

CONSTITUTION

CANINE BOWEN TECHNIQUE ASSOCIATION

CONSTITUTION OF: CANINE BOWEN TECHNIQUE ASSOCIATION

ADOPTED ON:.....31st March 2018

1. Name

- 1.1. The name of the Group shall be Canine Bowen Technique Association herein referred to CBTA.
- 1.2. The name of the CBTA, its symbols and such written material as may be published in its name, may not be used or reproduced in any manner whatsoever without due authorisation of its Committee operating through its duly appointed officers.
- 1.3. The CBTA replaces the European Guild of Canine Bowen Therapists, otherwise known as EGCBT, after 31st December 2017. Ownership of and rights (including copyright) to any property and material previously owned or produced by EGCBT is retained by Ron and Sally Askew.

2. Definitions

2.1. For the purposes of this document a number of terms used herein have been specifically defined, the said definitions being detailed in Appendix 1 Definitions which shall be considered to form an integral part of this Document and the Constitution Objectives and Rules detailed therein.

3. Objectives

- 3.1. To establish, encourage and foster the highest standards of professional practice of the Canine Bowen Technique.
- 3.2. To establish standards of professional training in the Canine Bowen Technique that will serve as the minimum requirement for full Membership of the Association. To maintain a list of registered instructors offering professional training courses in the Canine Bowen Technique that meet the requirements laid down for individual membership of the CBTA.
- 3.3. To maintain a register of practising members whose services are available to the public and other professional organisations. The existence of this register will be made known to the public through listing on the CBTA website.
- 3.4. To ensure a high standard of professional practice among the membership of the Association by providing members with a CBTA Code of Ethics & Professional Practice, which all members will be required to adhere to. The Committee of the CBTA reserves the right to alter or update this Code subject to approval by the membership as and when it sees fit.
- 3.5. To make provision for disciplinary procedures in cases of serious professional misconduct

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3.6. To provide a forum for the exchange of knowledge, experience and research between the practitioner members of the Association.

3.7. In the future, to make available to the general public, the media, government bodies and other organisations in complementary and alternative medicine, information and scientific data concerning the efficacy and safety of the Canine Bowen Technique when practised by competent practitioners.

4. Membership

4.1. Membership of the CBTA shall consist of the following categories:

- a) Full Membership
- b) Associate Membership
- c) Student Membership

4.2. Membership of the CBTA shall be open to all individuals who meet the requirements for the categories of membership as determined by the Association. Details of CBTA Membership Requirements (including requirements for CPD) are given separately in the CBTA Membership Requirements document, which the Committee of the CBTA reserves the right to alter or update subject to approval by the membership as and when it sees fit.

4.3. In the event that a member chooses not to renew their annual subscription, they must cease using or referring to the name of EGCBT or CBTA or using any logos or copyrighted information or documentation that may infer membership.

4.4. As long as they remain a member that is until such time as they either choose not to renew their annual subscription or are formally expelled (as a result of proven professional misconduct or via disciplinary procedure) each CBTA member shall observe the Constitution and Rules of the Canine Bowen Technique Association.

5. Voting Rights

5.1. Only Full Members shall have the right to vote at the Annual General Meeting.

6. The Administration of the Affairs of the CBTA

6.1. The final authority for all matters concerned with the administration of the affairs of the CBTA and its government rests with the CBTA Committee.

6.2. The Association shall at its Annual General Meeting democratically elect from its Full Members a number of persons to serve for the coming year as the Committee. The criterion for election to the Committee is that candidates should be full members of CBTA and are eligible one year from the date that their full membership is confirmed.

6.3. The elected members of the Committee shall consist of a Chairperson, a Treasurer, a Secretary and two (2) officers. The role of the Chairperson shall be that of principal representative of the CBTA with overall responsibility for the formulation and implementation of its professional and financial policy subject to the approval of the Membership. It is the Chairperson's direct

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responsibility to call and chair at all CBTA General and Committee meetings, report to the membership on all matters of professional and financial concern, and to oversee the administration of the CBTA.

6.4. The role of the Treasurer shall be to oversee the financial administration of the Association. They shall be expected to recommend to the Committee general policies with respect to the management of the CBTA's income and expenditure.

6.5. The role of the Secretary shall be to oversee the professional administration of the Association through liaison with the Chairperson, the Treasurer and the other Committee members. It is the Secretary's responsibility to assist the Chairperson in calling all CBTA General and Committee meetings as well as to record and disseminate the minutes of those meetings.

6.6. The Chairperson shall nominate one of the Committee members to serve as Vice-Chairperson, subject to approval by the full Committee.

6.7. The Committee shall have the power to co-opt from time to time as it sees fit any member who is deemed to possess specialist knowledge, skills and/or experience that may be of value to its efficient and effective operation. Any such co-opted member shall have the same voting rights as any other Committee member. Such co-opted members' term may last no longer than the remaining term of the Committee in question.

6.8. There shall be a person engaged by the Association to serve as an Accountant whose responsibility it shall be to prepare and submit the annual accounts of the CBTA. The person in question shall be selected by the Chairperson subject to the full approval of the Committee. The said Accountant shall be accountable to the Committee.

6.9. The Committee shall have the power to establish sub-committees and working parties from time to time as it deems necessary. Each sub-committee shall consist of at least two (2) Committee members together with any number of co-opted members selected by the Committee.

6.10. The Committee shall convene as frequently as is required for the proper discharge of their duties but this shall not be less than two (2) times annually. A quorum of the Committee shall comprise at least three (3) officers.

6.11. Sub-committees shall convene as frequently as is required for the proper discharge of their duties

6.12. The Committee and its associated sub-committees shall keep a proper record of its meetings.

6.13. The Committee shall ensure that the CBTA is properly and adequately insured against such liabilities as it may encounter in the conduct of its business.

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7. Accounting and Auditing

7.1. The membership through its Committee shall cause a proper record to be kept of all financial, legal and other matters appertaining to the operation of the CBTA and shall appoint auditors to examine and report annually upon the financial records of the Association for presentation to the Members at the Annual General Meeting.

7.2. The funds of the CBTA shall be kept with a recognised reputable Banking organisation and the signatories to such accounts shall be the Chairperson and the Treasurer. Transactions up to two hundred pounds (£200) require one of the said signatures and amounts exceeding this requiring both of the said signatures.

8. General Meeting

8.1. The Annual General Meeting of the CBTA shall take place in the month of October every year. Two (2) months written notice of date and venue being given to all members.

8.2. The current Chairperson of the CBTA shall preside over the meeting until the incoming Chairperson has been elected who shall then take over his/her office immediately.

8.3. Notice of motions affecting the Constitution shall be given in writing to the Secretary no later than five (5) weeks prior to the date of the AGM as circulated and details of the same shall be circulated to all members as part of the notification of the Agenda of the AGM as under section 8.4 below.

8.4. The Agenda of, and confirmation of the date and venue of the AGM shall be sent to all members one (1) month prior to the date arranged and the said Agenda shall include notice of all motions affecting the Constitution.

8.5. The Agenda and business of the AGM shall include but not be limited to the hearing of the reports of the Officers, the election of officers of the Committee, discussion and voting on Resolutions and Any Other Business.

8.6. Committee members may offer themselves for re-election to the same or a different office.

8.7. Nomination/proxy voting forms will be enclosed with Agenda forwarded to members one (1) month prior to the date of the AGM together with details of its completion and return.

Nomination/proxy voting forms must be returned to the CBTA office not less than seven (7) days prior to the date of the AGM.

8.8. Except for motions affecting the Constitution for which a two-thirds (2/3) majority shall be required, a simple majority of paid-up Full Members shall be sufficient to carry a motion.

8.9. An Extraordinary General Meeting (EGM) may be called by the Committee with notification of such meeting identifying the precise reasons for the EGM.

8.10. Notice of any Extraordinary General Meeting, its date, venue and agenda shall be given in writing to the membership no less than one (1) month prior to the date of the EGM.

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9. Disciplinary Procedures

9.1. In the event of a complaint being made against a member of CBTA, the procedure detailed in the CBTA Complaints Procedure document will be followed in order to provide both complainant and CBTA member an open and transparent route of remedy. The Committee of the CBTA reserves the right to alter or update this Complaints Procedure document, subject to approval by the membership as and when it sees fit.

10.

Alteration to the Constitution

10.1. No amendment addition or deletion may be made to this Constitution that would put the CBTA at variance with the law of the land, or which would in the event of the CBTA being granted charitable status, cause the CBTA at any time to cease to be a "charity in Law".

11. Dissolution

11.1. The CBTA may be dissolved by the passing of a special resolution framed to that end at an Extraordinary General Meeting convened for that purpose. Any assets remaining on dissolution of the CBTA after satisfying outstanding debts and liabilities shall be distributed amongst the members of the CBTA.

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APPENDIX 1 - Definitions

The purpose of this Appendix is to provide clear definitions of the meanings applied by the Association to certain words or terms appearing within the main body of this Constitution and Objectives of the CBTA which might otherwise be misrepresented or have an alternative even though similar meaning applied to them by some parties.

1. CANINE BOWEN TECHNIQUE

1.1. For the purposes of the CBTA, the term Canine Bowen Technique shall be taken to mean the use of non-invasive Bowen moves as taught by the European Guild of Canine Bowen Therapists or by Canine Bowen Technique Training in a professional context for the holistic improvement of a dog's physical and psychological well-being.

1.2. For the purposes of the CBTA, the term Canine Bowen Technique shall be taken to mean all forms of non-invasive Canine Bowen Technique moves excluding those techniques which involve the use of neuromuscular or energetic soft tissue manipulation which do not follow the prescribed description of a typical Bowen move and any techniques that involve direct adjustment or manipulation of the spine or joints. Canine Bowen Technique cannot be described or adjusted to follow the discipline of acupuncture points, acupressure lymphatic drainage techniques, kinesiology or any other soft tissue massage therapies.

2. CANINE BOWEN PRACTITIONER

2.1. For the purposes of the CBTA, the term Canine Bowen Practitioner is used to describe a person who has been trained to a specific standard as defined by the CBTA from time to time in the practice of the Canine Bowen Technique for therapeutic purposes.

3. CLIENT

3.1. For the purposes of the CBTA, the term Client refers to the 'owner' of the dog, i.e. the person who takes day to day responsibility for the care of the dog.