

REIKI FEDERATION IRELAND CONSTITUTION 2016

Adopted at RFI AGM - 23rd April 2016

1. Name:

The name of the Federation shall be Reiki Federation Ireland (hereinafter referred to as "RFI") and it shall be comprised of its members.

2. Mission Statement

RFI aims to foster and nurture the understanding and the practice of Reiki as a healing art.

3. Purpose

The purpose of RFI is to support and promote the practice of Reiki in Ireland.

4. Objectives:

The objectives of RFI shall include, but not be limited to:-

- i. Support the practice of Reiki
- ii. Promote the Profession of Reiki.
- iii. Recognising Reiki as a non-diagnostic tool for healing and empowerment of mind, body and spirit
- iv. Developing and providing a Code of Ethics, Code of Practice, Complaints Procedure Format, Teaching Guidelines and information to Practitioners, Masters and Teachers on professional standards and good practice in Reiki.
- v. Maintain a high standard of Reiki practice
- vi. Maintain a database of all members and maintain a register of Practitioners and Teachers for referral purposes.
- vii. Disseminate information on Reiki to the public and other interested parties.
- viii. Liaise with Dept of Health and other Professional Bodies, to raise the profile of Reiki in Mainstream Health and to promote the purpose and objectives of RFI.
- ix. Raising such funds as shall be required for the efficient administration of RFI by levying subscription on its members and by any other means that are conducive to the purpose and objectives of RFI.
- x. Form links with National and International Professional Bodies, to keep abreast of new developments in Complementary Medicine.
- xi. Provide a social networking platform for our members
- xii. Carrying out all such other lawful actions as may be incidental or conducive to the promotion or implementation of the foregoing objects of any of them.

5. Disclaimer

- i. RFI is not a regulatory body and does not accredit Reiki Practitioners or Masters/Teachers. Reiki Federation Ireland is not an accrediting body. Membership of RFI does not entitle you to use the letters RFI or MRFI after your name, as this may imply accreditation. You may of course put member of "RFI" on your business cards, headed notepaper or website. You may use the RFI logo on your website.
- ii. RFI provides a Constitution, Code of Ethics, Code of Practice, Complaints Procedure Format and Teaching Guidelines that members agree to adhere to. However RFI assumes no responsibility or liability for regulating the practice of Reiki.
- iii. RFI assumes no responsibility or liability for any claims resulting directly or indirectly from the practitioner/client or teacher/student relationship including, but not limited to, malpractice claims.

- iv. To the extent permitted by law, members acknowledge and agree that RFI (which is a voluntary organisation and not for profit) does not accept liability whatsoever for any losses, costs and/or expenses of any kind. In the event of RFI being joined in any legal action taken against any of its members, the member against whom the legal action is initiated undertakes to indemnify and hold RFI harmless in respect of any such claim(s) arising.

6. Membership of RFI

- i. Application for membership of RFI shall be open to any person who is attuned to or initiated into Reiki in the presence of a Reiki Master/Teacher and is over the age of eighteen (18) years.
- ii. Such member shall agree to abide by the Constitution of RFI, including its appendix, Code of Ethics, Code of Practice, Complaints Procedure Format and Teaching Guidelines by signing the declaration on the application form for membership or on the membership renewal form and by paying his or her subscription to RFI.
- iii. All applications for membership shall be submitted to the Committee for its approval.
- iv. Membership of RFI shall be deemed to commence on the date the application is processed and be due for renewal on 31st March, of each year.
- v. The membership categories are:
 - a. Professional Member
 - b. Associate Member
 - c. Student Member
 - d. Friend of Reiki
- vi. By my application for membership/renewal I consent to Reiki Federation Ireland obtaining, recording and holding my personal data solely for RFI purposes, either electronically and/or in an organised manual system, for a period of 7 years

7. Termination of membership

A member shall cease to be a member of RFI:

- i. By resignation.
- ii. By non-payment of the annual subscription of RFI.
- iii. By complaints procedure as provided for in Article 16 of this Constitution.

8. Annual subscription

- i. The amount of the annual subscription to RFI shall be that which is agreed from year to year at the Annual General Meeting (AGM) of RFI.

9. Committee

- i. RFI's affairs shall be under the control of the Committee, which shall be elected at an AGM for a minimum period of two years, and whose term of office shall commence at the close of that AGM and shall cease at the close of the AGM two years hence.
- ii. Committee members shall be eligible to serve a maximum of four years and after a two year absence from the Committee shall be eligible for further re-election. Except in exceptional cases where the committee member cannot be replaced. They can continue in their role. That will be ratified and clarified at the next AGM. Committee members cannot serve on a Committee of another Reiki organisation in Ireland during tenure.
- iii. Committee members who miss three consecutive Committee meetings are deemed to have automatically resigned unless a satisfactory explanation is submitted to the Committee.
- iv. The Committee shall be comprised of, but not limited to seven (7) members, and shall include a Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer, Membership Secretary, Education & Development Officer, Public Relations Officer (PRO), Editor, FICTA Delegate and Regional Development Co-Ordinator. The Committee may also include a Sub-Editor, Assistant Honorary Secretary, Assistant Membership Secretary and non-designated Committee member(s). Retiring Committee members may become Ex-officio Committee members until the next alternate AGM. Such members shall have no voting rights at Committee meetings, his or her role being advisory only. Ex-officio Committee members are not obliged to attend Committee meetings and shall not be included in the quorum requirement for Committee meetings
- v. In the event that any vacancy should occur on the Committee during the period between election and the next alternate AGM the Committee shall have the power to co-opt a successor pro term.

- vi. In the event of a majority of the Committee resigning the Chairperson must convene an EGM in accordance with 12(i) of the Constitution.
- vii. The Committee shall meet from time to time, at the discretion of the Chairperson and in consultation with the Honorary Secretary, in order to administer the affairs of RFI, but not less than 4 times in any one period from AGM to AGM. At least seven (7) days notice, with an Agenda for such meetings, shall be sent to each Committee member.
- viii. At a Committee meeting a majority of the Committee members shall be present to comprise a quorum. In the event that a quorum is not present within a reasonable time, the Committee meeting shall stand adjourned to an agreed date.
- ix. At Committee meetings the Honorary Secretary (or any temporary secretary appointed by the Committee) shall maintain a proper record of that meeting which shall be entered in a Minute Book or in an electronic storage system which shall be maintained by the Honorary Secretary.
- x. At Committee meetings a statement of RFI's financial position shall be provided by the Honorary Treasurer.
- xi. The Committee shall be in sole control of RFI's administrative and financial affairs except when certain responsibilities shall be delegated to individual members of the Committee from time to time in order that the day to day business of RFI may be efficiently conducted.
- xii. One position per person on the committee except in special circumstances which will be reviewed and agreed by committee.

10. Functions and powers of the Committee

A. The functions of the Committee shall be:

- i. To administer the affairs of RFI.
- ii. To delegate any of its powers or functions, subject to such conditions and functions, as it may from time to time think fit to individual members of the Committee.
- iii. To formulate strategies for the implementation of policies approved by the members present at Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
- iv. To formulate and determine the policies of RFI having due regard to previous policies as determined by the members at AGMs or EGMs and to propose motions to AGMs and EGMs.
- v. To monitor the implementation of all motions passed at AGMs and EGMs.
- vi. To take such lawful action as shall be necessary for the internal administration of RFI, for the governance and regulation of the relationship between the members of RFI and for the governance and regulation of its relationship with other bodies and individuals.
- vii. To propose at AGMs and EGMs constitutional changes prepared by the Committee.
- viii. To appoint Sub-committees when necessary to examine any matter. Such Sub-committees shall submit their report to the Committee.
- ix. To consider and act on reports from RFI Sub-committees.

B. Powers of the Committee

C.

- i. The Committee may, at its discretion and without stating a reason, reject or defer an application for membership or offer membership in a different category.
- ii. The signatories to all RFI bank accounts and contracts shall be those of the Chairperson, Vice-Chairperson, the Honorary Treasurer, the Honorary Secretary and the Membership Secretary. The signatures of any two of the aforementioned shall suffice. The payee of an RFI cheque shall not be a signatory to that cheque.
- iii. Neither the Committee as a whole nor any of its members shall have the power to borrow or lend monies on behalf of RFI.
- iv. The Committee or its members shall be indemnified out of RFI property and assets against all liabilities and expenses properly incurred as a result of their bona fide actions on behalf of RFI. Such expenses shall have committee approval.
- v. No proxy votes shall be allowed at a Committee meeting.
- vi. The Committee shall not alter the Code of Ethics, Code of Practice, Complaints Procedure Format and Teaching Guidelines without the prior consent of the members.
- vii. The Committee shall have the power to receive a complaint in writing against a member.

11. Annual General Meetings (AGMs)

- i. RFI shall convene an AGM to be held not less than eleven (11) months nor greater than fifteen (15) months after the last AGM.
- ii. The Honorary Secretary shall notify all members of the date, time and place of AGMs at least two (2) months prior to the meeting. The Notice shall include an Agenda for the meeting with a copy of the financial report for the previous financial year and, every alternate year, a nomination paper.

- iii. Nominations for Committee positions shall be received by the Honorary Secretary in writing at least seven (7) days prior to the meeting, and shall have the consent of the nominees. Nominations, unless the nominee withdraws his or her name, shall be proposed, seconded and voted upon at the meeting. Said nominees shall be attuned to or initiated into Reiki. Nominees for all positions on the Committee, together with their nominators, must be members of RFI.
- iv. Nomination of Chairperson should be of a past or current committee member that was or is part of the committee for 2 years.
- v. The system of voting for elections shall be the straight vote system. If a majority of members present, call for any question under discussion to be put to a vote by secret ballot that shall be done. Otherwise the matter shall be decided by a show of hands.
- vi. RFI's financial year end shall be 31st December. At each AGM the Honorary Treasurer shall submit a financial report, consisting of an Income & Expenditure Account and a list of RFI Assets, which shall be reviewed by an independent accountant appointed at AGM.
- vii. A copy of the financial report shall be provided to members present at the AGM (if not previously sent with the Notice and Agenda for the AGM as per Article 11(ii)) and shall be available after the AGM to all members on request.
- viii. Motions submitted for discussion at AGM shall be received by the Honorary Secretary in writing at least six (6) weeks prior to the meeting. Such motions will be notified to the members at least 14 days before the AGM.
- ix. No proxy votes shall be allowed at any AGM.
- x. At any AGM a resolution shall be decided on a show of hands unless a secret ballot is (before or at the declaration of the result of the show of hands) demanded: (1) by the Chairperson; (2) by twelve (12) or a majority of members present, whichever is the lesser, (and every member present shall be entitled to one vote). In the case of an equality of votes, whether on a show of hands or on a secret ballot, the Chairperson at the meeting shall be entitled to a second or casting vote.
- xi. Votes shall be counted by persons appointed by the Chairperson for that purpose. No objection shall be made to the validity of any vote except at the meeting at which the vote was cast.
- xii. If a vote is called for it shall be taken in such time and in such manner as the Chairperson shall direct and the result of the vote shall be deemed to be the resolution of the matter.
- xiii. The Chairperson, or in his or her absence, the Vice-Chairperson, or in his or her absence, the Honorary Secretary, or in the absence of all three, the Honorary Treasurer shall be Chairperson at AGMs. In the event of the absence of all the aforementioned officers of the Committee, a Chairperson shall be elected by the members present.
- xiv. No business shall be transacted at an AGM (other than the adjournment thereof) unless a quorum of members is present at the time when the meeting proceeds to business. Ten (10) members shall constitute a quorum except when a meeting is required to be adjourned by reason of the absence of a quorum, in which case the members present at the adjourned meeting shall constitute a quorum.
- xv. In the event that a member submits constitutional amendments/addenda and/or motions for discussion and cannot attend the AGM he or she may appoint a member to speak on his or her behalf.

12. Extraordinary General Meetings

- i. An Extraordinary General Meeting (EGM) of RFI shall be convened by the Committee if, in its opinion, circumstances warrant such action.
- ii. An EGM shall be called by the Honorary Secretary on receipt of a request, signed by no less than 10% of membership eligible to vote at such EGM.
- iii. All signatories to the calling of an EGM must be paid up members.
- iv. An EGM shall be convened within two (2) months of receipt of such request and members shall be notified at least twenty one (21) days prior to the meeting.
- v. The notice to members shall specify the place, time and purpose of such meeting and no other business shall be transacted at that meeting.
- vi. No business shall be transacted at the EGM (other than the adjournment thereof) unless a quorum of members is present at the time when the meeting proceeds to business. Ten (10) members present shall constitute a quorum except when a meeting is required to be adjourned by reason of the absence of a quorum, in which case the members present at the adjourned meeting shall be a quorum.
- vii. In the event that a member submits constitutional amendments /addenda or motions for discussion and cannot attend the EGM he or she may appoint a member to speak on their behalf.

13. Amendments to the Constitution.

- i. This Constitution may be amended by a majority of members at AGM or EGM.
- ii. Proposals for constitutional amendments or addenda or motions for discussion shall be put in writing to the Honorary Secretary and notice of such motions shall be sent to members two (2) months prior to the meeting.

14. Dissolution

In the event of RFI's affairs being wound up all monies and assets of RFI shall be disposed of in accordance with a members' resolution at a general meeting. A final Statement of Account shall be prepared in accordance with that decision and such Statement shall be distributed to all members.

15. Miscellaneous Provisions

- i. All assets owned by RFI shall remain in RFI ownership and shall be reserved for the exclusive benefit of RFI.
- ii. At all meetings the Chairperson shall have the power to exercise a second or casting vote in the event of an equality of votes.
- iii. No Committee member shall receive any monies from the funds of RFI except as agreed by a majority of the Committee.
- iv. To the extent permitted by law, members acknowledge and agree that RFI (which is a voluntary organisation and not for profit) does not accept liability for claims, losses, costs and/or expenses of any kind whatsoever. In the event of RFI being joined in any legal action taken against a member, such member undertakes to indemnify and hold RFI harmless in respect of any such claims(s) arising.

16. Complaints Procedures

- i. The Committee shall have the right to suspend or expel a member where it is satisfied that the member has conducted himself or herself in a manner that is detrimental to the honour or interests of RFI or who has failed to abide by the Constitution, Code of Ethics, Code of Practice, Complaints Procedure Format and Teaching Guidelines.
- ii. In the event of a member being in dispute with another member or a member of the general public, the matter will be investigated by the Standards and Ethics Sub-committee in accordance with the Complaints Procedures Format document.
- iii. The Committee shall have the power to receive a complaint in writing against a member.
- iv. The Standards and Ethics Sub-committee shall comprise of three (3) members, one (1) from the Committee and two (2) non Committee members.
 - v. The Committee shall maintain a bank of between five (5) and ten (10) non Committee members who volunteer at every alternate AGM to serve on the Standards and Ethics Sub-committee.
 - vi. When required two (2) non Committee members will be drawn from this bank.
 - vii. The selection shall take place by random draw to avoid any suggestion of unfair treatment or bias.
 - viii. The Committee member shall be appointed by the Committee.
 - ix. The Committee shall also appoint a Sub-committee Secretary on each occasion from the aforementioned bank. Such person shall take no part in any discussions and is expressly forbidden to offer any opinion to any of the parties mentioned.
- x. The Standard and Ethics Sub-committee shall furnish the substance of the complaint and its report in writing to the Committee and the Committee shall call the party complained of to a hearing of which not less than fourteen (14) days notice shall be given. The party complained of shall have the right to be heard in his or her defence at the hearing. The party complained of has a right to be accompanied by a person of his or her choosing to the hearing.
- xi. The Committee, on hearing the Standard and Ethics Sub-committee's report and recommendations shall have the power to expel the member from RFI or impose any lesser obligation or condition on him or her. In such circumstances no monies shall be refunded to the member. The Committee may decide to meet with the party complained of and the complainant before making its decision.
- xii. A majority decision of the Committee meeting shall be required for the purpose of exercising the powers set out in the preceding paragraph.
- xiii. The Committee's decision shall be final.

APPENDIX (1)

DEFINITIONS

In this Constitution the following words and expressions shall have the meanings set opposite them:-

"Committee" has the meaning given to it in paragraphs 9 and 10 A and 10 B.

"Definition of Reiki" Reiki is an ancient non-intrusive complementary therapy. A hands on healing energy technique, Reiki enhances the body's own innate natural ability to heal itself on all levels. Reiki complements conventional medicine.

RFI does not recognise any other therapy (e.g. Angel therapy, Crystal therapy) as part of the Reiki system of healing. While these therapies are sometimes used in conjunction with Reiki, it is imperative that the client and Reiki students are informed of the clear distinction between Reiki and other healing modalities. Reiki is an individual healing art in its own right.

"Masters" means the names of members who are recorded on the list referred to in the Code of Ethics, Code of Practice, Complaints Procedure Format and Teaching Guidelines.

"Members" has the meaning given to it under paragraph 6 herein.

"Practitioner" means the names of members who are recorded on the Practitioners' list referred to in the Code of Ethics, Code of Practice, Complaints Procedure Format and Teaching Guidelines.

"Teachers" means the names of members who are recorded on the Teachers' list referred to in the Code of Ethics, Code of Practice, Complaints Procedure Format and Teaching Guidelines.

"Reiki Principles" means:-

For today only:

Do not anger

Do not worry

Be humble.

Be honest in your work

Be compassionate to yourself and others.

(From the Mikao Usui Memorial Stone)

In this Constitution the singular shall include the plural and vice versa.