours for training. However, these hours will only be allowed to a maximum of one fifth of total hours 20% towards Ordinary Membership level and Certificate in Kinesiology from the following RTO/Colleges:

1. Australian Kinesiology College
2. Australasian College of Kinesiology Mastery

For qualification and acceptance of Membership Application and Renewal, only the hours listed on the Certificate of Competency will be accepted.

### **3.2(b) REPEAT HOURS OF ADJUNCT COURSE**

Repeat hours of an adjunct course will be allowed at the rate of 50% with a maximum of 50 hours towards Certificate level of 250 hours training.

Ordinary Member level is 250 hours which must include 200 hours of face-to face core course training minimum, giving a maximum of 50 hours of an adjunct course allowable towards accreditation.

Associate Diploma/Professional Membership level is 700 hours which must include 400 hours of face-to face core course training minimum, giving a maximum of 300 hours of adjunct and associated health courses allowable towards accreditation.

### **3.3 ASSOCIATED HEALTH COURSES**

These courses can supply a limited number of hours which can be added to the 50 hours which are separate from the 200 hours of core Kinesiology courses. Each associated course would be examined on merit as supplied by the Member applying for Membership.

For qualification and acceptance of membership application and renewal, only the hours listed on the Certificate of Competency will be accepted.

Copies of academic transcripts including hours studied must accompany the Application Form for Anatomy & Physiology, Nutrition, Communication/Counselling and Practice/Business Management.

Ordinary Member level is 250 hours which must include 200 hours of face-to face core course training minimum, giving a maximum of 50 hours of an adjunct course allowable towards accreditation.

Associate Diploma / Professional Membership level is 700 hours which must include 400 hours of face-to face core course training minimum, giving a maximum of 300 hours of adjunct and associated health courses allowable towards accreditation.

Once a course is selected from Core, Adjunct or Associated Health Course list, it can be applied only once for training hour recognition, e.g. CK1 if applied under Core Course it cannot be applied again as Counselling Course under Associated Health Course.

## **E4 ESTABLISHMENT OF ETHICS AND DISPUTES BOARD**

E4.1 The National Executive will establish an Ethics and Disputes Board as per Code of Ethics and Code of Conduct.

E4.2 All complaints will be addressed to the National Executive and at its discretion will pass to the Ethics and Disputes Board, if the National Executive is not able to resolve the issue.

E4.3 The Ethics and Disputes Board will have one National Executive Member on the Board, along with a number of Members, as designated from time to time by the National Executive, according to the Constitution.

E4.4 The Ethics and Disputes Board will meet to discuss the matter and decide on an outcome. A report will be forwarded to the National Executive.

E4.5 If unable to be resolved, the National Executive will meet to discuss the matter and decide if outside advice may be required. The National Executive is to be guided by the Constitution. The National Executive will then decide at this Meeting if the services of a Constitutional Lawyer are required.

## **ES ESTABLISHMENT OF SPECIAL PROJECTS COMMITTEE**

E5.1 The National Executive may establish a Committee from time to time for special projects as the National Executives sees fit. This Committee may choose to have a Sub-Committee to assist them for this Special Project.

E5.2 The National Executive will instruct a Committee to establish a Passbook for registration of all training hours, Conferences, and practice meetings.

E5.2 All Committee Members will report to the National Executive as requested by the National Executive, and the Committee will be guided by the directions of the National Executive.

E5.3 The Committee will be disbanded by the National Executive at a National Executive Meeting, when the project is completed.

## **F THE AIK LTD GENERAL MEETING REFERENDUM - POSTAL VOTING**

### **FI. AGENDA ITEMS FOR MEETINGS / REFERENDUM VOTING**

F1.1 Agenda items are to be forwarded from Members or National Executive members to The AIK Ltd Secretary and then forwarded to each Member of the National Executive for consideration at a National Executive Meeting at least 21 days prior to meeting and include a firm proposal with detailed supporting reasons for the agenda item.

F1.2 Agenda items to be a single point or sub-categorized points, i.e. (a) (b) (c) etc.

F1.3 The agenda items are to be written as clearly as possible. Detailed reasons must be supplied with the agenda items for the motion as it may be put to the Members for a postal referendum vote.

F1.4 The National Executive will decide at their Meeting if the agenda item is a localised issue and can be decided by the National Executive or if it is a national issue and should be placed as a referendum agenda item to be voted on by all the Members.

F1.4 The National Executive will formulate the referendum, stating the pros and cons of the matter as submitted by the Member and as viewed the National Executive.

## **F2 AMENDMENTS TO AGENDA ITEMS**

F2.1 Amendments to the agenda presented to the National Executive meetings to be allowed to be presented at the Meeting at the discretion of the National Executive.

## **F3 PROCESS FOR REFERENDUM**

F3.1 The National Executive will arrange for The AIK Ltd Secretary to have the Referendum Voting Forms sent out with The AIK Ltd e-News Newsletter to all Qualified Members.

F3.2 All referendum questions are to be clearly printed and posted with e-News Newsletter for voting by all Qualified Members, i.e. Ordinary Members, Professional Members, Associate Fellows and Fellows.

F3.3 Referendum voting forms to be emailed, posted or faxed by Members to The AIK Ltd Secretary by said date.

F3.4 The National Executive will appoint a Returning Officer for all Referendum voting to witness the opening and counting of votes in the presence of 2 other persons.

F3.5 Results to be dispatched to each National Executive Member by appropriate means for next National Executive Meeting.

F3.6 The National Executive Members are responsible to take necessary action.

F3.7 Voting results are to be published in next AIK Ltd e-News Newsletter/e-Indicator Magazine.