



THE HEALING TRUST
HEALING SINCE 1954

STANDING ORDERS

Company No: 3752333 | Registered Charity No: 1094702

1. MEMBERSHIP

Categories of Members

1.1 There are 5 categories of membership for individuals and one for organisations.

1.1.1 Fellows of the Charity are persons who have given special service to the Healing movement and who have been nominated by 2 sponsors (who shall be Trustees of the Charity) and 10 Healer members of the Charity and approved by Council.

1.1.2 Individual subscribing members admitted to membership by the Trustees in any of the following grades:

a) Healer members who have satisfied the Trustees that they are of good character and have reached a standard as practising Spiritual Healers as set out in the Charity's application form for Healer membership.

b) Student members who have satisfied the Trustees that they are endeavouring to qualify as Healer members and have satisfied the criteria stipulated in the Charity's application form for Student membership.

c) Associate Members are those members (either Student or Healer) who have returned after a lapse of 5 years or more. They will remain as Associate until they have satisfactorily proven they can resume their former category, which should be no longer than a 12-month period.

d) Honorary Members are experts from outside the organisation who volunteer their expertise as either a Trustee or Team Leader/Committee Chair.

1.1.3 Organisations which are acceptable to the Trustees may become members. These include incorporated and unincorporated associations whose main activity is the practice and development of Spiritual Healing and whose objects and principles accord, and are seen to accord, with those of the Charity or have been decreed acceptable by resolution of the Trustees and have satisfied the criteria stipulated in the application form for Organisational membership.

1.2 Members in categories 1.1.2 (a) and 1.1.2 (b) and such other categories as the Trustees may determine from time to time will be on the Charity's register of members organised on a regional and international basis. 1.1.3 Organisations are not in Regions.

1.3 Those who wish to support the work of Spiritual Healing as promoted by the Charity can register as Friends of the Charity.

1.3.1 Friends of the Charity are not members of the organisation; they may attend AGMs but are not entitled to vote.

1.4 General

When accepted as a member, notice shall be given to the person or organisation concerned who shall be supplied with a copy of the Charity's Memorandum and Articles of Association, Standing Orders and Code of Conduct and requested to send to the Charity within 10 days, if not paid already, the amount of the first subscription (and any other fee specified in the relevant membership application form or required by the Trustees, if appropriate). Upon payment of this sum, the person or organisation concerned shall become a member of the Charity and shall be entitled to all the benefits and privileges of that category of membership to which admitted; and shall be bound by the Charity's Memorandum and Articles of Association, Standing Orders and Code of Conduct. If the sum owed is not paid within the stated time, the membership shall become void unless the Trustees are satisfied that the delay in payment was due to some reasonable cause.

1.5 An organisation accepted into membership of the Charity shall inform the Office Manager within 10 days of the name of its appointed representative, who shall be entitled to attend and vote at general meetings of the Charity. It will be for the organisation to meet its costs incurred in attending the Charity's meetings.

1.6 The Office of the Charity shall keep an up-to-date list of all members.

1.7 Every member must pay the annual subscription laid down by the Charity's Trustees and due by the beginning of the membership year. Insurance cover ends on the date specified for membership renewal. A final notice of renewal will be sent immediately thereafter, due for payment within 14 days. If payment is not received, membership will cease.

1.8 No member on ceasing to be a member shall be entitled to be repaid any subscription previously paid or any part of such subscription.

1.9 The Trustees, at a meeting at which a quorum is present, may pass a resolution resolving that a member be expelled on the grounds that continued membership is harmful to the interests of the Charity. This resolution may not be passed unless the relevant procedure as set out either in the Complaints and Disciplinary Procedure document or Grievance Procedure document, has been carried out in full by the Office Manager and the Ethics Committee Chair. Such procedures allow for reasonable opportunity for the member to be heard or to make written representation to the Trustees.

2. REGIONAL ORGANISATION

General

2.1 The Charity shall be divided into Regions the boundaries of which will be decided by the Trustees.

2.2 Boundaries may be revised, and additional Regions formed by resolution of the Trustees from time to time in accordance with the best interests of the Charity.

2.3 Regions shall hold Annual General Meetings which must take place not less than 10 weeks prior to the AGM of the Charity at a date and place to be determined by each Regional Committee. Regions are to give the Charity's Office not less than 3 months' notice in writing of the date and time of the AGM which should cover the following business:

2.3.1 to receive a report by, or on behalf of the Trustees, on the past year's activities;

2.3.2 to receive a report by the Regional Chair on the work of the Region;

2.3.3 to receive a report by the Regional Treasurer together with a statement of accounts for the year ended 31 December;

2.3.4 discussion of future activities which should include:

a) publicising spiritual healing

b) attracting new members in all categories

c) assisting development of registered Student and Healer members

d) fundraising.

2.4 Regional members' meetings may be called at any time provided that no fewer than 20 members within a Region make such a request in writing to the Regional Secretary. The Trustees may require such a meeting to be called.

2.5 Regional members' meetings shall be convened and conducted in accordance with the following rules:

Rule 1

Meetings of the members of the Region shall be convened by the Regional Secretary by giving not less than 21 days' notice in writing or by electronic means (exclusive of the day on which the notice is served or deemed to be served and the day for which notice is given) to all members within the Region specifying:

a) whether it is an annual general meeting or a general meeting

b) the place, the date, and the hour of the meeting

c) the special business (if any) proposed for transaction or the general nature of such business.

Rule 2

Nominations for officers and members of the Committee should be seconded and be given in advance in writing or by electronic means to the Regional Secretary, or to the Chair from the floor of the meeting.

Rule 3

It shall be the duty of the Regional Committee to fix the date of the next AGM so that a period of not more than 15 months shall elapse between one annual meeting and the next.

Rule 4

In any notice convening a meeting of the members, the Regional Committee shall cause to be included any notice of motion submitted by any 5 members if such notice of motion has been received not less than 28 days before the date fixed for the meeting.

Rule 5

No member shall be entitled to vote at any Regional Meeting unless all monies presently payable by him/her to the Charity have been paid. Any person attending the meeting shall, if called upon, prove his/her right to attend and to vote by producing a current membership card or by such other evidence as shall be acceptable to the Regional Secretary or other officer appointed by the Regional Committee for the purpose.

Rule 6

The Chair at the meeting shall be taken by the Regional Chair or by a member of the Regional Committee chosen by that committee but if, on the expiry of 15 minutes after the time appointed for the commencement of the meeting, no such person is present, the members present shall choose one of their number to be Chair.

Rule 7

No business shall be transacted at the meeting unless a quorum of members is present at the time when the meeting proceeds to business. 6 members personally present and entitled to vote shall be a quorum.

Rule 8

All business of a meeting other than the ordinary business as set out in paragraph 2.3 of these Standing Orders shall be special business.

Rule 9

Special business may be transacted only if notice thereof or of its general nature has been given either in the notice convening the meeting or in a subsequent notice which complies with the requirements of Rule 1.

Rule 10

Any other business may be discussed at the discretion of the Chair.

Rule 11

Any resolution put to the vote of members shall be decided upon a show of hands unless a ballot be demanded under Rule 12 and shall be decided by a simple majority.

Rule 12

A ballot may be demanded by the Chair of the meeting or by at least 2 members present. If a ballot be demanded, it shall be taken in such a manner as the Chair shall direct. A ballot demanded on the direction of the Chair or on a question of adjournment shall be taken forthwith. A ballot demanded on any other question shall be taken at such time and place as the Chair shall direct. The result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.

Rule 13

On a show of hands or on a ballot every member shall have one vote.

Rule 14

All votes must be given in person and not by proxy.

Rule 15

In the case of an equality of votes, whether on a show of hands or on a ballot, the Chair of the meeting at which the show of hands takes place or at which the ballot is demanded shall be entitled to a second or casting vote.

Rule 16

The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at the adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

Rule 17

If no Regional Secretary is in office within a Region, then where the wording 'Regional Secretary' appears in the rules, substitute 'Regional Chair'. If no Regional Committee member is in office, where the wording 'Regional Committee' appears substitute Trustee so deputed.

Rule 18

No events or training may be held within a Region on the same weekday or weekend as the Regional AGM, except as part of the AGM, provided that 4 months' notice of the date of the AGM has been given to Regional members.

Rule 19

Minutes of Regional AGMs are, within 28 days of the AGM, to be provided to the Central Office of the Charity and are to be posted on the Region's area on The Healing Trust website.

Regional Committee

- 2.6 Every Region must have a Committee elected at the Regional AGM comprising 3 Regional Officers:
 - 2.6.1 Chair – who should be a Healer member; a Student may be elected as ‘Acting Chair’
 - 2.6.2 Secretary
 - 2.6.3 TreasurerAnd a minimum of 2 additional Committee members:
 - 2.6.4 to include Council Representatives (maximum two) one of whom should be the Chair where feasible.
 - 2.6.5 Other roles could include Student Support, Panel Co-ordinator, or a Vice Chair.
- 2.7 The recommended number of members on a Regional Committee shall be a minimum of 5 and a maximum of 10. A member may hold more than one role but no more than 2 Regional Officer posts, and 3 roles in total.
- 2.8 Regional Committees can co-opt committee members to the Regional Committee, but co-options must not exceed 3 members and the period of co-option cannot exceed one year.
- 2.9 A Regional Committee meeting shall, notwithstanding that it is called by shorter notice than that specified in the Charity’s Articles of Association, be deemed to have been duly called if it is so agreed by a simple two-thirds majority of those present and voting at the meeting.
- 2.10 No business shall be transacted at a Regional Committee meeting unless a quorum is present. The quorum shall be one third of the number appointed to that Committee subject to a minimum of 3 persons present and shall include at least one Regional Officer (i.e., Chair, Secretary, or Treasurer).
- 2.11 Trustees may attend Regional Committee meetings by invitation or on their own initiative.
- 2.12 Minutes of Regional Committee meetings should be maintained by the Secretary.
- 2.13 Notices circulated by Regional Committees to members should be copied to the charity’s Office.
- 2.14 All Regional monies constitute part of the total of the Charity’s funds and are managed by the Charity’s Finance Manager and Treasurer.

- 2.15 A Receipts and Payments Report must be prepared for each financial year to 31 December. It should be sent to the Finance Manager at the charity's Office, together with supporting documentation as required, by the stipulated due date to be checked at no cost to the Region. The Report is incorporated into the Charity accounts which are laid before the Charity AGM.
- 2.16 Motions for submission to the Charity's Annual General Meeting should be notified to the Charity's Office immediately after the AGM of the Region and not less than 48 days prior to the Charity's AGM.
- 2.17 The Trustees, at a meeting at which a quorum is present, may pass a resolution resolving that a committee member be withdrawn from office on the grounds that continued membership of the committee is harmful to the interests of the Charity. This resolution may not be passed unless the relevant procedure as set out in the Grievance Procedure document, has been carried out in full by the Office Manager and the Ethics Committee Chair. Such procedure allows for reasonable opportunity for the committee member to be heard or to make written representation to the Trustees.
- 2.18 If a Chair is unable to complete their term of office, the Vice Chair will take over the post. If no elected Vice Chair is in place, an Acting Chair shall be elected by the Regional Committee to fulfil the role of Chair until the Region's next AGM.
- 2.19 The Board will decide the best course of action in circumstances where a Region is unable to elect a minimum Committee of 5 members. Central Office will act as a contact point until the situation is resolved.

3. CENTRES

The Healing Trust Healing Centres

- 3.1 The Healing Trust Healing Centres are set up subject to their satisfying the criteria stipulated in the Charity's Rules for The Healing Trust Healing Centres. They must be staffed by members of The Healing Trust only and provide no therapies other than Spiritual Healing, as taught by The Healing Trust.
- 3.2 The aim and objective of the Centres is to provide a professional, caring, healing service within the local community:
 - a) To work as a team to provide mutual support and encouragement to fellow healers;
 - b) To encourage and nurture student healers and to provide the opportunity for them to develop their healing potential;
 - c) To provide accurate information to enquirers about healing and The Healing Trust;
 - d) To support The Healing Trust in its objectives.

- 3.3 Centres are to generate funds by encouraging the giving of donations and the use of Gift Aid, and by other appropriate methods to enable the Centre to be financially self-sufficient.
- 3.4 Every Centre must have a Committee elected at the Centre AGM comprising at least 3 Centre Officers:
 - 3.4.1 Chair
 - 3.4.2 Secretary
 - 3.4.3 Treasurer
- 3.5 There may be additional Committee members, at the Centre's discretion.
- 3.6 A member may hold more than one Centre Committee role but no more than 2 Centre Officer posts.
- 3.7 Centres must keep an up-to-date list of Healers and Students, with their membership numbers, who offer Healing within the Centre. On 1 April or the first meeting after that date, a Centre Officer must check and record that all Healers and Students have renewed membership by production of a new membership card. Anyone without proof of renewed membership must not be allowed to give Healing until proof is provided.
- 3.8 It is the duty of the Centre committee to ensure that administrative and financial matters are dealt with efficiently and in accordance with The Healing Trust Accounting Requirements and Procedures for all Centres.
- 3.9 All Centre monies constitute part of the total of the Charity's funds and managed by the Finance Manager and Treasurer.
- 3.10 A Receipts and Payments Report must be prepared for each financial year to 31 December. It should be sent to the Financial Controller at Central Office, together with supporting documentation as required, by the stipulated due date to be checked at no cost to the Centre. The Report is incorporated into the Charity accounts which are laid before the Charity AGM.
- 3.11 Centres shall hold Annual General Meetings each year at a date and place to be determined by each Centre Committee.
- 3.12 Annual General Meetings and general meetings will be called in accordance with Standing Order 2.5, rules for Regional members' meetings.
- 3.13 The Trustees, at a meeting at which a quorum is present, may pass a resolution resolving that a committee member be withdrawn from office on the grounds that his/her continued membership of the committee is harmful to the interests of the Charity. This resolution may not be passed unless the relevant procedure as set out in the Grievance Procedure document, has been carried out in full by the Office Manager and the Ethics Committee Chair. Such procedure allows for reasonable opportunity for the committee member to be heard or to make written representation to the Trustees.

Associated Healing Centres (formerly Accredited Healing Centres)

- 3.14 Associated Healing Centres are set up subject to their satisfying the criteria stipulated in the Charity's Rules for Associated Healing Centres. They may be staffed by Healing Trust members and members of reputable complementary therapy organisations and may provide other therapies in addition to Spiritual Healing.
- 3.15 The monies of these Centres do not constitute part of the total of the Charity's funds.

4. RECRUITMENT OF TRUSTEES AND CHARITY COMMITTEES

Applications and Selections

- 4.1 The appointment of new Trustees shall be via a Volunteer Vacancy process. A role description determining the necessary skills needed shall be circulated to members and applications for the role invited. Suitable applicants will then be interviewed for the position by members of the Board, Council, and any Office staff or other Officials of the organisation as deemed necessary.
- 4.2 The Board shall have flexibility to determine the exact nature of the role, experience and skills needed for each vacancy, which may change from time to time in order to effectively govern the organisation.
- 4.3 Every endeavour should be made to recruit from within the organisation. However, should no suitable candidate be found from within the membership for any given vacancy, the Trustees may widen the search to include Friends of the organisation or look beyond the organisation.
- 4.4 In order to be appointed a Trustee if recruited from outside the organisation, the appointee will become an Honorary member, and will serve for an agreed term, not less than six months and not more than three years, extendable by negotiation and agreed by the majority of Trustees and endorsed by Council.
- 4.5 New Trustees, excepting Honorary Members, to be appointed for a term of three years, with the option of renewing for a further three years if the majority of the Board agrees. Following this second term, a trustee may be elected for a final three years if invited to do so by the Board and the Council.
- 4.6 Should a Trustee position become vacant at any time, the Trustees may appoint a replacement by the above recruitment process, or co-opt under Article 27.
- 4.6.1 All new Trustees to be given a comprehensive Induction to become familiar with the workings of the organisation and the Board.

Minutes for Board of Trustees and Committees

- 4.7 The Chair of any special or standing committee shall be determined by the Trustees. The Trustees may, however, permit such committees to appoint secretaries to serve them who need not be the secretary to the Trustees, but in all cases Minutes of Board and committee meetings shall be made available to the Office Manager for circulation to the Trustees within 14 days of any meeting and the records and documents of all such meetings shall be the property of the Trustees.

Charity General Meetings

- 4.8 No events or training may be held on the same weekday or weekend as the Charity AGM, except as part of the AGM, provided that 4 months' notice of the date of the AGM has been given to members.

5. THE COUNCIL

5.1 Purpose

The Council will serve as an advisory body to the Trustees and keep the Trustees in touch with the views of members generally. The Council of the Charity will also be involved in the appointments of the Charity's Chair, Vice-Chair and Treasurer. Nominations for any of these appointments will be subject to the terms at 4.1, 4.3, and 4.4. These elections will be reported at the AGM of the Charity. Council will meet as a minimum on two occasions each year, in the Spring and in the Autumn.

5.2 Composition

5.2.1 The Council of the Charity will comprise 2 elected representatives from each Region, to include the Chair of the Region where feasible and one other elected representative.

5.2.2 If an elected representative is unable to attend a Council meeting, the Regional Committee may nominate another Committee member to attend in his/her place.

5.3 Organisation Representatives

Each member organisation may elect a representative to attend Council meetings as an observer and to speak. It will be for each organisation to meet its costs involved in attending the Charity Council Meetings.

DEFINITIONS

In these Standing Orders and the Memorandum and Articles of Association, the following terms shall have the following meanings:

- 'the Charity' means The NFSH Charitable Trust Limited (working name 'The Healing Trust')
- 'Office Manager' is the individual appointed by the Trustees to support them in the good governance of the Charity and to oversee the day-to-day operations of the Charity
- 'Charity Chair' is the individual elected by the Council to represent the Charity in various situations and to conduct the business of the Charity, including planning and chairing meetings
- 'Charity Vice-Chair' is the individual elected by the Council to assist the Charity Chair or perform the functions of Charity Chair in their absence
- 'Charity Treasurer' is the individual elected by the Council to ensure that the Charity keeps proper accounts and to assist in setting financial and investment policies
- 'Regional Chair' is the Chair of each Region
- 'Regional Committee' is the Committee responsible for the administration and governance of each Regional Organisation
- 'Regional Secretary' is the Secretary of each Region
- 'Regional Treasurer' is the Treasurer of each Region
- 'Centre Chair' is the Chair of each Centre
- 'Centre Committee' is the Committee responsible for the administration and governance of each Centre
- 'Centre Secretary' is the Secretary of each Centre
- 'Centre Treasurer' is the Treasurer of each Centre.

Terms defined in the Articles of Association shall have the same meanings in these Standing Orders.

The Healing Trust
Nene Business Centre, Waterside House, Station Road, Wellingborough. NN9 5QF
Tel: +44 (0)1604 603247
thehealingtrust.org.uk