



Rules of the Society of Teachers of the Alexander Technique

The following rules are promulgated by Council of the Society of Teachers of the Alexander Technique under the powers conferred by Article 60 of its Articles of Association.

1. In these rules:

"STAT" means the Society of Teachers of the Alexander Technique;

"The Act" means the Companies Acts 1985 and 1989 including any statutory modification or re-enactment thereof for the time being in force;

"the Articles" means the Articles of Association of STAT;

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

"the Memorandum" means the Memorandum of Association of STAT;

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

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

"the Officers" means the Chair, Executive Secretary, and Treasurer of STAT;

"the Council" or "Council" means the board of directors of STAT

"the United Kingdom" means Great Britain and Northern Ireland;

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

Council agreed at the meeting on 13 July 2007 to change the gender in the Rules, using both he and she where necessary and delete a reference to gender at the beginning.

2. The general management and administration of the affairs of STAT shall be entrusted, by virtue of Article 31, to the Council of STAT who shall be the board of directors of the Company. The Officers of STAT 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. He/she 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. He/she may be assisted in all his/her duties by such person or persons as Council may appoint.
- 2.3.2. He/she shall prepare a statement of income and expenditure and a balance sheet to the 31 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. He/she shall effect investments in the name of STAT and keep records of all investments by Council. He/she 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 signatories authorised by Council.
- 2.3.4. He/she shall be 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. 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. He/she may be assisted in all his/her duties by such person or persons as Council may approve.
- 2.4.2. He/she shall present a report to the Annual General Meeting.
- 2.4.3. He/she shall invite nominations of candidates for Council, prepare ballot papers, receive notification of any special business proposed by Teaching Members 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 publish or cause to be published a magazine to be called STATNews.
- 3.2.** Council shall publish or cause to be published a professional journal to be called the Alexander Journal.
- 3.3.** Council shall publish or cause to be published a web site, which shall contain information pertinent to members of the public desirous of finding information about the Alexander Technique, or locating a teacher of the Alexander Technique and for all classes of Members containing various materials useful to the promotion of the 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 civil 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.
- 4.2.** All Teaching Members not ordinarily resident in the United Kingdom are required to make arrangements for their own civil liability insurance.
- 4.3.** All Student Members in their final year will be covered by STAT's group civil liability policy. This cover may be subject to specific conditions set by the insurers.
- 4.4.** All Teaching Members ordinarily resident in the United Kingdom are required to obtain an enhanced Criminal Record Bureau disclosure every 3 years.

5. Membership

5.1 There shall be seven classes of membership:

- a) Teaching Members
- b) Student Members
- c) Honorary Members
- d) Lay members
- e) Retired Teaching Members (permanently or temporarily)
- f) Supporters
- g) Corporate Members

5.2 There shall be two classifications of Teaching Member:

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

6. Certification

- 6.1.** Any Student Member who has attended and completed a Teacher's Training Course in the Alexander Technique 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.
- 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 7.6. 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 a 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 7.6. below.
- 6.5.** All applications for certification shall be made in manner and form determined by Council and in accordance with these rules.
- 6.6.** Certification shall be granted in a manner agreed by Council. This could include electronic voting or delegation to STAT's approved agents.

- 6.7.** Upon certification, 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.
- 6.9.** Upon certification, the person concerned shall be eligible to join STAT as a Teaching Member by presenting his/her Certificate together with any further evidence Council may require ensuring the applicant's knowledge and skills meet current standards of competence and best practice.

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 permanent residents of the United Kingdom shall be eligible to apply for Teaching Membership in this classification:

- 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 permanent residence in the United Kingdom;
- 7.1.4. Any person who is certified by an Affiliated Society and has taken up permanent residence in the United Kingdom.

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 this classification:

- 7.2.1. Any person who is certified by STAT wishing to teach the Alexander Technique other than in the United Kingdom shall be eligible to apply for Teaching Membership in this classification.

Continued membership under this sub-rule is conditional upon continued membership of the Affiliated Society, if one exists in the 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 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 permanent 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 permanent residence in a country in which there is no Affiliated Society.

7.3. Applications for Teaching Membership

- 7.3.1 Applications by Student Members under 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 a 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 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 after a period of absence;
 - b) Applicants who are certified by STAT or an Affiliated Society but have never joined STAT;
 - c) Applicants who are eligible for STAT certification but have never had a STAT Certificate and have never joined STAT.
 - d) Applicants who have successfully completed a training course approved by an Affiliated Society.
- 7.3.4 Any applicant for 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.
- 7.3.6 Teaching Membership shall be granted at a meeting of Council by a majority of those present and voting thereat.
- 7.3.7 A Teaching Member shall pay a pro rata subscription fee upon admission and such annual subscriptions as shall from time to time be determined by Council. They shall be the only persons 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 current membership year are paid up to date shall be entitled to attend any General Meeting of STAT.
- 7.3.10 All UK Teaching Members and World Teaching Members whose subscriptions for the current membership year are paid up to date shall be entitled to vote at any General Meeting of STAT.
- 7.3.11 For the avoidance of doubt, any Teaching Member who pays the annual membership fee in instalments shall be entitled to attend and/or vote at any General Meeting of STAT under 7.3.9 and/or 7.3.10 provided that their instalments are paid up to date.

7.3.12 Allocation of membership category is subject to country of residence. Teaching members permanently residing in the UK will be granted UK membership and teaching members permanently living abroad will be granted World membership.

7.4. Re-joining (Teaching Member)

7.4.1. A person who has previously been a Teaching Member shall be eligible to rejoin STAT if he/she is not barred from membership under any of these rules. Any outstanding monies owed must be paid.

7.4.2. Applications shall be proposed and seconded by two practising Teaching Members each of whom has at least five (5) years' teaching experience and is sufficiently 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 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.

7.4.5. The provisions of 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. In accordance with 6.4. above certification of Teachers trained other than on an Approved Training Course shall be subject to an Assessment Procedure.

7.5.2. The manner and form of 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.

7.5.4. Certification shall be granted at a meeting of Council by a majority of those present and voting thereat.

7.5.5. Upon certification, 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.

7.5.6. Upon certification, the person concerned shall be eligible to join STAT as a Teaching Member by presenting his/her Certificate together with any further evidence Council may require ensuring the applicant's knowledge and skills meet current standards of competence and best practice.

7.5.7. Upon certification the person concerned shall be entitled to use STAT Cert. after their name.

7.6. Members unable to teach

7.6.1. A Teaching Member whose teaching hours are limited owing to ill health 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 and assistance will be granted at the sole discretion of the Treasurer and the General Manager.

7.7. Student Membership

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

7.7.2 Application for student registration shall be made in a form determined by Council.

7.7.3 The Head of the Training Course concerned shall certify that the applicant has been admitted and is attending the Training Course.

7.7.4 A Student Member shall:

- a) Be entitled to attend but not vote at or address any General Meeting of STAT;
- b) Not hold any office in STAT, nor teach or hold himself 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;
- c) 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;
- d) Enter into an agreement governing his/her training with the Head of the Training Course concerned and STAT in a form approved by Council;
- e) 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.

7.8. Honorary Membership

7.8.1. Honorary Membership may be offered by Council to anyone who 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. Membership shall be conferred at a meeting of Council by a majority of those present and voting thereat.

7.8.4. Honorary Members shall have the right to vote at General Meetings of 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 propose any person to be a Lay Member. All proposals shall be submitted to Council for consideration.
- 7.9.3. Membership shall be granted at a meeting of Council by a majority of those present and voting thereat.
- 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 not have the right to vote at General Meetings of STAT.

7.10 Retired Teaching Members (Temporarily or Permanently)

- 7.10.1 A person who has previously been a Teaching Member (either UK or World) and who has permanently retired from teaching the Alexander Technique or is not planning to teach for a period of time shall be eligible to join STAT as a Retired Teacher.
- 7.10.2 In the event that a Retired Teaching Member resumes teaching, it is mandatory that they advise the Society accordingly and apply to be a Teaching Member.
- 7.10.3 Application for membership as a Retired Teacher shall be made to the Society and membership shall be granted upon approval by Council or its authorised body and upon payment of the appropriate annual fee.
- 7.10.4 Applications for 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 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.
- 7.10.6 The Society reserves the right to refuse Retired Teachers membership.
- 7.10.7 Retired Teachers shall not have the right to vote at 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 shall be made to the Society and membership shall be granted upon approval by Council or its authorised body and upon payment of the appropriate annual fee.
- 7.11.3. The Society reserves the right to refuse Supporter membership.
- 7.11.4. Supporters shall not have the right to vote at General Meetings of STAT.

7.12. Corporate Membership

Any applications for corporate membership shall be made in a manner and form determined by Council.

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 terminate the membership of any Lay Member or Honorary Member.
- 8.1.3. Council may terminate the membership of any Member in accordance with the provisions of this Rule 8.
- 8.1.4. 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 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 coverage under STAT's group civil liability policy.
- 8.1.5. Council may after proper consideration suspend membership if the member's action and/or continued membership is considered to be sufficiently harmful to STAT. Suspension of membership has the effect of terminating 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 Directors may pass, and subject to the findings of any resulting disciplinary proceedings as provided for under this Rule 8).

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 illness or injury, 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 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. 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 14 days to submit to examination by at least two medical examiners, chosen by the Preliminary Investigation Committee from a panel of examiners nominated by professional bodies. 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.
- 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.

- 8.2.4 If the Preliminary Investigation Committee determines that the Teaching Member's fitness to practice is seriously impaired by virtue of illness or injury 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:
- 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 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. In such circumstances the Teaching Member will be advised immediately.
- 8.3.2 Subject to 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:
- 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 paragraphs 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 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 paragraphs 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 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.

8.6. Appeals Committee

- 8.6.1. For the purpose of proceedings referred to in paragraphs 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 rule 8.4.3. or 8.5.3. One such member will be drawn from the 'pool of Lay Members' established under rule 8.6.3.
- 8.6.3. Membership of the 'pool of Lay Members' will be entirely at the discretion of Council.
- 8.6.4. A decision to terminate a Teaching Member's membership shall be by unanimous vote of all members of the Appeals Committee.
- 8.6.5. 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.

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 will be announced in the September edition of STATNews.
- 9.3.** The subscription year starts on 1 January. 1 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 will terminate in accordance with Rule 8.1.4. above. In the case of a Teaching Member, their name shall be removed from the STAT web-site 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 9.4. above. 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.

10. Training Courses

10.1. Any STAT approved training course shall meet the following 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. Each training week shall consist of no less than 12 hours of classes and no more than 20 hours of classes over at least four days with each day to consist of no less than three hours of classes and no more than four hours of classes.
- 10.1.4. The ratio of teachers to students shall not be less than one teacher to five students during practical work, with all such teachers being certified by STAT or 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 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 who has been certified by and has been in continuous membership of STAT or an Affiliated Society for at least five years prior to becoming the main (named) assistant. However, once a training course becomes STAT approved they are required to be members of STAT so that they are bound and abide by the society's codes, rules, policies and requirements.
- 10.1.7. Any application to run a training course shall include details of the scheduling of classes; an outline curriculum; details of the hands-on instruction, student supervisions and any supplementary material that will be taught together with any other information that Council may deem necessary in order to consider the application.
- 10.1.8. 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.
- 10.1.9. 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 for at least 10 consecutive years.
- 10.2.2. Be required, if not a member, to join STAT 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 Heads of Training (STAT or Affiliated Society approved), at least one of which is currently running a STAT approved training course. Both must be willing and able to fully endorse both the applicant and their work. Another reference is required from a teaching member of STAT with at least 12 years' experience and a fourth 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 year's continuous experience assisting a day every week on a STAT or STAT Affiliated Society approved Training Course, plus two 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 in the five years before the application is submitted; OR
 - b) nine weeks full-time experience of teaching on STAT or STAT Affiliated Society approved training courses in the four years before the application is submitted. These nine weeks would normally include two blocks of a minimum of two 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 certain conditions on approval.

11. Proceedings at General Meetings

- 11.1.** The ruling of the Chair in any matter shall be final.
- 11.2.** The business to be transacted shall be that on the notice of meeting and no other.
- 11.3.** Members motions submitted under Article 38 may properly be included in the business providing they:
 - 11.3.1. meet the provisions of the Companies 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);
 - 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 AGM;
 - 11.3.5. 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.
- 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 42 clear days before the date set for the meeting.
- 11.6.** Subject to the requirements of the Act, any motion being a special resolution to amend the Memorandum and Articles shall be delivered to the Secretary not less than 42 clear days before the date set for the meeting. The Council of the Society reserve the right to obtain qualified legal opinion on any such resolution. If the proposed resolution is found by legal opinion to be in breach of the Act, other legislation or the Memorandum and 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. A member who is unable to attend a general meeting may appoint a proxy to represent her/him.
 - 11.7.2. To appoint a proxy, a member must complete the proxy form provided by STAT for this purpose, 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 with voting rights.

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 proxy form.

12. Recognition of other Societies

12.1. STAT shall be able to recognise as an Affiliated Society any other organisation or professional group of Alexander Teachers if:

- a) The organisation or professional group embodies similar training standards and rules of conduct to those of STAT and is based and has jurisdiction outside the United Kingdom;
- b) The recognition of the organisation or professional group shall imply rights of reciprocal membership to the effect 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 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 Organisation.
- d) The application for recognition shall be made in a form determined by Council.
- e) The granting of recognition to any such organisation or professional group shall be passed at a meeting of Council by a majority of the members present and voting thereon.

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 for any reason shall be eligible to apply for membership as a Teaching Member under these Rules.

12.3. An Affiliated Society shall cease to be recognised by STAT if by notice in writing to the Secretary it terminates its affiliation with STAT.

12.4. Council may terminate STAT's affiliation with an 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 major 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 shall be passed at a meeting of Council by a majority of the members present and voting thereon.

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.

Adopted by the Society of Teachers of the Alexander Technique.

Signed _____

Company Secretary

Date: _____ 2007