

The British Council for Yoga Therapy

CONSTITUTION

Whilst having no formal legal status, the Council has a formal constitution agreed by all its supporting organisations and is seen, both within and outside the Yoga profession, as the organisation which, on behalf of Yoga Therapists and Yoga Teachers working therapeutically, seeks to regulate the profession.

BRITISH COUNCIL FOR YOGA THERAPY CONSTITUTION

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CONSTITUTION FOR THE ORGANISATION AND MANAGEMENT OF THE BRITISH COUNCIL FOR YOGA THERAPY

INITIAL SET UP YEAR 2006-7

Approved by the Group _____ date: _____ Chair

1: NAME

1.1: The organization shall be commonly known as the **British Council for Yoga Therapy** referred to from herein as the BCYT.

1.2: The name of the BCYT its symbols, signs and such written material as may be published in its name may not be used or reproduced in any manner whatsoever, without due authorisation of the Council.

2: LEGAL STATUS

The BCYT is an unincorporated association.

3: DEFINITIONS

3.1: For the purposes of this document a number of terms used herein have been specifically defined, said definitions being detailed in Appendix 1.

4: OBJECTIVES

4.1: **BCYT Mission Statement:** The role of the BCYT is to set up a self regulatory body and to protect the public interest by promoting and safeguarding high professional standards by upholding the values of effectiveness, inclusiveness, accountability and transparency in all aspects of its work.

4.2: To establish standards of training and education for the Yoga therapy profession.

4.3: To compile a register of the names and relevant details of all organisations holding membership of the BCYT.

4.4: To implement the BCYT's Terms of Reference as amended from time to time by the Council and defined within Appendix 1.

4.5: To be a non-profit making organisation.

5: MEMBERSHIP

5.1: Membership of the BCYT shall consist of

- a) Full Voting Members
- b) Lay Members
- c) Non-voting Affiliate Members

Prospective members may attend an initial meeting as an observer.

5.2. Membership requirements are defined in Appendix 2.

5.3: Association members shall pay an annual membership fee of such sum and on such due date as may be determined by general vote at the Annual General

Meeting, and applied at the next renewal date. Where necessity shall arise said fee may be varied by subsequent resolution of the Council which same shall require a simple majority vote.

5.4: Termination of membership shall arise under the following conditions:

- a) Upon receipt by the BCYT of written notice of the intent to withdraw from membership.
- b) If the member becomes in default of payment of the annual subscription for a period of **28 days** from the due date and the Council having given notice by means of recorded delivery letter to the members last known address of their intent to terminate the Member's membership if payment is not made.
- c) As the result of expulsion. (Refer to section 9 and Appendix 4, Disciplinary procedures).
- d) If the Member organisation shall cease to operate, whether or not formal written notice be received by, the Council.

5.5: The formal withdrawing of membership from an organisation, for whatever reason, shall be a matter for the Full Council and notice of a resolution to effect same shall be given to all members four weeks prior to the date of a BCYT meeting at which it is proposed to effect it.

6: CODE OF CONDUCT

All members of the BCYT are required to demonstrate mutual respect for colleagues and:

1. be polite and supportive
2. listen to and respect each others' opinions
3. create and promote a positive environment where members feel safe to express opinions
4. be open to constructive feedback and providing feed back to others as appropriate
5. be committed to resolving conflicts of interest and personality differences in positive, objective and creative ways
6. treat items discussed or read as confidential unless otherwise stated in order to foster open exchange of information and opinions
7. respect group decisions and implement any actions required as a result
8. always act in a positive ambassadorial role, championing the BCYT to all external parties.

7: VOTING RIGHTS

One representative of each paid up Full Member Organisation and Lay Members shall have the right of vote.

8. THE GOVERNMENT AND ADMINISTRATION OF THE AFFAIRS OF THE BCYT

8.1 The final authority for all matters to do with the administration of the affairs of the BCYT and its government shall rest with the whole Council in formal session. A quorum for Council purposes shall consist of at least one third of all Full Members, which shall include at least one lay member and at least one signatory.

8.2: The BCYT shall, at its Annual General Meeting appoint:

- a) A Lay Chair to serve for a period 3 years
- b) A Treasurer to serve for three years

8.3: The Working Groups to date are:

- a) The Regulation Working Group
- b) The Education Working Group

Additional Working Groups can be created or disbanded by the Council as required.

8.4: A Working Group must consist of at least 4 people, preferably including a Lay Member, plus a Chair in order to be quorate.

8.5: Working groups shall be responsible for:

- a) The carrying out of the general work of the group under guidelines as laid down by the Council.
- b) The preparation of detailed proposals in respect of specific policies under consideration as approved by the BCYT and their presentation to the Council.

8.6: The Working Group shall cause a proper record of its meetings and attendance at same to be kept, which record shall, in particular, clearly show all decisions are made.

9: ACCOUNTING AND AUDITING

9.1: The BCYT shall keep a proper record of all financial, legal and other matters appertaining to the operation of the Council and shall appoint auditors to examine and report annually upon the financial records of the BCYT for presentation to the Members at the Annual General Meeting.

9.2: The funds of the BCYT shall be kept in a recognised reputable banking facility and the signatories to such accounts as the BCYT may keep at same shall be, as hereforeto mentioned any member of the Working Parties and Treasurer, with transactions requiring one of said signatures until such time as the Council deem the amounts in question require a second signature.

10: ANNUAL GENERAL MEETING

10.1: The Annual General Meeting, of the BCYT shall take place during the month of November each year with six weeks written notice of date and venue being given to all current and potential member organisations.

10.2: The current Lay Chair shall preside until the incoming Lay Chairperson has been elected who shall then exercise his/her office immediately.

10.3: Notice of Motions affecting the Constitution shall be given in writing to the BCYT Secretary no later than four weeks prior to the date of the Annual General Meeting as circulated and details of same shall be circulated to all members as part of the notification of the Agenda of the Annual General Meeting, as under 10.4 below.

10.4: Nominations

- a) Nominations for Officers and Lay Members must be given in writing to the Secretary, no later than 4 (four) weeks prior to the date set for the Annual General Meeting.
- b) In the event that no nomination is received by the due date in respect of one of the signatory or other designated offices then exceptionally nominations may be taken at the Annual General Meeting.
- c) Nominations may only be made by Full Member organisations with the written consent of the nominee.
- d) The Secretary shall confirm with all nominees their willingness to stand for the position for which they have been nominated and in the event of their acceptance said nominee shall be required to supply to the Secretary brief details of themselves for circulation to the members. In addition, the nominee shall sign a Declaration of Intent to abide with the aims and objectives of the BCYT to confirm their commitment to donate sufficient time to fulfil the position of an elected member.
- e) The qualifications for Lay membership and other Officers are set out in Appendix 3 of this Constitution.
- f) Lay members and other Officers may, offer themselves for re-election to the same or a different office.

10.5: The Agenda of and confirmation of the date and venue of the Annual General Meeting shall be sent to all members, 3 weeks prior to the given date and said Agenda shall include notice of and details regarding all Motions affecting the Constitution.

10.6: The Agenda and business of the Annual General Meeting shall include, but not be limited to, the hearing of the reports of the Officers and the Auditors, the election of a new Lay members, discussion and voting on Resolutions and Any Other Business.

10.7: In the event that a Full Member organisation is unable to provide a personal representative to vote on its behalf at the Annual General Meeting or an Extraordinary General Meeting, it may inform the Secretary by any written form.

10.8: A simple majority of those present shall be required to pass any motion.

10.9: For the purpose of the Annual General Meeting or an Extraordinary General Meeting the presence of at least one third of Full Members for the given year of the Consortium shall constitute a quorum.

10.10: No business shall be transacted at the Annual or an Extraordinary General Meeting unless a quorum is present. If within half an hour of the appointed time for the commencement of the meeting a quorum is not present, the meeting shall be dissolved and adjourned to a day and time to be determined by those members present, which day shall be within one calendar month of the original date. The date and time of the reconvened meeting shall be circulated to all members by the Secretary and if at the adjourned meeting a quorum is still not present at the end of one half hour from the time appointed the members present shall constitute a quorum.

10.11: An Extraordinary General Meeting may be called by a two-thirds majority of the Full Members.

10.12: The reason and purpose of such a meeting shall be circulated to all members not less than one month prior to the date set.

10.13: The rules governing voting at an Extraordinary General Meeting shall be those as defined herein for the Annual General Meeting.

11: DISCIPLINARY PROCEDURES

11.1: In the event that the Consortium considers that a member organisation or lay member may be in breach of one or more of its obligations as a member of the BCYT it shall inform said member in writing of the nature of the alleged breach and shall require said member to respond within 28 days.

11.2: In the event that, having duly requested a member in breach as per 11.1 above:

- a) and in the event that there is no response, the BCYT shall be empowered to commence disciplinary proceedings against said member as laid down in Appendix 4 of this Constitution.
- b) any response needs full consideration by the BCYT
- c) and if the response is unsatisfactory, the BCYT shall be empowered to commence disciplinary proceedings against said member as laid down in Appendix 4 of this Constitution.

12: ALTERATION TO THE CONSTITUTION

No amendment, addition or deletion may be made to this Constitution that would put the BCYT at variance with the law of England and Wales. Alterations can only be made at an AGM or EGM.

13: DISSOLUTION

- a) The BCYT may be dissolved by the passing of a special resolution framed to that end at an Extraordinary General Meeting convened for that purpose.
- b) Any assets remaining on dissolution of the BCYT after satisfying outstanding debts and liabilities may be transferred to some other voluntary or non-profit making organisation(s) as agreed by the BCYT having similar Objects or concerns, and once those objectives have been met, at the Dissolution Meeting.
- c) If no such resolution is made at the EGM, upon dissolution the assets be distributed back to the Full Members pro-rata to their subscription.
- d) Upon dissolution, outstanding debts become the liability of the Full Members pro-rata to their subscription.

APPENDIX 1

Definitions

The purpose of this Appendix is to provide clear definitions of the meanings applied by the BCYT to certain words or terms appearing within the main body of this Constitution and Objects of the BCYT and its associated Appendices, which same might otherwise be misinterpreted or have an alternative, even though similar meaning applied to them by some parties.

1: YOGA

For the purposes of the BCYT the term "YOGA" shall be taken to mean an ancient art and science of self-realisation that recognises the multi-dimensional nature of existence.

A yoga practitioner is a person using the concepts and techniques of yoga for their own personal development.

A yoga teacher is a yoga practitioner who has demonstrated their ability to pass on their understanding of the concepts and techniques of yoga to others.

A yoga therapist is a yoga teacher who has demonstrated their ability to apply their understanding of the concepts and techniques of yoga to individuals suffering from a variety of stress-related health problems and functional disorders.

"In its technical sense, *yoga* refers to that enormous body of spiritual values, attitudes, precepts and techniques that have been developed in India over at least five millennia and that may be regarded as the very foundation of the ancient Indian civilisation. *Yoga* is thus the generic name for the various paths of ecstatic self-transcendence, or the methodical transmutation of consciousness to the point of liberation from the spell of the ego-personality. It is the psycho-spiritual technology specific to the great civilisation of India." *From Georg Feuerstein's "The Yoga Tradition"*

Definition of Complementary Diagnosis:

The Yoga Therapist will use a number of techniques to assess the presenting symptoms of the patient, the underlying causes of the illness and then make recommendations about the potential treatment/s which may be appropriate.

The patient may bring a medical history based on a series of allopathic diagnoses, which will serve to provide an indication of a named condition. However the Yoga Therapist will need to assess the case from different criteria and no attempt should be made to describe a complementary diagnosis in allopathic terms unless the practitioner is so qualified.

Yoga Therapists who wish to refer their patients for an allopathic diagnosis or tests should exercise care in the way in which they describe their understanding of the presenting symptoms; a Yoga Therapist might detect something during the course of a treatment but it may be outside their competence to put an allopathic medical name to the condition.

2: REGULATORY BODY

By “Regulatory Body” is meant that the BCYT shall establish/set up the unifying regulatory body (to be called the British Council for Yoga Therapy) for practitioners involved in the representation of, or teaching of, individuals practising, or seeking to instruct

Yoga within the United Kingdom, as defined hereinto before, and as such shall have the following functions and powers.

- a) To act as a link organisation between its members and the field of Yoga generally.
- b) To act with powers to investigate and take action regarding any breaches of agreed conduct, practice, or training standards by registered practitioners.
- c) To undertake the defining of standards of conduct, practice and training appropriate to individuals practising or operating within the field of Yoga and to liaise with professional bodies so that they require their own members to adhere to such standards

3: TERMS OF REFERENCE

These are defined as:

Aim: To act as a focal point for all matters relating to Yoga.

Regulation:

- i. To develop and implement a business plan.
- ii. To develop the criteria for establishing the single voluntary register of Yoga Therapists / Teachers working therapeutically
- iii. To develop the structure by which the voluntary self-regulatory body will function.
- iv. To consult with and encourage the participation of all organisations representing Yoga.

Education:

- i. To develop criteria for the definition of practitioner, levels of practice and relevant benchmarking of qualifications.
- ii. To review National Occupational Standards (NOS) for Yoga in collaboration with Skills for Health and the QCA as may be requested.
- iii. To work alongside and consult with QCA, Skills for Health and Awarding Bodies on relevant educational matters as may be requested.

APPENDIX 2

Requirements of Membership

1: ALL CATEGORIES

The following requirements shall apply to all categories of membership:

- a) No organisation shall be considered to be a member of the BCYT if it has failed to pay within such period as may have been defined by the Council, or as laid down within the Constitution, such annual or other subscription as may be set from time to time as being required for its class of membership.
- b) No organisation which is not financially solvent can be considered for or continue as a member of the BCYT.

2: FULL MEMBERS - PROFESSIONAL ASSOCIATIONS

The following additional requirements to section 1 shall apply to all Professional Association members:

- a) To be considered as a Professional Organisation within the field of Yoga an organisation must represent a minimum of 50 (fifty) individual Yoga Practitioners, members holding Full Membership qualifications of their Association.
- b.) Their Constitution must include a Code of Ethics, Conduct and Practice and Disciplinary/Complaints Procedures for their members, and be complementary to BCYT Regulations.
- c) They must be able to show that they have the facility to maintain a register of their qualified members.
- d) They must verify that their members hold suitable insurance to practice as a professional Yoga Therapist / Teacher working therapeutically for public liability and professional malpractice.
- e) They must acknowledge the National Occupational Standards (NOS) as the benchmark for the practice of Yoga Therapy in the UK.

3: LAY MEMBERS

A lay member is someone who is required to bring a perspective of ordinary common sense to the work of the British Council for Yoga and its working groups. In order to achieve this objective and degree of separation:

It shall include:

Any person whose knowledge of yoga, if any, is either incidental to or of a secondary nature to their employment or practise.

It shall exclude

1. Qualified Yogis whether practising or not.
2. Persons with a primary role in the training of Yoga Therapists or Teachers.
3. Persons involved in yoga research.
4. Members, in any capacity, of yoga organisations.
5. Any person whose practise or products are endorsed by a yoga organisation.
6. Staff of yoga organisations.
7. Any other category which may from time to time be determined by the Council.

Note: It may be that from time to time applications are received from persons who do not fit strictly into the criteria above. In this case the BCYT will consider such applications and determine whether or not they should be appointed on an individual basis.

APPENDIX 3

Qualifications for Membership of Lay Chairman and other Officers of the group.

1. Officers of the group shall include the Lay Chairman, Treasurer, elected Chairmen of the Working Parties, and any other such person properly elected or appointed in accordance with this Constitution.

2. To be responsible for establishing guidance and definitions of working practices and job descriptions, including but not limited to, job descriptions for all the members and Officers, and descriptions of protocols and working practice for the smooth running of the Council and its various working parties.

3. In the light of this guidance, the following qualifications will be applied to individuals taking up positions on the Council or any working groups. These provisions shall take effect from the AGM following the approval of the Council in formal session of the guidance of this Constitution.

a) To Serve on the Council any person must:

- i) have been nominated in accordance with procedures set out in this Constitution.
- ii) have been a full member or Officer of one or more Full Member Associations for at least **two** years.
- iii) sign a Statement of Intent to abide by the Aims & Objectives of the BCYT and to work to further enhance the standing and development of the BCYT, nationally and internationally.
- iv) accept and abide by the working practices and precedents
- v) confirm their commitment to donate sufficient time to fulfil the position if elected.

b) To serve as an Officer of the BCYT, the elected Treasurer may be exempt from the conditions 3c.ii, 3c.iii and 3c.iv.

c) To serve as an Officer of the BCYT any person must:

- i) have been nominated in accordance with the procedure set out in this Constitution.
- ii) have been a full member or Officer of one or more Full Member Associations for at least three years.
- iii) must sign a Statement of Intent to abide by the Aims & Objectives of the BCYT and to work to further enhance the standing and development of the BCYT nationally and internationally.
- iv) accept and abide by the working practices and precedents as recorded in the "Working Practices & Precedents Guidance" of this Constitution.
- v) confirm their commitment to donate sufficient time to fulfil the position of an elected officer.
- vi) confirm that their experience, knowledge and expertise is adequate to perform the job requirements of the nominated position.

d) To serve as the Lay Chair any person must:

- i) have been elected to the position by the Council following receipt of a CV and following an interview and recommendations from the interview panel. The interview panel shall be made up of the Chairmen of the Working Parties.

- ii) be someone who is Lay but has a personal interest in yoga to some degree.
- iii) sign a Statement of Intent to abide by the Aims & Objectives of the BCYT and to work to further enhance the standing and development of the BCYT nationally and internationally.
- iv) accept and abide by the working practices and precedents as recorded in the “Working Practices & Precedents guidance” of this Constitution.
- v) confirm their commitment to donate sufficient time to fulfil the position of an elected lay chair.
- vi) confirm that their experience, knowledge and expertise is adequate to perform the job requirements of the nominated position.

It shall exclude

1. Qualified Yoga Therapists / Teachers whether practising or not.
2. Persons with a primary role in the training of Yoga Therapists / Teachers.
3. Persons involved in yoga research.
4. Members, in any capacity, of yoga organisations.
5. Any person whose practise or products are endorsed by a yoga organisation.
6. Staff of yoga organisations.
7. Any other category which may from time to time be determined by the Council.

e) To serve as a Chairperson of a Working Party any person must:

- (i) have been nominated in accordance with the procedure set out in this Constitution.
- (ii) have been a full member or Officer of one or more Full Member Associations for at least **two** years.
- iii) be prepared to sign a Statement of Intent to abide by the Aims & Objectives of the BCYT and to work to further enhance the standing and development of the BCYT nationally and internationally.
- (iv) be prepared to accept and abide by the working practices and precedents as recorded in the “Working Practices & Precedents guidance” of this Constitution
- (v) be prepared to confirm their commitment to donate sufficient time to fulfil the position of an elected chair of a working party.
- (vi) be prepared to confirm that their experience, knowledge and expertise is adequate to perform the job requirements of the nominated position.

f) To serve on a working group any person

- i) Must have been nominated in accordance with the procedure set out in this Constitution.
- ii) Need not be a yogi but should have experience relevant to the working party functions.

All Members of the BCYT are required to adhere to this Code of Ethics and Practice and to conduct themselves in such a manner as to uphold and maintain the high standards of the profession of Yoga. Any breach of this Code may render the Member liable to Disciplinary Procedures.

APPENDIX 4

Disciplinary Procedures

1: The procedures detailed hereunder are an extension of section 9 of the Constitution and provide the basis upon which the Group and the Special Purposes working party shall act in respect of disciplinary matters as defined in section 9 of the Constitution.

2: It should be understood that the disciplinary procedures detailed herein are in respect of organisations and not individuals. The responsibility for disciplinary procedures in respect of individual practitioners lies with their respective Associations.

3: Any member knowing, or having good reason to believe, that another member is, or has been and is likely to be so again in the future, in technical or ethical breach of one of more of its obligations as a member of the BCYT then the said member shall draw the attention of the Council to the matter by submitting a written report on the matter to the Secretary.

4: The BCYT having been made aware of a technical or ethical breach on the part of a given member, whether from another BCYT member under section 3 above or in some other manner, of one or more of the obligations and requirements of members as detailed within this Constitution of which this appendix forms a part, shall request and require the Secretary to write to the Secretary or other nominated official of the alleged offending member, informing them of the perceived nature of the offence(s) and requesting and requiring them to respond to the Council within twenty one days with a refutation or explanation of same.

5: In the event that either:

- a) No response is received within the allotted time from the alleged offending member, or
- b) A response is received and having been considered by the Council is found to be unsatisfactory, then the BCYT shall set a date for the convening of a Disciplinary Working Party and shall likewise determine the persons who shall constitute said working party and shall charge them with the investigation of the alleged offences and with the preparing of a report of recommendation to the BCYT within a pre-defined period of time.

6: The Chairman of the Disciplinary working party will be responsible for obtaining adequate written details regarding the alleged offence(s) from the person or organisation lodging the complaint and a copy of same shall be sent to the alleged offending member and the person or organisation lodging the complaint shall likewise be informed in writing that the complaint is being investigated. The alleged offending member shall again be requested to respond in writing within twenty one days, accepting or denying the offence and in the case where a previous reply was considered to be unsatisfactory the member shall be given the reasons why this was considered to be so.

7: On receipt of the alleged offending members reply or lack of same. The members of the Disciplinary working party shall convene to consider same and to determine whether it be appropriate to request one or both parties to attend a further meeting, or whether sufficient information is available to them to make a decision, or whether they require further information before this can be done. The working party shall be empowered to require the alleged offending member or any other member they consider may be of help in determining a proper course of action, to provide copies of records or other documentation they consider pertinent to their investigations, or to appear before the working party to give direct evidence.

8: Having considered the complaint and any rebuttal the Disciplinary working party shall submit a written report with recommendations to the BCYT.

9: If on consideration of the Disciplinary working party's report the BCYT considers that the matter should be taken further, then the report shall be circulated to all Council Members together with a recommendation from the working party as to action to be taken.

10: The matter shall be considered at the next full BCYT Meeting and the member informed in writing, of the Council's decision in the matter. The member shall be given the right of appeal to the BCYT within fourteen days of receiving formal notification of the BCYT's decision.

11: The BCYT will deal with any written appeal within one month of its receipt and may request further written or verbal submission from either party.

BRITISH COUNCIL FOR YOGA THERAPY (BCYT)

FINANCIAL REGULATIONS

1. INTRODUCTION

1.1 The Regulations and Procedures contained in this document are in accordance with the Terms of Reference of the BCYT. Any variations or modifications to the regulations, procedures or conditions set out in this document shall be made only with the prior approval of the Council.

1.2 The Chairman and the Treasurer shall be responsible under the general direction of the Council for determining all accounting procedures and financial records of the BCYT and for exercising supervision and check over all financial matters, including handling cash or BCYT property.

1.3 The Treasurer is responsible for the maintenance of the Financial Regulations and their day-to-day interpretation.

1.4 Breach of the Financial Regulations is ground for action by the Council.

2. BUDGETS AND BUDGETARY CONTROL

2.1 Budgets must be set and administered according to the constraints identified by the Council in planning.

2.2 All budgets will be approved initially by the Council.

2.3 The Council will empower the Chairman and Secretary / Administrator to incur expenditure within budgets agreed by the Council.

2.4 Officers may incur expenditure within the budgets agreed up to their specified limits.

2.5 The Treasurer will provide the Chairman and Secretary / Council Administrator with a financial report on income and expenditure and trends to budgets on a six monthly basis. The Treasurer will also provide other such financial statements that may reasonably be requested by the Council.

2.6 Overall financial reports will be submitted to the Council at each Meeting.

2.7 No person shall authorise expenditure unless authorised to do so by the Chairman, Treasurer or Secretary / Council Administrator.

2.8 Council members shall consult with the Treasurer, Chairman and/or the Secretary / Council Administrator regarding any matter which is liable to materially affect the finances of the BCYT before any commitment is incurred.

3. ACCOUNTS FOR PAYMENT

3.1 The Treasurer, Chairman and Secretary / Council Administrator shall be responsible for the examination, verification and certification of all invoices and accounts.

3.2 Certified accounts shall be passed without delay to the Treasurer who shall examine them to the extent he/she considers necessary, for which purpose he/she shall be entitled to make such enquiries and receive such information and explanations as he/she may require.

3.3 The Treasurer is empowered to authorise all properly certified accounts for payment, and to prepare cheques for payment.

3.4 Authorised signatories for cheques are any two of the following:

Chairman

Treasurer

Voted in Officers of the Council

3.5 All cheques must be signed one of the authorised signatories.

3.6 Cheques presented for payment must be accompanied by either:

- a) the expenses claim form relating to the payment,
- b) the invoice relating to the payment, or
- c) in the absence of either, a documented request for payment.

3.7 No signatory may sign an authority to pay him/herself or any member of his/her family or any business associated with them.

4. BANKING ARRANGEMENTS

4.1 The ordering and issuing of cheques shall be authorised by the Treasurer who shall make proper arrangements for their safe custody and use.

4.2 New bank accounts shall only be opened by the Treasurer with the prior approval of the Council.

4.3 Bank accounts shall be in the name of British Council for Yoga Therapy and not in the name or designation of any of its officers, contractors or employees.

5. INCOME

5.1 The collection and recording of all accounts and money due to BCYT shall be carried out in accordance with arrangements made and agreed between the Treasurer and the Council, and notified in writing to all Council members as standard procedure.

5.2 The Treasurer shall be notified promptly of all money due to BCYT in any circumstance or arrangement which involves the receipt of money. He/She shall have the right to inspect any documents or other evidence in this connection as he/she may decide.

5.3 All receipt forms and other such documents shall be supplied by the Council Administrator.

5.4 No officer or Council member shall give a receipt for money received on any form other than the official receipt form.

5.5 Any payment received by any officer or Council member shall be properly safeguarded and promptly paid over to the Treasurer.

5.6 When cash payments are received an official receipt must be given and the cash kept in a secure place. Cash must be banked as soon as possible.

5.7 The Treasurer shall keep an accurate and chronological account of all receipts and deposits with BCYT's bank.

5.8 Personal cheques shall not be cashed out of money held on BCYT's behalf.

5.9 The Secretary / Council Administrator will take appropriate recovery action on all outstanding debts.

5.10 No debtor shall be excused payment of monies properly due to BCYT except on a recommendation by the Chairman and the Council to write off the debt.

6. EXPENSES CLAIMS

6.1 Expenses claimed for general management purposes must have been previously agreed with the Treasurer or certified as appropriate expenditure by the Council.

6.2 No cheque signatory may sign an authority to pay him/herself or any member of his/her family.

7. AUDITS

7.1 The Chairman, Treasurer, External Auditors and such persons authorised by the Council shall have authority at all reasonable times to have access to all records, documents and correspondence relating to any financial or other transactions of BCYT and shall be entitled to require such information and explanations as they consider necessary.

7.2 The Council shall approve the Auditor's fee annually.

7.3 Reports by auditors shall be submitted to the Chairman and Treasurer who will bring them to the attention of the Council.

8. INSURANCE

8.1 The Secretary / Council Administrator shall arrange all necessary insurance cover and negotiate any and all claims in consultation with the relevant Officer and taking legal advice where necessary.

8.2 Officers shall notify the Secretary / Council Administrator promptly in writing of any new risks which require insurance and of any alterations and/or circumstances which might affect existing insurances.

8.3 Officers shall notify the Secretary / Council Administrator in writing, with copy to the Chairman, immediately of any actual or potential loss, liability or damage or any event likely to lead to an insurance claim by or against BCYT.