BYELAWS

OF

THE CRANIOSACRAL THERAPY ASSOCIATION (CSTA)

General guidance on the application of these byelaws

These byelaws are to be read in conjunction with the CSTA Constitution, which is available on the CSTA website or from the Secretary. Byelaws are subject to and subsidiary to the Constitution. If they should conflict with the Constitution they are invalid.

All substantive new or proposed byelaws, variations to byelaws or deletion of byelaws must be submitted to an Annual General Meeting. The notice of the Annual General Meeting should explain the byelaw in question. Members have the right to approve, amend or reject the proposal. A two thirds majority of those voting is necessary.

Byelaws which need to be added, amended or removed by the Trustees in between Annual General Meetings to facilitate the smooth running of the Association must be carried by a two thirds majority in a Trustee Meeting and are then effective until the next Annual General Meeting when they may be confirmed, amended or cancelled – this decision must be voted in by a two thirds majority.

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BYELAWS OF THE CSTA

A Aims and Objectives of the CSTA

1 The Aims and Objectives of the CSTA are described in the Constitution, namely –

i) To contribute to the advancement of health through the study and practice of Craniosacral Therapy and through the provision of an organisation for persons engaged in the study and practice of Craniosacral Therapy;
ii) To ensure the advancement of health by prescribing the standards of competence and suitability for the election of applicants to membership, and by regulating training organisations accredited by CSTA, in order to maintain standards of training and supervision and to establish and uphold a code of ethics for entry into the profession;
iii) To promote the education of the public in the philosophy and practice of Craniosacral Therapy and to act as a stimulus for persons undertaking research concerning Craniosacral Therapy.

B Membership

1 Classes and Categories of Membership

1.1 Voting Members (Full and Honorary Members)

1.1.1 Applications for Membership

All Full and Honorary Members must sign an application form or signify their wish to be entered on the Register as Members and their willingness to be bound by the rules of the Association.

1.1.2 Eligibility

1.1.2.1 Full Members

Persons admitted as Full Members shall be successfully qualified graduates of a College accredited by CSTA, provided that they apply within two years of graduation, or at the discretion of the Trustees, whose decision shall be final. The Trustees shall not change the conditions under which Members shall be admitted without reference to an Annual General Meeting of Members.

Full membership shall carry the designatory letters RCST, which designates the member a Registered Craniosacral Therapist. Members may continue their membership after retirement from active professional life.

1.1.2.2 Honorary Fellow Members

The Trustees may from time to time, at its discretion, appoint Full Members who have made outstanding contributions to be Honorary Fellows of the Association. Such Fellowships shall normally be for life and their membership subscription may be waived. Fellows shall have all other rights and obligations of Full Members.

Such membership shall carry the designatory letters FCSTA, which designates a Member as a Fellow of the Craniosacral Therapy Association.

1.1.2.3 Non-practising Members

Non-practising Members shall be Full Members of the Association who have notified the Registrar that they will not for the time being be practising as craniosacral therapists. They are not required to have practice insurance or a current first-aid certificate. The requirements for continuing professional development and supervision may be waived at the discretion of the Trustees, but members will remain bound by the Code of Ethics. The Trustees may set a special subscription rate for these members and their names will not appear in the Register. Non-practising members who wish to become practising members shall notify the Registrar accordingly and satisfy him/her that they now fulfil all the requirements for membership as set out in paragraph 1.1.3.

1.1.3 Conditions of Full and Honorary Membership

1.1.3.1 Full and Honorary Members' Obligations to the Association

1.1.3.1a Ethics

Members shall at all times conduct their professional lives with propriety and shall commit no breach of conduct that will in any way bring disrepute upon themselves, upon the Association or upon their fellow practitioners.

Members are bound by the latest editions of the 'Code of Ethics and Conduct' and 'Standards of Practice' of the Association, which are available on the CSTA website or from the Secretary.

All Full and Honorary members are also bound by the latest version of the Disciplinary and Complaints Procedure, which is available on the CSTA website or from the Secretary.

In addition they should be guided by the latest version of the 'Advertising Guidance' document, which is available on the CSTA website or from the Secretary.

1.1.3.1b Supervision

Members shall, in the first two years following their graduation or in the two years following their first registration, complete at least eight sessions of mandatory supervision with a supervisor approved by the CSTA and in accordance with the guidelines on supervision in the most recent version of 'A Guide to Supervision', which is available on the CSTA website or from the Secretary. At least four of these eight sessions shall take place during the first year of membership and the remainder during the second year. Members are required to submit evidence of mandatory supervision when renewing their annual membership of the Association.

1.1.3.1c Continuing Professional Development (CPD)

Practising members are required each year to undertake continuing professional development in accordance with the Association's policy on CPD as outlined in the most recent versions of 'Continuing Professional Development Members' Guide' and 'What counts as Primary and Secondary CPD', which are available on the CSTA website or from the Secretary. Members are required to

submit evidence of their continuing professional development when renewing their annual membership of the Association.

1.1.3.1d Insurance

Practising members are required to be covered by practitioners' professional indemnity insurance for an amount no less than that determined from time to time by the Trustees of the Association. Members may take out such insurance either through the Association's block policy or with an insurer approved by the Trustees. Members are required to submit evidence that such insurance covers their practice of Craniosacral Therapy when renewing their annual membership of the Association.

1.1.3.1e First Aid

Practising members are required to have a current first-aid certificate of a standard to be determined from time to time by the Trustees and as outlined in the most recent edition of 'Where to find First Aid', which is available on the CSTA website or from the Secretary. Members are required to submit evidence that they hold such a certificate when renewing their annual membership of the Association.

1.1.3.2 Conditions of Renewal

Members applying for renewal of membership but failing to produce to the Registrar evidence of adequate insurance cover, continuing professional development and first aid training, together with evidence of supervision where this is required, will not have their annual membership renewed until those deficiencies are made good.

1.2 Non-Voting Members (Associate, Student, Friends)

1.2.1 Associate Membership

1.2.1.1 Applications for Membership

Applications for admission to Associate Membership shall be submitted on the application form available on the CSTA website or through the Administrator.

1.2.1.2 Eligibility

Associate membership shall be available to graduates of non-accredited schools of Craniosacral Therapy having successfully completed a course of study, at the discretion of the Trustees whose decision shall be final. A course of study leading to qualification as an osteopath at a College of Osteopathy where there is a substantial cranial element in the initial training may be accepted as equivalent to training at a non-accredited school of Craniosacral Therapy, again at the sole discretion of the Trustees.

Associate membership shall not designate the person as a Registered Craniosacral Therapist and shall not bring the right to use any designatory letters.

1.2.1.3 Conditions of Associate Membership

1.2.1.3a Insurance

Associate members are required to be covered by practitioners' professional indemnity insurance for an amount no less than that determined from time to time by the Trustees of the Association. Associate members may take out such insurance either through the Association's block policy or with an insurer approved by the Trustees. Members are required to submit evidence that such insurance covers their practice of Craniosacral Therapy when renewing their annual membership of the Association.

1.2.1.3b Supervision

Associate members, at the discretion of the Assessor, may be required to undertake supervision from a supervisor approved by the Trustees in accordance with the guidelines on supervision in the most recent version of 'A Guide to Supervision', which is available on the CSTA website or from the Secretary. In deciding whether to require the associate member to be in supervision the Assessor will have regard to whether the associate member is practising (though not as a practitioner registered by the CSTA), whether he/ she has begun the assessment process referred to in the latest edition of the 'Guide to Associate Membership' document, available on the CSTA website or through the Administrator, and any other matters it believes to be relevant. Special arrangements shall be made for associate members resident outside the UK who are required to be in supervision.

1.2.1.4 Length of Membership

Associate membership shall be available for a maximum period of two years from the date of application, or for a different period at the discretion of the Trustees whose decision shall be final.

1.2.1.5 Assessment

Associate members shall have the opportunity to become full members and Registered Craniosacral Therapists by undergoing a process of assessment as prescribed by the Trustees, which may be followed by further training or other measures recommended by the Assessor. It is for the Trustees to take the final decision on whether to admit any associate member to the register.

1.2.2 Student members

1.2.2.1 Applications

Applications for admission to Student Membership shall be submitted on a form available on the CSTA website or through the Administrator. Written application must be made with evidence that the applicant is a student. On successful graduation the person may apply for Full or Associate Membership.

1.2.2.2 Eligibility

Student Membership shall be open to those enrolled at but not yet qualified at a School of Craniosacral Therapy. This grade of membership does not designate the person as a Registered Craniosacral Therapist and does not bring the right to use any designatory letters.

1.2.2.3 Conditions of Student Membership

Student members are required to be covered by indemnity insurance for an amount no less than that determined from time to time by the Trustees of the Association. Student members may take out such insurance either through the Association's block policy or with an insurer approved by the Trustees. Student members are required to submit evidence that such insurance covers their casework in Craniosacral Therapy training when renewing their annual membership of the Association.

1.2.3 Friends of the CSTA

Any person with an interest in Craniosacral Therapy wishing to support the Association but who otherwise is not qualified in the practice of Craniosacral Therapy may join the Association as Friends of the CSTA. For an annual subscription they will receive any journals, information, etc published by the Association. This grade of membership shall not designate the person as a Registered Craniosacral Therapist and shall not bring the right to use any designatory letters. Friends shall not be entitled to discounts or subsidies which may become applicable to Full Members from time to time.

1.3 AGM Attendance

All Members and Friends of the Association may attend the functions and seminars of the Association, but only Fellows, Full Members (including Non-practising Members), Associate Members and Student Members may attend the Annual General Meeting.

2 Disciplinary Procedures

2.1 The Association has in place procedures for disciplinary action as detailed in the latest versions of 'Investigation and Disciplinary Procedures' and 'Procedural Rules', which are available on the CSTA website or from the Secretary.

The whole disciplinary process including these documents is outlined on the website in the section 'Disciplinary Codes'.

2.2 Where there is a historical complaint against a practitioner but the investigation was not completed, for example because their membership lapsed, if that practitioner were subsequently to re-apply for membership the complaint and investigation will be continued to conclusion and any necessary sanctions applied before membership can be renewed.

3 Voting Rights

Full and Honorary Fellow Members (including Non-practising Members) will have full voting rights at all Annual General Meetings. Each such Member shall have one vote. No other class of Members will have any right to vote at Annual General Meetings.

4 Subscriptions

Members shall pay a subscription to the Treasurer of the Association in the year of their application for membership, and annually thereafter.

4.1 The amount payable by all classes of membership shall be decided each year by the Trustees and any changes ratified by the Annual General Meeting.

4.2 The Trustees are free to determine a different rate for each class of membership.

4.3 The date for payment of fees, on a rolling basis throughout the year, will be notified to members by the Registrar.

4.4 Honorary Fellow Members pay no subscription.

5 Membership Document

5.1 On application or renewal of membership and payment of the annual subscription where applicable, a Membership Document shall be issued to each Full, Associate and Student Member of the Association who has satisfied the requirements for membership.

5.2 The Document should not be used in any way that is prejudicial to the interests of the Association or it may, at the discretion of the Trustees, be forfeited.

5.3 The Membership Document shall be forfeited immediately on termination of membership by resignation of the Member, or following the decision of a Disciplinary Procedures Committee appointed by the Trustees.

6 Register of Full and Honorary Fellow Members

The Register shall be published on the Internet in a form that is deemed appropriate by the Trustees, excepting entries for those Full Members and Fellows not wishing to be listed or not currently practising.

C Accreditation

The accrediting of Colleges and maintenance of standards for Colleges are outlined in the latest version of 'Accreditation Guidelines', which is available on the CSTA website or from the Secretary. Accreditation is the responsibility of the Accreditation Committee which reports to the Trustees.

1 The content of the Accreditation Guidelines is decided by the Trustees in consultation with the Accreditation Board and the Colleges. The Board is responsible for adhering to the Guidelines in force at the time.

2 The Accreditation Board is responsible for deciding on the accreditation status of any College which is already accredited and whether to accept applications from Colleges for accredited status.

3 The Accreditation Board will also carry out site visits and other checks on Colleges as laid down in the Guidelines.

4 The Trustees are responsible for appointing the chair of the Accreditation Board. The chair of the Accreditation Board and the Trustees have a joint responsibility for appointing other Board members and the chair of the Accreditation Board will sit on any appointments panel. Any CSTA member or lay person may be appointed to the Accreditation Board.

5 The Accreditation Board shall report to the Trustees at intervals to be decided by the Trustees and minutes of the Accreditation Board will be circulated to the Trustees.

6 The Accreditation Board is responsible for recommending any changes required in the Guidelines to ensure high standards and clarity of procedure. It will fully consult the accredited Colleges and if possible secure their agreement to any changes. These proposed changes will then be put to the Trustees for approval.

D Trustees and Officers

The affairs of the CSTA are managed by the Trustees in accordance with established procedures as described in the most recent edition of 'Trustee Meetings Procedures', which is available on the CSTA website or from the Secretary. There is a minimum of seven trustees comprising Full or Fellow members with a maximum of one lay trustee, and including a Chair. In addition other offices such as Secretary, Registrar and Coordinator as well as sub-committees are created as needed to support the smooth running of the CSTA.

1 Role of the Trustees and Officers

1.1 The primary role of the Trustees and Officers is to further the aims and objectives of the CSTA as described in the Constitution and listed in section A above, namely –

i) To contribute to the advancement of health through the study and practice of Craniosacral Therapy and through the provision of an organisation for persons engaged in the study and practice of Craniosacral Therapy;
ii) To ensure the advancement of health by prescribing the standards of competence and suitability for the election of applicants to membership, and by regulating training organisations accredited by CSTA, in order to maintain standards of training and supervision and to establish and uphold a code of ethics for entry into the profession;
iii) To promote the education of the public in the philosophy and practice of Craniosacral Therapy and to act as a stimulus for persons undertaking research concerning Craniosacral Therapy.

1.2 In line with these objectives, the Trustees' role is to represent Craniosacral practitioners and uphold standards by regulating who should be admitted to the Register; operating a fair and rigorous scheme for accrediting trainings; setting up and running a just system for hearing complaints against CSTA members; publicising Craniosacral Therapy; having an efficient system of administration; supporting members with information and advice; and carrying out any other appropriate activities in furtherance of the aims of the CSTA.

1.3 The Trustees will also take the lead in relation to the future of the profession by thinking ahead to future needs.

2 Duties and Obligations of Trustees

2.1 It is the duty of each charity Trustee to exercise his or her powers and to perform his or her functions as a Trustee of the CSTA in the way he or she decides in good faith would be most likely to further the purposes of the CSTA, and to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

i) any special knowledge or experience that he or she has or professes to have; and
ii) if he or she acts in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

2.2 The individual Trustees, Officers and the Trustees as a body are expected to adhere to the highest standards of conduct, and to be honest, truthful and fair in all their dealings in relation to the CSTA.

3 Appointment of Trustees and Officers

3.1 The Charity Officers

3.1.1 Eligibility

Any Fellow or Full Member is eligible for appointment to the post of Chair, but they must normally also become a Trustee.

Any Fellow or Full Member is eligible for appointment to the post of Registrar, and would not normally also become a Trustee but must attend Trustee meetings.

Any Fellow or Full Member or suitable layperson is eligible for appointment to the posts of Coordinator and Secretary, and would not normally also become a Trustee but must attend Trustee meetings. In the first instance recruitment for these positions shall be offered to the membership.

Any Fellow or Full Member or suitable lay person is eligible for appointment to the post of Treasurer, and will ideally also become a Trustee.

3.1.2 Length of Tenure

3.1.2.1 The Charity Officers are normally appointed for three years but any reasonable lesser period may be recommended by the Trustees and agreed by the Annual General Meeting. Periods in office shall normally commence and cease at the conclusion of the Annual General Meeting.

3.1.2.2 Officers reaching the end of their period of tenure may be reappointed by the Trustees for a further three years or reasonable lesser period and the Trustees may waive the application and interviewing process in these circumstances. Such a renewal of an appointment shall be subject to ratification at the next Annual General Meeting.

3.1.2.3 The maximum continuous tenure of the office of Chair, Treasurer, Coordinator, Secretary and Registrar shall normally be nine years, whether in one or more of these capacities.

3.1.3 Appointment Procedure

3.1.3.1 The posts shall usually be filled by the Trustees inviting applications and conducting interviews. The Trustees will appoint an interviewing panel to conduct this process but the decision to appoint will rest with the Trustees, who will decide a starting date for the appointment. Such appointments will be subject to ratification by a simple majority at the next Annual General Meeting following the appointment, although the person appointed has the full rights and obligations that pertain to the office between the date of appointment and the Annual General Meeting.

Before conducting interviews to appoint a new Treasurer or any other person who will be a signatory to the CSTA's bank accounts or regularly handle money on behalf of the Association, the Trustees will require all applicants - whether lay or CSTA members - to nominate at least two referees. The Trustees will take up references on all applicants invited for interview and will ask referees to give their opinion in writing and in confidence about the suitability of applicants in terms of their knowledge of what such a role involves, their relevant experience and skills, and record of trustworthiness. Applicants should also be asked for a written declaration whether they have any criminal convictions.

3.3.1.2 This procedure of interviewing for posts is intended to simplify the appointment procedure, to reflect good general practice and to treat all offices equally. Importantly, in the case of only one applicant for any post, it is intended to ensure that the applicant is in fact suited to the role, and if not to re-advertise the post. It is also intended to give rigour and transparency to the appointment procedure as the interview panel will assess the candidates' suitability and their recommendations will be questioned by the Trustees and then again by any member at AGM.

3.3.1.3 If however there is a matter of contention that means the interview panel and/ or Trustees may be unable to act impartially in appointing an officer, or where for example different candidates have very opposing views on issues that are key to the CSTA or that are known to split the membership, this appointment will be put to election at AGM so that it reflects the views of the membership. Normally there will still be an initial interview process in order to assess candidates' general suitability for the post, ability to give sufficient time for the work required, etc.

3.1.3.2 If any appointment fails to be ratified at the Annual General Meeting the post becomes vacant and the Trustees shall set in motion a new appointment process, with an acting Officer being appointed if necessary.

3.1.3.3 If the initially agreed end of the period of tenure has not been reached, the appointments of Chair, Secretary, Treasurer or Registrar may normally only be terminated at an Annual General Meeting by a simple majority.

3.1.4 Concerns

In case of concerns about the way a role is being performed by any officer or trustee, the CSTA has in place procedures to raise these concerns with the person in question. This will usually consist of an informal conversation initially to discuss the issues and support the officer or trustee to make the changes needed to enable continuation where possible. In case of prolonged or serious concerns which are not being addressed and which may jeopardise the smooth running or good name of the CSTA amongst its members, other bodies or the general public, the Trustees may remove that person from their role.

3.2 Trustees

3.2.1 Eligibility

Any Fellow or Full Member and up to one suitable lay person is eligible for nomination for election as a Trustee.

3.2.2 Length of Tenure

3.2.2.1 Trustees are elected by the membership at the Annual General Meeting of the Association for a term of 3 years, after which they are eligible for re-election for a second or more unusually a third term. A Trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year if necessary - however the CSTA encourages a continual rotation of new Trustees.

3.2.2.2 As far as possible one third of Trustees shall retire each year and in certain circumstances this may lead to a Trustee's period of office being extended for a further year.

3.2.2.3 Where the Trustees or the Annual General Meeting varies the date of the AGM to a different time of year, the Trustees shall have the power to extend the period of office of those Trustees whose three year term will expire before the AGM. Such extensions will hold until the next AGM.

3.2.3 Appointment Procedure

Nominations forms are sent out by the Secretary with the details of the Annual General Meeting, 28 days before the date of the AGM. Any nomination requires the support of two full or honorary members as proposer and seconder. Voting takes place at the AGM and a simple majority is sufficient.

3.2.4 Vacancies

The Trustees may appoint (co-opt) persons to fill any vacancies in their numbers. Any person so appointed shall stand down at the next Annual General Meeting and may offer him or herself for re-election. If an appointed member of the Trustees or any Officer is re-elected by the Members, the period prior to the Annual General Meeting at which his or her election takes effect shall not be counted in calculating the period of office.

3.2.5 Concerns

In case of concerns about the way a role is being performed by any officer or trustee, the CSTA has in place procedures to raise these concerns with the person in question. This will usually consist of an informal conversation initially to discuss the issues and support the officer or trustee to make the changes needed to enable continuation where possible. In case of prolonged or serious concerns which are not being addressed and which may jeopardise the smooth running or good name of the CSTA amongst its members, other bodies or the general public, the Trustees may remove that person from their role.

3.3 Other Officers

3.3.1 Eligibility

Other posts, to include Chairs of PR, Supervision, Research, CPD, Accreditation and Disciplinary as well as Editor of the magazine, are open to any Full or Fellow member or suitable lay person. There is no requirement for these Officers to be Trustees.

3.3.2 Length of Tenure

The post will normally be offered for a period of three years or as decided by the Trustees, and will be eligible for re-election. The maximum continuous tenure of the offices shall normally be nine years, whether in one or more of these capacities.

3.3.3 Appointment Procedure

These posts shall be filled by the Trustees inviting applications and conducting interviews. The Trustees will appoint an interviewing panel to conduct this process but the decision to appoint will rest with the Trustees, which will decide a starting date for the appointment.

3.3.4 Reappointment

Officers reaching the end of their period of tenure may be reappointed by the Trustees for a further three years or reasonable lesser period and the Trustees may waive the application and interviewing process in these circumstances. Such a renewal of an appointment shall be subject to ratification at the next Annual General Meeting.

3.3.5 Concerns

In case of concerns about the way a role is being performed by any officer or trustee, the CSTA has in place procedures to raise these concerns with the person in question. This will usually consist of an informal conversation initially to discuss the issues and support the officer or trustee to make the changes needed to enable continuation where possible. In case of prolonged or serious concerns which are not being addressed and which may jeopardise the smooth running or good name of the CSTA amongst its members, other bodies or the general public, the Trustees may remove that person from their role.

4 Student Representatives

There may be one Student Representative from each accredited training organisation. The Student Representative shall be a Student Member of the Association and shall be put forward by the fellow students of his/ her College. Student Representatives may speak at Trustee Meetings but not vote.

5 Accounts and Funds of the Association

5.1 Accounting

5.1.1 The Trustees shall ensure that proper books relating to the accounts of the Association shall be kept by the Treasurer. A Revenue Account and a Balance Sheet, currently made up to 30th June, duly inspected and approved by the person appointed to do so shall be presented to the Annual

General Meeting each year. The books shall be open for inspection by any Member on reasonable request.

5.1.2 The Trustees shall appoint an accountant or other suitably qualified person to carry out an annual independent inspection of the Association's accounts.

5.2 Use of Funds

5.2.1 The funds of the Association shall be used only in accordance with the Aims and Objectives of the Association and these byelaws, and for the general administration and operation of the Association.

5.2.2 The Trustees will be concerned to get good value for money, both as a Charity and bearing in mind that they are spending money raised from members' subscriptions. Strict economy is to be practised at all times, but at the same time no Trustee is expected to spend their own money on CSTA work. The Treasurer should be consulted about any financial matters.

5.2.3 The funds of the Association shall be kept at a suitable bank or building society approved by the Trustees.

5.3 Expenses and Stipends

The roles of Trustee and Chair are voluntary roles, but expenses for travel and subsistence for meetings will be paid in line with Charity Commission and HMRC rules and guidelines. The Association may pay all expenses and stipends reasonably incurred or expected for its other officers in the execution of their duties, such expenses and stipends being paid at the discretion of the Trustees, and with any significant changes in fees being brought to the AGM for agreement.

6 Trustee Meetings Procedures

Full details of Trustee Meetings Procedures can be found in the latest version of the 'Trustee Meetings Procedures' document, which is available on the CSTA website or from the Secretary.

6.1 Agendas and frequency of meetings

6.1.1 Agendas for Trustee Meetings should be drawn up by the Secretary in consultation with the Chair and other Trustees as appropriate. The Chair and Secretary shall indicate the timing of the items, although the chair shall have the discretion to vary this during a meeting.

6.1.2 Meetings will be held at least four times a year. In practice, meetings every two months or more frequently are needed.

6.2 Quorum

The quorum for a Trustee Meeting is four Trustees, or the number nearest to one half of the total number of CSTA Trustees, whichever is greater.

6.3 CSTA Committee Structure

6.3.1 The Trustees are responsible for setting up and monitoring the performance of sub-committees and for appointing the members. These sub-committees are answerable to and report fully to the Trustees. Any CSTA member or lay person may be invited to serve on any committee.

6.3.2 The Trustees will either appoint a chair for each committee or delegate to any committee the task of choosing a chair from among its number. In the latter case the decision should be taken to the next Trustee Meeting for ratification.

6.3.3 If a committee wishes to co-opt any person, the chair of that committee should consult the CSTA Chair. If they agree on the co-option it may go ahead but must be brought to the next Trustee Meeting for ratification.

6.4 Conflicts of interest

6.4.1 A Trustee should declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CSTA. A Trustee should absent himself or herself from any discussions of the Trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CSTA and any personal interest (including but not limited to any financial interest).

6.4.2 Matters concerning the accreditation of a College which employs a Trustee will be assumed to involve a conflict of interest for that Trustee. Normally any accreditation matters are dealt with by the Accreditation Board and so it would be unusual for this to arise in the Trustee Meetings.

6.4.3 The Chair may rule on whether he/ she considers that there is a conflict of interest in any particular case. If two Trustees present so request, this shall be put to a vote.

6.5 Minutes

6.5.1 The proceedings shall be minuted by the minute-taker who shall normally be the Secretary, but may be any other Trustee or employee of the CSTA.

6.5.2 The minutes shall record those present, those offering apologies, and under each item shall record: the subject under discussion, an outline of the main arguments without attributing any opinions to any individual(s) but sufficient to enable any member not present to understand the nature of the discussion, any decisions made, and the voting figures. Required actions will be clearly indicated, e.g. by bold type or underlining and will include the names of those required to act.

6.5.3 The Secretary shall prepare a version of the minutes, omitting any items which the Trustees have decided should not be published due to unusual sensitivity or confidentiality issues – such decisions will be minuted. This version of the minutes shall be posted on the CSTA website members' page. Minutes shall not be posted on to the website until Trustees have had two weeks from receiving them to raise any question of accuracy.

7 Monitoring Of Trustees' Performance

7.1 Self-Monitoring

7.1.1 The Trustees aim to adhere to high standards of professional conduct as far as their Trusteeship is concerned. Trustees will be expected to treat each other with respect and trust and act in an open, straightforward and honest way with other Trustees, the membership of the CSTA and others. Trustees will be made aware of and expected to adhere to Charity Commission document CC3 'The essential Trustee: what you need to know', available on the Charity Commission website, which describes general duties and obligations of being a Trustee.

7.1.2 The Trustees will endeavour to monitor performance and look ahead to future needs approximately once a year in a separate meeting, covering such aspects as –

i) Visioning/ Future needs
ii) Service to the public, members, accredited Colleges
iii) Achievements
iv) Failures or delays

7.1.3 Trustee Meetings shall include a regular opportunity to air any difficulties or concerns.

7.1.4 If difficulties between Trustees or between points of view are affecting the smooth running of Trustee Meetings there will be a 'time out'. If such difficulties cannot be swiftly resolved mediation will be sought.

7.1.5 In the case of difficulties arising between Trustees they are normally also expected to address these directly and openly together, within or outside Trustee meetings, as well as in their own supervision or similar process.

7.1.6 If however Trustees have concerns which they wish to express privately or even anonymously they should send these to the Chair or Secretary who may discuss the concerns with the Trustee and decide how the matter can be resolved.

7.1.7 Any Trustee who fails to attend three successive Trustee Meetings may be asked to step down as a Trustee unless an acceptable reason for absence is given.

7.2 Feedback and Complaints from CSTA Members

7.2.1 At all times the Trustees invite members to give any feedback they wish to the Trustees on the running of the CSTA (anonymously if necessary, although this would not be the normal way of proceeding). Any feedback so received shall be considered by the Trustees at the earliest opportunity and the members, if they have given their names, will be informed of the outcome. It may be appropriate in some cases to invite a member to participate in the remedy.

7.2.2 Any significant praise, criticism and other feedback so received will be summarised in the annual report to members without mentioning the names of the members submitting the feedback or criticism, and any action taken will be summarised.

7.2.3 The AGM is the vehicle for expressing any concerns, complaints and other feedback which have not been resolved by communicating directly with the Trustees.

E Annual General Meeting

Full details of the AGM are in the CSTA Constitution.

1 Notice and frequency of meetings

1.1 The Annual General Meeting of the Association shall take place on a date to be decided by the Trustees, no more than 15 months after the last such meeting.

1.2 Notice of the Annual General Meeting giving the provisional agenda, date, time and venue, shall be sent to all Fellows, Full, Associate and Student Members at least eight weeks prior to the Meeting.

2 Motions

2.1 Any notice of motion to be put to the Annual General Meeting must be received by the Secretary at least 28 days before the meeting. AGM motions may be submitted by any two Fellows or Full Members as proposer and seconder or may be submitted in the name of the Trustees. Any motion submitted by the Trustees should be accompanied by a note of the voting figures at the Trustee Meeting which approved the proposal.

2.2 If the Secretary receives notices of motion which were not included in the provisional agenda, once the deadline has passed for the receipt of motions the Secretary shall send a copy of the agenda, including all notices of motion received, to all members as soon as he/ she reasonably can and in any case at least two weeks before the Annual General Meeting.

2.3 No business not on the agenda may be put to the vote at an Annual General Meeting unless the Chair rules that it is a matter of urgency.

3 Quorum

The quorum for an Annual General Meeting shall be 10% of the number of Fellows and Full Members shown in the Registrar's records four weeks before the meeting.

4 Procedure

4.1 The Chair shall normally chair the Annual General Meeting. In his/ her absence the Chair or Trustees will choose a suitable chair.

4.2 Fellows, Full Members (including Non-practising Members), Associate Members, and Student Members may attend the Annual General Meeting, but only Fellows and Full Members (including Non-practising Members) are entitled to vote on any resolution put before the Meeting, and each member has one vote.

4.3 Decisions shall normally be taken by a simple majority of votes cast at the meeting (including postal votes).

4.4 Should a vote be taken and it appears to the chair that some members have left and that there may not be a quorum, the chair will order a count of Fellows and Full Members present before any vote is taken. If the number present has fallen below the quorum then no vote shall be taken and the business will be deferred.

4.5 Ballot proposals

4.5.1 If any motion is proposed at a General Meeting which is considered to be of such importance that the matter should be put to a vote of all Fellows and Full Members, then any Fellow or Full Member may propose at the meeting that the matter should be decided by a ballot of the whole membership. This will be known as a 'ballot proposal'.

4.5.2 If the proposal is seconded, the chair shall accept it as an emergency motion. Should this be carried by a two thirds majority, the Officers of the Association will arrange a postal or online ballot as soon as practical, appointing two independent scrutineers for the purpose.

4.5.3 If a ballot motion is passed at an AGM there may be further discussion of the substantive motion to which the ballot motion refers but no vote will be taken on the substantive motion.

4.5.4 Members will be given three weeks to return the ballot.

4.5.5 The result of such a ballot shall be binding as though it had been voted on at an Annual General Meeting; a two thirds majority of those voting will be required if the proposal amends the Aims and Objectives or byelaws of the Association and otherwise a simple majority will be sufficient. The result of the ballot will be announced to the whole membership as soon as possible in a manner to be decided by the Trustees.

5 Minutes

5.1 The proceedings shall be minuted by the minute-taker who shall normally be the Secretary, but may be any other Trustee or employee of the CSTA.

5.2 The minutes shall record those offering apologies, and under each item shall record: the subject under discussion, an outline of the main arguments without attributing any opinions to any individual(s) but sufficient to enable any member not present to understand the nature of the discussion, any decisions made, and the voting figures. Required actions will be clearly indicated, e.g. by bold type or underlining and will include the names of those required to act.

5.3 The Secretary shall prepare a version of the minutes to be posted on the CSTA website members' page.

6 Guests

The Trustees at their discretion may invite to the Annual General Meeting:

a. Members in good standing of overseas Craniosacral Therapy Associations in their country of residence.

b. Any non-member whom the Trustees considers it would be an advantage to invite to attend all or part of the Annual General Meeting to speak or answer questions on any business under consideration at that meeting.

Such guests will not be entitled to vote.

F Extraordinary Annual General Meeting

An Extraordinary Annual General Meeting may be called by a minimum of 25% of Members entitled to vote who give notice to the Secretary to the Trustees of the resolution that they wish to put before the Meeting. Such a Meeting must be arranged within 28 days of the receipt of the resolution by the Secretary to the Trustees. Notice of the Extraordinary Annual General Meeting, giving a copy of the resolution, date, time and venue shall be sent to all Full, Fellow, Associate and Student Members at least fourteen days before the Meeting.

G Ballots

Procedural details for ballots are outlined in the CSTA constitution.