



The Bowen Professional Forum

Terms of Reference

1. NAME:

The name of the organisation, hereinafter called 'The Forum,' is The Bowen Professional Forum.' It is established to represent the interests of those who practice the Bowen Technique as a therapeutic practice and who wish to be indentified as Bowen Therapists.

Present members of The Forum are representatives of the Bowen Association UK (BA UK) and the Bowen Therapists' European Register (BTER).

2. AIMS:

To support the role of the Bowen PSB and in its liaising with CNHC.
To facilitate communication between Bowen Therapists and the PSB.
To liaise with Bowen PSB on matters arising from Professional Association membership.

3. AUTHORITY:

If necessary, the Forum may;

- a) Seek funding and invite and receive contributions to further its aims.
- b) To employ such staff as are necessary for the proper pursuit of its aims.

4. MEMBERSHIP:

Full membership shall be open to United Kingdom/European based associations which:

- a) Only register Bowen therapists, with clearly defined criteria and procedures for registration or those in line with Requirements of Bowen PSB.

- b) Lay Membership shall be by invitation of the Forum. Lay Members shall be selected impartially and based on merit.

- c) Any Member Association may resign from the Forum by giving notice in writing to the Secretary, such notice being accompanied by any monies due to the Forum.

d) The Forum may for good reason terminate the Membership of an association provided that the association concerned shall have the right to be heard by the Forum.

5. REPRESENTATION ON THE FORUM:

a) Each Full Member Association may appoint a maximum of five representatives to the Forum. Members may appoint substitutes to replace its five appointed representatives at any meeting of the Forum if one or all of the appointed representatives are unable to attend.

b) Appointed representatives shall be practising Bowen therapists, and must be full members of the Member Association and the CNHC.

c) Lay Members and guests, by invitation only, may be represented on the Forum.

Invitees:

Forum members may, from time to time, require the assistance of others as Observers or as Experts in their field. Such persons may be invited with the agreement of the Forum but they will be asked to leave the meeting during private section discussions or when confidentiality is required.

6. ROLES and RESPONSIBILITIES:

Chair:

- To set the agenda for each meeting.
- To facilitate the discussion of the Forum in an open and supportive manner.
- To ensure that meetings are run in a timely fashion.

Members:

In addition to providing the Secretary with timely information, to;

- Attend the meetings and participate openly, constructively and collaboratively.
- Complete and report on their actions in a timely manner.
- Undertake additional activity as and when agreed.
- Reach consensus, where possible, on decisions.

Honorary Officers:

At each Annual General Meeting, or at any other meeting as agreed, of the Forum the Member Associations shall elect a Chair, a Secretary and a Treasurer who shall hold office from the conclusion of that meeting until the next Annual General Meeting, or sooner as agreed. The appointed representatives of the Full Member Associations may appoint a Lay Member as Independent Chair to represent the Forum and to preside over the meetings of the Forum.

7. SUBSCRIPTIONS AND ENTRANCE FEES:

Annual subscriptions and entrance fees, if any, shall be agreed by, and with, existing members of the Forum. Subscriptions and any entrance fees are not refundable under any circumstances.

8. MANAGEMENT:

- a) The overall control of the Forum shall be vested in the Forum.
- b) The ordinary business of the Forum shall be conducted by the Forum presided over by the Chair or failing her/him, the Secretary or a Chair elected from the representatives of Members present at the meeting.
- c) Meetings at which the ordinary business of the Forum is conducted shall be open to the appointed representatives of Full Member Associations and Lay Members only, unless it is agreed prior to this that others are to be specifically invited to attend.

9. RECEIPTS AND EXPENDITURE:

The funds of the Forum, including all donations, contributions and bequests shall be paid into an account operated by the Forum in the name of the Forum at such bank as the Forum shall from time to time decide.

Travel and other expenses of appointed representatives will only be reimbursed if agreed a minimum of two weeks in advance of the relevant meeting.

10. ACCOUNTS AND AUDIT:

All accounts of the Forum shall be made up to the thirty-first day of December in each calendar year. If required by statute, a duly elected auditor shall audit such accounts annually and such auditor shall sign the said accounts and report thereon.

11. MEETINGS:

Notice:

At least twenty-one day's notice of all General Meetings shall be given via email to the appointed representatives of the Professional Associations.

The Forum may at any time call a Special General Meeting of the Forum.

Matters to be discussed in private such as financial information to be discussed with full members of the Forum only; these must be stated as such on the agenda.

Communication:

To ensure continuity between meetings, members of the Forum will endeavour to respond to email/phone contacts within seven days of

receipt. However, if for example a member is on holiday, the chair and secretary should be notified of this

ANNUAL GENERAL MEETING:

An Annual General Meeting shall be held in each calendar year at a date not later than fifteen months after the last Annual General Meeting for the purposes of transacting the following business:

To receive and, if so resolved, to adopt the Treasurer's audited Statement of Accounts for the preceding financial year ended the thirty-first day of December to;

- Receive the Chair's Report.
- Elect the Officers.
- Appoint an auditor, if required.
- Transact any other relevant business.

Voting at an Annual general Meeting is restricted to the Professional Association members of the Forum.

12. ALTERATION OF OBJECTS AND RULES:

These Terms of Reference may be altered by a resolution passed by not less than two thirds of the votes of appointed representatives present and voting at a general meeting. The notice of the general meeting must include notice of the resolution or resolutions setting out the terms of the alteration or alterations proposed.

13. DISSOLUTION:

Upon dissolution of the Forum any surplus assets of the Forum remaining after the satisfaction of all debts and liabilities shall not be paid to nor distributed amongst the Member Associations but shall be given or transferred to such other organisation or organisations as the Forum in general meeting shall so determine.

14. INTERPRETATION:

The Forum shall have full power to decide any question of interpretation of this Terms of Reference and any other question on which it is silent.