

SHIATSU SOCIETY OF IRELAND CONSTITUTION

Ref. Const. 7881

Comhairle Shiatsu na hEireann

1. THE SOCIETY

- a. The name of the Society shall be the "Shiatsu Society of Ireland (Comhairle Shiatsu na hEireann)", hereinafter referred to as the Society.
- b. The Society shall be a non-profit making, Professional and Educational body.

2. THE AIMS OF THE SOCIETY

The aims of the Society are:

- a. To promote the professional practice of Shiatsu as a healing art.
- b. To organise and facilitate educational courses and events in Shiatsu.
- c. To provide and distribute information on Shiatsu and to act within the National and International Shiatsu community.
- d. To establish ethical and professional standards for the practice of Shiatsu for the benefit of the general public and members.
- e. To represent the interests of Shiatsu practitioners to outside bodies.

3. MEMBERSHIP

- a. Individuals shall become members of the Society directly by completing the arrangements for membership approved by the Society and by paying an annual membership fee to the Society. Membership shall be of one year duration or part thereof. Categories and/or conditions of membership may be revised from time to time.
- b. Registered Practitioner Members will be those who satisfy the requirements for professional accreditation as set out by the Accreditation Panel and who have paid the annual subscription fee. **New practitioners on the day of obtaining their qualifications from their college, if they are already members of the Society, can become a Registered Practitioner. Practitioners who have qualified more than 2 years prior to the addition to this rule must undergo assessment by the Panel or a designated Shiatsu Practitioner.** They will have the right to vote in all matters of the Society.
- c.
 - i. Members shall be those who have successfully completed a Practitioner Diploma course or equivalent and who have paid the annual

- subscription fee. They will have the right to vote in all matters of the Society.
- ii. Student Members will be those who are students of a shiatsu school and who have paid their annual subscription fee if required. They will have the right to vote in all matters of the Society
 - iii. Ordinary members are those who have an interest in Shiatsu but who are neither practitioner members, graduate members nor student members. They will have the right to vote in all matters of the Society.
- d. Membership fees for Registered Practitioner Members and for Ordinary Members shall be determined from time to time by consensus at an AGM.
- e. Acceptance of an application for membership of an individual is entirely at the discretion of the Society which need not give the reason for its decision.
- f. Practitioners applying for Shiatsu Society of Ireland from abroad must first present their college diploma for verification of this qualification by the committee. If qualifications to the standard of the Shiatsu Society of Ireland cannot be verified the applicant must undergo assessment by the Panel.
- g. The Society may confer Honorary Membership or nominate Patrons.

4. ORGANISATION AND ADMINISTRATION

- a. Committee members and officers of the Society shall be elected at an AGM and shall hold office until the next AGM. The Committee shall be composed of the Chairperson, Secretary, Treasurer and such other members as may be deemed appropriate. The functions of the Officers shall be as follows:
 - b. The Chairperson shall promote full contact between the Society and organisations representing or/and interested in Shiatsu, shall take the Chair at all meetings of the Society.
 - c. The Secretary shall be responsible for the general administration of the Society, shall maintain contact with and shall communicate the decisions of Annual General Meetings, Extraordinary General Meetings and Council Meetings to the members and shall be responsible for the dissemination of accurate information about the Society and its activities to the public, shall assist the Chairperson in representing the Society to, or on, outside bodies, shall normally take the Chair at meetings in the Chairperson's absence.
 - d. The Treasurer shall maintain the books of account in good order, and be able to give an account of the financial state of the Society to the Committee and of its income and expenditure each year to the Society at the AGM, shall arrange the annual audit of the books of account when required to do so by the Committee or by a General Meeting of Members, shall be responsible for making payments in respect

of gratuities, fees and other expenditure arising from the activities of the Society.

- e. All Officers must be Registered Practitioner Members of the Society.
- f. The Committee may invite observers to attend, at its discretion, any meeting. Observers may speak but shall not vote.
- g. The Committee shall normally be chaired by the Chairperson, if absent by the Secretary. In their absence the Committee shall elect one of their members to take the Chair.
- h. The Committee shall cause minutes to be kept of its meetings. At each meeting the minutes of the previous meeting shall be signed by the Chairperson as a correct record of what was discussed thereat, and corrected if necessary. The agenda shall be circulated in advance of each meeting. The minutes of the previous meeting may also be circulated.
- i. Committee service shall be voluntary.
- j. All Committee members with the exception of the European Shiatsu Federation Representative shall serve for one year with a maximum of 3 continuous years of duty in any position. All outgoing members shall be eligible for re-election.
- k. Election of Committee members shall be by majority vote.
- l. The Committee may co-opt additional Committee members if and when appropriate.
- m. The Committee shall seek the advice of the Technical Advisers on any matter it may deem necessary.
- n. In all Society matters where a vote is necessary members unable to attend in person may submit postal votes or vote by proxy. In the case of proxy votes, written consent must be given by the member whose vote is being used. In the event of it being impractical to hold a meeting of the membership, the committee may organise a postal ballot of the full members.

5. GENERAL MEETING

- a. The Society shall hold a General Meeting in every calendar year as its ANNUAL GENERAL MEETING, normally on the last weekend in January at such time and place as may be determined by the Committee, provided that every Annual General Meeting shall be held not more than 15 months after the holding of the last preceding Annual General Meeting. Notice in writing of 1 month shall be given to members, which must be specified as such on the notices. Notice of proposals etc. for the AGM should be given in writing to the Secretary not later than 6 weeks before the meeting is to take place.

- b. Minutes shall be taken at all General and Committee meetings and kept by the Secretary.
- c. The Chair at the Annual General Meeting shall be taken by the Chairperson of the Society, or in his/her absence, by the Secretary.
- d. The Agenda of the Annual General Meeting shall be as follows:
1. Chairperson's remarks
 2. Minutes of previous AGM
 3. Reports of Officers
 4. Questions of Officers
 5. Election of Officers to the Committee
 6. Election of up to three (3) Members of the Committee and the European Shiatsu Federation Representative
 7. Substantive Motions
 8. Any other business
- e. The number of members present at the AGM, which must include 2 of the 3 Officers of the Committee, shall be deemed to be a quorum and shall be thereby empowered to transact the business of the Society.
- f. The Committee shall call an Extraordinary General Meeting whenever it thinks fit or on receipt of a requisition signed by at least ten members of the Society, by giving 21 days notice of the said meeting in writing specifying the time, venue and the nature of the business to be transacted, to all members of the Society.
- g. No business shall be transacted at an Extraordinary General Meeting other than that for which the said meeting has been called.
- h. Standing Orders for the conduct of all meetings of the Society may be drawn up. On ratification by a two-thirds majority of the Committee, they shall be set out as "Society Standing Orders". They may be suspended or altered only on resolution of a similar majority.
- i. The Committee may convene assemblies of the members whenever it thinks fit for the purpose of communicating with the members and to allow for the free exchange of views and information among the members. No votes shall be taken and no decision made at such meetings, which shall be for discussion only.
- j. In all proceedings of the Society, at General Meetings, Committee Meetings and Executive Meetings, decisions, policies and resolutions shall be framed by reference to the consensus, if any, arrived at among the participants. Only where no consensus emerges, or where a decision is necessary on a matter of importance, should a vote be taken. Where a vote is taken, the Chairperson or member acting as Chairperson shall have a second or casting vote in the event of a tie.

6. FINANCE

- a. The Treasurer shall keep proper account of all income and expenditure.
- b. Members' subscriptions, gifts, grants and bequests shall form the basis of the Society's funds. Additional income from sources compatible with the ethics and principles of the Society may be organised by the Committee from time to time.
- c. The amount of members' subscriptions and their collection shall be established at the AGM.
- d. Any member may request an examination of the accounts.
- e. The Committee shall be responsible for payment of all expenses and accounts appropriate to the proper running of the Society.
- f. The Society shall have a bank account into which all moneys shall be lodged and cheques shall be signed by the Treasurer and an appointed Committee member” will be changed to “The Society shall have a bank account into which all moneys shall be lodged and visa debit cards attached to this account shall require one signature. The Treasurer shall be responsible for approving all purchases made using this card from this account.
- g. Members leaving the Society shall have no claim on its funds.

7. ACCREDITATION PANEL

- a. The Society shall have an Accreditation Panel whose functions shall be as follows:
 - (i) to determine and update from time to time the (minimum) standards for professional training in Shiatsu that are acceptable to the Society.
 - (ii) to determine and to update from time to time the requirements for application for Practitioner Accreditation by the Society.
 - (iii) To determine and to update from time to time the requirements and procedures for assessing applicants for accreditation.
 - (iv) in each of the functions to articles (i), (ii), (iii) above, the Panel shall take into account the views of the Committee and/or of the members as expressed at a General Meeting. All the Panel's proposals shall be reported to the Committee for comment before the Panel makes a final decision.
 - (v) the Panel shall hold assessments from time to time on request from the Committee. The Committee shall be responsible for administration of applications.
 - (vi) the Panel shall assess applicants for accreditation in accordance with (i), (ii) and (iii) above, and shall determine their eligibility for the Practitioner Register of the Society.
 - (vii) a minimum of three (3) members of the Panel shall be present at the assessment of each applicant. The Panel must reach a unanimous decision to accredit in each case.

- (viii) the Panel shall nominate one of its members as co-ordinator to convene its meetings and to communicate with the Committee. The co-ordinator or other nominated Panel member in his/her presence shall notify the Society Chairperson, or in his/her absence, the Society Secretary or Treasurer of the Panel's decision(s) under (vi) above. This shall normally be done within one (1) week of the assessment day. The Society officer who receives the Panel's decision shall normally inform applicants of the Panel's decision within a further week.
- (ix) in cases where the Panel decides not to accredit the applicant the panel shall so advise the Society Chairperson or other Society officer as per (viii) above. The Panel shall prepare a confidential report of the aspects of the applicant's practice that in their view need improvement. This report shall be forwarded unopened to the applicant by the Chairperson or other officer with the assessment result.
- (x) the Committee shall arrange for the assessment record of each of those accredited to be kept confidentially for the Society.
 - (i) the Accreditation Panel shall be elected at the AGM and shall hold office for a period of two (2) years.
 - (ii) the Panel shall consist of at least 3 and up to 5 members. At least (3) of the members shall be registered practitioners of the Society, and there may be up to two (2) members who shall be registered practitioners of another professional shiatsu association that is recognised as being such by the Society. All the practitioners concerned must have at least three (3) years post-accreditation experience.
 - (iii) outgoing members of the Panel may be re-elected.
 - (iv) in the event of a vacancy arising on the Panel when an assessment has been arranged, but before the next AGM can fill the vacancy, the Panel may co-opt a member for that assessment only, provided such is necessary for the assessment to go ahead. The co-optee must be a registered practitioner for at least three (3) years.
 - (v) the Panel shall ensure that for each assessment at least one member of the Panel shall not be, or have been, a teacher of the applicant.

8. REGISTER OF PRACTITIONERS

The Society shall keep and publish a Register of its professionally accredited practitioners. The Committee shall be responsible for ensuring that the Register is current at all times.

9. EUROPEAN SHIATSU FEDERATION

a. The Society shall participate as a member of the European Shiatsu Federation (or other such European organisation of National Professional Shiatsu Associations as may be founded in its place) provided:

- (i) that the Constitution and the current policies of such a Federation are deemed to be compatible with those of the Society and shall be determined and reviewed from time to time by the Society.
- (ii) and provided that current membership fee and other financial obligations of

membership are deemed by the Committee to be affordable.

b. The European Shiatsu Federation representative shall be elected at the AGM for a term of two years, and may be re-elected for three consecutive terms. She/He shall be an ex-officio member of the Society Committee. Only Registered Practitioner Members shall be eligible for election as European Shiatsu Federation representative.

Ex-officio: by virtue of being elected, the member automatically becomes a member of the Committee.

10. CONSTITUTION AND CODE OF ETHICS

a. A Constitution and Code of Ethics will be adopted at the 1st AGM. Any changes or amendments to either the Constitution or Code of Ethics may be made by a two-thirds majority of the total voting membership.

b. Any proposal to alter the Constitution or Code of Ethics must be provided to the Secretary in writing, to provide at least 2 months notice to the membership prior to the meeting at which the change may be made.

11. GENERAL

a. Neither the Committee nor any officer or official of the Society shall be personally liable, jointly or severally, for any claim arising out of or incurred during the exercise of, and within the scope of his/her person, duties and responsibilities as an Officer, Committee member or Official.

b. All members are entitled to see copies of the Constitution, Standing Orders, bye-laws and documents referred to herein on request.

12. DISSOLUTION

a. The Society may be dissolved by a two-thirds majority vote at a meeting called expressly for the purpose of passing such a resolution. 2 months notice shall be given of any such meeting.

b. In the event of dissolution any funds remaining shall be donated to a charitable institution agreed on by a simple majority of those present at a meeting to dissolve the Society.