

LATVIAN SOCIETY FOR SANDPLAY THERAPY
STATUTES

Article 1. Name

- 1.1. The name of the society is „Latvijas Smilšu spēles terapijas biedrība” (further in the text – the Society), abbreviation – LSST.
- 1.2. The name of the Society in the English language is the *Latvian Society for Sandplay Therapy*.

Article 2. The Society's Goals

- 2.1. The goals of the Society are:
 - 2.1.1. to develop and promote the study and practice of Sandplay Therapy in Latvia;
 - 2.1.2. to introduce and maintain professional standards of training and practice of Sandplay Therapy on the basis of the standards of the International Society for Sandplay Therapy (further in the text ISST);
 - 2.1.3. to propagate information and knowledge about Sandplay Therapy;
 - 2.1.4. to ensure the compliance with ethical standards in Sandplay Therapy;
 - 2.1.5. to develop cooperation with national, local, public, religious, and business organizations, as well as with natural persons in Latvia and abroad;
 - 2.1.6. to organize seminars and conferences on Sandplay Therapy;
 - 2.1.7 as a regional society of the ISST: to abide by the ISST Code of Ethics and minimum professional standards outlined in the ISST Statutes and Rules of Procedure.

Article 3. Duration of the Society

- 3.1. Duration of the Society is unlimited.

Article 4. Admission, Resignation, and Expulsion of Members of the Society

- 4.1. The Society consists of three categories of members: full members – 1) national (LSST) and 2) international (ISST), support members and honorary members.
- 4.2. A natural person who has completed a program of Sandplay Therapy in accordance with the ISST professional standards may become a full member. The basic training program is equivalent for both the national (LSST) and international (ISST) members.
- 4.3. Any capacitated person may become a support member.
- 4.4. An applicant for admission to the Society shall submit a written application to the Board. The form of application is established by the Society's Board.
- 4.5. The decision for admission is made by the Society's Board. The Board is obliged to consider the application during the first meeting but no later than three months after the day of submission. The Board is obliged to inform the applicant about the decision and state grounds for it within a week of the decision being made.
- 4.6. In case of negative decision, the applicant can appeal in writing to the members' meeting. In case of negative decision made also by the members' meeting, the admission to the Society is denied and the applicant can re-apply no sooner than a year later.

- 4.7. ISST members are certified by the ISST. The Society provides recommendations for applicants to the ISST.
- 4.8. A member can resign from the Society at any time, submitting a written notice to the Board.
- 4.9. A member can be expelled from the Society by the decision of the members' meeting if:
 - 4.9.1. the activity of the member contradicts the Statutes of the Society,
 - 4.9.2. the member fails to fulfil their obligations and duties,
 - 4.9.3. the member has failed to pay the Society dues for more than 12 months.
- 4.10. The proposal to expel is made by the Board and it is considered at the members' meeting. The Board shall inform the expelled member about the decision to expel and state the grounds in writing within five days of the decision being made.
- 4.11. For special merit and support of the Society any capable person may be granted honorary membership status. The Board decides on the admission of the honorary member to the Society. The Board shall notify the admitted person in writing giving a motivated decision within one month of the decision being made.
- 4.12. If the expelled person wishes to renew her status in the Society, they shall submit a written application to the Board and if the Board decides on the readmission of the person, they are obliged to pay a fine in the amount of one year's membership fee and the membership fee for the year when this status is renewed.

Article 5. Members' Obligations and Rights

- 5.1. Full members of the Society are entitled:
 - 5.1.1. to receive information about the activities of the Society, including all minutes, decisions and instructions of all the bodies of the Society;
 - 5.1.2. to participate in all events organized by the Society;
 - 5.1.3. to be engaged in the tasks set for the Society, and to submit proposals for the work of the Society and how to improve it;
 - 5.1.4. to defend their views at the Board and members' meetings;
 - 5.1.5. to vote for and be elected on the Board and in all the bodies of the Society.
- 5.2. The obligations of full members of the Society are:
 - 5.2.1. to comply with the Statutes of the Society and to fulfil the decisions of the members' meetings and the Board;
 - 5.2.2. to participate in the work of the Society and attend its meetings;
 - 5.2.3. to actively support the implementation of the goals and tasks of the Society;
 - 5.2.4. to work in compliance with the professional standards and regulations drawn by the Society;
 - 5.2.5. to pay the admission fee and regularly pay dues;
 - 5.2.6. not to discredit the good name of the Society.

5.3. Support members are entitled:

- 5.3.1. to receive information about the activities of the Society, including all minutes, decisions and instructions of all the bodies of the Society;
- 5.3.2. to participate in all events organized by the Society;
- 5.3.3. to be engaged in the tasks set for the Society, and to submit proposals for the work of the Society and how to improve it;
- 5.4.4. to defend their views at the Board and members' meetings;

5.4. The obligations of support members are:

- 5.4.1. to comply with the Statutes of the Society and to implement the decisions of the members' meetings and the Board;
- 5.4.2. to participate in the work of the Society and attend its meetings;
- 5.4.3. to actively support the goals and tasks of the Society;
- 5.4.4. to work in compliance with the professional standards and regulations drawn by the Society;
- 5.4.5. to pay the admission fee and pay dues regularly;
- 5.4.6. not to discredit the good name of the Society.

5.5. Honorary members are entitled:

- 5.5.1. to receive information about the activities of the Society, including all minutes, decisions and instructions of all the bodies of the Society;
- 5.5.2. to participate in all events organized by the Society;
- 5.5.3. to be engaged in the tasks set for the Society, and to submit proposals for the work of the Society and how to improve it;
- 5.5.4. to defend their views at the Board and members' meetings;

5.6. The obligations of honorary members are:

- 5.6.1. to comply with the Statutes of the Society and to implement the decisions of the members' meetings and the Board;
- 5.6.2. to participate in the work of the Society and attend its meetings;
- 5.6.3. to actively support the goals and tasks of the Society;
- 5.6.4. to work in compliance with the professional standards and regulations drawn by the Society;
- 5.6.6. not to discredit the good name of the Society .

Article 6. Sections of the Society

- 6.1. Regional and other sections of the Society can be formed by the decision of the members' meeting;

- 6.2. The activities, rights and obligations, as well as relationship with the Society are stipulated in the regulations of the section, approved by the members' meeting.

Article 7. Convening of the Members' Meetings and Decision Making

- 7.1. The members' meeting is the highest decision-making body of the Society.
- 7.2. All members are entitled to attend the members' meeting. Members can participate in the meeting only in person.
- 7.3. A regular members' meeting is convened annually.
- 7.4. An extraordinary meeting, stating the grounds, can be convened upon decision of the Board or the Chair of the Board, or by the request of no less than one tenth of the Society members.
- 7.5. The members' meeting is convened by a written notice to all the members at least two weeks prior to the meeting.
- 7.6. The quorum is present if more than one half of the Society members attend.
- 7.7. In case of the absence of the quorum, a recurrent meeting is convened within three weeks, and it is entitled to make decisions irrelevant of the number of members present, on the condition that at least two full members are present.
- 7.8. The decision of the members' meeting, including the decision on amendments to the Statutes, the termination and continuation of activities of the Society, is passed by two-thirds vote of full members.
- 7.9. The members' meeting solely
- 7.9.1. ratifies and amends the Statutes of the Society,
 - 7.9.2. ratifies the program of the Society,
 - 7.9.3. determines the area and duration of the Board and Financial Auditor's activity,
 - 7.9.4. elects the Board, the Chair of the Board, the Deputy Chair, the Treasurer and the Secretary, as well as auditors,
 - 7.9.5. determines admission and membership dues,
 - 7.9.6. takes decisions on the expulsion of members.

Article 8. The Society's executive body

- 8.1. The executive body of the Society is the Board which consists of seven Board members.
- 8.2. The Board is elected by the members' meeting for the term of three years. Re-election is allowed.
- 8.3. The Board has rights to take decisions on all issues, with the exception of those decided solely by the members' meeting. The Board meetings take place at least once every four months. The Board may pass resolutions when at least four Board members are present. Resolutions are passed by the majority vote of the members present. In case of a tie, the Chair will cast the deciding vote.
- 8.4. Every Board member has rights to represent the Society.

8.5. The Board is competent:

- 8.5.1. to manage the work of the Society between the members' meetings,
- 8.5.2. to ensure the implementation of resolutions of the members' meeting,
- 8.5.3. to prepare documents,
- 8.5.4. to prepare the program of the Society,
- 8.5.5. to follow the compliance with the Statutes and other binding documents,
- 8.5.6. to form working groups for certain tasks,
- 8.5.7. to decide the use of financial resources,
- 8.5.8. to consider other matters connected with the Society activities,
- 8.5.9. to consider and decide on the admission of new members.

8.6. The Chair of the Board has the right:

- 8.6.1. to represent the Society in national, local and other organisations,
- 8.6.2. to sign documents in accordance with the regulations stipulated by members' meetings and according to the decisions of the Board to manage the property and financial resources of the Society,
- 8.6.3. to sign proxies,
- 8.6.4. to hire and fire employees according to the existing laws and regulations, as well as issue orders binding for all the employees;
- 8.6.5. to enter into economic agreements, as well as take other actions stipulated in the Statutes and connected with the Society.

8.7. In the absence of the Chair, the Deputy Chair performs the duties of the Chair.

Article 9. The Society's Financial Auditor

9.1. The examination of the financial and economic activities of the Society is carried out by two auditors elected by the members' meeting for the term of three years. The auditors make decisions by unanimous vote (two votes).

9.2. The auditors of the Society shall not be members of the Society's Board.

9.3. The auditors:

- 9.3.1. conduct the audit of the property and financial resources of the Society,
- 9.3.2. approve of the budget and the annual report of the Society,
- 9.3.3. approve of the accounting and office work of the Society,
- 9.3.4. propose on the improvement of the financial and economic activities of the Society.

9.4. The auditors examine the financial records on demand by the members' meetings but no less than once a year.

9.5. The members' meeting approves the annual report of the Society only after it is approved by the auditors.

Article 10. The Society's Member Dues

- 10.1. Members of the Society pay dues annually as determined by the Society and the payment shall be made by 1 April of the current year.

Article 11. The Society's Property and Financial Resources

- 11.1. The Society has its sequestered property. The Society has the right:
- 11.1.2. to acquire or lose pecuniary and personal non-pecuniary rights;
 - 11.1.3. to be a claimant and respondent at a court;
 - 11.1.4. to open a bank account, currency and other accounts in banks of Latvia.
- 11.2. Financial resources of the Society consist of:
- 11.2.1. admission fees,
 - 11.2.2. annual membership dues,
 - 11.2.3. donations of legal and natural persons,
 - 11.2.4. incomes from publishing, scientific activities and other economic activities,
 - 11.2.5. property owned by the Society,
 - 11.2.6. income resulting from other legal activities.
- 11.3. The order of use of financial resources is determined by the Board according to general principles of the Society activities defined at the members' meeting, as well as in accordance with the Statutes. The financial resources shall be used according to the existing laws and regulations in the Republic of Latvia.

Article 12. The Society's Relationship to the ISST

- 12.1. The Society abides by the ISST Statutes and Rules of Procedure including financial protocols relating to the ISST dues for those members of the Society who are ISST Members.
- 12.2. The Society's Board shall approve candidates applying for the ISST Teaching membership before they submit their application to the ISST Certification committee.
- 12.3. The LSST representative on the ISST Board is elected for a 3-year term at the LSST members' meeting by a simple majority.
- 12.4. No later than 2 weeks before the members meeting, the LSST Board shall nominate a candidate for the LSST representation on the ISST Board, subject to the following conditions:
- 12.4.1. the candidate is a member of LSST and ISST;
 - 12.4.2. the candidate has been active in the LSST Board for at least one term.
- 12.5. The LSST representative on the ISST Board has the following responsibilities:

- 12.5.1. to prepare and submit reports to the ISST Board;
- 12.5.2. to participate in ISST Board meetings and congresses;
- 12.5.3. to report to the LSST Board and members' meeting after ISST Board meetings and congresses.

Chairperson of the Board: _____ /Vera Ščerbakova/
(signature)

Deputy Chairperson of the Board: _____ /Guna Čače/
(signature)

Amendments to the Statutes approved at the members' meeting on 29 April 2017 in Riga.