



CONSTITUTION
FOR
BOWEN TRAINING UK

OBJECTIVES

BTUK is a NOT-FOR-PROFIT training organisation that aims to provide quality training and education in The Bowen Technique.

The objective is to see students through the basic Bowen course and onto further post graduate courses within a positive and supportive atmosphere.

AIMS

- ❖ To uphold the integrity of Bowtech Bowen as set up by Ossie and Elaine Rentsch.
- ❖ To uphold the work and legacy of Tom Bowen.
- ❖ To conduct the affairs in a Professional diligent and transparent manner.
- ❖ Treat instructors and students alike upholding high standards by being honest, courteous, approachable, and delivering what is promised.

MEMBERSHIP

Membership of the organisation is open to all without discrimination who hold an instructor's certificate as issued by the Bowtech Bowen Association of Australia and further hold a teaching qualification.

STRUCTURE

We are a training organisation with a training committee who meet as and when required.

The training committee is made up of the chairperson, vice chairperson, treasurer and members who are all elected by the members at the annual general meeting. There is no minimum or maximum number of persons who may sit on the training committee.

Decisions of the training committee meeting are made by a simple majority of all votes cast.

In the event of a tie the chairperson shall have the casting vote.

Minutes must be kept of decisions of the training committee meeting and signed by the minute taker and the person who chaired the meeting.

ROLES

❖ CHAIRPERSON

Responsibilities include:

- o Organising and chairing all meetings of the training committee and general meetings of the members.
- o Guiding the committee to work to the benefit and progress of BTUK.

❖ VICE CHAIRPERSON

Responsibilities to include:

- o Assisting the chairperson to deliver their duties and to deputise for the chairperson when they are not present.

❖ TREASURER

Responsibilities include:

- o Managing and maintaining the bank account of BTUK.
- o Processing levies received from all instructors and issuing receipts.
- o Monitoring the financial health of BTUK.
- o Producing an audited set of annual accounts for presentation to the members in the general meeting.

❖ COMMITTEE MEMBERS

- o Committee members are appointed to partake fully in meetings held by the training committee and to assist in the running of the organisation as and when required.

GENERAL MEETINGS

The organisation will hold an annual general meeting of the members normally in the first quarter of the year.

An extraordinary general meeting of the organisation may be called by the training committee at any time as required.

The committee must give four weeks' notice in writing to all members of any General Meeting and include the proposed agenda.

The agenda shall be determined by the training committee.

Members may submit matters for inclusion on the agenda by sending notice in writing to the Chairperson at least six weeks before the date of the annual general meeting.

Election of the chairperson, vice chairperson, treasurer and committee members shall take place at the annual general meeting of the members. Election shall be by simple majority of the votes cast.

Minutes must be kept of decisions of any general meeting and signed by the minute taker and the person who chaired the meeting.

REMOVAL OF COMMITTEE MEMBERS

The chairperson, vice chairperson, treasurer and any committee member may be removed by a two thirds majority of those present and voting at the general meeting.

FUNDS

All funds held in the bank account remain the property of BTUK.

RESTRICTIONS

Instructors cannot form a similar organisation whilst being an instructor for Bowen Training UK.

As Bowen Training UK is under the auspices of Bowen Therapy Academy of Australia any changes regarding course structure, levies and training of new instructors must be approved by BTAA.

WINDING UP

The organisation may be wound up by a two thirds majority of all members present and voting at a general meeting of the members.

In the event that the organisation shall be wound up then after settlement of all its debts any funds remaining will donated to a charity to be chosen by the Committee members.