

CONSTITUTION, COMPLAINTS, DISCIPLINARY PROCEDURES AND EQUAL OPPORTUNITIES STATEMENT

UK Reiki Federation

(October 2021)



**UK REIKI
FEDERATION**

CONSTITUTION 2021

1. NAME

- 1.1. The name of the Federation is "The UK Reiki Federation" (hereinafter called "the Federation" and by the acronym "UKRF").
- 1.2. The name, logo and acronym may only be used by UKRF members who have attained the status of Practitioner or above and may only be used in accordance with guidelines set by the Management Committee which will be made available to members when permissions are granted. These guidelines may be subject to change as deemed necessary by the committee.

2. ADMINISTRATION

Subject to the conditions below, the UKRF and its property shall be administered 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, non-profit making organization. Members working under the title of the UKRF must agree to abide by the Federations Code of Conduct and Code of Ethics & Professional Practice. 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.

AIMS & OBJECTIVES:

- 3.1 To bring together individuals who are attuned to Reiki in- person and who practice Reiki on a professional basis.
- 3.2 To promote professionalism in the delivery of Reiki to the public (people and animals) and when necessary provide a form of recourse.
- 3.3 To develop, promote and support professional standards of training for Practitioners of Reiki and Animal Reiki, both within the Federation and with other UK professional organisations in order to achieve common standards.
- 3.4 To collate and provide information about existing Reiki research.
- 3.5 To pioneer and share new developments in the field of Reiki, working with both UK and international Reiki Organizations' and relevant external parties.
- 3.6 To provide the Reiki community, professional bodies, media and general public with resources for information, advice and support.
- 3.7 To inform and promote understanding, communication and good relations between different styles, systems and schools of Reiki with Usui lineages, within the UK and internationally.
- 3.8 To maintain Registers of Reiki and Animal Reiki Practitioners, Teacher Members and UKRF accredited courses.

4. POWERS

In furtherance of the UKRF Aims & Objectives the Management Committee may exercise the following powers:

- 4.1 Raise funds, and invite or receive contributions on the proviso that no substantial permanent trading activities are undertaken, and all activities conform to current legal requirements.
- 4.2 The power to purchase, lease or exchange, any property deemed necessary for the achievement of UKRF operations and to maintain and equip it for use.
- 4.3 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.
- 4.4 The power subject to any consents required by law to borrow money and to charge all or part of the property of the UKRF with repayment of the money so borrowed.
- 4.5 The power to secure any services deemed necessary in order to conduct Federation business.
- 4.6 The power to work with any other charities, voluntary bodies and statutory authorities in furtherance of UKRF Aims & Objectives or similar charitable causes, acting in an advisory capacity and to encourage the exchange information.
- 4.7 The power to establish or support any charitable trusts, bursaries, associations or institutions formed for all or any of the Aims & Objectives.
- 4.8 The power to appoint and constitute such advisory bodies as the Management Committee may think fit.
- 4.9 The power to amend this Constitution as deemed necessary by the Management Committee.
- 4.10 The power to instigate plans, protocols and actions considered necessary to legally achieve the Aims & Objectives of the UKRF as detailed in this constitution.

5. MEMBERSHIP

- 5.1 Membership of the UK Reiki Federation is open to individuals who acknowledge that the professional practice of Reiki is, at all times, supported by regular self-treatment, personal growth and development.

5.2 Membership of the UKRF is offered in the following categories:

- 5.2.1 **Friends** – Open to anyone interested in Reiki, but not necessarily attuned. No voting rights.
- 5.2.2 **Student** – Open to any person undertaking Reiki training. A letter from their Reiki teacher confirming their status must be provided. No voting rights.
- 5.2.3 **Associate** – Open to any person who has attained a minimum level of Reiki 1; it is a requirement that applicants have received in-person/face to face attunements whilst in the same geographical location as their Master for all levels of Reiki training. Applicants are required to provide a personal reference. Referees should not share a familial relationship with the applicant (spouse or in-laws etc.). Personal referees may include friends, co-workers, tutors, coaches, mentors and fellow students. Referees should state their relationship to the applicant and should reference the applicant's characteristics. No voting rights.
- 5.2.4 **Practitioner** – Three levels of membership are available in this category. It is a requirement that applicants have received in-person/face to face attunements whilst in the same geographical location as their Master for all levels of Reiki training, a minimum of 9 months prior to the date of their application for membership;; members additionally trained to work with animals must also meet the equivalent requirements:
 - i. Practitioner Member (holds minimum Reiki 2 certificate).
 - ii. Master Practitioner (as for practitioner, plus holds minimum Reiki 3, 3a or Master Practitioner certificate).
 - iii. Master Teacher (as for practitioner, plus Master Teacher certificate and should have been practising Reiki for a minimum of 12 months).
 - iv. Foundation Animal Reiki Practitioner (holds minimum Reiki 2 certificate and Foundation Animal Reiki level 2 certificates).
 - v. Foundation Animal Reiki Master Practitioner (holds minimum Reiki Master Practitioner certificate and meets the requirements for Foundation Master Animal Reiki Practitioner certificate).
 - vi. Foundation Animal Reiki Master Teacher (holds minimum Reiki Master Teacher certificate and meets the requirements for Foundation Master Animal Reiki Teacher certificate).

Compliance with the UKRF Code of Ethics & Professional Practice, the UKRF Constitution and the UKRF Terms & Conditions of Membership is mandatory for all Practitioner/ Teacher, Associate and Student members. All Student, Associate and Practitioner/Teacher members are required to formally agree to comply with the UKRF Terms & Conditions of Membership, Code of Ethics & Professional Practice, and abide by the Disciplinary Procedures as a condition of membership.

5.3 **Applicants completing paper forms** must sign a declaration stating that they have;

- 5.3.1 Read the UKRF Constitution and understand their responsibilities as UKRF members.
- 5.3.2 Agree to comply with the UKRF Code of Ethics & Professional Practice, and abide by the Disciplinary Procedures.
- 5.3.3 Agree to comply UKRF Terms and Conditions of membership.

5.4 **Applicants completing on line registration forms** must check the relevant boxes in declaration that they have;

- 5.4.1 Read the UKRF Constitution and understand their responsibilities as UKRF members.
- 5.4.2 Agree to comply with the UKRF Code of Ethics & Professional Practice, and abide by the Disciplinary Procedures.
- 5.4.3 Agree to comply UKRF Terms and Conditions of membership.

The Code of Ethics & Professional Practice and UKRF Constitution may periodically be subject to change in order to comply with new professional and legislative requirements. The UKRF will endeavor in these circumstances to notify members of such changes but ultimately it is the responsibility of the member to ensure that they are fully acquainted with the current requirements.

5.5 **Practitioner Applicants must provide:**

- 5.5.1 A completed UKRF membership application form.
- 5.5.2 Supporting documents relevant to their level of membership.
- 5.5.3 Character references:
 - i. **New Applicants:** New Practitioner applicants must provide a professional character reference. Professional referees may include tutors, professional mentors, employers / previous employers, professional coaches, co-workers. They should state their relationship to the applicant and ideally reference the applicant from a professional / employment perspective rather than a personal view point.
 - ii. **Student to Practitioner:** As New Applicants.
 - iii. **Associate to Practitioner:** Applicants who already hold Associate membership with the UKRF are required to provide one additional professional reference. Professional referees may include tutors, professional mentors, employers / previous employers, professional coaches, co-workers. They should state their relationship to the applicant and ideally reference the applicant from a professional / employment perspective rather than a

personal view point.

- 5.5.4 Confirmation of insurance. Animal Reiki Practitioners must have insurance for both working with people and animals.
- 5.5.5 Disclosure of any prosecutions, current or spent convictions.
- 5.5.6 Disclosure of any insurance claims relating to their work as a therapist.
- 5.5.7 Disclosure of any instance where insurance relating to their work as a therapist has been refused or had any special terms or conditions imposed by an insurance provider.
- 5.5.8 Disclosure of refused entry to, or expelled from any professional association, accredited voluntary register, regulatory body or similar organisation.
- 5.6 New categories of membership and additional requirements and conditions of membership may be developed as the Management Committee deems necessary.
- 5.7 Acceptance of membership is at the discretion of the Management Committee.
- 5.8 The Management Committee will not be required to state its reasons for any membership which is rejected, deferred, or offered in a different category.
- 5.9 Membership will be terminated if:
 - 5.9.1 Any membership or subscription fee is not paid by the due date.
 - 5.9.2 The member resigns from membership by notice in writing sent to the UKRF central office or such other address as decreed by the Management Committee.
 - 5.9.3 After due enquiry the Management Committee withdraws membership. No reason need be given for this decision provided that the person concerned will have the right to attend and be heard by the Management Committee before a decision is finalised.

6. SUBSCRIPTIONS

- 6.1 Members agree to pay subscription fees to the UKRF. Subscription fee rates, categories and durations may be subject to change as deemed necessary by the Management Committee.
- 6.2 The first subscription will fall due and must be paid when applying for membership. Subscriptions are valid for twelve consecutive months after which time candidates must renew their membership. Subsequent renewals will fall due every twelve months thereafter, unless otherwise stated by the Management Committee.
- 6.3 the event of an applicant being refused, any subscription paid in advance will be refunded.
- 6.4 The UKRF will not refund subscription / renewal fees to members wishing to terminate their membership once a certificate of membership has been issued.

7. THE MANAGEMENT COMMITTEE

- 7.1 Subject to the provisions of this Constitution, the Management Committee shall consist of the Chair, Vice- Chair, Treasurer, and Secretary with up to eleven further voting members representing diversity in Reiki.
- 7.2 Further non-voting members may be co-opted from time to time by the Management Committee and attend meetings when specifically invited for their contribution at that meeting.
- 7.3 Officers of the UKRF will have the full power to act in the name, and on behalf of the UKRF in exercising and amending day to day administrative duties and to make, amend and repeal rules, regulations and protocols in matters relating to adherence to legal, regulatory and professional requirements.
- 7.4 The Management Committee will meet in person or via video conference a minimum of four times a year. All other communication will be conducted by e-mail, telephone, video conference or by other means as is required to responsibly carry out their duties.
- 7.5 Only voting members of the Management Committee may vote at formal meetings other than by specific invitation.
- 7.6 Convening 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 mode or place of meeting.
- 7.7 In the event of business needing to be dealt with urgently, any two officers of the Management Committee may call an Emergency meeting by formally inviting all Management Committee Members to attend. In such circumstances invitations are to be sent by an appropriate medium, with a minimum of 48 hours notice, and subsequently confirmed by email within the same period.
- 7.8 For the purposes of conducting the business of the UK Reiki Federation during a meeting three voting members of the Management Committee, one of whom is a signatory officer, will form a quorum.
- 7.9 The Management Committee will have full power to act in the name, and on behalf of the UKRF and in particular, power to:
 - 7.9.1 Regulate its meetings and proceedings.

- 7.9.2 Delegate any of its powers and functions, subject to such conditions and instructions as it may think fit, to any of its members or group of members provided that all actions of any such group are reported to and confirmed by the Management Committee.
 - 7.9.3 Appoint signatories that will be empowered to operate bank accounts of the UKRF, provided that not less than two signatories will be required for each transaction, one of whom will be a Management Committee member.
 - 7.9.4 To make, amend and repeal rules and regulations, other than those of dealing with legal, regulatory and professional requirements provided that they are not in contravention of this Constitution.
 - 7.9.5 Give rulings on the interpretation of this Constitution and other rules and matters pertaining to the UKRF, which will be conclusive and binding unless revoked by the Management Committee.
 - 7.9.6 Use contract service providers on such terms as the Management Committee thinks fit.
 - 7.9.7 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 at the discretion of the Management Committee.
- 7.10 Declarations of interest. All members of the Management Committee must declare any conflicts of interest at the start of each Management Committee meeting.

8. RECORDS

- 8.1 The UKRF Management Committee will maintain records of:
 - 8.1.1 Members of the UKRF.
 - 8.1.2 A register of practitioner and teacher members.
 - 8.1.3 Professional Indemnity and Public Liability Insurance cover held by practitioner members.
 - 8.1.4 A record of complaints and disciplinary proceedings levied against members.
 - 8.1.5 All appointments and retirements of members of the Management Committee.
 - 8.1.6 The names of the members present at each meeting of the Management Committee.
 - 8.1.7 The resolutions and proceedings of AGMs and other meetings of the Management Committee.
- 8.2 The Management Committee will keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.
- 8.3 The Management Committee may appoint subcommittees for the purpose of making any inquiry, supervising or performing any function or duty, which would be more conveniently undertaken or carried out by a subcommittee provided that all acts and proceedings of any such sub-committees are fully and promptly reported to the Management Committee.

9. ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS

- 9.1 The offices of the Management Committee of the UKRF will all run for a term of 3 years.
- 9.2 Members of the Management Committee retiring at an AGM will be eligible for re-election.
- 9.3 Each member of the Management Committee will be elected at the AGM and shall hold office until:
 - 9.3.1 The close of their elected term.
 - 9.3.2 He or she resigns his or her office by notice in writing to the Officers of the UKRF.
 - 9.3.3 Is removed from office by resolution duly passed at a valid meeting of members of the Management Committee.
- 9.4 All Management Committee members must be Practitioner members of the UKRF. Under exceptional circumstances special dispensation may be made for Associate members with skills or knowledge which are deemed essential to the functioning of the UKRF.
- 9.5 The Management Committee in its discretion will 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.
- 9.6 The proceedings of the Management Committee will not be invalidated by any vacancy among their number, by any failure to appoint, by any defect in the appointment or qualification of a member.
- 9.7 No person will 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 willingness to act in the trusts of the UKRF.

10. MANAGEMENT COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED.

- 10.1 Subject to the provisions of sub-clauses (b) and (c) of this clause no member of the Management Committee will acquire any interest in property belonging to the UKRF or receive remuneration or be interested in any contract entered into by the UKRF.
- 10.2 Any member of the Management Committee 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 a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee will withdraw from any meeting at which his/her own instruction, contract or remuneration, or that of his or her firm, is under discussion.

- 10.3 The Management Committee will be permitted to engage as a consultant the service provider provided that he/she or they shall withdraw from any meeting at which his/her post, or their own remuneration or contract is under discussion.

11. ACCOUNTS

- 11.1 The Management Committee will 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.
- 11.2 The Management Committee will have prepared an annual statement of accounts, giving a true view of the state of finances, which are presented at the AGM together with a report of the work of the UKRF during the same period.
- 11.3 Accounts will be verified by a suitably qualified person appointed by the Management Committee.
- 11.4 The funds belonging to the UKRF will be applied in furthering the Aims & Objectives and in the general administration of the UK Reiki Federation.

12. RECEIPTS AND EXPENDITURE

The funds of the UKRF, including all donations, contributions and bequests, will 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.

13. UKRF AGM, EGM'S & FESTIVAL

- 13.1 There will be held in each year a meeting of members, Annual General Meeting, (hereinafter called the "AGM"), which may be in a physical geographical location or via video conference, in order to conduct the following business:
- 13.1.1 To receive from the Management Committee annual reports from all members holding positions and a report on the statement of accounts for the preceding year.
- 13.1.2 To elect members to the Management Committee.
- 13.1.3 Any other business (if applicable), which it may, in the opinion of the chairman, be proper to transact without advance notice.
- 13.2 The Chair at the AGM will be taken by:
- 13.2.1 The Chair of the Management Committee, in absence
- 13.2.2 The Vice Chair, in absence
- 13.2.3 Any other member of the Management Committee.
- 13.3 No business will be transacted at the AGM unless a quorum of members is present: a minimum of 15 Practitioner members, plus 3 Management Committee members, of whom one should be a signatory officer, shall be a quorum.
- 13.4 A copy of the accounts and reports must be sent to every member at least 21 days before the AGM takes place.
- 13.5 Every member of the UKRF shall be entitled to attend the AGM. Any person attending the meeting shall, if called upon, prove his or her right to attend by producing evidence of current membership.
- 13.6 The AGM 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.
- 13.7 Voting for election to the Management Committee shall take place at the AGM, or by receipt of Proxy Voting forms by a date specified by the Management Committee.
- 13.8 Save in respect of a Resolution in accordance with paragraph 15.1 below, all questions arising at the AGM 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.
- 13.9 An Extraordinary General Meeting (hereinafter called the "EGM") may be held in the event that one or more issues arise requiring the consensus of members and is too serious or urgent to wait until the next AGM.

13.10 The EGM shall be convened by the Management Committee giving not less than the minimum statutory notice of 14 days in writing to every member specifying the place, the date, and time of the meeting, enclosing the proposed agenda and purpose of the EGM.

13.11 The EGM may be held in a physical geographical location or via video conference.

14. SPECIAL MEMBER MEETINGS

The Management Committee may call a special member meeting of the UKRF at any time if at least 15 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 15 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

- 15.1 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, so long as such alterations comply with both current professional regulatory and legislative requirements.
- 15.2 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.
- 15.3 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.
- 15.4 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. All UKRF members are required to ensure that they abide by all current local and national legislation in their country of residence; as applicable to their category of membership and in regard to their practice of Reiki. Failure to comply with the law may result in the termination of membership. Each voting member shall be required to sign a statement to the effect that she or he has read this Constitution, the Code of Ethics and Professional Practice and Membership Terms & Conditions and has agreed to abide by them.

18. INTERPRETATION

The Management Committee will 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 will 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.

Those recruited to work voluntarily for UKRF may be 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 contracted 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 contracted 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.

