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# CONSTITUTION

## Of

# The Tera-Mai™ UK Society

### 1. Title

The name of the Association shall be the **Tera-Mai™ UK Society** (hereinafter called the **Society** or referred to as the **TMUKS**).

### 2. Purpose

The purpose of the Society is to promote the practice and application of the Tera-Mai™ School of Healing Arts in the United Kingdom. Its aim is to bring together all people who are interested in, practicing in, and adhering to the structure and ethics of Kathleen Milner's Tera-Mai™ system of healing. The Society aims to provide a source of information relating to current practitioners and teachers, as well as current news, media, events, changes and other related topics.



### **3. Officers**

a. The Officers of the Association shall be:

i. The Chairperson

ii. The Secretary

iii. The Treasurer

b. The Officers shall be elected by the membership at the Annual General Meeting.

c. They shall all be eligible for re-election.

d. In the event that the Chairperson or any other member of the Executive Committee is incapable of completing the full term of office of one (1) year due to unforeseen circumstances, or is unable to function in this position consistently, that person shall resign from office thus providing the Executive Committee the option of an early election to be called at a Special General Meeting.

### **4. Executive Committee**

a. The Executive Committee shall comprise:

i. The Officers

ii. Up to a maximum of five (5) floor members **elected** at the Annual General Meeting.

b. The Executive Committee is responsible for policy decisions, new procedures and developmental plans.

c. The Executive Committee shall be no more than eight (8) in number, with a quorum of three and shall meet at least once in every quarter.

d. A vacancy on the Executive Committee caused by death, illness or resignation, may be filled at the discretion of the Executive Committee, until the next Annual General Meeting

e. The Executive Committee shall be responsible for the day to day running of the Society.



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f. In the event that a member's conduct does not conform to the agreed Code of Ethics, the Executive Committee shall have the power to impose any of the following penalties as applicable:

i. Give a verbal warning.

ii. Give a written warning, asking the member to refrain from continuing or repeating any such conduct.

iii. Suspension for a period such as the Executive Committee may determine.

iv. Expulsion from the Society if all warnings have been ignored.

v. In special circumstances, carry out immediate expulsion of the member from the Society.

vi. Any other additional action that the Executive Committee may deem fit to prevent the member from continuing with conduct that is in breach of The Code of Ethics.

g. Minutes will be kept of all the meetings of the Executive Committee along with records of any Executive Committee recommendations. These will be circulated to all Executive Committee members, agreed and signed by the Chairperson at the next meeting.

h. The Chairperson will have one vote plus a casting vote if there shall otherwise be an equal number of votes cast for and against a motion. The remaining Executive Committee members will each have one vote.

The decision of the Executive Committee shall be in writing and shall be final.



## 5. MEMBERSHIP

Membership is within the following categories:

**Friends** - this category is open to anyone interested in the Tera-Mai™ School of Healing Arts who is not necessarily attuned, who has satisfactorily completed a TMUKS membership application form, and agreed to pay the annual subscription thereof. This entitles the Friends to all developmental literature and other such information sent out from time to time. Friends have no voting rights. Annual membership subscription is £20, or £5 per quarter pro-rata.

**Associate** - this category is open to any person who has reached a minimum level of Tera-Mai™ Reiki 1 and has satisfactorily completed a TMUKS membership form, along with documentary evidence of relevant certification, and agreed to pay the annual subscription thereof. This entitles the Associate member to all developmental literature and other such information sent out from time to time as well as the use of the official Tera-Mai™ UK Society logo on any stationery or promotional material. Associate members have non-voting status. Annual membership/subscription cost is £30, or £7.50 per quarter pro-rata.

**Practitioner** - this level is aimed at practitioners/master practitioners/master teachers of the Tera-Mai™ School of Healing Arts who have satisfactorily submitted a TMUKS membership application form, along with documentary evidence of relevant certification, and agreed to pay the annual subscription thereof. This category currently requires annual proof of Public Liability and Professional Indemnity insurance, or applicants may take advantage of any insurance cover arranged through any TMUKS block scheme (if available).

In addition to the benefits of Associate membership, this level provides inclusion in the practitioner listings, the use of the title "Tera-Mai™ UK Society Member" or the acronym "TMUKS" and the use of the official Tera-Mai™ UK Society logo on any stationery or promotional material. Practitioner members have voting status. Annual membership/subscription cost is £40, or £10 per quarter pro-rata.

**A concessionary rate of 50% is available to Friends and Associate members who are not in current paid employment.**

**NOTE:** Anyone who has not been re-initiated by a properly re-initiated Tera-Mai Master following the discovery of errors in the former manuals in May 2010, cannot legally use the Tera-Mai™ trademark or name. If they knowingly continue to do so, then they are contravening trademark law and are subject to heavy fines. For more information on



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**this subject please refer to the TMUKS website and follow the link/information regarding re-initiations.**

The Executive Committee have the discretion to set any additional requirements and conditions and create categories of membership that it may deem necessary. The Executive Committee shall not be required to state its reasons if, in its discretion, it rejects or defers an application for membership or offers membership in a different category.

In the event of an applicant not being accepted into membership any fees paid in advance shall be refunded. If membership is terminated during the annual membership then fees collected are non-refundable.

**Tera-Mai healers/practitioners are entitled to call or refer to themselves as Reiki healers by virtue of their Reiki lineage which goes back through Kathleen Ann Milner to Iris Ishikuro, Hawayo Takata, Churjiro Hayashi, and Mikao Usui.**

**If a Tera-Mai Sakara Master is refused membership, then Kathleen Milner has agreed to waiver THAT PART ONLY of the person's contract that relates to the requirement for membership of a national Tera-Mai Association.**

**Membership shall terminate if:**

- a. Any membership fee or subscription is not paid within one (1) month of the due date.
- b. The member resigns from membership by notice in writing sent to the Executive Committee at its central office or such other address as the Executive Committee may prescribe.
- c. After due enquiry the Executive Committee withdraws membership for which decision no reason need be given, provided that the person concerned shall have the right to attend and be heard by the Executive Committee before a final decision is taken.



## 6. Sub-committees

Sub-committees may be established by the Executive Committee as it deems fit.

## 7. The Annual General Meeting

An Annual General Meeting shall be held at least once each calendar year at such time and place as the Executive from time to time may determine and shall:

- i. Receive the Balance Sheet and Accounts for the preceding financial year.
- ii. Receive and adopt the Annual Report
- iii. Elect the Executive Committee
  - a. Each member in good standing is entitled to attend the Annual General meeting.
  - b. A quorum shall comprise the Officers, the Executive Committee, and at least three (3) other members.
  - c. The agenda and notice of the AGM shall be circulated at least two (2) weeks prior to the meeting.
  - d. If after the AGM a position or positions remain vacant, then the remaining Executive Committee members may at their discretion co-opt a member or members to fill any vacancies. Any decision to co-opt must be made by the whole of the remaining Executive Committee, and individuals must be approached one at a time.
  - e. Members of the Executive Committee shall be elected by vote by the members present at the duly appointed and advertised annual general meeting. Voting will be by a show of hands at the AGM.
  - f. If there are vacancies for the Executive Committee at the time of the AGM any eligible member who wishes to stand, and is present, may do so by making themselves known to the Secretary before mid-day on the day of the AGM.



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## 8. Special General Meetings

A Special General Meeting may be called by the Executive Committee or by the written request of at least thirty members to consider such extraordinary matters as have been identified. Such a meeting shall be called within one calendar month of the receipt of the notice/request.

## 9. Finance

i. A membership fee shall be agreed on at an **Executive Committee Meeting** and can only be amended at such a meeting. The Executive Committee is authorized to open a bank account in the name of **The Tera-Mai™ UK Society** at a recognized commercial bank. There shall be three (3) signing officers; The Chairperson, the Treasurer and one other elected member of the Executive Committee. The signature of any two (2) of these signing Officers is required on cheques, or other instructions to withdraw or transfer funds.

ii. The funds of the TMUKS, including any donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the TMUKS at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed and/or authorised by at least one (1) signatory, who will be an Officer of the Executive Committee.

iii. The funds belonging to the TMUKS shall be applied only in furthering the objectives and aims of the Society.



## **10. Amendment of Constitution**

- i. This constitution may be amended at any Executive Committee meeting by a two thirds majority of those members present and also by a two thirds majority of members present at an Annual General Meeting by voting.
- ii. The Executive Committee is authorized to make rulings on those matters on which this Constitution is silent.

## **11. The Tera-Mai™ UK Society recognises UK Law and how it relates to healing practices**

In the UK the following are noted:

- i. A parent or guardian who wilfully fails to provide adequate medical aid for a child under the age of 16 may be committing a criminal offence. Reiki is not defined as a medical aid by law so anyone who treats a child whose parents refuse medical aid could be seen to be aiding and abetting that offence. If it is known that parents or guardians are not receiving medical attention for a child it is advisable to secure the signature of the parent or guardian to the following statement:  
"I have been warned by [practitioner's name] that according to law I must consult a doctor concerning the health of my child [child's name]." This statement should be signed and dated by both the parent or guardian and a witness and kept with the client records.
- ii. Under the Venereal Diseases Act 1917 it is illegal to treat for reward whether direct or indirect (e.g. for a 'contribution') syphilis, gonorrhoea or soft chancre. It is therefore advisable not knowingly to give Reiki to people suffering from these unless the service is entirely free.





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iii. Practitioners should not prescribe or sell remedies, herbs, supplements, oils etc. unless they have undergone appropriate training and have qualifications which entitle them to do so.

iv. The Veterinary Surgery Act of 1966 prohibits anyone other than a qualified veterinary surgeon from treating animals, including diagnosis of ailments and giving of advice on such diagnosis. However the healing of animals by contact healing, by the laying on of hands or distant healing is legal. However the Protection of Animals Act 1911 requires that if an animal clearly needs treatment from a veterinary surgeon the owner must obtain this. Therefore before treating animals, it is advisable to seek assurance from the owner that the animal has been examined by a vet who is content for Reiki healing to be given. To give emergency First Aid to animals for the purpose of saving life or relieving pain is permissible under the Veterinary Surgeons Act 1966 Schedule 3.

v. It is required that cases of certain infectious diseases are notified to the Medical Officer of Health in the district where the client/patient is resident. The notification must be made by a GP, so if a practitioner suspects that the client is suffering from a notifiable disease they should insist that the client should see a doctor. Each local authority decides which diseases are notifiable in their area, but a list of those notifiable in most places can be obtained from the TMUKS.

vi. It is an offence to publish any advertisement which offers to treat or prescribe a remedy or advice for cancer.

## 12. Disputes and Complaints

Disputes, Complaints and Conflict Resolution:

i. Any complaint by a member of the public, or a member of the Society, against TMUKS or one of its members should be lodged in writing with the Secretary within one (1) month of the incident/cause of complaint, otherwise any such complaint shall not be formally recognised and no action will be taken by the TMUKS.

ii. If such a complaint has been received the complainant shall be so advised and, if they request it, be sent a copy; the Executive Committee shall then conduct a full investigation into the complaint, or appoint a disputes sub-committee, which may result in the



permanent or temporary exclusion of a member if the Executive Committee feel such action is appropriate.

iii. The results of any investigation shall be sent in writing to the member concerned and to the complainant.

iv. The member may appeal directly to the Executive Committee against any proposed course of action, but the resulting decision by the Executive Committee shall be final.

### **13. RECORDS**

The Executive Committee shall cause records to be maintained of:

i. All members of the TMUKS.

ii. A register of practitioner and teacher members.

iii. All qualifications relating to Tera-Mai™ initiations and attunements and also all Professional Indemnity and Public Liability Insurance cover held by practitioner members, which said members will annually confirm with the TMUKS that they still hold cover.

iv. All appointments and retirements of members of the Executive Committee.

v. The names of the members present at each meeting of the Executive Committee.

vi. The resolutions and proceedings of the AGM and other meetings of the Executive Committee.

vii. The Executive Committee may from time to time make and alter rules for the conduct of their business, the timing and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.

viii. The Executive Committee may appoint one or more sub-committees for the purpose of making any inquiry or supervising or performing any function or duty, which would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

### **14. ACCOUNTS**



- i. The Executive Committee shall ensure that proper accounts are kept with respect to all sums of money received and expended by the TMUKS and of the assets and liabilities of the TMUKS.
- ii. The Executive Committee shall have prepared an annual statement of accounts, giving a true view of the state of finances, verified and presented at the AGM together with a report of the work of the TMUKS during the same period.

## 15. NOTICES

Any notice required to be served on any member of the TMUKS shall be in writing and shall be served by the Secretary or another member of the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

## 16. EQUAL OPPORTUNITIES STATEMENT

The TMUKS opposes all forms of discrimination on the grounds of racial or ethnic origin, cultural or religious background, disability, gender, sexual orientation, age, or employment status, in accordance with UK law. The TMUKS will work to eliminate any discriminatory practices from its operations and will promote equality of opportunity.

Members and other associates or outside parties engaged to work for the TMUKS should be recruited on the basis of ability and suitability. There will be no discrimination on the grounds of racial or ethnic origin, cultural or religious background, disability, gender, sexual orientation or age.



Any grievance brought by any person recruited by, or otherwise involved with the TMUKS, in the belief that they have suffered unjust treatment within the scope of this policy will be dealt with fairly and promptly.

Any person recruited by or otherwise engaged in the work of the TMUKS, who is found to have behaved in a discriminatory way or expressed prejudice in terms of any individual's race or ethnic, cultural or religious background, disability, gender, sexual orientation or age will be liable to disciplinary procedures. Any person who complains of being subject to such incidents of discrimination or expression of prejudice will have the right to such a complaint investigated under the terms of the disputes and complaints section of the TMUKS constitution.

## Code of Ethics

### Code of Ethics for the Tera-Mai™ UK Society

This Code of Ethics provides guidelines for the Tera-Mai™ School of Healing Arts practitioners to follow at all times and in interactions with clients.

1. All Tera-Mai™ School of Healing Arts treatments with a client are to be conducted with confidentiality and discretion, and practitioner-client confidentiality is to be maintained at all times, and the client must always be treated with great respect.
2. The Tera-Mai™ School of Healing Arts practitioner should not disclose or confirm the fact that a particular person is a client, unless he/she has prior permission and the consent of the client to do so.
3. The practitioner, while informing the client of the value of the Tera-Mai™ School of Healing Arts treatments, should point out that a treatment does not guarantee the healing of any particular condition, and should make it clear to the client that Tera-Mai™ is not a replacement for allopathic medical care.
4. It is inappropriate for any Tera-Mai™ School of Healing Arts practitioner to make any sexual advances towards a client during a consultation or treatment session.



5. The Tera-Mai™ School of Healing Arts initiations are standardized; that is, they are given in exactly the same way. The initiations for Tera Mai Reiki, Tera Mai Seichem, Violet Flame, YOD and the ancient Order of Melchizedek are described on Kathleen Milner's Tera Mai Mastership DVDs.

6. The Tera-Mai™ School of Healing Arts initiations are NOT to be mixed into another system where other Reiki, other Seichem or manmade initiations are given or received.

7. The Tera-Mai™ School of Healing Arts Master (teacher and initiator) has received the Tera-Mai™ initiations under the same conditions, and so on, back to Kathleen Milner.

Kathleen Milner freely and openly shares her trademark only with properly attuned Tera-Mai™ initiates who are abiding by the above mentioned Tera-Mai™ School of Healing Arts standards.

All information provided to the TMUKS must be truthful. Heavy fines are applicable in the case of false information or violations of the trademark.

Tera-Mai's™ trademark is on file in the U.S. Patent and Trademark Office. Here are the details:

**International Class:** 041

**Class Status:** active

educational services, namely, teaching and conducting classes on spiritual healing, hands-on healing and the art of harmonizing the natural energy in one's body

**Basis:** 1 (a)

**First Use Date:** 1995-06-11

**First Use in Commerce Date:** 1995-06-11

This Constitution for the Tera-Mai™ UK Society is hereby formally recognised and adopted by the following persons:

Name: \_\_\_\_\_

Position within Executive Committee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Name: \_\_\_\_\_

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