

Constitution

The British Complementary Medicine Association

Revised and Ratified by Council July 2018

Article 1. Name

1.1 The name of the organisation shall be The British Complementary Medicine Association, hereinafter referred to as BCMA.

Article 2. Aims and Objectives

- 2.1. The prime purpose of the British Complementary Medicine Association is to support and protect the integrity of its therapists, to ensure the wellbeing of their clients and the high quality standards with which Complementary Medicine is delivered to the public.
- 2.2. To encourage and support the principle that complementary medicine be included within the health provision of the nation.
- 2.3. To enable the member organisations to speak with one voice, and, as and when appropriate, to provide that voice especially for multi-disciplinary complementary medicine practitioners.
- 2.4. To forge links with the relevant departments of government, Parliament, the media, training organisations, and the public as appropriate.
- 2.5. To encourage links with European and world associations for the betterment of international legislation.
- 2.6. To provide and maintain a basic Code of Conduct, backed by a disciplinary procedure, and guidance notes on Law and ethics.
- 2.7. To be recognized as the representative body in complementary medicine for therapists, associations, schools and clinics as well as complementary medicine organisations, etc.
- 2.8. To protect their rights to deliver their discipline, and practice with autonomy.
- 2.9. To promote and support voluntary self-regulation of its members whether they be en route towards statutory self-regulation or not.
- 2.10. To foster goodwill between different associations of the same discipline; promote cohesion between them, and review the needs of multi-disciplinary therapists.
- 2.11. To achieve the foregoing objectives in a lawful and positive manner.

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Article 3. Mandate

The BCMA may promote its objectives through, but not limited to, one or more of the following:

- 3.1 By encouraging research.
- 3.2 By providing advice.
- 3.3 By co-operating with other bodies.
- 3.4 By setting aside funds for special purposes or as reserves against future expenditure.
- 3.5 By depositing or investing funds (but to invest only after obtaining advice from a financial expert) if deemed appropriate as a need for diversification.
- 3.6 By making available self-employed or voluntary personnel for the purpose of administering the BCMA in accordance with Articles 5.5.ii) and 5.5.v)
- 3.7 By publishing or distributing information.
- 3.8 By doing anything else within the law, which promotes or helps to promote the Objectives.

Article 4. Membership (Governance of the Constitution)

The following categories of membership will form the voting Council of the BCMA. Each voting member will be entitled to representation at a Council Meeting. Voting members may have more than one representative attend or vote at a Council Meeting. In the event that two or more representatives attend, voting is limited to two votes per association. Attendance of any additional representatives (without voting rights) will be at the discretion of the BCMA Officers. (See 6.4.)

- 4.1 The Administration of the BCMA must keep a register of **members**.
- 4.2 Membership is not transferable.

Full Member Organisation

Open to all organisations with members practicing complementary medicine therapies subject to supplying relevant information and adherence to BCMA code of conduct etc. Have a Council vote.

Independent School/College

Open to all schools or colleges fulfilling BCMA membership criteria for their therapy. Have a Council vote.

Independent Clinic/Centre

Open to all clinics where the clinic comes up to the scrutiny of a BCMA inspection and the therapists practicing in it are members of an acceptable professional organisation. Have a Council vote.

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Article 4.A Other Types of Membership (Non-Voting)

The following categories of membership form an integral, but not voting part of the BCMA structure.

Affiliate School/College

Open to schools and colleges belonging to full member organisations and sponsored by them.
No voting rights.

Corporate Member organisation

Open to all organisations involved in Complementary Medicine, which do not have a therapy membership but do wish to have the benefit of association with the BCMA. No voting rights.

Practitioner Register

Open to all therapists that are full members of a full member organisation and sponsored by them. No voting rights.

Independent Therapists Register (Formally Affiliates Division)

Open to all Complementary Practitioners who meet the requirements of training etc. as specified by the BCMA at the time of application. No voting rights.

Friends of the BCMA

Open to all wishing to support the BCMA in its work on behalf of Complementary Medicine.
No voting rights.

Article 5. Governance

5.1 Governance will be in accordance with the voting rights detailed in Membership.

5.2 Consultants, speakers and other persons may attend council meetings by invitation of the Chair or any member, with the approval of the BCMA Officers. Notice of their attendance will be as detailed in the agenda of that meeting.

5.3 Council shall delegate its day-to-day operational function to the BCMA Officers.

5.4 The BCMA OFFICERS (Chair, three Deputy Chairs, Treasurer and Administrator)

The BCMA Officers:

- i) Shall be the officers of the BCMA ratified by Council. They must be members of the BCMA. In the event that a BCMA Officer also holds a paid position within the BCMA, then that BCMA Officer is not permitted to vote on any matter that involves his/her paid position. The Administrator is not permitted to vote – this is a paid position and membership of the BCMA is not a requirement.

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- ii) Will abide by the terms of the BCMA Officer's Policy Document. Not to do so may invalidate their position as a BCMA Officer if the remaining BCMA Officers agree such an opinion.
- iii) Shall have officers elected at the Annual General Meeting except that, in the event of a resignation, a replacement or additional member(s) shall be co-opted by the BCMA Officers until the next AGM.
- iv) The term can be renewed or extended subject to approval by the Council.
- v) Shall have the authority to function in all designated matters where the BCMA Officers present agree a course of action. The term "present" includes live electronic conversation where all participants can communicate at the time of the meeting with all other participants.
- vi) A BCMA Officer automatically ceases to be a BCMA Officer if he or she
 - a) ceases to be a member of the BCMA (reversible if all remaining BCMA Officers agree upon resumption of that person's membership)
 - b) is removed by a resolution passed by all the other BCMA Officers or by a Council resolution where 60% of the attending Council Members support the resolution at a Council Meeting, an AGM or an EGM.

5.5 The BCMA Officers have the authority to act in the name of and on behalf of the Council in a manner consistent with this Constitution. In particular:

- i) To initiate and regulate meetings and proceedings.
- ii) To appoint personnel who shall be empowered to control the administration of the BCMA and to operate the banking account(s) of the BCMA. The authorization of payments above the threshold detailed in Article 11.3 will require two signatures. One of those signatures will be the person responsible for the running and control of the account(s), the second will be the Chair or in their absence, a Deputy Chair.
- iii) To provide rulings on the interpretation of this document and on any other matter pertaining to the BCMA which shall be conclusive and binding unless revoked when presented for ratification at the next available Council meeting. Even so, until the ratification or otherwise of Council, BCMA Officers' decisions will stand and be supported in the interests of continuance of the smooth running of the BCMA.
- iv) To set the financial year end.
- v) To appoint persons, project administrators or subcommittees as appropriate, for the purpose of achieving a specific task or objective. Such appointments may be

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discontinued at any time. These persons, project administrators or subcommittees will, during their term of operation, comply with the BCMA Officers' Policy Document.

Article 6. Council Meetings

In addition to Article 11.4 the following will apply:

- 6.1 The Council of BCMA shall be deemed to be in session at any time a meeting has been called and a quorum is present. (See 11.4.i) The meetings may be Annual General Meetings, Extraordinary General Meetings or General Council Meetings.
- 6.2 If a quorum shall not be present within thirty minutes of the scheduled time for starting a meeting the meeting will be cancelled.
- 6.3 The Chair will have one vote plus a casting vote if there shall otherwise be an equal number of votes cast for and against a motion. The remaining BCMA Officers will each have one vote.
- 6.4 Member organisations not able to send a delegate to attend any meeting may in advance and not less than 24 hours prior to the meeting notify the Administrator, by post or from a previously registered email address, of the appointment of a proxy to vote on their behalf or deposit with the Administrator their decisive vote. (see Amendment 11.6) All decisions in all meetings shall be made by the vote of the majority (51% or above) unless specified otherwise (see Article 5.4.iv(c), 10.3 and 11.1).
- 6.5 Council shall meet on dates to be agreed by Council at each AGM.
- 6.6 The Chair or, in the absence of the Chair, another BCMA Officer agreed by the voting members present will preside over the meeting. The term "present" includes live electronic conversation where all participants can communicate at the time of the meeting with all other participants.
- 6.7 Items for inclusion in the agenda must be received by the administrator no later than 14 (fourteen) days before the date of the meeting.
- 6.8 The agenda for a Council meeting will be issued to all members no later than 14 (fourteen) days before the date of the meeting.
- 6.9 The minutes of the meeting should be issued to all members no later than 14 (fourteen) days after the meeting.
- 6.10 In the event that no BCMA Officer is present to chair the meeting, then the meeting shall be adjourned to a convenient place one calendar month later (or soon after) and all member organisations shall be so advised by the Administrator.

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- 6.11 The purposes of the meetings are to make recommendations for action by the BCMA Officers, project leaders, sub-committees or other designated persons and to resolve or ratify certain matters presented by or to the BCMA Officers.
- 6.12 The Minutes of the previous meeting will, with any amendments, be signed by the Chair or Acting Chair.

Article 7 Annual General Meeting

- 7.1 An Annual General Meeting of members (AGM) shall be held each year. It shall be the duty of the BCMA Officers to fix the date of the AGM so that not more than 15 (fifteen) months shall elapse between one AGM and the next.
- 7.2 The Administrator shall be responsible for convening an AGM upon the instructions of the BCMA Officers, giving, if there is a change of date, a minimum 60 (sixty) days' notice to member organisations. Resolutions submitted in writing, stating the names of the proposer and seconder and received by the Administrator not less than 40 (forty) days prior to the date of the meeting, shall be added to the agenda, which will be distributed to the members not later than 14 (fourteen) days before the meeting.

Business of the Annual General Meeting

Shall be:

- i) To receive reports from the BCMA Officers, Administrator, project leaders or consultants to the BCMA regarding the administration, finance and activities of the BCMA since the previous AGM.
- ii) To receive an independent report on the statement of accounts, or if appropriate, a draft report from the Treasurer.
- iii) To elect or re-elect BCMA Officer positions that have become constitutionally vacant.
(see Amendment 11.5)
- iv) Nominations for all officers, in writing and with the names of the proposer(s) and seconder(s), must be received by the Administrator not less than 40 (forty) days prior to the date of AGM and will be added to the agenda.
- v) To appoint an auditor, or independent examiner, if required for the BCMA.
- vi) To discuss and vote on resolutions and deal with any other business put before them.

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7.3 Extraordinary General Meeting

An Extraordinary General Meeting shall be called upon the written request to the Chair or Administrator of twenty-five percent of voting member organisations of the BCMA or on the decision of the BCMA Officers for a specific purpose. The Chair or Administrator shall be responsible for convening an Extraordinary General Meeting within 14 (fourteen) days of receiving the written request that establishes the required twenty-five percent of the voting membership by giving at least 15 (fifteen) days' notice to every member organisation of the date, location and agenda of this EGM.

Article 8. Termination of membership

Membership shall be terminated: -

- 8.1 Upon receipt by the Administrator of a written notice of resignation. (No subscriptions or fees already paid to the BCMA for such membership will be returnable either in whole or in part.)
- 8.2 If the annual subscription to BCMA has not been paid by the last day of the third calendar month following the due date in the relevant year, unless previously agreed by the BCMA Officers.
- 8.3 If the BCMA Officers recommend that a member organisation or an individual should be required to resign. In such a case the Administrator will advise the member of the BCMA Officers' decision and invite the member to attend the Council Meeting at which the proposed termination will be considered or submit a written reply. The agenda will include the proposed termination. The matter must then be put before the Council. If the Council votes to agree the termination then the Administrator will advise the member accordingly.

Article 9. Patron

The BCMA Officers may recommend to Council (to be ratified at an Annual General Meeting) the appointment of persons whose services to complementary medicine will assist in the achievement of the aims of the BCMA. Persons appointed as a Patron of the BCMA shall serve in that capacity for two years from the date of appointment and shall at the end of that period be eligible for re-appointment, being re-appointed at an Annual General Meeting for a further term of two years or until prior resignation in writing.

Article 10. Dissolution

- 10.1 The BCMA may be dissolved at a Council Meeting or an Extraordinary General Meeting convened for that purpose.

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10.2 The date of the EGM or Council Meeting must be conveyed to the members no less than 40 (forty) days before the date of the meeting to dissolve the BCMA.

10.3 60% of the voting members present must support the proposed dissolution. Any assets remaining after satisfying outstanding debts and other liabilities shall be distributed wholly to charitable organisations (preferably having similar objectives) as decided at the dissolution meeting. A copy of the final account after distribution of the assets of the BCMA will be distributed to the membership of the BCMA at that time. The cost of that distribution will be included in the winding up of the BCMA.

Article 11 Amendments

11.1 The Council may propose an amendment to the Constitution providing a majority of 60% of the voting members present agree. Such amendments will only be effective if 60% of the total voting membership who vote in respect of the amendment(s) support the changes proposed at the meeting. The Administrator will be responsible for administering the counting of the received votes.

Members will have four weeks to submit their vote from the date the minutes are issued.

11.2 Minor changes to the Constitution (e.g. typos) can be agreed by Council at a General Council Meeting.

11.3 The threshold at which cheques will require two signatures is any sum above £500 (five hundred pounds) together with a threshold of £1000 for electronic payments after which these payments need to be agreed by the Chair and one other officer or, if the Chair is not available, two other officers; all requests and agreements should be made via email to provide an audit trail.

11.4 MEETINGS

i) A quorum is deemed present where at least 10% of voting members and the Chair or a designated BCMA Officer are present.

ii) The number of annual Council Meetings can only be revised if agreed by 60% of the voting members present at any meeting deemed in session.

11.5 Re-election of Chair

The maximum term for a BCMA Chair will be 2 years with the possibility of re-election for a maximum of 2 terms when agreed by Council.

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11.6 Council Representatives

All Associations are required to nominate at least one registered BCMA Representative, their name/s and email addresses must be registered with the Administrator and any changes must be communicated to the Administrator.

The registered representative will be contacted with information about BCMA meetings and cast their votes (either in person or by Proxy as set out in article 6.4) according to that association's member's wishes, they are therefore responsible for passing back to their members, important information, items that may require a vote and decisions made at any Council Meetings which affect their members.
