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BOWEN TRAINING UK LTD
CONSTITUTION

OBJECTIVES

BTUK is a NOT-FOR-PROFIT training organisation that aims to provide quality training and education in The Original Bowen Technique.
Our primary objective is to see students through the basic beginners' Bowtech course and onto further post-graduate training, within a positive and supportive environment.

AIMS

❖ To uphold the integrity of Bowtech Bowen as documented by Ossie and Elaine Rentsch
❖ To uphold the work and legacy of Tom Bowen
❖ To conduct our 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, including those from overseas who hold an instructor's certificate issued by the Bowtech Bowen Association of Australia and also 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:

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

VICE CHAIRPERSON

Responsibilities include:

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

TREASURER

Responsibilities include:

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

SECRETARY

Responsibilities include:

- Supporting the Chairperson and management team with administrative tasks
- Keeping minutes of meetings
- Monitoring website, email and telephone inquiries and responding as necessary
- Collating training inquiries and sharing monthly list with all instructors

COMMITTEE MEMBERS

- Committee members are appointed to participate 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 (AGM) 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 (AGM).

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 LTD.

RESTRICTIONS
Instructors cannot form a similar organisation while being an instructor for Bowen Training UK. Any changes regarding course structure, levies and training of new instructors must be approved by Bowen Therapy Academy of Australia (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 the organisations should be wound up then after settlement of all its debts any funds remaining will be donated to a charity to be chosen by the committee members.