



The Society of Teachers of the  
Alexander Technique

## **RULES OF THE SOCIETY OF TEACHERS OF THE ALEXANDER TECHNIQUE**

The following rules are promulgated by the Council of the Society of Teachers of the Alexander Technique under the powers conferred by Section V (Rules) of its Articles of Association and apply with effect from and including 29 June 2019 .

### **1. In these rules:**

“the Act” means the Companies Act 2006 including any statutory modification or re-enactment thereof for the time being in force;

“the Articles” means the Articles of Association of STAT and a reference to “Article” followed by a number is a reference to the relevant numbered Article of the Articles;

“clear days” in relation to the period of a notice means the period excluding both the day when the notice is given or deemed to be given and also the day for which it is given or on which it is to take effect;

“the Council” or “Council” means the board of Directors of STAT

“the Directors” means the directors of STAT (and “Director” has a corresponding meaning);

“Member” means a member of STAT pursuant to these Rules;

“the Officers” means the Chair, Executive Secretary, and Treasurer of STAT and “Officer “ means any one of them;

“Regulations” means the regulations made by Council and forming part of the Code of Professional Conduct and Professional Competence;

“Rules“ means these rules of the Society of Teachers of the Alexander Technique as amended and adopted in accordance with the Rules and the Articles;

“Secretary” means the secretary of STAT or any other person appointed to perform the duties of the secretary of STAT, including a joint, assistant or deputy secretary;

“STAT” or “the Society” means the Society of Teachers of the Alexander Technique;

“United Kingdom” or “UK” means Great Britain and Northern Ireland;

AND a reference to an individual shall include a corporation, unincorporated corporation or corporate bodies.

**2. The general management and administration of the affairs of STAT shall be entrusted, by virtue of Article 45, to the Council of STAT who shall be the board of Directors of the Company. The Officers of STAT shall be and shall have the following duties:**

**2.1. The Chair.** The Chair shall be the spokesperson for STAT and shall further its interests to the best of his/her ability. He/she should address the Annual General Meeting on the affairs of STAT. The Chair shall preside at the Annual General Meeting, Extraordinary General Meetings and meetings of Council.

**2.2. The Executive Secretary.** The Executive Secretary shall deputise for the Chair in his/her absence.

**2.3. The Treasurer.**

**2.3.1.** The Treasurer shall be responsible for the financial administration required by the Articles and by statute. He/she shall keep proper books of account of all sums received and expended on behalf of STAT and shall record the assets and liabilities of STAT so as to show a true and fair view of the state of its affairs and explain its transactions. The Treasurer may be assisted in all his/her duties by such person or persons as Council may appoint and to such extent as Council may authorise.

**2.3.2.** The Treasurer shall prepare a statement of income and expenditure and a balance sheet to the 31<sup>st</sup> December every year, which he/she shall cause to be examined by the STAT auditors and presented to Council not less than six weeks before the Annual General Meeting.

**2.3.3.** The Treasurer shall prepare submit and present to Council at least monthly (or more frequently at the request of Council) unaudited management accounts comprising a statement of income and expenditure and a balance sheet together with a report of investments held in STATs name and their performance.

**2.3.4.** The Treasurer or a delegated member of staff (including the Chair) shall effect investments in the name of STAT as approved by Council and keep records of all investments made. The Treasurer as aforesaid shall arrange for all such monies and securities to be deposited at such branch of such bank as Council may direct to the credit of an account in the name of STAT for which cheques or other orders shall be signed by not less than two (2) signatories authorised by Council.

**2.3.5.** The Treasurer is responsible for the calling in and collection of all debts and of subscriptions from Members, Affiliated Societies and for the discharge of all liabilities of STAT out of STAT funds as Council may direct.

#### **2.4. The Secretary.**

**2.4.1.** The Secretary shall keep the minute books of all proceedings of STAT, of Council, and of sub-committees of Council, and maintain the register of Members. He/she shall convene meetings, prepare agendas, record transactions at meetings, deal with STAT correspondence and maintain in good order and safekeeping all records and documents and books of STAT. The Secretary may be assisted in all his/her duties by such person or persons as Council may approve and to such extent as Council may authorise.

**2.4.2.** The Secretary shall prepare and present the Annual Report to the Annual General Meeting.

**2.4.3.** The Secretary shall invite nominations of candidates for Council, prepare ballot papers, receive notification of any special business proposed at any General Meeting of STAT in accordance with these Rules, the Articles and statute and give all the notices and returns required by the Articles and by statute in the manner and at the times prescribed.

### **3. Publications**

**3.1.** Council shall use its reasonable endeavours to publish or cause to be published a magazine to be called “STATNews” (or such other title as Council may determine).

**3.2.** Council shall use its reasonable endeavours to publish or cause to be published a professional journal to be called “The Alexander Journal” (or such other title as Council may determine).

**3.3.** Council shall use its reasonable endeavours to publish or cause to be published a web site, which shall contain information about the Alexander Technique and helpful in locating a teacher of the Alexander Technique and containing various materials useful to Members in the promotion of the Alexander technique.

**3.4.** Council may publish or cause to be published other material that seeks to promote awareness of the Alexander Technique and/or to generally further the objects of STAT, including without limitation a Directory of Teachers and information leaflets concerning the Alexander Technique.

#### **4. Insurance**

**4.1.** All Teaching Members ordinarily resident in the United Kingdom are required to be covered by STAT's group public liability policy. If teachers are not able to fulfil the conditions required for STAT's group policy, separate insurance cover acceptable to STAT must be obtained by them at the members own expense and reasonable evidence thereof and of payment of insurance premia may be required of the Member by Council.

**4.2.** All Teaching Members not ordinarily resident in the United Kingdom are required to make arrangements for their own civil liability insurance and at their own expense and reasonable evidence thereof and of payment of insurance premia may be required of the Member by Council.

**4.3.** All Student Members in their final year will be covered by STAT's group public liability policy. This cover may be subject to specific conditions set by the insurers.

**4.4.** All Teaching Members living in the United Kingdom or in the Republic of Ireland are required as a fundamental and mandatory requirement of membership of STAT to obtain a disclosure certificate:

- a) England and Wales: - Enhanced Disclosure and Barring Service Certificate every 3 years. Members subscribing to the Update Service are required to maintain their subscription for it to be checked every 3 years.
- b) Scotland: - Protecting Vulnerable Groups Certificate.
- c) Northern Ireland: - Access NI certificate every 3 years.
- d) Republic of Ireland: - Garda Check letter from the Garda Síochána

AND any replacement therefor introduced from time to time by the relevant authority.

#### **5. Membership**

**5.1** There shall be two categories of membership being Voting Members and Non-Voting Members, each as further described in these Rules. Voting Members comprise the following classifications:

- a) Teaching Members (which category includes both UK Teaching Members and World Teaching Members)
- b) Student Members (which category includes both UK Student Members and World Student Members)
- c) Honorary Members
- d) Lay members who are on Council
- e) Non-Teaching Members (who have permanently or temporarily ceased to teach).

Non-voting Members comprise the following classifications:

- f) Affiliate Students (Students in Training Courses recognised by Affiliate Societies)
- g) Lay Members who are not on Council
- h) Supporters
- i) Corporate Members

**5.2** Teaching Members are sub-divided into two sub-classifications, each as further described below:

- a) UK Teaching Member
- b) World Teaching Member

**5.3** All Members must immediately notify STAT of any change of address or change in residency.

## **6. Certification**

**6.1.** Any Student Member who has attended and satisfactorily completed a Teacher's Training Course in the Alexander Technique which is approved by Council (hereinafter called "an Approved Training Course") to the satisfaction of the Head of Training shall be eligible to apply to Council for certification by STAT as a Teacher of the Alexander Technique ("Certification").

**6.2.** Applicants who meet the requirements of Rule 6.1 except for the requirement to be a Student Member will be subject to an Assessment Procedure in accordance with Rule 7.5 below.

**6.3.** An application for Certification under 6.1 above shall be proposed by the Head of the Approved Training Course concerned and seconded by another Teaching Member.

**6.4.** Applications for Certification by any person who has been trained in a manner other than by an Approved Training Course will be subject to an Assessment Procedure in accordance with Rule 7.5 below.

- 6.5.** All applications for Certification shall be made in a manner and form determined by Council and in accordance with these Rules.
- 6.6.** Certification shall be granted in a manner resolved upon by Council. All applications for Certification are subject to approval at a meeting of Council and granted by a simple majority in number of those present voting in favour.
- 6.7.** Upon Certification in accordance with the above, Council shall issue to the applicant concerned a certificate ("Certificate") in a form approved by Council authorising him/her to practise as a teacher of the Alexander Technique.
- 6.8.** Upon Certification the person concerned shall be entitled to use "STAT Cert." after their name. This entitlement is personal to the Teaching Member and may not be transferred or assigned or licensed for use by any other person.
- 6.9.** Upon Certification, the person concerned shall be eligible in accordance with Rule 7 to apply to join STAT as a Teaching Member by presenting his/her Certificate, tendering the membership fee, and presenting any further evidence Council may require to ensure the applicant's knowledge and skills meet current standards of competence and best practice.
- 6.10.** Applicants must immediately notify STAT of any change of address or change in residency.

## **7. Conditions for Teaching Membership**

### **7.1. UK Teaching Members**

Any of the following persons wishing to teach the Alexander Technique in and who are residents of the United Kingdom shall be eligible to apply for Teaching Membership in the sub-classification of UK Teaching Members:

- 7.1.1.** Any person who is certified by STAT;
- 7.1.2.** Any person who has attended and successfully completed an Approved Training Course;
- 7.1.3.** Any person who is a teaching member in good standing of an Affiliated Society and has taken up residence in the United Kingdom;
- 7.1.4.** Any person who is certified by an Affiliated Society and has taken up residence in the United Kingdom.

Applicants must immediately notify STAT of any change of address or change in residency.

## **7.2. World Teaching Members**

Any of the following persons wishing to teach the Alexander Technique other than in the United Kingdom shall be eligible to apply for Teaching Membership in the sub-classification of World Teaching Members:

- 7.2.1.** Any person who is certified by STAT and who wishes to teach the Alexander Technique other than in the United Kingdom shall be eligible to apply for Membership of STAT as a “World Teaching Member”. Continued membership under this sub-rule 7.2.1 is conditional upon continued membership of the Affiliated Society, for so long as one exists in the person’s country of residence;
- 7.2.2.** Any person who is certified by an Affiliated Society **and** is a member in good standing of an Affiliated Society. Continued membership under this sub-rule 7.2.2 is conditional upon continued membership of the Affiliated Society;
- 7.2.3.** Any person who is a member in good standing of an Affiliated Society and has taken up residence in a country in which there is no Affiliated Society;
- 7.2.4.** Any person who is certified by an Affiliated Society and who has taken up residence in a country in which there is no Affiliated Society.

Applicants must at all times immediately notify STAT of any change of address or change in residency.

## **7.3. Applications for Teaching Membership**

- 7.3.1** Applications by Student Members under sub-rule 7.1.1. above shall be proposed by a practising Teaching Member with at least ten (10) years’ teaching experience (normally the Head of Training concerned) and seconded by another Teaching Member.
- 7.3.2** All other applications shall be proposed by two Teaching Members of STAT each with at least five (5) years’ teaching experience; where the applicant is a member of or has been certified by an Affiliated Society, the application may be proposed by two (2) teaching members of that Affiliated Society, each with at least five (5) year’s teaching experience.
- 7.3.3** Any applicant for membership who falls into any of the following categories **may** be required by Council to be subject to an Assessment Procedure in accordance with Rule 7.5. below:

- a) Former Teaching Members who are applying to rejoin STAT as a Teaching Member after a period of not more than twenty-four (24) months during which they have not been a Teaching Member;
- b) Applicants who are certified by STAT or by an Affiliated Society but have never been a member of STAT;
- c) Applicants who are eligible for STAT certification but have never had a STAT Certificate and have never been a member of STAT;
- d) Applicants who have successfully completed a training course approved by an Affiliated Society.

**7.3.4** Any applicant for Teaching Membership who falls into any of the following categories will be subject to an Assessment Procedure in accordance with Rule 7.5. below:

- a) Applicants who have been trained in a manner other than by an Approved Training Course;
- b) Applicants who were trained on an Approved Training Course but failed to register with STAT as a Student Member or otherwise failed to comply with STAT's requirements.

**7.3.5** Applications for Teaching Membership shall be made in the manner and form determined by Council and in accordance with these Rules. And to avoid doubt a person may not be a Member in more than one classification of membership

**7.3.6** Each application for Teaching Membership shall be determined at a meeting of Council and granted by a simple majority in number of those present and voting in favour.

**7.3.7** A Teaching Member shall pay a pro rata subscription fee upon and for the year of their admission and thereafter such annual subscriptions as shall from time to time be determined by Council. Only Teaching Members shall be entitled to use "MSTAT" (Member of STAT) after their name.

**7.3.8** Teaching Members are obliged to comply with the Code of Professional Conduct and Professional Competence and to comply with the policies, guidelines, rules and regulations made by STAT.

**7.3.9** All Teaching Members whose subscriptions for the membership year in which the meeting is convened are paid up to date and not in arrears shall be entitled to attend and vote at any General Meeting of STAT.



**7.3.10** For the avoidance of doubt, any Teaching Member who pays the annual membership fee in instalments shall be entitled to attend and vote at any General Meeting of STAT pursuant to sub-rule 7.3.9 provided that their instalments are paid in full and up to date at the time the meeting convenes (and at any re-convening after an adjournment).

#### **7.4. Re-joining (as a Teaching Member)**

**7.4.1.** A person who has previously been a Teaching Member shall be eligible to apply to rejoin STAT if he/she complies with the requirements for and is not barred from membership or from applying therefor under any of these Rules. Any outstanding monies owed to STAT must be paid in full before a person can apply to rejoin.

**7.4.2.** Applications to rejoin shall be proposed and seconded by two (2) practising Teaching Members each of whom has at least five (5) years' teaching experience and are each personally familiar with the applicant's competence to practise within the last two years.

**7.4.3.** Applications for membership under this Rule 7.4 shall be made in the manner and form determined by Council and in accordance with these Rules. Council has discretion to require an applicant to undergo the Assessment Procedure in Rule 7.5. below.

**7.4.4.** Applications for membership under this Rule 7.4. by former members who have previously been expelled by or asked to resign from STAT shall be made in the manner and form determined by Council and in accordance with these Rules and **shall** (unless otherwise resolved by Council) be required to undergo the Assessment Procedure in Rule 7.5 below or as may be otherwise determined by Council in accordance with these Rules.

**7.4.5.** The provisions of sub-rules 7.3.6 to 7.3.8 above shall apply to all applications made under this Rule 7.4.

#### **7.5. Assessment procedure**

**7.5.1.** This Rule 7.5 applies where a person is required to undergo an Assessment Procedure either by Council or in accordance with these Rules, including by way of example only under Rule 6.4 in respect of certification of Teachers trained other than on an Approved Training Course.

**7.5.2.** The manner and form of the Assessment Procedure shall be determined by Council.

**7.5.3.** Any person who has satisfactorily completed the Assessment Procedure shall be eligible to apply to Council for certification or for membership in accordance with these Rules.

## **7.6. Teaching Members unable to teach**

**7.6.1.** A Teaching Member whose teaching hours are limited owing to ill health or disability may apply for assistance with subscriptions. Up to one-half of the subscription may be remitted. A new application may be made each year up to a maximum of five years.

**7.6.2.** Applications shall be submitted to STAT in writing supported by evidence of the cause of the limitation to the reasonable satisfaction of, and assistance will be granted at, the sole discretion of the General Manager.

**7.6.3.** Any appeal against the decision of the General Manager must be lodged with the Treasurer in writing within 14 days of the General Manager's decision setting out in reasonable detail the grounds for the appeal.

**7.6.4.** The Treasurer will consider the appeal on the grounds submitted and may seek further clarification from the appellant and/or from the General Manager at the Treasurer's discretion, and will issue a written decision within a period of fourteen (14) days from the date of receipt of the appeal. The Treasurer's decision shall be final and binding.

## **7.7. Student Membership**

**7.7.1** In order to be certified by STAT, any student who has been accepted onto and attends an approved Training Course must register with STAT as a Student Member during their first 12 months of training counted from the first day of the training course. Under normal circumstances all applications for STAT membership and/or certification where a student did not register in the first 12 months of training shall be through the Assessment Procedure.

**7.7.2** Application for student registration shall be made in a form determined by Council in accordance with these Rules.

**7.7.3** As part of the process of registration as a Student Member, the Head of the Training Course concerned must certify that the applicant has been admitted onto and is attending the Training Course, stating the date that training commenced.

**7.7.4** A Student Member shall:

- a) be entitled to receive notices of and to attend and vote at or address any General Meeting of STAT;
- b) be entitled to stand for office with STAT;
- c) not teach or hold him/herself out (whether by way of advertisement or otherwise) as a teacher of the Alexander Technique save under the supervision of the Head of the Training Course concerned;
- d) pay such pro rata subscription fee on registration as a Student Member and such annual subscription as shall from time to time be determined by Council;
- e) enter into an agreement governing his/her training with the Head of the Training Course concerned and STAT in a form approved by Council;
- f) be obliged to comply with the Code of Professional Conduct and Professional Competence and to comply with the policies, guidelines, rules and regulations made by STAT.

**7.7.5** Rules 7.7.1 to 7.7.4 do not apply to Affiliate Students. Affiliate Students are expected to abide by the Rules and Regulations of their respective Affiliated Societies.

**7.8. Honorary Membership**

**7.8.1.** Honorary Membership may be offered by Council to anyone who is or has been a Teaching Member and in its opinion has performed notable service to STAT or to the Alexander Technique.

**7.8.2.** Honorary Members are obliged to comply with the Code of Professional Conduct and Professional Competence and to comply with the policies, guidelines, rules and regulations made by STAT.

**7.8.3.** Honorary Membership shall be conferred at a meeting of Council by a simple majority in number of those present voting in favour.

**7.8.4.** Honorary Members shall have the right to receive notices of and to attend and vote at and address General Meetings of STAT.

**7.8.5.** Honorary Members shall be entitled to stand for office with STAT.

## **7.9. Lay Membership**

- 7.9.1.** Lay Membership may be offered by Council to any person who in its opinion may be of notable service to STAT.
- 7.9.2.** Any Teaching Member may introduce any person to be a Lay Member. All proposals shall be submitted to Council for consideration.
- 7.9.3.** Lay Membership shall be granted at a meeting of Council by a simple majority in number of those present voting in favour.
- 7.9.4.** Lay Members shall be eligible to be co-opted onto Council and/or to serve on any Preliminary Investigation Committee, Professional Conduct Committee and/or Appeals Committee established under Rule 8 below and/or on any other committee and/or in any other capacity that Council may in its absolute discretion determine to be in the interests of STAT.
- 7.9.5.** Lay Members are obliged to comply with the Code of Professional Conduct and Professional Competence and to comply with the policies, guidelines, rules and regulations made by STAT.
- 7.9.6.** Lay Members (other than those co-opted onto Council) shall have the right to receive notices of and to attend at but shall not have the right to vote at or address General Meetings of STAT.

## **7.10. Non-Teaching Members (having ceased to teach temporarily or permanently)**

- 7.10.1** A person who has previously been a Teaching Member (to avoid doubt whether a UK Teaching Member or a World Teaching Member) and who has permanently ceased to teach or retired from teaching the Alexander Technique or is not intending to teach the Alexander Technique for a period of at least twenty-four (24) months shall be eligible to apply to join STAT as a non-Teaching member.

**7.10.2** In the event that a Non-Teaching Member resumes teaching, it is mandatory that they advise the Society accordingly and re-apply to be a Teaching Member in accordance with these Rules.

**7.10.3** Application for membership as a Non-Teaching Member shall be made to the Society and membership shall be determined at a meeting of Council by a simple majority in number of those present voting in favour or by its authorised body having delegated authority and upon payment of the appropriate annual fee.

**7.10.4** Applications for Non-Teaching Membership under this Rule 7.10 shall be made in the manner and form determined by Council and in accordance with these Rules.

**7.10.5** Applications for Non-Teaching Membership under this Rule 7.10 by former Members who have previously been expelled by or asked to resign from STAT shall be made in the manner and form determined by Council and in accordance with these Rules and **shall** normally be required to undergo the Assessment Procedure in Rule 7.5 or as may be otherwise determined by Council in accordance with these Rules.

**7.10.6** The Society reserves the right to refuse Non-Teaching membership without being obliged or under any duty to disclose the reasons for refusal.

**7.10.7** Non-Teaching Members shall have the right to receive notices of and to attend and vote at and address General Meetings of STAT.

## **7.11. Supporters**

**7.11.1.** A Supporter shall be any person who is in sympathy with the objects of STAT, or who is engaged in work of interest to STAT.

**7.11.2.** Application for membership as a Supporter (which to avoid doubt need not be proposed or seconded by an existing Member) shall be made to the Society and membership shall be determined at a meeting of Council or its authorised body by a simple majority in number of those present voting in favour or by its authorised body having delegated authority and upon payment of the appropriate annual fee.

**7.11.3.** The Society reserves the right to refuse Supporter membership without being obliged or under any duty to disclose the reasons for refusal.

**7.11.4.** Supporters shall be entitled to receive notices of and to attend at, but shall not have the right to vote at or address General Meetings of STAT.

## **7.12. Corporate Membership**

Any applications for corporate membership shall be made in a manner and form and may be granted in all cases as determined by Council. Council is authorised to determine what if any rights entitlements and obligations attach to corporate membership.

## **8. Termination and Suspension of Membership, Fitness to Practice and Disciplinary Proceedings**

### **8.1. Termination and Suspension of Membership**

**8.1.1.** Any Member shall cease to be a Member of STAT if by notice in writing to the Secretary he/she resigns;

**8.1.2.** Council may after proper consideration and by a majority of seventy-five per cent (75%) or more in number present at the meeting determine to terminate the membership of any Member of any category or classification. The Secretary shall notify the relevant Member in writing of the decision of Council to terminate as soon as practicably possible.

**8.1.3.** Any Member shall be deemed to have terminated their membership in any of the following circumstances:

- a) If that Member has not paid their subscription fee or any instalment thereof within 60 days of the due date therefor; or
- b) If that Member advises Council that he/she does not intend to comply with the Code of Professional Conduct and Professional Competence and/or the policies, guidelines and regulations made by STAT; or
- c) In the case of a UK Teaching Member, if that Member fails to sign any documents and/or does not agree to be bound by any policies that are a requirement for their continued inclusion as an insured person under STAT's group civil liability policy.

**8.1.4.** Council may after proper consideration and by a majority of seventy-five per cent (75%) or more in number present at the meeting suspend membership if the member's action and/or continued membership is considered to be sufficiently harmful to STAT or the member fails to comply (either by a single material act or omission or by a series of lesser acts or omissions) with the Code of Professional Conduct and Professional Competence and/or the policies, guidelines and regulations made by STAT.

**8.1.5.** Suspension of membership has the effect of withdrawing from that person all rights and benefits and entitlements of membership entirely for the duration of the suspension, and at

the end of any period of suspension membership shall be fully reinstated (subject to payment of any relevant subscription and any other resolution or resolutions the Council may pass, and subject to the findings of any resulting disciplinary proceedings as provided for under this Rule 8). To avoid doubt, the suspended member shall not be entitled to any rebate or refund of subscription or membership fees in respect of the period of suspension, and the suspended member shall not be entitled to hold him/herself out as a member of STAT in any manner during the period of suspension.

- 8.1.6.** The power of Council under this Rule 8 to suspend or terminate the membership of a Member shall in extreme circumstances also extend to cancelling or suspending a Member's Certification, in which case the Member shall not be entitled to use "STAT Cert."

## **8.2. Fitness to Practice**

- 8.2.1** In the event of the Council receiving information suggesting that the fitness to practise of a Teaching Member is seriously impaired by virtue of physical, mental, or emotional illness, or injury or disability, the information shall be passed to the Professional Conduct Committee co-ordinators for further investigation. The Professional Conduct Committee co-ordinators will be required to report back to Council within twenty-eight (28) days with a suggested course of action. Council has discretion to remove the details of the Teaching Member from the STAT web-site immediately, pending the outcome of an investigation under Rule 8.2., if it has reasonable grounds to believe that not to do so might seriously harm the reputation of STAT or place any Student Member or client of that Member or the Member his/herself at unacceptable or unreasonable levels of risk. In such circumstances the Teaching Member will be advised immediately.

- 8.2.2** If it appears from the evidence that a question does arise whether the Teaching Member's fitness to practice is seriously impaired, the Member is then informed of this and invited to agree within seven (7) days to submit to examination by at least two medical examiners, chosen by the Preliminary Investigation Committee from a panel of medical examiners nominated by the British Medical Association and any successor medical professional body thereto. The Teaching Member may also nominate other medical practitioners to examine him/her and to report to the Preliminary Investigation Committee on his/her fitness to practice and submit observations or other evidence in regard to this. The medical examinations should take place as soon as practicable and the full results and findings thereof shall be disclosed to the member and as applicable to the Preliminary Investigation Committee.

- 8.2.3** Upon receipt of the reports of the medical examiners or in the event of the Teaching Member concerned refusing to be medically examined, the Preliminary Investigation

Committee shall proceed to determine on the evidence before it whether the Teaching Member's fitness to practice is seriously impaired by virtue of illness or injury or disability.

**8.2.4** If the Preliminary Investigation Committee determines that the Teaching Member's fitness to practice is seriously so impaired its determinations, together with reasons therefor, shall be referred to a Professional Conduct Committee, which may after proper consideration and at its discretion recommend to Council that either:

- a) no further action be taken; or
- b) the Teaching Member's continued membership be conditional on his/her compliance with such requirements as the Council may think fit to impose for the protection of members of the public or of the profession or in the interests of the Teaching Member; or
- c) the Teaching Member's membership be suspended for such period and on such conditions as the Council may think fit to impose for the protection of members of the public or of the profession or in the interests of the Teaching Member; or
- d) the Teaching Member's membership be terminated.

### **8.3. Disciplinary Proceedings**

**8.3.1** A breach of STAT's Code of Professional Conduct and Professional Competence or the Guidelines and Regulations made by STAT may result in disciplinary proceedings against the Member as set out in the Regulations. Council has discretion to suspend the Member under sub-rule 8.1.5 and/or remove the details of the Teaching Member from the STAT web-site immediately, pending the outcome of an investigation under Rule 8.3, if it has reasonable grounds to believe that not to do so might seriously harm the reputation of STAT or place any Student Member or client of that Member or the Member his/herself at unacceptable or unreasonable levels of risk. In such circumstances the Teaching Member will be advised immediately.

**8.3.2** Subject to sub-rule 8.4.4, the Preliminary Investigation Committee shall refer its determinations, together with reasons therefor, to the Professional Conduct Committee, which may after proper consideration and at its discretion either:

- a) take no further action; or
- b) direct that the Member's continued membership be conditional on his/her compliance with such requirements as the Committee may think fit to impose for the protection of members of the public or of the profession or in the interests of the Member; or
- c) direct that the Member's membership be suspended for such period and on such conditions as the Committee may think fit to impose for the protection of members of the public or of the profession or in the interests of the Member; or



- d) direct that the Member's membership be terminated.

#### **8.4. Preliminary Investigation Committee**

- 8.4.1.** For the purpose of proceedings referred to in Rules 8.2 and 8.3 above a Preliminary Investigation Committee shall be established. The actions of the Committee shall be governed by regulations made by Council.
- 8.4.2.** The Preliminary Investigation Committee will comprise three (3) members including a chairperson drawn from a pool of members nominated by Council. Not more than one (1) member of the Committee may be an elected or co-opted member of Council.
- 8.4.3.** Membership of the 'pool of members' will be entirely at the discretion of Council but Council shall endeavor to make the 'pool of members' representative of the Teaching Members of STAT.
- 8.4.4.** The Preliminary Investigation Committee shall have the power to take limited disciplinary action and/or to conclude the case as described in the Regulations.
- 8.4.5.** The Preliminary Investigation Committee will meet in private.

#### **8.5. Professional Conduct Committee**

- 8.5.1.** For the purpose of proceedings referred to in Rules 8.2 and 8.3 above a Professional Conduct Committee shall be established. The actions of the Committee shall be governed by regulations made by Council.
- 8.5.2.** The Professional Conduct Committee shall consist of three (3) members including a chairperson, who shall be a Teaching Member of not less than 12 years' standing, drawn from a pool of members nominated by Council. Not more than one (1) member of the Committee may be an elected or co-opted member of Council.
- 8.5.3.** Membership of the 'pool of members' will be entirely at the discretion of Council but Council should endeavor to make the 'pool of members' representative of the Teaching Members.
- 8.5.4.** A decision to terminate a Member's membership shall be by unanimous vote of all members of the Professional Conduct Committee.

**8.5.5.** No member can serve on both the Preliminary Investigation Committee and the Professional Conduct Committee in respect of the same complaint.

**8.5.6.** The Professional Conduct Committee will hold its hearings in private.

**8.5.7.** In the event that a member of the Professional Conduct Committee dies or is permanently incapacitated or becomes conflicted such that the member is prevented from serving, the Professional Conduct Coordinator shall determine what steps shall be taken as a consequence.

## **8.6. Appeals Committee**

**8.6.1.** For the purpose of proceedings referred to in Rules 8.2. and 8.3 above an Appeals Committee shall be established. The actions of the Committee shall be governed by regulations made by Council.

**8.6.2.** The Appeals Committee shall consist of three (3) members, the chairperson of which shall be the Chair of STAT. One such member will be drawn from the 'pool of members' established under sub-rule 8.4.3 or 8.5.3. One such member will be a lay member having suitable experience or qualifications or other attributes as identified and chosen by the Professional Conduct Coordinator.

**8.6.3.** Any decision of the Appeals Committee must be unanimous vote.

**8.6.4.** No member of the Appeals Committee can have served on either the Preliminary Investigation Committee or the Professional Conduct Committee in respect of the same complaint.

## **8.7 Consequences of Termination of Membership**

**8.7.1** To avoid doubt, any person whose membership terminates for any reason shall not be entitled to any rebate or refund of subscription or membership fees in respect of the remaining period of the subscription year and with effect from the date termination is effective that member shall not thereafter be entitled to any of the rights benefits or entitlements of membership, their name shall be removed from the STAT web-site and Directory of Teaching Members, and they shall not hold him/herself out or refer to him/herself as a being or having been member of STAT in any manner whatsoever.

## **9. Subscriptions**

**9.1.** Subscriptions for each class of Membership shall be set annually by Council.

**9.2.** The level of subscription for the coming financial year commencing 1 January will be announced in the September edition of STATNews or announced by such other means as Council may determine and notify to Members.

**9.3.** The subscription year starts on 1<sup>st</sup> January. The 1<sup>st</sup> January is therefore the due date for payment.

**9.4.** Where a subscription has not been paid within 60 days of its being due, that Member shall be considered to be in arrears and their membership may be terminated in accordance with sub-rule 8.1.4 above. In the case of a Teaching Member, their name shall be removed from the STAT website and Directory of Teaching Members. They may re-apply for membership.

**9.5.** In exceptional circumstances, Council has the discretion to waive the requirement to re-apply in Rule 9.4 above and agree that the member is reinstated, including imposing conditions for such reinstatement. Where Council exercises this waiver in the case of a Teaching Member, an administrative charge set by Council to cover the costs of reinstatement will be payable.

**9.6** No Member shall be entitled to any rebate or refund of subscription or membership fees in respect of the remaining period in any financial year during which he/she ceases to be a Member for any reason.

## **10. Training Courses**

**10.1. Any STAT approved training course shall meet the following minimum criteria:**

**10.1.1.** A Training Course shall have at least 1,600 total class hours, over a period of at least three years.

**10.1.2.** 80% (1,280 hours) of these hours shall consist of practical work in the Alexander Technique.

**10.1.3.** (a) In the standard format, each training week shall consist of no less than twelve (12) hours of classes and no more than twenty (20) hours of classes over at least four (4) days with each day to consist of no less than three (3) hours of classes and no more than four (4) hours of classes.  
(b) Non-standard formats may be allowed subject to prior evaluation by the Training Course

Committee and approval by Council. A student undertaking any part of their training in a non-standard format will be subject to STAT assessment procedure.

**10.1.4.** The ratio of teachers to students shall not be less than one (1) teacher to five (5) students during practical work, with all such teachers being certified by STAT or by an Affiliated Society.

**10.1.5** All regular teachers that make up the 1:5 teacher to student ratio, once a training course becomes STAT approved, are required to be Teaching Members of STAT so that they are bound by the Society's codes and rules.

**10.1.6.** A training course shall have a main (named) assistant to the Head of Training ("Named Assistant") who has been certified by and has been in continuous membership of STAT or an Affiliated Society for at least five (5) years prior to becoming the main (named) assistant. However, once a training course becomes STAT approved they are required to be Teaching Members of STAT so that they are bound and abide by the society's codes, rules, policies and requirements.

**10.1.7.** The Named Assistant shall normally be required to have at least five weeks full-time, or equivalent, experience teaching on STAT, or STAT Affiliated Society, approved training courses in the four years before the application is submitted. These five (5) weeks will normally include two (2) blocks of a minimum of two (2) consecutive weeks full-time on one training course, and a week full-time on another training course.

**10.1.8.** Any application to run a training course shall include details of (i) the scheduling of classes; (ii) an outline curriculum; (iii) details of the hands-on instruction, student supervisions; and (iv) any supplementary material that will be taught together with any other information that Council may deem necessary in order to consider the application.

**10.1.9.** A training course shall comply with STAT's policies relating to the moderation of students and the conduct of training courses as set out in the respective handbooks and policies.

**10.1.10.** All training courses will be subject to a yearly procedure that allows for on-going approval and which helps to identify cases where advice, help or intervention might be desirable or necessary.

**10.2. Any teacher applying to set up an approved teacher training course shall:**

**10.2.1.** Have been certified, practising and in continuous membership of STAT or of an Affiliated Society as a Teaching Member for at least the ten (10) prior consecutive years.

**10.2.2.** Be required, if not a member, to join STAT as a Teaching Member before the Training Course application is submitted, and by doing so shall agree to abide by the Society's codes, rules, policies and requirements.

**10.2.3.** Submit references from two (2) Heads of Training (STAT or Affiliated Society approved), at least one (1) of which is currently running a STAT approved training course. Both referees must be willing and able to fully endorse both the applicant and their work. Another (third) reference is required from a Teaching Member of STAT with at least twelve (12) years' experience and a fourth reference must be a character reference from a person of good standing who knows the applicant well and who is not an Alexander teacher.

**10.2.4.** Normally be required to have at least either the following or equivalent of:

- a) one (1) year's continuous experience assisting one day every week on a STAT or STAT Affiliated Society approved Training Course, plus two (2) consecutive weeks full-time on this or another approved Training Course, plus two consecutive weeks full-time on a different approved Training Course. This experience is to take place within the five (5) years before the application is submitted; OR
- b) nine (9) weeks full-time experience of teaching on STAT or STAT Affiliated Society approved training courses within the four (4) years before the application is submitted. These nine (9) weeks would normally include two (2) blocks of a minimum of two (2) consecutive weeks full-time on one training course and a week full-time on another training course. The remaining time may be flexibly distributed.

**10.2.5.** Accept that in exceptional circumstances Council may choose to vary and/or waive any of the above criteria. Council may also stipulate conditions on approval.

## **11. Proceedings at General Meetings**

**11.1.** The ruling of the Chair at any General Meeting in any matter shall be final.

**11.2.** The business to be transacted shall be that stipulated on the notice of meeting and no other.

**11.3.** Members motions submitted under Article 41 may properly be included in the business providing they:

- 11.3.1.** meet the provisions of the Act namely the motion should not be "*ineffective (whether by reason of inconsistency with any enactment or the company's constitution or otherwise ... defamatory of any person, or ... frivolous or vexatious*" (Section 303 of the Act);

**11.3.2.** are not combined in composite motions unless the different parts of the motion are genuinely inter-dependent;

**11.3.3.** are clear and unambiguous and are accompanied by a clear supporting rationale;

**11.3.4.** do not have the effect of frustrating or impeding the business being put forward by Council at the same General Meeting;

**11.3.5.** subject to this requirement being waived by a resolution of seventy-five per cent (75%) or more of the Members entitled to attend and vote at the General Meeting, do not have the effect of rescinding motions agreed at two previous AGMs;

**11.3.6.** are submitted within the time frame set down in the AGM Procedures document, a copy of which is available from the Secretary.

**11.4.** No new business or amendments to existing motions may be introduced in the meeting.

**11.5.** Subject to the requirements of the Act, any motion from a Member proposing the appointment of a director or amending the Rules, **not being a special resolution**, shall be delivered to the Secretary not less than forty-two (42) clear days before the date set for the meeting to be considered by Council. If Council decides not to put forward the proposed resolution as a Council resolution, the proposing Member can submit the motion as per Rule 11.3 above and Article 41.

**11.6.** Subject to the requirements of the Act, any motion **being a special resolution to amend the Articles** shall be delivered to the Secretary not less than forty-two (42) clear days before the date set for the meeting. The Council reserves the right to obtain qualified legal opinion on any such resolution proposed. If the proposed resolution is found by legal opinion to be in breach of the Act, other legislation or the Articles this fact will be stated and the motion will not be included in the business of the meeting.

#### **11.7. Proxy voting**

**11.7.1.** Any Member entitled to vote at a general meeting but who is unable to attend may appoint a proxy to represent her/him.

**11.7.2.** To appoint a proxy, the Member must complete the proxy form provided by STAT for this purpose with the Notice convening the meeting, and in accordance with any notes that accompany the proxy form.

**11.7.3.** To ensure that a Member's appointed proxy is familiar with STAT's proceedings, she/he must be a Teaching Member of STAT who is entitled to vote at a general meeting.

**11.7.4.** Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power of authority) must be included with the completed and returned proxy form.

## **11.8. Casting your vote**

### **11.8.1. Uncontested Council Elections**

In uncontested elections, where there is an equal number of candidates for an equal number of places on Council, Members can cast a vote for all or some of the candidates. The result will be based on majority voting, where each candidate receives fifty per cent (50%) of the valid votes cast plus 1. In the event that a candidate receives fifty per cent (50%) of the votes cast or less, their nomination will be considered unsuccessful.

### **11.8.2. Contested Council Elections**

In contested elections, where there are two or more candidates for a single place or for the same office on Council, the following will apply:

a) Where there are only two candidates for the place or office, Members will vote by selecting one of the candidates as their preferred candidate. The candidate who receives the highest number of votes will be elected..

b) Where there are three (3) or more candidates for the place or office, Members will vote by indicating '1' next to the name of candidate who is their first choice, '2' next to their second choice of candidate etc. Members do not have to list all their preferences and may only vote for a single candidate or for fewer candidates than are standing for election.

A candidate is deemed to have won if they receive fifty per cent (50%) plus 1 of the votes cast in favour of them as first choice.

If in the first voting-round nobody receives over fifty per cent (50%) of the votes cast in their favour as first choice then the candidate with the least number of votes cast in their favour as first choice is eliminated. All the votes that the eliminated person received in their favour as first choice are then transferred to the other candidates according to the voter preference on those voters' ballot papers.

This process continues until a candidate receives over fifty per cent (50%) of the votes cast or, when only two (2) candidates are left, the candidate who receives the highest number of votes is elected..

## **12. Recognition of other Societies**

**12.1.** STAT has the power and authority to recognise as any other organisation or professional group of Alexander Teachers an Affiliated Society if:

- a) the organisation or professional group embodies in all material respects similar training standards and rules of conduct to those of STAT and is entirely based and has jurisdiction outside the United Kingdom;
- b) the recognition of the organisation or professional group shall afford rights of reciprocal membership for Teaching Members of STAT SUCH that:
  - i) the equivalent of ordinary members of the Affiliated Society shall be eligible to become Teaching Members of STAT subject to the provisions of these Rules; and
  - ii) The membership criteria determined by the Affiliated Society for Teaching Members of STAT shall not exceed in difficulty the fulfilment of the provisions of these Rules.
- c) the application for recognition as an Affiliated Society is supported or accompanied by such documents and information as Council may require including in particular details of the constitution, bye-laws, and any teacher training schools approved by the applicant .
- d) the application for recognition as an Affiliated Society shall be made in a form determined by Council.
- e) the application for recognition of any such organisation or professional group as an Affiliated Society shall be determined at a meeting of Council by a simple majority in number of the members present voting in favour.

**12.2.** Any teaching member in good standing of any Affiliated Society or anyone who has been certified by an Affiliated Society and who is not barred from membership of that Affiliated Society for any reason shall be eligible to apply for membership as a Teaching Member under and subject to these Rules.

**12.3.** An Affiliated Society shall cease to be recognised by STAT if by not less than sixty (60) days prior notice in writing to the Secretary it terminates its affiliation with STAT.

**12.4.** Council may terminate STAT's affiliation with an Affiliated Society by not less than sixty (60) days prior notice in writing to the Executive Secretary or other officer of the Affiliated Society if:



- a) the Affiliated Society adopts any change to its constitution or bye-laws that has the result of making its standards for approval of training courses, rules of conduct, membership admission criteria, or other rules substantially different from those in force when recognition was granted and if in the opinion of Council such changes are to a material degree prejudicial to the interests of STAT; and
- b) the Affiliated Society fails to provide adequate explanation or to rectify said changes to the satisfaction of Council within 60 days of receipt of notice sent by Council inviting the Affiliated Society to explain or rectify the same; and
- c) in default of satisfactory explanation or rectification of such changes, a resolution to terminate affiliation with such organisation is passed at a meeting of Council by a simple majority in number of the members present and voting to terminate the affiliation.

**12.5** The Executive Secretary shall cause a notice to be issued to all Members as soon as practicably possible after any such termination pursuant to Rules 12.3 or 12.4

### **13. Amendments**

**13.1** Subject to the requirements of the Act and the provisions of the Articles, these Rules may be amended either:

- a) by Ordinary Resolution of a General Meeting; or
- b) by Council.

**13.2** In the event of amendments being made by Council hereunder, such amendments shall be brought to the attention of the Members as soon as practicable. Members shall be entitled seek alterations to amendments to the Rules made by Council through a Members motion pursuant to Rule 11.3

Adopted by the Society of Teachers of the Alexander Technique.

Signed \_\_\_\_\_

Company Secretary

Date: \_\_\_\_\_ 2019