



TTNC Policies

POLICY 1 – Consensus Decision Making

POLICY – Decisions at all Board of Directors and membership meetings will be made by consensus whenever possible and prudent. Consensus “is based on the values of **equality, freedom, co-operation and respect for everyone's needs.**”

Elements of a Consensus Based Decision:

- All parties agree with the proposed decision and are willing to carry it out;
- No one will block or obstruct the decision or its implementation; and
- Everyone will support the decision and implement it.

Levels of Consensus:

- I can say an unqualified "yes"!
 - I can accept the decision.
 - I do not fully agree with the decision, however, I will not block it and will support it
- There is **not a consensus** if any member blocks the proposal.

PROCEDURES –

1. **Introduce and clarify the issue.** Ensure that everyone has the relevant background information and the group is clear about the key questions to resolve.
2. **Open out the discussion** to allow everyone to share their feelings, needs and opinions, *before* trying to find a solution. If ideas come up you could hear them briefly and then park them for the next stage.
3. Once you've got a good understanding of what is important to people, you can collect and **explore all the ideas** for moving forward. If the proposal has already been discussed and presented beforehand, this step may be omitted.
4. The group then looks for common ground and forms a **proposal**. Proposals are equivalent to Motions formerly used.
5. Clarify and **amend the proposal** to address any remaining concerns.
6. **Test for agreement:** clearly state the final proposal and ask people to signal whether they agree or disagree. Ask for those who agree to raise a hand **or** ask if anyone objects or disagrees. If everyone agrees, the **Proposal is accepted** and becomes a **Decision**.
7. If there is **anyone who disagrees**, determine if they can live with it, or wish to block the decision, and what reservations they have. Reopen the discussion to address their reservations. Amend the proposal as needed and repeat step 6.
8. Decide how to **implement** the decision.
9. If consensus cannot be obtained after several meetings, a majority vote will rule.

Approved January 24, 2023

Reviewed and approved April 29, 2025

(Adapted from The Consensus Council, Inc., <http://www.agree.org>)



TTNC POLICY 2 – Membership Classes

POLICY

These categories (called "classes") are needed if TTNC wants to charge different membership dues for different categories. If there is no distinction between/among the categories then any dues set will apply to all. By dividing into these categories/classes it is possible to waive dues (i.e., charge \$0) of some, and to differentiate who has voting privileges at meetings.

PROCEDURE

Class A voting members:

An incorporated Society: Provincial/Regional Therapeutic Touch Networks; Examples: ATTN, BCTTNS, PTTN, TTNO, TTNQ. Each are represented by an individual chosen by their respective Network. They vote only at members' meetings like the AGM or any other members' meetings, NOT at board meetings. One representative from each Network is usually selected to vote on behalf of their Network at members meetings (often either the TTNC Board representative or the Network Chairperson). Dues are paid annually and determined by the TTNC BOARD.

Class B voting members:

(Elected or appointed); a Board Member is called a Director; a person who represents a Therapeutic Touch network, or holds an executive position on the board. (Examples: a volunteer treasurer, president, or secretary who is not a Network representative.) Board members are acting as board members when they vote at board meetings as they make decisions about the organization of the TTNC. Board members are the only ones who vote at Board meetings and may (or may choose not to) vote at general members meetings. A board member serves for a 2-year term, but may serve a second 2-year term. If a guest (i.e., someone who is not a board member) is at a board meeting, the guest does not have a vote.

Class C members:

are non-voting members that can represent an incorporated organization (e.g., TTIA) or an individual who is not eligible for Class A or Class B. This individual could be nominated by the TTNC Board for their contribution to the efforts of TTNC, e.g., be involved in committee work or technical support. Membership would be reviewed annually. Benefits include being informed regarding TTNC activities, and access to the various Networks' newsletters. They may attend Board meetings and members meetings.

Class D members:

Honorary Members; non-voting members that are an individual(s) who are a long-time supporter of Therapeutic Touch in Canada, and have been nominated and accepted by the Board of Directors. Benefits include membership costs for webinars and events, being informed regarding TTNC's activities, and access to the various Networks' newsletters.

ATTACHMENT

Fee schedule

Class A: \$3 per paying member in that Network, unless under exceptional circumstances, the TTNC BOARD approves as a 1-time benefit a lower rate to the Network that is having severe, unanticipated financial difficulties.

Class B: 0

Class C: by donation

Class D: 0

Approved April 29, 2025

POLICY 3 – Annual Financial Review

POLICY -

While a financial review is not legally required for TTNC, it is prudent and responsible to ensure the appearance and evidence of fiscal responsibility.

PROCEDURE –

A financial review of TTNC's books will be completed annually by at least one trusted individual.

For expenses, this will include a line-by-line review of the following to ensure the supporting documentation is there: that the cheques have 2 signatures as per our policy, ensuring invoices have enough detail to describe/prove service or reason for payment, matching cheques to the amount of the invoices, checking that Bank Statements show the removal of the money from the account (cashing of the cheque), looking for improper invoices (no invoices or writing cheques to themselves or others with no invoices), ensuring that the monthly reporting also captures the expenses, and a reconciliation report of issued cheques that haven't been cashed. This means reviewing a sampling of transactions and looking for valid invoices, proper approval, and continuity with prior years if applicable.

For income, this involves ensuring that the cheques are addressed to payee TTNC, that they are deposited correctly (deposit slips and bank statements) (as deposits are often lumped together from different sources), that E-transfers are also connected to an event or membership, that monthly reporting matches the monthly deposits, and that there is no income from any sources that don't match our mandate (membership, donations, events, education events, conferences).

Monthly and year-end reports including both income and expensed are sent to the board prior to the monthly board meetings by the Treasurer, as well as a final review of the year-end report sent to the members prior to the AGM.

The person completing this annual review cannot be the bookkeeper or a director who has financial signing authority, nor be related to the treasurer or have close personal ties with the treasurer (prevents collusion) (spouse, brother, sister, good friend, etc.). It is someone with a nonprofit business background who understands financial reporting and/or is familiar with

basic accounting knowledge; someone who has the necessary training and knowledge to know what should be done during the review and also someone who is committed to serving the interests of the organization. This person is not directly involved in TTNC's financial affairs. The Treasurer and/or other board members make this decision.

This financial review will be completed after the fiscal year end August 31 each year and prior to the AGM requirement for sending to members. The report should be completed in a timely manner before the annual general meeting, allowing for the required time to examine the results of the review.

Approved April 29, 2025

POLICY 4 – Expenditures not previously budgeted

POLICY –

Most of TTNC's expenses will fall into a category delineated in the proposed budget. For those expenses that are not delineated, the Board needs to be aware of and approve if over the specified amount.

PROCEDURE –

Any expenses over \$100 which have not been previously budgeted, must be approved by the Board of Directors before being paid out. This approval may occur at a monthly Board meeting, or by email consensus if need be.

Approved January 24, 2023

Reviewed and Approved April 29, 2025

POLICY 5 – Alternates for Board Members

POLICY – It is crucial that each Network have representation at the monthly TTNC Board of Directors (BOD) meetings. If the Board member is unable to attend, this can be achieved in a variety of ways.

PROCEDURE – If a Board member is unable to attend a Board of Directors (BOD) meeting, he/she is responsible for finding an Alternate to attend in his/her place. The Network may have a designated Alternate representative assigned to this role. If not, the Director may ask any Network member to attend as the Alternate. The Board member is then responsible for ensuring that member is aware of the purpose of the BOD and the role and duties expected of him/her. The Alternate will have no voting rights at the meetings as per the TTNC Bylaws, but will report back to the Board member as needed.

Approved November 28, 2023

Reviewed and approved April 29, 2025



Therapeutic Touch Networks of Canada

Réseaux Toucher Thérapeutique du Canada

PROCEDURE FOR THE WRITTEN USE OF THE WORDS “THERAPEUTIC TOUCH®”

The Therapeutic Touch Networks of Canada (TTNC) owns the Canadian trademark registration no. TMA580,182 for THERAPEUTIC TOUCH when used as a practice performed by practitioners educated and trained to respond to the receiver's energy field. As the owner of Canadian trademark registration no. TMA580,182, the TTNC has the exclusive right under section 19 of the Trade-marks Act to use, and recognize/authorize others to use, THERAPEUTIC TOUCH in Canada with these services.

The words “Therapeutic Touch” are used to define an energy-based modality as developed by Dr. Dolores Krieger and Dora van Gelder Kunz.

The purpose of the trademark is to give legal protection to the words “Therapeutic Touch” and guarantee the public that, when being offered a service described as Therapeutic Touch it is to a standard of education/training and practice that is recognized by the owner of the trademark.

The Therapeutic Touch Networks of Canada (TTNC), as owner of the trademarked words “Therapeutic Touch”, authorizes members of Canadian Therapeutic Touch Member Networks to use the words “Therapeutic Touch” in their practice when a member in good standing of a Member Network.

A member in good standing is as follows:

- has paid their current annual membership dues.
- has signed the Code of Ethics (or equivalent) required by their Member Network.
- has taken a minimum of Therapeutic Touch Level 1/Foundations of Therapeutic Touch course.

Member Networks of the TTNC are to ensure that the words “Therapeutic Touch” are clearly identified with the trademark symbol ® on their websites or social media such as Facebook, LinkedIn, posters, flyers, brochures, business names, business cards and other printed materials.

Written Materials

The registered trademark ® following a trademarked term gives notice to the world that the trademark owner has better and higher rights to the term than anyone else. Having the term capitalized also conveys that it has a special significance.

The minimum standard set by the TTNC is that the full title “Therapeutic Touch® (TT)” must be used the first time in any document, with either the words or acronym for any subsequent usage of the title in the document.

The author has the option of using either the full name or the acronym thereafter. It is recommended that the full words, “Therapeutic Touch”, be used at the first point of use in each following paragraph, with the acronym TT for all subsequent references in that paragraph. This creates options for the author, depending on the purpose of the writings, which include:

1. Choosing a balanced or equal usage of both the full term and the acronym to prevent the overuse of either option, or
2. Using “Therapeutic Touch” throughout the writings, if appropriate for the use of the document.

The TTNC suggests that, to maintain the awareness of the words “Therapeutic Touch” with all Therapeutic Touch practitioners and the general public, they be used in balance with the acronym (TT). This leads the reader to associate the two terms as one meaning.

Approved June 27, 2023

Reviewed and approved April 29, 2025