

**BY LAWS
OF
AUSTRALIAN INSTITUTE
OF KINESIOLOGISTS LTD
A Company Limited by Guarantee**



"Strengthening Kinesiology through Innovation & Vision"

1300 787 788



aik.org.au



info@aik.org.au



abn 67 084 078 946

The By Laws herein stated are intended as an adjunct to the Constitution of The Australian Institute 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.

"Strengthening Kinesiology through Innovation & Vision"

1300 787 788



aik.org.au



info@aik.org.au



abn 67 084 078 946

CONTENTS

A	MEMBERSHIP	4
A1	CATEGORIES	4
A2	MENTORING / PEER MENTORING MEMBERSHIP REQUIREMENTS	8
A3	FEES	9
A4	PLACE OF PAYMENT	10
A5	CERTIFICATES	10
B	NATIONAL EXECUTIVE	11
B1	THE AIK LTD PRESIDENT	11
B2	DUTY STATEMENT - NATIONAL EXECUTIVE MEMBERS	13
B3	DUTY STATEMENT - AIK LTD SECRETARY	14
B4	DUTY STATEMENT - AIK LTD TREASURER	15
B5	PROCEDURE FOR NATIONAL EXECUTIVE MEETINGS	15
B6	CONFIDENTIALITY OF MEMBERS / MAILING LISTS	16
C	AFFILIATIONS WITH OTHER ORGANIZATIONS	17
D	NATIONAL EXECUTIVE, BOARDS, COMMITTEES	17
D1	ESTABLISHMENT OF MEMBERSHIP REGISTRATION	17
D2	ESTABLISHMENT OF COURSE ACCREDITATION BOARD (AIKCAB) BY THE NATIONAL EXECUTIVE	18
D3	GUIDELINES FOR COURSE ACCREDITATION BOARD INTERIM GUIDELINES FOR PRE-ACCREDITATION	19
D4	ESTABLISHMENT OF AIK LTD INVESTIGATION SUB COMMITTEE (ISC)	20
D5	ESTABLISHMENT OF SPECIAL PROJECTS COMMITTEE	20
E	THE AIK LTD GENERAL MEETING REFERENDUM - POSTAL VOTING	21
E1	AGENDA ITEMS FOR MEETINGS / REFERENDUM VOTING	21
E2	AMENDMENTS TO AGENDA ITEMS	21
E3	PROCESS FOR REFERENDUM	21

A MEMBERSHIP

A1 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 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

Have you received a Prohibition Order from any State or Territory Authority Body?

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.

Membership Renewals:

Member must provide updated details if applicable

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

Members are required to sign the Code of Ethics and Conduct and display it in their practice for the public / clients to view at all times. A copy is to be kept on hand in the practitioner's office.

Student:

Students could be clarified as a person who does not meet the AIK Ltd Standard or Registered Membership requirements; that is a member of the public studying in an AIK Ltd recognised Kinesiology course/programme.

Entitlements: These Members cannot vote; are entitled to e-News and e-Indicator.

Associate & Associate Professional:

Professionals who do not meet the Registered Membership requirements; may be members of the public who are interested in Kinesiology; retired Kinesiologists, professionals from other fields including medicine, dentistry, physical therapies, nutrition, psychology, massage etc.

Entitlements: These Members cannot vote; are entitled to e-News and e-Indicator.

Standard Member:

This level is recognized by The AIK Ltd as having completed Kinesiology qualifications and are in the process of operating a clinical practice and may be furthering their qualifications.

This level requires a minimum of 200 hours of accredited training and education which must include 150 hours of face-to-face core kinesiology hours, plus further studies in Kinesiology and/or Anatomy & Physiology and/or Nutrition and/or Adjunct courses. As of 31 March 2004, all applications for Membership must be accompanied by evidence of Competency.

Entitlements: Members have voting rights. This level is awarded support from the AIK Ltd, free listing on the AIK Ltd Practitioner Directory, entitled to e-News and e-Indicator.

Insurance: Standard Members are required to hold Professional Indemnity Insurance while conducting their practice. Minimum insurance requirement: Prof.Indemnity cover - \$1M per any case, Public Liability - \$10M.

Requirements: 5 CPE points at renewal, Provide First Aid/CPR, Insurance, Working with Children/Blue Card or equivalent.

Registered Member:

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 Registered Professional Member with The AIK Ltd. This level requires a minimum of 300 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 and Physiology and/or Nutrition and/or Adjunct courses. As of 31 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 D2.10.

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

Insurance: Registered Members are required to hold Professional Indemnity Insurance while conducting their practice. Minimum insurance requirement: Prof.Indemnity cover - \$1M per any case, Public Liability - \$10M.

Requirement: 10 CPE points at renewal, Provide First Aid/CPR, Insurance, Working with Children/Blue Card or equivalent.

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 Registered Members with The AIK Ltd provided they have met the requirements for The AIK Ltd's accredited course hours. R.T.O's delivering HLT42812 must be registered with The AIK Ltd.

Registered Professional:

This level requires a minimum of 650 hours of accredited training and education which must include a minimum of 450 hours of face-to face core kinesiology courses. As of 31 March 2004, all applications for Membership / renewals must be accompanied by evidence of competency.

Graduates of HLT51507 Diploma in Kinesiology and HLT52415 Diploma of 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 (RTO) 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 as a National Executive; entitled to e-News and e-Indicator, listed on The AIK Ltd website Practitioner Directory.

Training:

Core Kinesiology subjects (minimum) 450 hours
(includes first 200 hours at Cert IV level)

Anatomy & Physiology	100 hours
Nutrition	35 hours
Communication/Counselling	40 hours
Practice/Business Management	25 hours

Adjunct or Associated Health courses recognized by The AIK Ltd
(see AIK Ltd Accredited Course List on website)
Current First Aid — (HLTAID003) / CPR – (HLTAID001).

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

Insurance: Registered Professional Members are required to hold Professional Indemnity Insurance while conducting their practice. Minimum insurance requirement: Prof.Indemnity cover - \$2M per any case, Public Liability - \$10M.

Requirements: 20 CPE points at renewal, Provide First Aid/CPR, Insurance, Working with Children/Blue Card or equivalent.

Automatic Eligibility:

1. Australian Kinesiology Association Inc.: Level 2 & 3 membership levels
2. HLT51507 and HLT52415 Diploma in Kinesiology - Graduates will be eligible to join as a Registered Professional Member with The AIK Ltd provided they have met the requirements for The AIK Ltd's accredited course hours. R.T.O's delivering HLT51507 and HLT52415 must be registered with The AIK Ltd.

Registered Specialist Professional:

This level requires a minimum of 1350 hours of accredited training and education which must include a minimum of 1000 hours of face-to face core kinesiology courses. As of 31 March 2004, all applications for Membership / renewals must be accompanied by evidence of competency.

Graduates of HLT51507 Diploma in Kinesiology and HLT52415 Diploma of 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 as a National Executive; entitled to e-News and e-Indicator and listed on The AIK Ltd website Practitioner Directory.

Training:

Core Kinesiology subjects (minimum) 1000 hours (including Cert IV or Diploma HLT51507 or HLT52415)	
Anatomy & Physiology	150 hours
Nutrition	75 hours
Communication/Counselling	60 hours
Practice/Business Management	30 hours
Adjunct or Associated Health courses recognized by The AIK Ltd (see AIK Ltd Accredited Course List on website)	
Current First Aid — (HLTAID003) and CPR – (HLTAID001).	

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

Insurance: Registered Specialist Professional Members are required to hold Professional Indemnity Insurance while conducting their practice. Minimum insurance requirement: Prof.Indemnity cover - \$2M per any case, Public Liability - \$10M.

Requirements: 20 CPE points at renewal, Provide First Aid/CPR, Insurance, Working with Children/Blue Card or equivalent.

Automatic Eligibility:

1. Australian Kinesiology Association Inc.: Level 2 & 3 membership levels
2. HLT51507 and HLT52415 Diploma in Kinesiology and/or Advanced Diploma of Kinesiology - Graduates will be eligible to join as a Registered Specialist Professional Member with The AIK Ltd provided they have met the requirements for The AIK Ltd's accredited course hours. R.T.O's delivering HLT51507 and HLT52415 and / or other recognized qualification by AIK Ltd which 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 such as Registered Professional Member or Registered Specialist Professional Member 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.

Requirements: 20 CPE points at renewal, Provide First Aid/CPR, Insurance, Working with Children/Blue Card or equivalent.

Insurance: Associate Fellow Members are required to hold Professional Indemnity Insurance while conducting their practice. Minimum insurance requirement: Prof.Indemnity cover - \$2M per any case, Public Liability - \$10M.

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 by The AIK Ltd with appointment of awarding this membership level only by the National Executive Directors. One of the necessary requirements is that the nominee (Member) must be a financial member of the AIK Ltd; 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 First Aid Certificate and Indemnity Insurance and complete the 20 C.P.E. points each year. No time limit is placed on this Membership.

Honorary Member:

By appointment of the AIK Ltd NE Directors.

A2 PRACTITIONER SUPPORT PROGRAM

A new Practitioner Support Program was released in May 2019 to provide another avenue for members to gain support, improve their practice and contribute to the modality of Kinesiology.

Participation in the new Practitioner Support Program is voluntary and it replaces the Mentoring Program that was introduced in December 2017.

Members can earn CPE points for partaking in any of the activities related to the Practitioner Support Program.

The Practitioner Support Program includes the following pathways:

- **Mentoring Program**
- **Peer Support Program**

Please refer to the Practitioner Support Program on the AIK Ltd website www.aik.org.au for further details.

A3 CONTINUOUS PROFESSIONAL EDUCATION

The purpose of CPE is to ensure Professional Practitioners regularly update their clinical skills and professional knowledge. It is a commitment to updating and furthering one's education. Participation in the CPE program is mandatory for the following membership levels:

- **Standard Level**
- **Registered Level**
- **Registered Professional and Levels above (practicing member)**

Members with 'Associate' & 'Student' membership level are exempt from the requirement.

Members are required to provide the following CPE points per year (1 January to 31 December) to fulfil the CPE requirements of their membership level:

- **Standard Level:** **5 CPE points**
- **Registered Level:** **10 CPE points**
- **Registered Professional and Levels above:** **20 CPE point**

Please refer to the CPE Policy on the AIK Ltd website www.aik.org.au for further details.

A4 FEES

- A4.1 The financial year for all Memberships runs from 1 January to the last day of December each year.
- A4.2 Student Membership - \$ Nil
- A4.3 Associate/Associate Professional Membership fee is \$45. No administration joining fee applies.
- A4.4 Standard Membership fee is \$130.
- A4.5 Registered Membership fee is \$160 (effective from 1 January 2016)
- A4.6 Registered Professional Membership, Registered Specialist Professional, Associate Fellow & Fellow Membership fee is \$200.
- A4.7 Members upgrading in status during the Membership year will pay the difference in fees attributed to the various membership levels as it relates to the AIK Ltd fee structure for the first or second half of the membership year.
- A4.8 Midyear (from 1 July) application of Membership fees is e.g. Associate \$45; Standard \$85, Registered Member \$105 and Registered Professional Member/Registered Specialist Professional Member/Associate Fellow \$125.
- A4.9 Any upgrade will attract a processing administration fee of \$30, plus the difference in fees attributed to different Membership levels as directed by the AIK Ltd NE Board if required.
- A4.10 A \$30.00 discount may be offered to paying members when renewing their yearly membership (except Student and Associate membership levels) if payment of membership fee was arranged no later than 31 December of any given membership year.
- A4.11 Renewal of Membership not accompanied by supporting documents will not be accepted.

A4.12 Registered Professional Members and Registered Specialist 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.

A4.13 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. Registered and Registered Professional Members and Registered Specialist Professional Member 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 as directed by the AIK Ltd NE Board upon receipt of lapsed membership;
- c. If unforeseen circumstances should arise, leave of absence may be granted in lieu of lapsing Membership, if requested in writing. Members may apply; however, notification to The AIK Ltd Registrar will be required. [refer to A1.3]

A5 PLACE OF PAYMENT

- A5.1 All Members will pay total Membership fees to the Registrar of the Membership Registration Board. The member is required to complete the Membership Application Form (online or hardcopy) and submit all relevant documentation to the Registrar.
- A5.2 When the payment is made to the National Executive account by way of The Membership Registrar via credit card the MemNet Database System automatically issues a receipt to the Member via email.
- A5.3 When the payment is made to the National Executive account by way of The Membership Registrar via, other acceptable forms of payment (other than credit card) the Registrar will issue a receipt to the Member via email once receipt of monies have been confirmed.
- A5.4 The Registrar of the Membership Registration Board is to advise Members by email of their Membership Renewal.

A6 CERTIFICATES

- A6.1 The AIK Ltd Registrar is to email a Certificate of Membership to the Member each year of Membership as soon as possible, after all necessary and required documentation and payment is received.
- A6.2 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.

B NATIONAL EXECUTIVE

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

B1 THE AIK LTD PRESIDENT

- a. The President is elected by all the Members of The AIK Ltd in a 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)

B1.1 Chairing National Executive Meetings

- a. Formally open and close meetings
- a. Ensure a Quorum is present or act appropriately in accordance with the Constitution
- b. 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;

- (i) Direct discussion by following an agreed order of speakers or by taking alternative speakers for and against a motion;
- (ii) Ensure there is a seconder for any proposal;
- (iii) Bring the discussion to a finale and call for a voting;
- (iv) Establish the method to be used for voting;

- (v) Summarise items before moving on;
 - c. Ensure that, where possible, decisions are made and actions agreed upon.
 - d. Ensure a clear implementation for all results of referendum / postal voting is put in place.
 - e. 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.
- B1.2 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.
 - j. Arrange for matters of Ethics to be considered by the Ethics and Disputes Board.
 - k. 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);
 - (iii) 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)

B2 DUTY STATEMENT - NATIONAL EXECUTIVE MEMBERS

- a. Members of the National Executive are the elected representatives of all Members of The AIK Ltd.
- b. The voting is done in a democratic manner, one person one vote.
- c. The nominee/s will now be listed with all candidates and this voting is done by a vote of all eligible Members. If the 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.
- d. The National Executive will elect a Secretary and Treasurer from the National Executive.
- e. 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.

B2.1 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.

B2.2 National Executive Members are expected to:

- a. Uphold the policies and operations of The AIK Ltd:
 - (i) Be active advocates of all forms of Kinesiology.
 - (ii) Understand the Constitution and By Laws and follow them.
 - (iii) Ensure that new National Executive Members have a full understanding of their job descriptions and commitment to their position.
- b. Uphold The AIK Ltd Referendum voting and democratic decision making procedures:
 - (i) Inform all AIK Ltd Members of Executive matters.
 - (ii) Refer agenda items to and from their fellow Executive Members.
 - (iii) Organise Meetings (or part Executive Meetings) for discussion specific to Executive matters.
 - (iv) Canvass Member's decisions, opinions and votes on Executive items.
 - (v) Attend National Executive Meetings.
 - (vi) Relay Members votes, decisions and opinions to Executive Meetings from referendum results.
 - (vii) Advise Members of the decisions and outcomes of Executive Meetings through the avenue of The AIK Ltd e-News and/or e-Indicator.

- c. Be an active Member of the National Executive:
 - (i) Assist in the formulation of policy and procedures.
 - (ii) Share the actioning of National Executive decisions.
 - (iii) Serve on the Committees.
 - (iv) 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.
- d. Exercise discretion and confidentiality, and conduct themselves in a professional and ethical way.

B3 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.

- a. Assist the President with Co-ordination of The AIK Ltd activities:
 - (i) Be available for discussion with the President on items where the President feels discussion is required.
 - (ii) 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.
- b. Administration
 - (i) Be a signatory on The AIK Ltd Bank accounts (three signatures required).
 - (ii) Supervise the duties of Assistant to the Secretary if one is employed.
 - (iii) Receive and answer e/mail.
 - (iv) Respond to phone / email enquiries / social media.
 - (v) Maintain proper records of the affairs of The AIK Ltd including correspondence and other papers.
 - (vi) Attend National Executive Meetings.
 - (vii) Research, collate and distribute relevant information as needed.
 - (viii) Have typeset and photocopy information and documents e.g. registration forms, notices and arrange for printing of brochures.
- c. Membership
 - (i) Cause suitable records of The AIK Ltd Members to be maintained.
 - (ii) Oversee Membership / Mentor Certificates being created.
 - (iii) Oversee the sending out of Certificates to Members as advised by the AIK Ltd.

B4 DUTY STATEMENT - AIK LTD TREASURER

- a. Assist the President with Co-ordination of The AIK Ltd activities: Finances
 - (i) Maintain proper electronic and book records.
 - (ii) Accounting - process, receipt and bank all monies received.
 - (iii) Be a signatory on The AIK Ltd Bank accounts (three signatures required).
 - (iv) Pay expenses.
 - (v) Record income and expenditure.
 - (vi) Present financial reports including an audited annual financial report.
 - (vii) Liaise regarding Memberships fees and updated lists of Members.
 - (viii) Present Annual Budget to National Executive Meeting.
- b. Signatory the AIK Ltd Bank Accounts
 - (i) Any three (3) of the National Executive Members can be a signatory of the AIK bank account/s. (1 must be the Treasurer)

B5 PROCEDURE FOR NATIONAL EXECUTIVE MEETINGS

- a. The President is to decide the order and priority of Presentation of agenda items to be dealt with at the National Executive Meetings.
- b. 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
 - (i) a motion;
 - (ii) with the reason for the motion;
 - (iii) a YES/NO choice on the email for voting by replying to The President with a suitable and clear notation of the vote;
 - (iv) the final vote is held by The President;
 - (v) a majority vote passes the motion.

B5.1 Motions

- a. Proposer to identify oneself and propose the motion;
- b. Ask for a seconder;
- c. Proposer to speak to the motion;
- d. And speak for the motion, against the motion, or ask for clarification;
- e. Ask for further comments;
- f. Proposer has right of reply;
- g. Amendments at any time;
- h. Amendments need a proposer and a seconder and then open for further discussion;
- i. If carried, it becomes the motion;
- j. If lost the original motion takes precedence.

B5.2 Motions from discussion items

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.

B5.3 Minutes of National Executive Meeting

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

B5.4 Unresolved Matters

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.

B5.5 Conflict Of Interest

- a. 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.
- b. 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.
- c. 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.

B6 CONFIDENTIALITY OF MEMBERS / MAILING LISTS

B6.1 Information & Data are property of The AIK Ltd

- 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.

B6.2 Permission to be given by the Member and any other Stakeholders (such as Mentors etc) for their name to be given to Third Parties. The Practitioner Members and any other Stakeholders can determine if he/she would like to be included / excluded from the Practitioner Directory / other Directory by acting on the controls in the Member Service Portal.

B6.3 The AIK Ltd must not use mailing lists for dealing with grievances or personal issues. This will constitute a breach.

C 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 provision that The AIK Ltd qualification requirements are met.

D NATIONAL EXECUTIVE, BOARDS, COMMITTEES

D1 ESTABLISHMENT OF MEMBERSHIP REGISTRATION

- D1.1 The National Executive will establish a Membership Registrar (known as AIK Ltd Registrar) as directed by the National Executive.
- D1.2 The AIK Ltd Registrar will draw up suitable forms and information leaflets, with Guidelines for membership applications for all potential AIK Ltd Members, explaining all levels of Membership and all approved courses that are relative to the application upon approval by AIK Ltd National Executive Directors.
- D1.3 Each applicant will complete the online Membership Application Form, giving their full name, address, contact numbers, emails and practice details. This will include a list of all Kinesiology training courses, and hours completed by the applicant, including copies of Certificates, Diplomas etc along with evidence of current First Aid/CPR, valid Indemnity Insurance, and Working With Children Check or equivalent, other related health training and Professional Health qualifications and Memberships can also be included. The Applicant to provide information about his / her Professional Conduct and accept the AIK Ltd Terms and Conditions, The Institutes Code of Ethics and Conduct and the AIK Ltd Security, Delivery and Refund Policies.
- D1.4 Each member will upon renewal check currency of their member records and update their records accordingly via the Member Self Service Portal. This includes First Aid/CPR, Indemnity Insurance Working With Children Check or equivalent, and membership level appointed CPE Points for previous 12 months. The Member to provide updates about his / her Professional Conduct and accept the AIK Ltd Terms and Conditions, The Institutes Code of Ethics and Conduct and the AIK Ltd Security, Delivery and Refund Policies.
- D1.5 The AIK Ltd National Executive to appoint an AIK Ltd Registrar, as per the Constitution or to engage an independent Contractor to carry out the role.
- D1.6 The AIK Ltd Registrar will review the applications for Membership Registration and report to the AIK Ltd National Executive Board.
- D1.7 The AIK Ltd Registrar 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.

D1.8 Membership Records

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

- a. Name, address, postal address, telephone contact, and email address;
- b. Dates of Membership and renewal date;
- c. Type of Membership;
- d. Membership fees status;
- e. Practice details
- f. Status of First Aid;
- g. Status of Indemnity Insurance;
- h. Status of CPE Points
- i. Status of Working With Children Check / Blue Card.
- j. Qualification / Kinesiology training
- k. Professional Conduct
- l. Invoice / Payment Details

D2 ESTABLISHMENT OF COURSE ACCREDITATION BOARD (AIKCAB) BY THE NATIONAL EXECUTIVE

- D2.1 The National Executive will establish a Course Accreditation Board (known as AIKCAB) as directed by the National Executive.
- D2.2 The AIKCAB can receive RTO's or Modality Owners application for their courses which they wish to be recognized/accredited; so therefore fees are assigned as per the AIKCAB policy and payable to The AIK Ltd. 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 – this may not require a fee upon submission and this decision will be presented to AIK Ltd NE Board for their decision and the applicant will be informed.
- D2.3 The AIKCAB will draw up suitable forms and information leaflets with Guidelines for Course Accreditation for the Course Authors / Developers / Modality contacts.
- D2.4 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.
- D2.5 The AIKCAB has the option to engage an independent Contractor (Course Assessor) to assess course materials submitted and to ensure that information provided is in line with AIKCAB guidelines and criteria. The Course Assessor is to liaise with and report to the AIKCAB.
- D2.6 All Kinesiology and related Health Courses will be forwarded by the Courses Authors to the AIKCAB and Course Assessor for review.
- D2.7 The Course Assessor will review the Courses presented for Course Accreditation and report to the AIKCAB. In the absence of a Course Assessor, AIKCAB will review the Courses presented for Course Accreditation and report to the National Executive.

- D2.8 The Course Assessor (in the absence of a Course Assessor AIKCAB to carry out the task) will fully document all reasons for and against recommendations of Course Accreditation in their report to the National Executive.
- D2.9 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.
- D2.10 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.
- D2.11 Instructor Register and Registered Training Organisations
- a. It is recommended by the AIK Ltd that all Instructors of AIK Ltd accredited courses become Members of The AIK Ltd.
 - b. Registered Training Organisations must supply to The AIK Ltd electronically or via hard copy manuals of their Certificate and Diploma course material, copy of the Certificates and Diplomas for validation from 1 July 2009.
 - c. The AIK Ltd will accept Certificate IV accredited students as Registered Members on presentation of all required paperwork from 1 July 2009.
 - d. The AIK Ltd will accept Diploma accredited students as Registered Professional Members/Registered Specialist Professional Members on presentation of all required paperwork from 1 July 2009.

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

D3 GUIDELINES FOR COURSE ACCREDITATION BOARD INTERIM GUIDELINES FOR PRE-ACCREDITATION

D3.1 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.

For KINESIOLOGY COURSES — refer to the AIK Ltd Fully Accredited Course List

D3.2 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.

D3.3 Accredited Course Hours

a. Core Kinesiology Courses

Upon receipt of application for AIK Ltd accreditation / recognition of course/s – each application will be reviewed and assigned to the appropriate membership level upon accreditation – the conclusion for this allotment is AIKCAB's decision only (recommendations can be made by the Course Assessor). This application must be completed as per AIKCAB Accreditation Application Form with supplying all necessary or requested documentation including course material or supportive evidence of course structure.

For Accreditation and recognition all pre-requisites for each course must be strictly adhered to. Courses must be taken with fully accredited and updated instructors/trainers/presenters recognized by the relevant school of kinesiology.

Resource: AIK Ltd Application for Accreditation/Recognition Form.

b. Repeat Hours of Core Kinesiology Course

Where a 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 "Kinesiology Course" if 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.

c. Adjunct Courses / Associated Health Courses

An Adjunct/Associated Health Course with supplied evidence of attainment may be recognized upon review by AIKCAB or AIK Ltd Registrar upon membership application with AIK Ltd.

D4 **ESTABLISHMENT OF AIK LTD INVESTIGATION SUB COMMITTEE (ISC)**

D4.1 The AIK Ltd National Executive will follow the AIK Ltd Complaints Policy and Procedure and establish an AIK Ltd ISC upon receipt of a complaint.

D5 **ESTABLISHMENT OF SPECIAL PROJECTS COMMITTEE**

D5.1 The AIK Ltd 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.

D5.2 The AIK Ltd National Executive will instruct a Committee to establish a Passbook for registration of all training hours, Conferences, and practice meetings.

D5.3 All Committee Members will report to the AIK Ltd National Executive as requested by the National Executive, and the Committee will be guided by the directions of the National Executive.

D5.4 The Committee will be disbanded by the AIK Ltd National Executive at a National Executive Meeting, when the project is completed.

E THE AIK LTD GENERAL MEETING REFERENDUM - POSTAL VOTING

E1 AGENDA ITEMS FOR MEETINGS / REFERENDUM VOTING

- E1.1 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.
- E1.2 Agenda items to be a single point or sub-categorized points, i.e. (a) (b) (c) etc.
- E1.3 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.
- E1.4 The National Executive will decide at their Meeting if the agenda item is a localized 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.
- E1.5 The National Executive will formulate the referendum, stating the pros and cons of the matter as submitted by the Member and as viewed by the National Executive.

E2 AMENDMENTS TO AGENDA ITEMS

- E2.1 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.

E3 PROCESS FOR REFERENDUM

- E3.1 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.
- E3.2 All referendum questions are to be clearly printed and posted with e-News Newsletter for voting by all Qualified Members.
- E3.3 Referendum voting forms to be emailed, or posted by Members to The AIK Ltd Secretary by said date.
- E3.4 The National Executive can appoint a Returning Officer for all Referendum voting to witness the opening and counting of votes and votes received by electronic means in the presence of 2 other persons.
- E3.5 Results to be dispatched to each National Executive Member by appropriate means for next National Executive Meeting.
- E3.6 The National Executive Members are responsible to take necessary action.
- E3.7 Voting results are to be published in next AIK Ltd e-News Newsletter / e-Indicator Magazine.