



UK REIKI FEDERATION CONSTITUTION, COMPLAINTS & DISCIPLINARY PROCEDURES & EQUAL OPPORTUNITIES STATEMENT 2011

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CONSTITUTION 2011

1. NAME

- a) The name of the Federation is “The UK Reiki Federation” (hereinafter called “the Federation” and also by the acronym “UKRF”).
- b) The name, logo and acronym may only be used by UKRF Practitioner members in accordance with the guidelines set by the Management Committee.

2. ADMINISTRATION

Subject to the matters set out below, the UKRF and its property shall be administered and managed in accordance with this Constitution by the members of the Management Committee, constituted by Clause 7 of the Constitution (“the Management Committee”).

3. AIMS & OBJECTIVES

The UKRF is a national independent professional organisation which is non-profit making. Members working under the title of the UKRF will share a loyalty to that title and for the protection of the public. The Aims & Objectives for which the Federation is established are for the purposes of support, education and training, and guidance in the professional practice of Reiki to the public.

Aims & Objectives

- a) To federate individuals who are attuned to Reiki and who practise Reiki on a professional basis.
- b) To promote best practice in the delivery of Reiki to the public and to provide a form of recourse.
- c) To provide advice, support and an information network to the Reiki community, to professionals who work with/alongside Reiki and to the general public.
- d) To support and encourage professional standards of training for Practitioners of Reiki.
- e) To help provide information on research.
- f) To have a voice within the field of Reiki through which to instigate and maintain a dialogue with relevant external agencies.
- g) To provide details of and to promote mutual understanding, communication and good relations between different styles, systems and schools of Reiki with Usui lineages, within the UK and internationally.
- h) To maintain a Register of Practitioner and Teacher Members.

4. POWERS

In furtherance of the Aims & Objectives but not otherwise the Management Committee may exercise the following powers:

- a) To raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading

activities and shall conform to any relevant requirements of the law.

- b) The power to buy, take on lease or exchange, any property necessary for the achievement of the Aims & Objectives and to maintain and equip it for use.
- c) The power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the UKRF.
- d) The power subject to any consents required by law to borrow money and to charge all or any part of the property of the UKRF with repayment of the money so borrowed.
- e) The power to employ such staff as are necessary for the proper pursuit of the Aims & Objectives and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- f) The power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Aims & Objectives or of similar charitable purposes and to exchange information and advise them.
- g) The power to establish or support any charitable trusts, association or institutions formed for all or any of the Aims & Objectives.
- h) The power to appoint and constitute such advisory committees as the Management Committee may think fit.
- i) The power to amend this Constitution as appropriate.
- j) The power to do all such other lawful things as are necessary for the achievement of the Aims & Objectives.

5. MEMBERSHIP

- a) Membership of the UK Reiki Federation is open to individuals (over the age of 18 years) who are mindful that the profession of Reiki is, at all times, supported by regular self-treatment, personal and spiritual development.
- b) In furthering the Aims & Objectives of the UKRF, membership is within the following categories:

Friends – This category is open to anyone interested in Reiki, but not necessarily attuned. No voting rights.

Student - This category is open to any person undertaking Reiki training who is able to provide a letter from their Reiki teacher confirming their status. No voting rights.

Associate – This category is open to any person who has reached a minimum level of Reiki 1. No voting rights

Practitioner – This category has three levels of membership, all of whom should have been attuned to Reiki for at least 9 months; Practitioner Member (holds minimum Reiki 2 certificate or for new applicants from 1 January 2015, Reiki NOS equivalent qualification), Master Practitioner (as for practitioner, plus holds minimum Reiki 3, 3a or Master Practitioner certificate) Master Teacher (as for practitioner, plus Master Teacher certificate and should have been practising Reiki for at least 12 months).

All applicants should satisfactorily complete and submit a UKRF membership application form, together with relevant supporting documents applicable to their level of membership, together with a character reference.

- c) The Management Committee may have the discretion to set any additional requirements and conditions and create categories of membership that it may deem necessary.
- d) The Management Committee shall not be required to state its reasons if, in its discretion it rejects or defers an application for membership or offers membership in a different category.
- e) Membership shall terminate if:
 - i. Any membership fee or subscription is not paid by the due date.
 - ii. The member resigns from membership by notice in writing sent to the UKRF at its central office or such other address as the Management Committee may prescribe.
 - iii. After due enquiry the Management Committee withdraws membership for which decision no reason need be given provided that the person concerned shall have the right to attend and be heard by the Management Committee before a decision is taken.

6. SUBSCRIPTIONS

- a) Members shall pay to the UKRF subscriptions at rates, categories and periods of time as the Management Committee may from time to time decide.
- b) The first annual subscription shall fall due and be paid when an application is made for admission to membership and is valid for twelve months. Renewals fall due every twelve months thereafter, or such other day as the Management Committee may determine.
- c) In the event of an applicant not being accepted into membership, any subscription paid in advance shall be refunded.

7. THE MANAGEMENT COMMITTEE

- a) Subject to the provisions of this Constitution, a Management Committee, consisting of the Chair, Vice-Chair, Treasurer and Secretary and up to eight further voting members representing diversity in Reiki, shall be responsible for the administration and conduct of the affairs of the UK Reiki Federation.
- b) Further non-voting members may be co-opted from time to time by the Management Committee.
- c) The Management Committee shall meet a minimum of four times a year and otherwise communicate by e-mail, telephone or by other means as is required to responsibly carry out their duties.
- d) Only voting members of the Management Committee may attend formal meetings other than by specific invitation.
- e) The convening of meetings of the Management Committee is the responsibility of the Secretary, or in his/her absence, of the Chair or Vice Chair. A minimum of two weeks' notice in writing should be given to all Management Committee Members and other persons so required to attend, stating date, time and place of meeting.
- f) In the event of business needing to be dealt with urgently, an Emergency meeting of the Management Committee may be called by any two officers of the Management Committee, by formally inviting all Management Committee Members to attend, such invitation to be sent by appropriate medium, with a minimum of 48 hours' notice, and subsequently confirmed by email within the same period.
- g) For the purposes of conducting the business of the UK Reiki Federation during a meeting three voting members

of the Management Committee, at least one of whom shall be a signatory officer, shall form a quorum.

- h) The Management Committee shall have full power to act in the name, and on behalf of the UKRF and in particular, power to:
 - i. Regulate its meetings and proceedings.
 - ii. Delegate any of its powers and functions, subject to such conditions and instructions as it may from time to time think fit, to any of its members or group of members provided that all actions of any such group shall be reported to and confirmed by the Management Committee.
 - iii. Appoint signatories that shall be empowered to operate bank accounts of the UKRF, provided that not less than two signatories shall be required for each transaction, one of whom shall be a Management Committee member.
 - iv. To make, amend and repeal rules and regulations, provided that none shall be valid if they conflict with this Constitution.
 - v. Give rulings on the interpretation of this Constitution and of other rules and matters pertaining to the UKRF, which shall be conclusive and binding unless revoked by the Management Committee.
 - vi. Employ such staff on such terms as the Management Committee thinks fit.
 - vii. If there is a specific task which needs to be carried out on behalf of the UKRF and for which payment would normally be made, members with the necessary expertise may be eligible to apply.

8. RECORDS

- a) The Management Committee shall cause records to be maintained of:
 - i. Members of the UKRF.
 - ii. A register of practitioner and teacher members.
 - iii. Professional Indemnity and Public Liability Insurance cover held by practitioner members.
 - iv. All appointments and retirements of members of the Management Committee.
 - v. The names of the members present at each meeting of the Management Committee.
 - vi. The resolutions and proceedings of Annual Reviews and other meetings of the Management Committee.
- b) The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.
- c) The Management Committee may appoint one or more sub-committees for the purpose of making any inquiry or supervising or performing any function or duty, which would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Management Committee.

9. ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS

- a) The offices of the Management Committee of the UKRF shall all run for a term of 3 years.
- b) Members of the Management Committee retiring at an Annual Review shall be eligible for re-election.
- c) Each member of the Management Committee shall be elected at the Annual Review and shall hold office until:
 - i. The close of their elected term.

- ii. He or she resigns his or her office by notice in writing sent to the UKRF.
- iii. Is removed from office by resolution duly passed at a valid meeting of members of the Management Committee.
- d) All Management Committee members must have been Practitioner members of the UKRF for a continuous period of not less than 6 months.
- e) The Management Committee in its discretion shall have power to fill any casual vacancy on the Management Committee by co-option, or the office may be left unfilled until the next meeting.
- f) The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- g) No person shall be entitled to act as a member of the Management Committee whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of the UKRF.

10. MANAGEMENT COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED.

- a) Subject to the provisions of sub-clauses (b) and (c) of this clause no member of the Management Committee shall acquire any interest in property belonging to the UKRF or receive remuneration or be interested in any contract entered into by the UKRF.
- b) Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him/her or their firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the UKRF. Provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his/her own instruction or remuneration, or that of his or her firm, is under discussion.
- c) The Management Committee shall be permitted to employ or engage as a consultant one or more of the following - a paid secretary or administrator or other member of staff who may be a member of the Management Committee, provided that he/she or they shall withdraw from any meeting at which his/her or their own remuneration or contract is under discussion.

11. ACCOUNTS

- a) The Management Committee shall ensure that proper accounts are kept with respect to all sums of money received and expended by the UKRF and of the assets and liabilities of the UKRF
- b) The Management Committee shall have prepared an annual statement of accounts, giving a true view of the state of finances, which are presented at the Annual Review together with a report of the work of the UKRF during the same period.
- (c) Accounts shall be verified by a suitably qualified person appointed by the Management Committee.

12. RECEIPTS AND EXPENDITURE

- a) The funds of the UKRF, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the UKRF at such bank as the Management Committee shall from time to time decide. All cheques drawn on the account must be signed and/or authorised by at least two signatories at least one of whom is a member of the Management Committee.
- b) The funds belonging to the UKRF shall be applied in furthering the Aims & Objectives and in the general administration of the UK Reiki Federation.

13. UKRF ANNUAL REVIEW

- a) There shall be held in each year a meeting of members (hereinafter called the "Annual Review") for the following business:
 - i. To receive from the Management Committee a report on the statement of accounts for the preceding year.
 - ii. To elect members to the Management Committee.
 - iii. Any other business, which it may, in the opinion of the chairman, is proper to transact without advance notice.
- b) The Chair at the Annual Review shall be taken by:
 - i. The Chair of the Management Committee, in absence
 - ii. The Vice Chair, in absence
 - iii. Any other member of the Management Committee.
- c) No business shall be transacted at the Annual Review unless a quorum of members is present: a minimum of three Management Committee members and 25 other Practitioner members present shall be a quorum.
- d) A copy of the accounts and reports must be sent to every member at least 21 days before the Annual Review takes place.
- e) Every member of the UKRF shall be entitled to attend the Annual Review on payment of a sum specified by the Management Committee. Any person attending the meeting shall, if called upon, prove his or her right to attend by producing evidence of current membership.
- f) The Annual Review shall be convened by the Management Committee giving not less than 6 weeks' notice in writing to every member specifying the place, the date, and time of the meeting, enclosing the proposed agenda, and when appropriate detailing the nominees for each office due for re-election/appointment. The Management Committee shall be responsible for advising voting members when nominations are due and shall give members not less than 4 weeks' notice of the same prior to the date set by the Committee for the return of nominations to the Secretary. Nominations shall not be accepted after the stated date.
- g) Voting for election to the Management Committee shall take place at the Annual Review, or by receipt of Proxy Voting forms by a date specified by the Management Committee.
- h) Save in respect of a Resolution in accordance with paragraph 15(a) below, all questions arising at the Annual Review shall be decided by a simple majority of those present and entitled to vote thereat. In the case of an equality of votes the Chair shall have a second or casting vote.

14. SPECIAL MEMBER MEETINGS

The Management Committee may call a special member meeting of the UKRF at any time if at least 25 voting members request such a meeting in writing stating the business to be considered. At least 21 days' notice must be given, the notice must state the business to be discussed. The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at this meeting of the UKRF. A minimum of three Management Committee members and 25 other Practitioner members present shall be a quorum. Save in respect of a Resolution in accordance with paragraph 15(a) below, all questions arising at a special meeting shall be decided by a majority of votes of those members present validly cast at a special meeting.

15. ALTERATION OF CONSTITUTION AND DISSOLUTION OF THE UKRF

- a) This Constitution may be altered by a Resolution passed by not less than two thirds of those votes validly cast by members present and voting at a members' meeting.
- b) Proposals for any such alteration, repeal or addition shall be put in writing to the Management Committee for submission as a proper notice of proposed Motion to such a meeting.
- c) In the event of the dissolution of the UKRF and by agreement of the majority of votes validly cast, all funds held by the UKRF shall first be used for discharging any liabilities and then be distributed to charities and worthy organisations as shall be decided by the members then in attendance.
- d) There shall be no general refund of subscriptions to members

16. NOTICES

Any notice required to be served on any member of the UKRF shall be in writing and shall be served by the Secretary or the Management Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

17. CODES OF ETHICS APPLICABLE TO MEMBERS

The UK Reiki Federation expects and charges all of its members to conduct themselves at all times in such manner as to not bring the Federation and its good name into disrepute. Each voting member shall be required to sign a statement to the effect that she or he has read this Constitution and the Code of Ethics and Standards of Practice, and has agreed to abide by them.

18. INTERPRETATION

The Management Committee shall be the final authority for the interpretation of the rules of the UKRF and of this Constitution.

19. COMPLAINTS AND DISCIPLINARY PROCEDURES

All members of the UKRF are required to comply with a complaints and disciplinary procedure incorporating the principles set out in these Rules and any authorised amendments thereof. The complaints and disciplinary procedure shall be determined and amended from time to time by the Management Committee and shall include the right to an appeal. Full details of the current complaints and disciplinary procedure are available from the UK Reiki Federation upon request and are published on the website.

20. EQUAL OPPORTUNITIES STATEMENT

The UKRF opposes all form of discrimination on the grounds of racial or ethnic origin, cultural or religious background, disability, gender, sexual orientation, age or employment status, in accordance with law. UKRF will endeavour to eliminate any discriminatory practices from its operations and will promote equality of opportunity.

Partners and other associates engaged to work for UKRF should be recruited, offered training and other opportunities on the basis of objective criteria, ability and suitability. There will be no discrimination on the grounds of racial or ethnic origin, cultural or religious background, disability, gender, sexual orientation or age. This policy will be made explicit in all course publicity literature and in job descriptions/person specifications.

Procedures will be developed to ensure that any grievance brought by any person employed or otherwise involved with UKRF, because he/she believes that they have suffered inequitable treatment within the scope of this policy will be dealt with fairly and promptly.

Any person employed by or otherwise engaged in the work of UKRF, who is found to have behaved in a discriminatory way or expressed prejudice in terms of any individual's race or ethnic, cultural or religious background, disability, gender, sexual orientation or age will be liable to disciplinary procedures. Any person who complains of being subject to such incidents of discrimination or expression of prejudice will have the right to such a complaint investigated.

UKRF, its officers and associates recognise their collective and individual responsibilities in implementing this policy.

December 2011