

ALBERTA COLLEGE OF REMEDIAL HERBALISTS ASSOCIATION

OBJECTIVES AND BY-LAWS

The Objects of the Association are:

- a) To define the scope of practice of Traditional Herbal Medicine and related traditional practices for the guidance and direction of the Members of the Association.
- b) To act as a Practitioners Association for those who are trained in Traditional Herbal Medicine as well as a Students Association for those training in the practice of same.
- c) To define Traditional Herbal Medicine (within the scope of this Association) as:
 - 1) **Aboriginal (Native Indian) Herbal Medicine** and related practices such as Hot Rock Massage, Ceremonial Fasting and Sweat Lodge attendance as taught by First Nations-recognized Native Spirituality Elders and Medicine People.
 - 2) **European Herbal Medicine** as taught by Dominion Herbal College of Burnaby, British Columbia, Canada (established in 1926 and Accredited by the [Private Career Training Institutions Agency](#) of British Columbia. Institution ID: 283) and related practices such as Traditional Swedish Massage, Diet and Hydrotherapy.
- d) To maintain a register of all members of this Association both past and present, and to provide for public scrutiny the names, educational background and number of years of Herbal and related Practice for all current members.
- e) To appoint a Board of Examiners to devise, administer and judge the oral, written and practical examinations of members.
- f) To cooperate as fully as possible with both the College of Physicians and Surgeons of Alberta and the Alberta Pharmacists Association as well as with individual medical physicians licensed to practice medicine in the Province of Alberta.
- g) To require persons registered with this Association to refrain from diagnosing medical problems, such registrants being required to have written medical records of patients stating the illnesses of which they have been diagnosed, the diagnoses having been made by a licensed medical physician only.

- h) To confer the title of **Doctor of Remedial Herbology (ACRHA)** upon professional members of this Association who are trained in the practice of Traditional European Herbal Medicine and who have successfully passed the entrance examinations determined by the Board of Examiners of this Association.
- i) To confer the title of **Doctor of Traditional Aboriginal Medicine (ACRHA)** upon professional members of this Association who are trained in the practice of Traditional Aboriginal Medicine and who have successfully passed the entrance examinations determined by the Board of Examiners of this Association.
- j) To require that professional or student members of this Association refrain from treating patients without a third party being present, female in the case of a female patient and male in the case of a male patient.
- k) To require all practicing registrants to carry a minimum of \$1,000,000 Medical Malpractice Insurance when such is available.
- l) To require practitioners registered with this Association to conduct themselves under the guidelines of the February 28, 1985 letter from The Hon. Dave Russell, Deputy-Premier of the Government of Alberta and Minister for Hospitals and Medical Care (with representation from Alberta College of Physicians and Surgeons and Alberta Pharmacists Association) addressed to Alberta College of Remedial Herbalists Association (Government File Number L010 HE x ref L004 ME).
- m) To provide all necessary equipment and furniture for carrying out the various objects of this Association.
- n) To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the Association.

The By-Laws of the Association are:

MEMBERSHIP

1. Membership fee, if any, in the Association shall be determined, from time to time, by the members at a General Meeting. Any person residing in Alberta, and being of the full age of 21 years, may become a non-voting member by a favourable vote passed by a majority of the Voting Members at a regular meeting of the Association, and upon payment of the fee. Such voting shall be by ballot, unless the meeting by resolution otherwise decides. Any person under the age of 21 years (such as a student of Traditional Herbal Medicine or related practices) may in the same manner become a non-voting member upon payment of half of the said fee. There shall be Five Classes of Membership in the Association:

- a) **Charter Members** – who are Voting Members of the Association and who may not be removed from membership for any reason except for those Charter Members who do not remain active in the Association for over the period of one (1) full year. These may be expelled and for the reason of inactivity.
- b) **Full Members** – those members having the right to vote. The Membership current as of May 17, 2011 shall be considered Full (Voting) Members and they alone shall determine who else may or may not become Voting Members whether Practitioner or Student.
- c) **Associate Members** – those members having all rights and privileges in the Association but not having entitlement to vote and who may be either Practitioner or Student Members.
- d) **Honourary Members** – those (Full, Associate or Non-Members of the Association) who have been recognized by the Association due to their extensive labour on behalf of the Association.
- e) **Honourary Patron Members** – who may be Full Members, Associate Members or distinguished non-Members, elected to the position by the Voting Members of the Association. The position of Honourary Patron shall be for life. There may be more than one Honourary Patron Member elected, if the Voting Members so desire.

2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated. Any member upon a majority vote of all Voting Members of the Association in good standing may be expelled from membership for any cause which the Association may deem reasonable with the exception of Charter Members who may not be expelled for any reason except for them remaining inactive in the Association for longer than one year in which case a Charter Member may be expelled.

PRESIDENT

3. The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the Association and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a Chairperson may be elected at the meeting to preside.

BOARD OF DIRECTORS

4. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Association.

5. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President.

6. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

7. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Association may deem reasonable.

SECRETARY

8. It shall be the duty of the secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the Association which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board.

9. The Secretary shall also keep a record of all the members of the Association and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Association. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

TREASURER

10. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed.

He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The Office of the Secretary and Treasurer may be filled by one person if any Annual Meeting for the election of officers shall so decide.

AUDITING

11. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Association. The fiscal year of the Association in each year shall be the end of the Anniversary Month of the Association.

12. The Books and Records of the Association may be inspected by any member of the Association at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

13. This Association shall hold an Annual Meeting on or before the Anniversary Date of the Association in each year, of which notice in writing to the last known address of each member shall be delivered in the mail Ten days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer), and three Directors. The Officers and Directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Association.

14. General Meetings of the Association may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail Ten days prior to the date of such meeting. A Special Meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered in the mail Ten days prior to the meeting.

15. Three members in good standing shall constitute a quorum at any meeting.

VOTING

16. Any Voting Member who has not withdrawn from membership nor has been suspended or expelled shall have the right to vote at any meeting of the Association. Such votes may be made in person or by proxy.

REMUNERATION

17. Unless authorized at any meeting and after notice for same shall have been given, no Officer or Member of the Association shall receive any remuneration for his/her services.

BORROWING POWERS

18. For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

BYLAWS

19. The Bylaws may be rescinded, altered or added to by a "Special Resolution".