



BOWEN THERAPY PROFESSIONAL ASSOCIATION

CONSTITUTION, RULES ETHICS & CODE OF PRACTICE

October 2011

Bowen Therapy Professional Association

1. RULES

- a) In these rules unless the contrary appears “BTPA” means the Bowen Therapy Professional Association; “Committee” means the Committee of BTPA; “general meeting” means an Annual General or an Extraordinary General Meeting of the members of BTPA convened in accordance with these rules; “Bowen Therapy” or “Bowen Technique” embraces all of Tom Bowen’s work and techniques.
- b) The Rules of BTPA shall bind the Association and each and every member of the same.
- c) “Member” means a person approved by the Committee as a Bowen Therapist qualified under these Rules who has read and agreed by signing a statement to that effect to be bound by the Rules and has paid a subscription for the current year as set by the Committee.

2. OBJECTS OF BTPA

- a) The Bowen Therapy Professional Association is an unincorporated non profit making Association run by Bowen therapists for Bowen therapists. It is dedicated to the promotion of Tom Bowen’s work and techniques and in conjunction with other Bowen Therapy Associations elsewhere in the world to the support of and provision of guidelines for the practice of those techniques.
- b) To be accountable only to the members.
- c) To keep current records of all accredited Bowen Therapy Professional Association members and at the discretion of the Committee to provide a list of full members when requested.
- d) To provide to members from time to time codes of practice and ethics for their protection and support and that of their patients.

- e) To engender goodwill and working relationships between members and the medical profession and medical governing bodies and practitioners of other complementary therapies.
- f) To establish a network of regional groups in the UK and where appropriate in the rest of Europe and to support these groups in their endeavours.
- g) To safeguard and promote The Bowen Technique to the best of our ability in the true spirit of Tom Bowen's work.
- h) To promote an awareness of The Bowen Technique among other health professionals and the general public.
- i) To provide members where possible with group membership of relevant umbrella Associations which will benefit their professional status.
- j) To maintain relations with other relevant Associations.
- k) To provide a regular means of communication of information to and between members in the form of a Newsletter or Journal.

3. ELIGIBILITY FOR AND DUTIES OF MEMBERSHIP

- a) The classes of membership shall be Honorary member, Full member, Associate member and Student member.
- b) Any person applying for membership or renewal of membership must produce copies of relevant qualifications and insurance before their application will be considered and pay a subscription fee before they are registered as members. Details of qualification requirements for each category are as set out in Appendix B to these Rules.
- c) Criteria for each class of membership shall be established by the Committee who shall review them as often as may be required.
- d) Membership certificates and cards remain the property of BTPA and anyone ceasing to be a member must return their certificate and card to the Membership Secretary within 30 days of cessation of membership.
- e) BTPA notices and newsletters will be sent to paid-up members.
- f) Any member being approached by the media about any matter involving the Association must contact the Communications Officer or in their absence another member of the Committee as soon as possible and respond to or work with the media only in conjunction with them.

4. SUBSCRIPTIONS

- a) The subscription fees for each class of membership shall be such sum as recommended by the Committee and approved by the members in General Meeting.
- b) The subscription fees for each class of membership shall be payable
- c) Any member whose subscription is outstanding for more than 30 days after their due renewal date shall cease to be a member of BTPA and will be required to return their certificate and card to the Membership Secretary.
- d) No refund of any membership subscription will be made to anyone ceasing to be a member for any reason whatsoever.

5. COMPLIANCE AND COMPLAINTS

- a) The right to admit or to expel a member lies exclusively within the discretion of the Committee. The Committee may exclude from membership anyone who in their view acts in a manner considered to be serious professional misconduct or conduct detrimental to the interests of BTPA, fails to maintain the standards, ethics or codes of practice as set out in these Rules or otherwise fails to subscribe thereto.
- b) In the event of a member receiving a complaint relating to their practice of the Bowen Technique the member must inform the Vice-Chairman within seven working days of receipt of the complaint providing the name and address of the complainant.

- c) In the event of the Committee receiving a complaint against one of the members, particulars of the complaint shall be communicated to the member within fourteen days of receipt of the complaint.
- d) In the case of any complaint the following procedure shall be followed:
 - i) Vice Chairman to investigate the complaint and write a full report. The Vice Chairman shall have the right to communicate directly with the complainant.
 - ii) Vice Chairman, Chairman and Secretary to decide whether to convene a meeting of the Committee to discuss the complaint further. If such a meeting takes place, the member against whom the complaint is brought shall be invited to present their case and to answer questions.
 - iii) The decision of the Committee shall be communicated to the member and in the event of an adverse decision the member shall immediately cease to be a member of the Association.
- e) A member who has been expelled from the Association may appeal against this decision to members at a General Meeting. The Committee should be told of any intention to appeal within fourteen days after expulsion.
- f) The Committee shall only reinstate an expelled member of the Association if a majority of voting members at a General Meeting decide that the expulsion was without good reason.

6. THE COMMITTEE

- a) The affairs of BTPA shall be managed and controlled by a Committee which will consist exclusively of full members who are neither teachers nor training to be teachers of The Bowen Technique, such members being referred to in these Rules as 'eligible persons'.
- b) The Committee of 9 eligible persons shall be elected by members at an Annual General Meeting. The Committee will appoint from among their number a Chairman, Vice-Chairman, Secretary, Treasurer, Communications Officer and will appoint the remaining members of the Committee to other positions as required.
- c) The usual term of office for all Committee members shall be two years, excepting the Membership Secretary, who shall remain in office until termination of agreement, and until notice of 3 months is given by either party.. Committee members may be re-elected for further terms of two years provided that a Committee member does not serve more than six years in any eight year period.
- d) The Committee may co-opt eligible persons as required for specified terms to carry out the objects of BTPA and may co-opt an associate member and a student member in order to represent those bodies on the Committee. Co-option may be terminated by the Committee at any time.
- e) The Committee may appoint an eligible person to fill a casual vacancy and such Committee member shall be eligible for election at the next AGM.
- f) A retiring Committee member shall be eligible to stand for re-election at the end of their two-year term of office if nominated and seconded in advance. No other person shall be eligible to stand unless they have been nominated and seconded in writing to the Secretary at least five weeks before the Annual General Meeting. Such nomination, together with a short CV shall be signed by a proposer, a seconder and by the nominee and delivered to the Secretary to signify a willingness to stand for election. The Secretary shall inform the Committee immediately of any such nominations received.
- g) Notice of all persons seeking election to the Committee shall be given to all members with the notice calling the meeting at which the election is to take place.

- h) If there is more than one advance nomination for any specific office or there are advance nominations for more than three 'other eligible persons' the Secretary shall arrange a ballot.
- i) If there are less than the required number of nominations for positions on the Committee the Chairman shall declare duly elected any member or members so nominated.
- j) The proceedings of the Committee shall not be invalidated by any failure to fill one or more Committee positions.
- k) The Committee shall have the right as may from time to time be required to engage paid staff to fulfil certain tasks and to set the payment for such staff. No member of staff shall be employed by the Committee or the Association but shall be engaged on a self-employed basis.
- l) Each Committee member may receive an Attendance Fee on a self-employed basis at such rate or rates for each Committee position as are recommended by the committee and approved by the Members in General Meeting. The details of all fees so paid shall be declared in the Annual Accounts. Committee members may be refunded reasonable expenses incurred in the conduct of business for BTPA at the rates which shall be agreed by the Committee from time to time.
- m) The Committee may, with the approval of the Members in General Meeting, appoint an administrator to undertake such of the following duties as the members may approve 1) Membership Secretary, 2) Marketing Manager, 3) Secretary. Such Administrator shall be a contractor and paid at such rate and on such terms as the Committee may determine.
- n) Upon the appointment of an Administrator, the Committee post or posts whose duties s/he is to assume shall become vacant and suspended. If any approval referred to in the preceding sub-rule m) is given at an Annual General Meeting, the Meeting shall not proceed to the election of Committee members to the post or posts concerned.

7. DISQUALIFICATION OF COMMITTEE MEMBERS

The office held by a Committee member shall become vacant if such member

- a) is expelled from membership of BTPA under the Rules.
- b) is permanently incapacitated by ill health.
- c) is absent without good reason for more than three Committee meetings in a financial year.
- d) ceases to be a member or an eligible person.
- e) is convicted of an offence involving dishonesty or malpractice.
- f) is voted out of office by a majority of the whole Committee.
- g) is voted out of office by members at a General Meeting.

8. COMMITTEE MEETINGS

- a) The Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit.
- b) The Committee will meet at least three times per annum.
- c) At all meetings of the Committee five shall constitute a quorum.
- d) Questions arising at any meeting shall be decided by a majority of votes. In case of equality of votes the Chairman shall have a casting vote.
- e) The Committee may delegate any of its powers and duties other than those relating to the expulsion of a member or the calling of General Meetings to sub-committees (which shall be referred to as 'Project Teams') and may at any time rescind such delegation.
- f) The Secretary may at any time summon a meeting of the Committee by notice and shall do so if required by the Chairman or any other four members thereof.

- g) Any person may be invited to attend a Committee meeting, after consultation with the Chairman, where his or her contribution is required. Such persons would not be entitled to vote on matters arising at the meeting unless they qualify as co-opted eligible persons. The Secretary shall inform the whole Committee of any such person invited to attend a meeting.
- h) The Secretary shall prepare Minutes of each meeting in consultation with the Chairman and shall circulate these to the Committee within fourteen days of the meeting.

9. GENERAL MEETINGS

- a) The Committee shall call an Annual General meeting in October (or as close thereto as practicable) in each year.
- b) The Committee may call an Extraordinary General Meeting at any time and shall do so upon a requisition signed by not less than fifteen full members specifying the business to be conducted being served on the Secretary, Chairman or Vice-Chairman.
- c) A minimum of twenty-eight days notice of Annual and Extraordinary General Meetings specifying the place, the day and the hour of the meeting and in the case of special business the nature of such business shall be sent to members together with an agenda and any other supporting papers. The non-receipt of such notice by any member shall not invalidate any proceeding or resolution of such a meeting.
- d) The quorum for a General meeting shall be twenty full members. If a General meeting shall not be quorate within half an hour of the stated time for the start of the meeting the Chairman shall adjourn the meeting to a new date and time not less than seven days after the meeting and those present at the new date and time shall constitute a quorum. Electronic or written notice of the place date and time of the adjourned meeting shall be given to all members.
- e) Minutes for the previous meeting shall be circulated to all members within one month of the meeting by the Secretary after consultation with the Chairman.

10. ALL MEETINGS

- a) The Chairman shall preside at all meetings at which he/she shall be present and the Vice-Chairman shall perform this duty when the Chairman is not present. If at any meeting neither the Chairman, the Vice-Chairman nor the Secretary is present within fifteen minutes after the time appointed for the meeting the members present shall choose one of their number to chair the meeting.
- b) The Secretary shall prepare minutes of the proceedings of all General Meetings and Committee Meetings and such minutes shall be signed by the Chairman and Secretary of the next succeeding meeting. Such Minutes shall be conclusive evidence without any further proof of the facts therein stated.

11. DUTIES OF COMMITTEE

General

The management of the affairs of BTPA is the collective duty of the Committee and it may from time to time re-allocate any of those duties between the members of the Committee according to the resources available.

The use of electronic mail shall be the normal day to day means of communication for those Committee members so equipped.

Chairman

- a) The Chairman at any meeting shall have a casting vote.

- b) The Chairman together with the Secretary shall prepare the agenda for the Committee and the General Meetings.
- c) The Chairman shall encourage full balanced participation in meetings by all members and shall decide on matters of order.
- d) The Chairman shall co-ordinate the on-going affairs of the Committee and in the interests of BTPA encourage and promote initiatives among the Committee and the membership in order to ensure that the objects of BTPA are continually fulfilled.
- e) The Chairman together with the Committee shall determine the venue/location of the AGM .
- f) The Chairman shall present a coherent and professional image of BTPA to the profession, the public and other health professionals.
- g) The Chairman shall be prepared to represent BTPA at conferences and seminars and shall endeavour to maintain relations with other relevant Associations in the interests of BTPA.
- h) It shall be the responsibility of the Chairman to ensure that the Committee works efficiently and speedily so that these Rules and the spirit of them shall be fulfilled.

Vice-Chairman

- a) The Vice-Chairman shall chair meetings and fulfil the duties of the Chairman when the latter is unavailable and must at all times work in close collaboration with the Chairman.
- b) The Vice-Chairman shall be responsible for co-ordinating the arrangements for the Annual General Meetings.
- c) The Vice-Chairman shall be responsible for the administration of the complaints procedure as set out in Section 5 of these Rules and shall maintain records of complaints and all correspondence or communications in respect thereof which records shall be kept for at least six years.
- d) The Vice-Chairman shall be responsible together with the Membership Secretary for the co-ordination of Education and Training.

Secretary

- a) The Secretary shall call meetings in accordance with the provisions of these Rules.
- b) The Secretary is responsible for ensuring that records are kept on behalf of the Association. These shall include the Constitution, policies, standards, a register of members, meetings, minutes and notices, a file of correspondence and records of submissions and reports made by or on behalf of the Association.
- c) The Secretary shall prepare minutes of meetings and shall be responsible for distributing these in due time to those eligible to receive them.
- d) The Secretary shall, on receipt of such moderate administration fee as the Committee may prescribe, supply copies of Committee meeting minutes to any member requesting them.
- e) The Secretary shall be responsible for ensuring that the Committee is properly and adequately insured and that the Committee's responsibilities are fulfilled in respect of compliance with Data Protection and any similar government requirements which may from time to time be introduced.

Treasurer

- a) The Treasurer shall be responsible for the day to day financial transactions of the Association and shall ensure that records are kept of such transactions including receipts and payments. These records shall be available for inspection by any member.

- b) The Treasurer shall submit a report on the finance at each Committee meeting.
- c) The Treasurer shall maintain the bank accounts of the Association and the relationship between the Association and its bankers.
- d) The Treasurer shall be responsible for the preparation of independently and professionally audited accounts for presentation at the Annual General Meeting of the Association.

Membership Secretary

- a) The Membership Secretary shall evaluate applications for membership of the Association.
- b) The Membership Secretary shall be responsible for general administration, preparation, maintenance and updating of membership records on computer.
- c) The Membership Secretary shall liaise with the Treasurer regarding the collection and banking of fees and subscriptions.
- d) The Membership Secretary shall be responsible for requesting and administering the annual renewal of membership one month before each member's renewal date. This may from time to time include updating the membership form in consultation with other members of the Committee.
- f) The Membership Secretary shall maintain a current list of registered Members, and ensure it is available on the Website. Any member may request and receive a hard copy.
- g) The Membership Secretary shall research potential membership benefits to be passed on to the whole membership after consultation with the rest of the Committee.
- i) To manage retail functions, including leaflet sales and other merchandise.
- j) Co-ordination, with the Vice-Chairman, of education and training. (This includes the procedure for CPD and Diploma course approval).
- k) To administer the provision of publicity materials on loan to members.
- l) To distribute 'In Touch' and other general mailings, as required.
- m) To assist the Editor of 'In Touch' in collating the material and the production of each issue.

Communications Officer

In conjunction with the Marketing Manager the Communications Officer will:-

- a) Liaise with Health and Therapy Publications to produce articles and information on the Bowen Technique and BTPA.
- b) Approach and liaise with the media, maximising awareness of the Bowen Technique.
- c) Act as Spokesperson for the Association unless an alternative spokesperson has been appointed by the Committee or by members at a General Meeting.
- d) Communicate with conventional and complementary medical organisations and keep abreast of parliamentary and legislative changes as they arise.
- e) Make statements on behalf of the Association in accordance with previously agreed policies or in an emergency following consultation with at least two other members of the Committee.
- f) Support the Chairman in presenting a coherent and professional image of BTPA to the public and profession generally.

12. ACCOUNTS AND BANKING

- a) Each financial year shall run from 1 April to 31 March.
- b) The Association shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Association. Such Accounts shall be professionally audited for approval by members at the Annual General Meeting.

- c) The income and property of BTPA and all money received by or on behalf of BTPA shall be applied solely towards the objects of BTPA and no portion shall be paid by way of dividend, bonus, profit or remuneration to any member provided that nothing herein shall prevent payment in good faith of remuneration or expenses or both to any servant of BTPA or to any other person for services actually rendered by him/her to BTPA or the payment of proper expenses to any member.
- d) All monies received shall be paid into a bank account authorised by the Committee in the name of the Association.
- e) Payments shall be made either in the form of petty cash or by cheque signed by two out of three authorised signatories of whom there shall be no more than three appointed by the Committee.
- f) Any single expenditure in excess of £500.00 shall be authorised in advance by the Committee.
- g) All invoices shall be approved by two out of three authorised signatories.

13. AMENDMENT OF RULES

- a) Subject to approval by a resolution of the members these Rules may be altered (including alteration to the name of the Association) or be rescinded, amended and replaced by substituted rules. Such alterations may take place at an Annual General or Extraordinary General Meeting subject to 28 days notice of the proposed alteration being given to full members. A simple majority of those members voting in person or by proxy shall suffice save in the case of alterations to Rule 13(b) when a two-thirds majority shall be required.
- b) Any proposal to dissolve BTPA (whether or not for the purpose of reconstruction) or to change its legal status or to amalgamate with another organisation shall require the approval of two-thirds of the full members voting at a General Meeting in person or by proxy.

14. VOTING RIGHTS

- a) Subject to these Rules each paid up full member shall be entitled to appoint in writing another full member of BTPA to be his/her proxy or to attend and vote in person at any General Meeting of the Association.
- b) Associate and Student members shall be entitled to attend and speak at General Meetings but they shall not be entitled to vote.

15. ETHICS & CODE OF PRACTICE

- a) All practitioners of The Bowen Technique who are members of BTPA will agree to abide by the contents of the Ethics and Code of Practice detailed in Appendix A. and be subject to BTPA's Rules and procedures as set out at Section 5 above should they fail to follow the advice therein.

APPENDIX A. BTPA ETHICS & CODES OF PRACTICE

- 1) Members of BTPA must display their current Certificate of Membership of BTPA and other relevant professional bodies in their normal place of work and all must be available for inspection by any interested party.
- 2) Members must perform the Bowen Technique to the best of their ability.
- 3) Members must not attempt to medically diagnose any condition unless they are suitably qualified to do so.

- 4) Referrals to a General Practitioner or another therapist must be made whenever a member considers this to be appropriate for the welfare of the patient.
- 5) Members must not give advice on diet, skincare or any medical condition unless suitably qualified; they must never contradict or denigrate a previous practitioner or the diagnosis made by a suitably qualified doctor or practitioner and must never advise that prescribed medication be discontinued without further consultation with the other practitioner concerned.
- 6) Members must not mislead the public by indicating or suggesting that they have qualifications beyond those that they hold; they must always be aware of their own limitations and never promise a cure. It must be made clear in any educational leaflet or other marketing publicity or in any public talk or lecture given by a member that the Bowen Technique is not a substitute for traditional medical advice or treatment and that any medical condition should be assessed and diagnosed by a suitably qualified medical practitioner. No therapist should claim superiority over another by using such terms as 'advanced'.
- 7) All consultations must be documented fully and the records of such kept absolutely confidential and secure at all times. Any letters to doctors or other practitioners should be written in consultation with the patient but records and private documents must only be revealed to third parties or relatives on the specific approval of the patient in writing. All therapists must comply with the Data Protection Act 1998 and retain records for seven years from last appointment date. Records must be disposed of securely; usually by incineration or shredding.
- 8) It is obligatory for a parent or guardian of a child under the age of sixteen years to seek conventional medical help for that child should they require it. Complementary medicine of any form does not qualify as "conventional medicine" and therefore the member must refuse to treat a child without a signed consent form (see Appendix C) from the parent or guardian stating that they have been informed of this fact by the member and understand the implications. When a minor is being treated the parent or guardian must always have the right to be present.
- 9) Members of BTPA must maintain a high level of appearance and hygiene for themselves and their establishments and must ensure that there are no areas of danger for their patients either in the approach to their premises or within the premises themselves.
No animals except guide dogs must be present in the treatment room.
- 10) Members should ensure that they are both physically and mentally fit to practise.
- 11) Whilst operating within the principles of their business members will not discriminate on the grounds of age, colour, disability, ethnic origin, gender, sexuality or on any other unjustifiable grounds..
- 12) Members must at all times behave in a manner in which they would like to be treated themselves i.e. with respect and courtesy, consideration and kindness. Basic human dignity must always be carefully observed in the dealings with a patient and the trust that is placed in the practitioner must never be betrayed or abused.
When dealing with a client/patient nothing should be said or done that could in any way be misconstrued as being of a sexual nature or implication and any Bowen moves that may in any way be intrusive or invasive should be explained in great detail and the patient's permission obtained before the moves are made.
- 13) Members should endeavour to engender a good working relationship with their fellow practitioners, practitioners of other therapies, the medical profession and healthcare workers. It must be noted that in the case of a patient being referred by a GP the said GP remains responsible for the patient's medical care and the treatment that is given.

- 14) Great care must always be taken by members when visiting hospitals, care homes, hospices and other such establishments that rules are strictly adhered to and that there is no interference with nursing routines and practices. The utmost courtesy must be displayed by members at all times.

APPENDIX B. Qualifications for BTPA Membership

Honorary Member:

The Committee may offer honorary membership to any person who in their view merits recognition for exceptional services to BTPA or the advancement of The Bowen Technique. Honorary members shall not be required to pay a subscription.

Full Member:

The following requirements shall be met to qualify for Full membership of the Association:

- a) Certificate of Bowen Proficiency from a school or teacher of the Bowen Technique accepted by BTPA.
- b) Anatomy & Physiology Diploma.
- c) Current First Aid Certificate – minimum Emergency Aid for Appointed Persons.
- d) Professional Indemnity Insurance – to a minimum value of £2 million.
- e) Annual Continual Professional Development (CPD) Certificate.

For the first three years after qualifying, at least 2 days certificated workshop training, given by a school or teacher of the Bowen Technique (accepted by BTPA), in each membership year.

Thereafter, at least 2 days certificated workshop training, given by a school or teacher of the Bowen Technique (accepted by BTPA), every 3 years. Other activities must be undertaken to reach annual requirements according to the BTPA CPD policy document.

Associate Member:

The following requirements shall be met to qualify for Associate membership of the Association:

- a) Certificate of Bowen Proficiency from a school or teacher of the Bowen Technique accepted by BTPA.

Student Member:

The following requirements shall be met to qualify for Student membership of the Association:

- a) To be undertaking training in the Bowen Technique from a school or teacher of the Bowen Technique which has been previously approved by BTPA.

APPENDIX C. Parental Consent for treatment of a minor

At the present time no alternative or complementary therapy is approved as 'medical aid' under the law. It is an offence under the law for a parent or guardian of a child under the age of 16 to fail to provide adequate 'medical aid' for the child. The practitioner must advise the parent or guardian to seek 'medical aid'. The practitioner should secure a *signed statement* from a parent or guardian who refuses to seek 'medical aid' as defined under the law in the following format:

I have been warned by _____ (name of therapist) that according to law I should consult a

doctor concerning the health of my child _____ (name of child).

Signed _____ (parent or guardian)

Witnessed by _____

A parent or guardian who consults a practitioner in respect of a child for whom he is responsible risks prosecution for failure to discharge his statutory duty. It should be observed that the law does not prohibit a practitioner of any alternative or complementary technique from treating children. The importance of this matter for practitioners arises by reason of the doctrine of the Criminal Law known as 'aiding and abetting'. Under this doctrine, if A is guilty of an offence (whether of commission or omission) at which B connives or assists, B is said to have aided and abetted an offence and therefore to be himself also guilty of that offence. If a practitioner clearly explains to the parent or guardian of a child under 16 the nature of the obligation imposed by the law, then it is most unlikely that a successful prosecution could be brought against the practitioner for aiding and abetting the statutory offence by agreeing to treat the child.