



British Columbia Art Therapy Association
101 – 1001 West Broadway, Dept. 123,
Vancouver, BC V6H 4E4
www.arttherapy.bc.ca

BYLAWS

INTERPRETATION

1. 1) In these bylaws, unless the context otherwise requires,
 - a) “directors” means the directors of the society for the time being;
 - b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
 - c) “registered address” of a member means her or his address as recorded in the register of members.
- 2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
- 3)
 - a) Where the bylaws define a requirement for supervision by a BCATR, supervision may be provided by an ATR or other mental health professional, or person designated by British Columbia Art Therapy Association, from time to time, without violating the intent of the bylaws.
 - b) Post-graduate hours of supervision are defined as hours accumulated after all practicum hours and all course work has been completed, except the thesis, or the date of graduation.
2. Words importing the singular include the plural and vice versa.

MEMBERSHIP

3. The membership shall consist of the applicants for incorporation of the society and of persons who make written application to the directors to become members, meeting the requirements for membership and pay the dues set for the appropriate class of membership, and in either case have not ceased to be members. The membership of the society shall be open to persons regardless of race, creed, sex, ethnic background or national origin.
4. 1) Membership in the society shall be of six classes: registered professional, professional, associate, student, honorary life member and retired.

- 2) Registered professional membership shall be open to all professional members in good standing who:
- a) (i) have completed a Masters degree in art therapy, a Masters degree in the field of social sciences and a 15-month diploma program at an institute of art therapy, or an undergraduate degree and a 2-year diploma program from an institute of art therapy;

Equivalent graduate level training and experience in the use of art in therapy will be evaluated at the discretion of the Registration Committee;
 - and have completed with signed documentation, 1,000 post-graduate hours in a clinical setting or agency setting, supervised by a BCATR, ATR, or RCAT at a ratio of 1 hour to each 20 client contact hours.
 - (ii) Post-graduate hours of supervision are defined as hours accumulated after all practicum hours and all course work has been completed except the thesis or date of graduation.
 - (iii) A minimum of 50% of supervised hours are to be with a registered art therapist. If this is not practicable, the member may apply to the Registration Committee to be exempt from this requirement and for approval of an alternative supervisor.
 - (iv) Group supervision is to include a maximum of five supervisees per group.
 - (v) Prior to January 1997, professional members who have been using art therapy since 1985 may with three letters of recommendation apply for grand parenting in lieu of the requirements in 2) a) (i).
 - (vi) Members who were, prior to January 1, 1994, and are currently registered members in good standing, of the Canadian Art Therapy Association or the American Art Therapy Association, or if not currently in good standing whose membership lapsed and was not revoked, may submit proof of such registered membership in lieu of the requirements in 2) a) (i).
 - (vii) Expiration of current application in process, will be on year from the registration committee meeting in which the application was considered for the first time.
 - b) sign a statement that if practicing, they have liability insurance coverage;
 - c) have made application in prescribed form to the Registration Committee of the BCATA, have been admitted as registered members and remain members in good standing.
- 3) Professional membership shall be open to those who:
- a) (i) have completed professional training in art therapy through Masters degree in art therapy, a Masters degree in the field of social sciences and a 15-month diploma program at an institute of art therapy, or an undergraduate degree and a 2-year diploma program from an

institute of art therapy. The training program is to include a minimum of 600 supervised practicum hours.

- (ii) Members whose qualifications are from outside Canada may apply for equivalency consideration.
 - b) sign a statement that if practicing, they have liability insurance coverage;
 - c) have made application to the Association in prescribed form, have been admitted as professional members and remain members in good standing.
 - 4) Registered professional and professional members may participate in all activities of the society and shall receive all official publications. The right to vote and to hold office shall accrue only to registered professional and professional members.
 - 5) In the event that a registered professional or professional members allows their membership to lapse, that person shall be reinstated as a registered professional or professional member until he has satisfied the eligibility requirements of bylaw 4. As established in sections 2) and 3).
 - 6) Associate membership shall be open to volunteers or individuals who are not professional art therapists and, who wish to support the program of the society. Such membership shall provide for admission to the meetings and special programs of the society and the receipt of all official publications.
 - 7) Student membership shall be open to students officially enrolled in art therapy training courses. Student members shall be entitled to attend meetings and special programs of the society and to receive all official publications.
 - 8) Honorary Life membership shall be awarded from time to time in recognition of outstanding service to the society. Honorary Life members shall be nominated from and elected by the professional Life membership. An Honorary Life member shall have all the privileges and responsibilities of a professional member. The procedures shall be outlined in a British Columbia Art Therapy Association Honours Procedural Manual.
 - 9) Retired membership shall be open to registered professional members or professional members who art therapists who have retired from practicing art therapy but wish to retain membership. Retired members may participate in all activities of the society and shall receive all publications.
- 5. Annual dues for all classes of membership shall be determined by the directors, and shall be effective as of the first day of the membership year next following the date of the directors' decision.
 - 6. The membership year shall coincide with the fiscal year.
 - 7. Members shall be notified concerning payment of dues at least 30 days but not more than 60 days before the close of the fiscal year. Those failing to pay by the end of the fiscal year shall be sent a second notice, and those not paying within 30 days of that notice shall cease to be members in good standing and their rights of membership shall be suspended.

8.
 - 1) Members not in good standing because of failure to pay dues may reinstate themselves with payment for the current period plus an administration charge.
 - 2) Individuals wishing to change their class of membership in the course of a membership year may do so if eligible, providing they make up the difference between dues already paid and the membership fee for the new class and provided they meet the current standards for membership in the new class.
 - 3) Every member shall uphold the constitution and comply with these bylaws.
 - 4) A person shall cease to be a member of the society:
 - a) by delivering her or his resignation in writing to the corresponding secretary of the society or by mailing or delivering it to the address of the society;
 - b) on her or his death;
 - c) on being expelled;
 - d) on having been a member not in good standing for twelve consecutive months.
9.
 - 1) A member may be expelled by a special resolution of the registered professional and professional members passed at a general meeting.
 - 2) The notice of special resolution for the expulsion shall be accompanied by a brief statement of the reasons for the proposed expulsion.
 - 3) The person who is the subject of the proposed resolution shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

MEETINGS OF MEMBERS

10. General meetings of the society shall be held at the time and place, in accordance with the Society Act, that the directors decide.
11. Every general meeting, other than the annual general meeting, is an extraordinary general meeting.
12. The directors may, when they think fit, convene an extraordinary general meeting.
13.
 - 1) Notice of a general meeting shall specify the place, day and hour of meeting, and in case of special business, the general nature of that business.
 - 2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
14.
 - 1) The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general

meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

- 2) Notification of general meetings shall be sent to the membership not more than 90 days and not less than 30 days before the meeting, and shall specify the place, the day and the hour of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

15. Special business is:
 - a) all business at an extraordinary general meeting except the adoption of rules and order; and
 - b) all business transacted at an annual general meeting, except:
 - i) the adoption of rules of order;
 - ii) the consideration of the financial statements;
 - iii) the report of the directors;
 - iv) the report of the auditor, if any;
 - v) the election of directors;
 - vi) the appointment of the auditor, if required;
and
 - vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or

be transacted at an annual general meeting, or business, which is brought under consideration by the report of the directors issued with the notice convening the meeting.
16.
 - 1) No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
 - 2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - 3) At general meetings, a quorum shall consist of 10% of the registered professional and professional membership in good standing, but never less than 3 persons.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present if at least 3 in number constitute a quorum.
18. Subject to bylaw 19, the president of the society, the vice-president, or in the absence of both, one of the other directors present shall preside as chair of a general meeting.

19. If at a general meeting:
 - a) there is no president, vice-president or other director present within 15 minutes after the appointed time of the meeting, or
 - b) the president and all the other directors present are unwilling to act as chair, then the registered professional and professional members present shall choose one of their number to be chair.
20. 1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - 2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - 3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
21. 1) No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.
 - 2) In case of an equality of votes the chair shall not have casting or second vote in addition to the vote which s/he may be entitled to as a member and the proposed resolution shall not pass.
22. 1) Each registered professional and professional member in good standing present at a meeting is entitled to one vote.
 - 2) Voting is by a show of hands, except for the election of officers, which shall be done by secret ballot as specified in bylaw 25.
 - 3) Voting by proxy is not allowed.

DIRECTORS AND OFFICERS

23. 1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless, to:
 - a) all laws affecting the society;
 - b) these bylaws; and
 - c) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.
- 2) No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.

24. 1) The number of directors shall be 6 or a greater number determined from time to time at a general meeting.
25. 1) The directors shall serve for a term of two years. The term of all directors shall commence at the adjournment of the annual general meeting at which their election is announced. The past-president will remain as a non-voting member of the executive for a further two-year term.
 - 2) The directors of the society shall be elected from among the registered professional and the professional membership.
 - 3) Election of directors shall be held at the annual general meeting alternate years, by secret ballot as specified in this bylaw 25.
 - 4) A nominating committee shall be appointed by the directors. It shall consist of 3 members who shall be registered professional or professional members. The directors shall designate one member of the nominating committee to be the chair. A member of the nominating committee may not be nominated for office by the nominating committee.
 - 4) The nominating committee shall select no more than 2 nominees for each elected office and shall submit these names to the voting membership at least 90 days and not more than 120 days before the annual general meeting in the election year.
 - 6) The nominating committee shall circulate its nominations and additional nominations meeting the requirements of bylaws 25 5) with a secret ballot, by mail, to all members eligible to vote so that they are received not less than 30 days nor more than 45 days before the annual general meeting at which the results of the election will be announced.
 - 7) Notwithstanding the requirements of bylaw 25 6) the chair of the annual general meeting shall call for ballots from those registered professional and professional members who have not complied with the requirement of bylaw 25 6) and shall give such registered professional and professional members an opportunity to cast their ballots prior to the chair declaring that ballots are closed.
26. 1) The president, with the consent of a majority of the directors, shall make appointments for unexpired terms when for any reason, an elected office falls vacant between elections.
 - 2) The president, with consent of a majority of the directors, shall select appointed officers, such as chair of ad hoc committees.
 - 3) A director appointed under bylaw 26 1) holds office only until the conclusion of the next annual general meeting of the society in the year in which elections are held, but is eligible for re-election at the meeting.
27. No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
28. The members may by special resolution remove a director before expiration of her/his term of office, and may elect a successor to complete the term of office.

29. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by her or him while engaged in the affairs of the society.

PROCEEDINGS OF DIRECTORS

30. 1) The Directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- 2) The quorum necessary for the transaction of business shall be a majority of the directors then in office.
- 3) The president shall be chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice-president shall act as chair; but if neither is present the directors present may choose one of their number to be chair at that meeting.
- 4) A director may at any time, and the corresponding secretary, on the request of a director, shall, convene a meeting of the directors.
31. 1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they see fit.
- 2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
32. A committee shall elect a chair of its meetings; but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chair of the meeting.
33. The members of a committee may meet and adjourn as they think proper.
34. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be properly constituted, if a quorum of the directors is present.
35. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, or fax, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn:

- a) no notice of meetings of directors shall be sent to that director; and
 - b) any and all meetings of the directors of the society, notice of which has not been given to that director shall if a quorum of the directors is present, be valid and effective.
36. 1) Questions arising at a meeting of the directors or committee of directors shall be decided by a majority of votes.
- 2) In the case of an equality of votes the chair does not have a second or casting vote.
37. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chair of a meeting may move or propose a resolution.
38. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

DUTIES OF OFFICERS

39. The president shall preside at meetings of the society and of the directors. S/he shall make appointments, subject to the approval of the directors, of committees or individuals to fulfil special mission or to fill vacancies occurring between elections.
40. The vice-president shall assist the president as requested, and in the president's absence or inability to serve s/he shall assume the role of president.
- 1) The Ethics Chair shall receive and process ethics inquiries and complaints from art therapists and the public, and oversee an ethics committee to review same. The Chair shall present proposed ethics code amendments to the membership for approval at an annual general meeting. The Chair shall update the Code of Ethics with respect to the changing needs of the B.C.A.T.A. community.
41. 1) The recording secretary shall prepare and have custody of the minutes of all meetings of the society and all the meetings of the officers and the directors. Copies of all such minutes will be mailed to any registered professional or professional member upon request. The recipient will be requested to sign a confidentiality agreement to not reproduce, publish or otherwise distribute any portion of the minutes received.
- 2) The corresponding secretary shall handle official correspondence as requested by the president and the directors and shall be responsible for maintaining the society's files and the mailing out and receipt of ballots regarding all matters requiring a vote of the membership and notices.
42. The treasurer shall be entrusted with the funds of the society. S/he shall send statements of funds and receive the same. S/he shall pay all bills authorized by the directors, keep an itemized account of all receipts and disbursements, present a financial report at each meeting of the directors, and keep such financial

records, including books of account, as are necessary to comply with the Society Act.

43. The membership chair shall maintain a directory of the total membership of the society. In special cases, the membership chair shall refer membership applications to the Executive Committee. Applications of registration shall be referred to the Registration Committee.

1) The Registration Chair will receive applications from Professional members of the B.C.A.T.A., and convene committee meetings. The Chair will ensure applications are duly processed, that notifications to applicants are sent, that a registry of files for approved applicants be kept, and that the regular review of the requirements and standards for Registration be undertaken.

44. In the absence of the recording secretary from a meeting, the directors shall appoint another person to act as recording secretary at the meeting.
45. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
46. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution.

BORROWING

47. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, but the issue of debentures.
48. No debenture shall be issued without the sanction of a special resolution.
49. The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

AUDITOR

50. The society may have an auditor.
51. An auditor may be appointed by the directors who shall also fill all vacancies occurring in the office of the auditor.
52. At any annual general meeting the society may appoint an auditor to hold office until s/he is re-elected or her or his successor is elected at the next annual general meeting.
53. An auditor may be removed by special resolution.
54. An auditor shall be promptly informed in writing of appointment or removal.

55. No director and no employee of the society shall be auditor.
56. The auditor may attend general meetings.

NOTICE TO MEMBERS

57. A notice may be given to members either personally or by mail to them at their registered addresses.
58. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
59.
 - 1) Notice of a general meeting shall be given to:
 - a) every member shown on the register of members on the day notice is given; and
 - b) the auditor, if any.
 - 2) No other person is entitled to receive a notice of general meeting.

BYLAWS

60. On being admitted to membership, each member is entitled to and shall be given by the society, without charge, a copy of the bylaws and code of ethics of the society.
61. These bylaws shall not be altered or added to except by special resolution.
62. The fiscal year of the society shall end on April 30.
63. The latest edition of Robert's Rules of Order shall be the authority for all questions of procedure not governed by the Society Act as amended from time to time or these bylaws.

CODE OF ETHICS

64. Art Therapists shall maintain objectivity, integrity and competence in meeting the highest standards of the profession. The ethical standards contained in this document should be viewed as the minimum acceptable standards of practice and those to which art therapists shall be held accountable by public and peers. This Code of Ethics governing the standards of practice of the B.C.A.T.A. membership may be amended as experience reveals areas of concern that are perhaps not yet covered.

This document has been adopted by the British Columbia Art Therapy Association as a definition of standards to be followed by members of the B.C.A.T.A. The B.C.A.T.A. respectfully acknowledges the influence of the following professional organizations and their ethics statements in the preparation of this document:

The American Art Therapy Association, Association Art Therapeutes Du Quebec and the Feminist Therapy Institute.

Principals of Practice

- 1.1 Art therapists shall accurately represent their competence, education, training, experience, professional qualification, affiliations, and status in the Association.
- 1.2 Art therapists shall use the letters BCATR only with official registration by the B.C.A.T.A.
- 1.3 Art therapists shall provide services only in those areas for which they are qualified by their education, training and experience.
- 1.4 Art therapists shall keep informed of developments in their field and maintain ongoing training and professional development.
- 1.5 Art therapists shall maintain professional competence by utilizing such means as ongoing self-evaluation, peer support, consultation, research, supervision, continuing education, and personal therapy to evaluate, improve and expand the quality of work with clients, areas of expertise and emotional health.
- 1.6 Art therapists shall provide clients, or those legally responsible for them, with the explanations necessary for an understanding and evaluation of the services they provide.
- 1.7 Art therapists shall not provide professional services to a person receiving treatment or therapy from another professional except by agreement with such other professional or after termination of the client's relationship with the other professional.
- 1.8 Art therapists shall recognize the potential for conflicting priorities in multiple and/or overlapping relationships and/or situations, which may create a conflict of interest and shall accept responsibility for monitoring such situations. If a conflict of interest becomes evident, art therapists shall define the nature and direction of their perceived responsibility and obligation and shall inform the client.
- 1.9 Art therapists shall respect the professional work and original ideas of others and give full credit and citation for such work and ideas when used in publications and public statements.
- 1.10 Art therapists shall monitor public contact with clients and any public and private statement with regard to strict guidelines of confidentiality as their primary concern shall be for their client's privacy.
- 1.11 Art therapists shall not engage in sexual intimacies with a client or former client unless the professional therapeutic relationship has been terminated for at least one year.
- 1.12 Art therapists shall accept personal civil liability: in a contract for professional services they will add no clause excluding such liability. It is recommended that art therapists acquire professional liability insurance.

- 1.13 Art therapists shall be aware of their influential position with respect to students and supervisees and they shall avoid exploiting the trust and dependency of such persons. Art therapists, therefore, shall not engage in a therapist/client relationship with their current students or supervisees.

Responsibilities to the Profession

- 2.1 Art therapists shall act with integrity in regard to colleagues and other professionals. Art therapists shall understand areas of competence in other related professions, making appropriate referrals for the better service of clients.
- 2.2 Art therapists shall clarify the status of involvement of other therapeutic professionals when accepting referrals. Art therapists shall not accept referrals where there may be a conflict of interest. Examples of a conflict of interest include accepting private clients from an agency while employed; accepting clients who wish to self-refer without assurance from the other colleague that there was an appropriate termination process; exerting undue pressure on members of client's family to become clients themselves.
- 2.3 Art therapists practicing jointly with other art therapists or related professionals shall ensure that this practice is in no way detrimental to the client.
- 2.4 Art therapists shall not denigrate, belittle, or reflect in any negative manner the skills, competence, fees, or any other matter of another art therapist unless in a formal complaint to the B.C.A.T.A. Ethics Committee and/or the B.C.A.T.A. Executive in a case of ethical violation.
- 2.5 When apprised of an ethical violation or an act derogatory to the profession, art therapists shall: informally attempt to resolve the issue by bringing it to the attention of the art therapist in question; bring it to the attention of the Ethics Chair and/or to the B.C.A.T.A. Executive. Acts derogatory to the profession include:
 - 1) failure to maintain professional objectivity with a client, i.e., seeking social and/or sexual contact with the client; seeking to fulfil emotional needs within the therapeutic relationship;
 - 2) counselling or encouraging a client to commit an illegal or fraudulent act;
 - 3) claiming fees for professional services not rendered;
 - 4) issuing a receipt or other document indicating falsely that certain services were rendered;
 - 5) claiming a sum of money from a client for professional services that are to be paid for by a third party, unless there is a formal agreement between the art therapist, the client, and the third party;
 - 6) billing a client for any communication where that client, or a person acting on the client's behalf, requests information concerning a complaint filed with the Association;

- 7) communicating with a plaintiff without written permission from the Association after a complaint has been served and inquiry into the art therapist's professional conduct is pending;
 - 8) failure to inform the Association as soon as possible of a person using the title of art therapist under false pretences; and
 - 9) failure to inform the Association of an ethical violation by an art therapist.
- 2.6 Art therapists shall inform the Association of any pressures brought to bear on them that are detrimental to the ethical practice of the profession.
 - 2.7 Art therapists called upon to collaborate with another art therapist related professional shall retain professional autonomy. Art therapists shall be under no obligation to perform any task contrary to personal conscience or the principles of the profession.
 - 2.8 Art therapists shall not abuse a colleague's good faith or be guilty of a breach of trust or disloyal practices towards a colleague.
 - 2.9 Art therapists shall accept responsibility to serve on an investigative committee when requested by the Association unless there are exceptional grounds for refusing.
 - 2.10 Art therapists shall answer as soon as possible any correspondence from the Association concerning an application of the Code of Ethics.
 - 2.11 When consulted by a colleague, art therapists shall give their opinions and recommendations as soon as possible.
 - 2.12 Art therapists shall use the following disclaimer when giving public art therapy presentations, workshops or seminars:

"This workshop is intended as an introduction to art therapy to acquaint therapists and others with art therapy as a profession and as a clinical tool. Participation in this workshop does not qualify participants to represent themselves as art therapy practitioners nor is it sufficient to qualify practitioners or others to use art therapy as a clinical therapeutic tool in the treatment of their clients."

Responsibility to the Client

- 3.1 Art therapists shall respect the integrity of the client, understanding that the art expression is the property of the client. The artwork made by the client in the art therapy process shall be treated with the respect and dignity commensurate with that accorded the client.
- 3.2 Art therapists shall advise clients at the commencement of treatment about ownership of the artwork within the treatment mandate.
- 3.3 Art therapists shall treat the disposition of artwork as a treatment issue and shall decide upon its disposition in consultation with the client and in accordance with the philosophical and ethical standards of the B.C.A.T.A.

- 3.4 Art therapists shall maintain integrity and avoid all possibility of false interpretation and/or erroneous use in the representation of the client's artwork, interactions within the therapy situation, and assessment procedures. In all professional reports, written or verbal, art therapists shall restrict comments to the representation of the art therapy related to the consultation, and to relevant conclusions and recommendations.
- 3.5 Art therapists shall obtain written permission from the client, client group or legal representative(s) for the reproduction of client artwork other than its use with professionals participating in the client's treatment.
- 3.6 Art therapists shall not publicly display art products from a client's therapeutic process without the written consent of the client or their legal representative.
- 3.7 Art therapists shall make clear formal contracts with the client for the release of confidential information. The contract must clearly state the various options for the use of the art and/or information so that the client may make an informed decision. The contract shall be clearly dated so as to define the terms of the release.
- 3.8 Art therapists shall not identify clients by name, address, date of hospitalization or treatment, or other specific information, which may disclose the person to the public unless such disclosure is made by clients themselves.
- 3.9 Art therapists shall not use any confidential information in the interests of personal gain or in any way that would be detrimental to the client.
- 3.10 Art therapists shall not force disclosure of information on the part of the client.
- 3.11 Art therapists shall be bound to professional confidentiality except when released by written authorization from clients or where required by law. Clinical notes and professional records shall be made with sensitivity to the possibility of being examined as evidence in legal proceedings, recording only what is necessary for clarity of the issues to be addressed therapeutically, either by the individual therapist or the clinical team.
- 3.12 When a client is asked to reveal confidential information and to sign a written release, art therapists shall ensure that the client is fully aware of the various uses that could be made of the information.
- 3.13 Art therapists shall take all reasonable precautions to prevent any partners, employees, or other persons whose services they have retained from revealing confidential information given by clients.
- 3.14 When rendering professional services to couples, families, or groups, art therapists shall safeguard the right to confidentiality of all members and of all records of the couples, families, or groups.
- 3.15 Art therapists shall not discontinue services to a client before a mutual decision is reached regarding the completion of therapy or except on just and reasonable grounds. Just and reasonable grounds for discontinuation of art

therapy services constitute: a lack of any further benefit to the client; evidence of a conflict of interest between therapist and client or evidence of a situation jeopardizing the therapeutic relationship; or incitement by a client for the therapist to perform illegal, unfair, or fraudulent acts. If services must be discontinued, art therapists shall give reasonable notice and ensure that an unprejudiced referral is made.

- 3.16 Art therapists called upon to give an expert evaluation before a court shall inform the client of this mandate and shall limit the report to information relevant to the case.
- 3.17 Art therapists shall record interviews or session only with written permission from the client or their legal representative.
- 3.18 When art therapy is to be used for assessment purposes, art therapists shall obtain informed consent from the client or their legal representative.
- 3.19 Art therapists shall acknowledge the inherent power differential in therapy and shall model effective use of personal power.
- 3.20 If an art therapist is unable to continue to provide professional help, the art therapist shall assist the client by making reasonable, alternative arrangements for continuation of treatment.

Responsibility to Students, Supervisees and Research Participants

- 4.1 Art therapists shall ensure that statements made in catalogues and course outlines accurately describe the subject matter to be covered, the nature of the course experiences, and the basis for evaluating progress.
- 4.2 Art therapy educators, supervisors, and researchers shall be responsible to their students, interns and research participants for making known the relevant ethical considerations governing the activities over which they have jurisdiction.
- 4.3 Art therapy educators and training program coordinators shall be responsible for providing direct supervision for students and interns enrolled in their institute, college, or university in accordance with recognized standards for training.
- 4.4 Art therapy supervisors shall ensure that the client or client group is informed that the student intern is in training under the supervision of a qualified professional.
- 4.5 Art therapy supervisors shall not permit a person under their supervision to perform services beyond that person's level of competence, taking into account education, training, and experience.
- 4.6 Art therapy supervisors shall be responsible for the review, evaluation, and assessment of assigned experience in individual and/or group, face to face consultation with the supervisee.
- 4.7 Art therapy supervisors shall negotiate a clear contract with those who seek or are assigned to them for supervision. The contract shall indicate, but shall not necessarily be limited to, such terms as: the method of supervision

to be used; the clientele with whom the supervisee will be working; the art therapy techniques the supervisee will likely use, and the schedule of time, place and fee for supervision.

- 4.8 Supervision hours shall be determined in accordance with the minimum standards of training of the B.C.A.T.A., which are congruent with national and international standards.
- 4.9 Art therapy supervisors shall recognize the limits of their own education, training and experience, and shall not represent themselves to be able to supervise services beyond their knowledge of art therapy and related therapeutic techniques.
- 4.10 Art therapy supervisors shall take responsibility for maintaining the quality of their supervision skills and shall obtain supervision and consultations whenever appropriate.
- 4.11 Art therapy researchers shall evaluate their research projects as to the potential contribution to the field of art therapy, to human welfare, and in relation to the welfare of the research participants. Before a research project is undertaken the art therapists shall consider the guidelines for research set forth in this document. For more detailed research guidelines, the B.C.A.T.A. refers you to the Code of Ethics of the Quebec Art Therapy Association.
- 4.12 Art therapy researchers shall ensure that measures are in place for the protection of confidential information.
- 4.13 Art therapy researchers shall prevent any coerced participation from individuals whose agency may be compromised: i.e., students, prisoners, employees, military personnel, minority groups, incapacitated people, and the socially deprived. Subtle pressure exerted by a person in a position of power over the potential participant shall invalidate consent.
- 4.14 Art therapy researchers shall carry out their investigations with respect for the people who participate and with concern for their dignity and well being. To evaluate possible repercussions on the research participants, the art therapist shall:
 - 1) Consult competent professionals in the field before deciding whether to undertake the research;
 - 2) Take steps to eliminate any possible emotional or physical risk to the research participants;
 - 3) Ensure that all those working with the principal investigator shall accord due respect to the research participants and the artwork; and
 - 4) Obtain written consent from all research participants, or their legal representatives, ensuring that this consent is based on full disclosure of all information.

Advertising

- 5.1 Art therapists shall promote, encourage and facilitate public awareness and understanding of the profession with dignity and discretion.
- 5.2 Art therapists shall adhere to the B.C.A.T.A. ethical guidelines in all public lectures, demonstration, and media presentations.
- 5.3 Art therapists shall make their services available and qualifications known with suitable professional decorum in accordance with the standards of practice of other care giving professionals.
- 5.4 Art therapists shall ensure that all announcements or brochures describing workshops, seminars, or other educational programs accurately identify intended audience, eligibility requirements, educational objectives, applicable fees, and the nature of the material to be covered, as well as the education, training and experience of the art therapist(s) presenting the program(s).
- 5.5 Art therapists shall not denigrate, belittle, or reflect negatively on the skills, competence, fees or any other matter of another art therapist in any public statement.
- 5.6 Art therapists shall be obligated to correct others who may represent the art therapist's professional qualifications or associations with services or products in a manner incompatible with these standards.
- 5.7 Art therapists shall provide art therapy services only in the context of a professional therapeutic appointment and not by means of public lectures or demonstrations, newspaper or magazine articles, radio or television programs, mail or other media.
- 5.8 Art therapists shall identify themselves as such on all promotional and advertising material by their letters of educational accreditation and/or professional registration.

Financial Arrangements

- 6.1 Art therapists shall be aware that the determination and payment of fees may be a therapeutic issue and should be decided upon with due consideration of the client.
- 6.2 Art therapists shall provide the client with all the explanations necessary to the understanding of fee statements and the terms of payment, making clear the cost for service in advance.
- 6.3 Art therapists shall not charge interest on an account unless the client has been duly notified. Interest thus charged must be in line with current rates.
- 6.4 Art therapists shall exhaust all other means at their disposal before taking legal action to obtain payment of fees.
- 6.5 Art therapists shall ensure that every effort to collect fees will be done with tact and moderation.

Amended AGM June 19, 2004



British Columbia Art Therapy Association

ETHICS COMMITTEE COMPLAINT & INQUIRY FORM

Please print clearly

DATE: _____

NAME OF COMPLAINANT: _____

ADDRESS: _____

(Postal code)

TELEPHONE: _____
(Day) (Evening)

FAX: _____ EMAIL: _____

Individual/organization against whom complaint is laid:

Relationship of complainant to individual/organization:

Other parties connected to this case and how connected:

Nature of complaint:

**101 – 1001 West Broadway, Dept. 123, Vancouver, B.C. V6H 4E4
Telephone: (604) 878-6393; E-Mail: info@arttherapy.bc.ca
Website: www.arttherapy.bc.ca**

Relevant details *(include dates where possible)*:

Any steps taken to resolve the complaint informally *(if applicable)*:

I understand that a copy of this form and any information attached to this form may be made available to the individual/organization against whom I am registering this complaint.

_____ (Signature of Complainant)

PLEASE ATTACH ALL RELEVANT DOCUMENTATION

Attach additional sheets if necessary.



British Columbia Art Therapy Association

COMPETENCY, COMPLAINTS, AND DISCIPLINARY PROCEDURES

1. Initiating the complaint

- 1.1 A person who wishes to file a formal complaint regarding a member of the B.C.A.T.A. shall request the “Ethics Committee Complaint & Inquiry Form” from the Ethics Chair.
- 1.2 The mandate of the B.C.A.T.A. Ethics Committee shall be to establish the validity of the submitted complaint and to protect the rights of the client(s) and the individual under review.

2. Initial review of the complaint

- 2.1 Upon receipt of a written complaint, the Ethics Committee shall review that complaint to ascertain whether or not:
 - a) the art therapist is or has been a member of the B.C.A.T.A.;
 - b) the complaint raises an issue which falls within the jurisdiction of the B.C.A.T.A. and is within the guidelines (see 2.2) for unacceptable behaviour or a professional practice problem;
 - c) the complaint is vexatious or obnoxious;
 - d) the complaint raises a minor issue that does not warrant further review;
 - e) the matter giving rise to the complaint has already been resolved.
- 2.2 Unacceptable behaviour is defined as:
 - a) Misconduct: failure to meet the ethical standards of the B.C.A.T.A.
 - b) Incompetence: a pattern of behavior that demonstrates a lack of knowledge, ability, capacity or fitness to practice in a particular setting.
- 2.3 A professional practice problem for a registered professional or professional member of the B.C.A.T.A. is identified as:
 - a) behavior or attitude which is in conflict with the standards set by the B.C.A.T.A. or the employer;
 - b) action or intent that is detrimental to the client;
 - c) a situation which the individual art therapist is unable to resolve of his or her own accord.

**101 – 1001 West Broadway, Dept. 123, Vancouver, B.C. V6H 4E4
Telephone: (604) 878-6393; E-Mail: info@arttherapy.bc.ca**

3. Further review of a complaint

- 3.1 If the Ethics Committee concludes that the complaint does not apply to a B.C.A.T.A. member, or is not within the B.C.A.T.A.'s jurisdiction or guidelines, or is vexatious, obnoxious, minor, or has already been resolved, then the Chair shall advise the complainant accordingly.
- 3.2 If the Ethics Committee concludes that the complaint does apply to a B.C.A.T.A. member, or is within the B.C.A.T.A.'s jurisdiction or guidelines, is not vexatious, obnoxious, minor, or has not already been resolved, then the Chair shall:
- a) inform the respondent of the complaint being placed, requesting the respondent to provide a written response within a prescribed time frame, and
 - b) obtain information from any source and by any reasonable means necessary to ascertain the facts of the complaint.
- 3.3 Where it is not practical to send a copy of the full complaint to the respondent, the Ethics Committee may send a summary.
- 3.4 If the respondent is not a member of the B.C.A.T.A. or of any professional association, the Ethics Committee may decide to investigate the complaint in terms of its impact on the Association.

4. Investigation of the complaint

- 4.1 After receiving the complaint and the respondent's reply, the Ethics Committee shall determine whether or not there is sufficient evidence that could:
- a) establish the facts of the complaint and/or
 - b) constitute unethical conduct or incompetency sufficiently serious to warrant a formal disciplinary hearing.
- 4.2 If, after review, the Ethics Committee is of the opinion that the complaint is not justified, the Committee may dismiss the complaint and so inform the complainant and respondent.
- 4.3 If, after review, the Ethics Committee is of the opinion that the evidence does not constitute unethical conduct or incompetency sufficiently serious to warrant a formal disciplinary hearing or which may otherwise lead to the termination of the respondent's membership, the Committee may resolve the complaint through non-punitive means or agreement, and
- a) shall advise the respondent and complainant accordingly;
 - b) forward a copy of the written response to the complainant or forward a summary of the response to the complainant where circumstances which have been documented warrants such action, and/or
 - c) attempt resolution between the two parties by conducting a procedure of mediation which may include involvement of other agencies, individuals, or organizations where appropriate.

- 4.4 If, after review, the Ethics Committee resolves that:
- a) it was not possible to resolve the complaint through an agreement or other non-punitive means; or,
 - b) the facts of the complaint are likely to constitute unethical conduct or incompetency that is sufficiently serious to warrant a formal disciplinary hearing or may otherwise lead to the termination of the respondent's membership, the Committee shall refer the complaint and all attendant information to the Executive who shall then strike an ad hoc Disciplinary Committee

5. Disciplinary Procedures

- 5.1 As soon as practical and upon proof of service, the Disciplinary Committee shall notify the respondent of the date and time for a formal disciplinary hearing and shall proceed with the hearing on the day specified.
- 5.2 If after holding the hearing, the Disciplinary Committee is of the opinion that the complaint is not justified, the Committee shall advise the respondent and the complainant accordingly.
- 5.3 If after holding the hearing, the Disciplinary Committee is of the opinion that the complaint is justified, the Committee shall recommend or affirm any of the following penalties and/or corrective action.
- 5.4 In the event that the complaint is of a serious nature such as to require legal process, a temporary suspension shall be applied until the member is cleared of culpability.
- 5.5 Corrective action may constitute:
- a) a remedial program of compulsory education and/or compulsory supervision by an agreed upon BCATR for a period not to exceed six months and/or appropriate treatment;
 - b) a formal reprimand to be issued against the offending member;
 - c) revocation of B.C.A.T.A. membership to be imposed upon the member.
- 5.6 Upon satisfactory completion of a corrective action, the Disciplinary Committee shall provide written documentation to all parties pertinent to the situation stating the outcome of the procedures and that no further action is required.

6. Consent to a remedial program

- 6.1 At any time prior to either the Ethics Committee or the Disciplinary Committee resolving the complaint, a respondent may apply in writing to the Chair to participate in a remedial program on their own undertaking.
- 6.2 If the Committee accepts the request, it shall adjourn the investigative process and shall advise the respondent and complainant accordingly.

- 6.3 Upon satisfactory completion of the accepted remedial program, the complaint shall be considered fully addressed and either the Ethics Committee or the Disciplinary Committee resolving the complaint shall notify the respondent and the complainant.
- 6.4 If the respondent does not satisfactorily complete the accepted remedial program, the Committee may reinstitute the complaint or disciplinary process and shall so advise the respondent and the complainant.

7. Appeal to the Executive Committee

- 7.1 Within thirty days of receipt of the decision, the respondent or complainant who is dissatisfied with the outcome may initiate an appeal to the Executive.
- 7.2 The appeal must be in writing, state the grounds for the appeal and be delivered to the President.

Amended AGM June 23, 2007