



# The Bowen Association UK Constitution & Rules

(Last updated and effective from 31<sup>st</sup> July 2025)

Founded November 1997 in the United Kingdom of Great Britain

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## 1. NAME

1.1. The name The Bowen Association UK shall be the registered name of the Association and is herein referred to as the Bowen Association or BAUK.

1.2. The name of the Bowen Association UK, its symbols 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 its Executive Committee operating through its duly appointed officers.

## 2. DEFINITIONS

For the purposes of this document a number of terms used herein have been specifically defined, the said definitions being detailed in **Appendix 1 Definitions** which shall be considered to form an integral part of this Document and the Constitution Objectives and Rules detailed therein.

## 3. OBJECTIVES

The Bowen Association UK is a not-for-profit organisation with the following objectives:

3.1. To ensure a high standard of professional practice of the Bowen Technique among the membership of the Association through the **Requirements of Membership** (refer to Appendix 2) and its adherence to the **Bowen Association UK Code of Conduct** (refer to Appendix 4).

3.2. To maintain a register of practising members whose services are available to the public and other professional organisations. The existence of this register will be made known to the public through information provided on the Bowen Association UK official website and other media.

3.3. To provide a forum for the exchange of knowledge, experience and research between the practitioner members of the Association and to provide advice and support to individuals as needed.

3.4. To make provision for disciplinary procedures in cases of serious professional misconduct.

3.5. To review the standards of professional practitioner training and qualifications in the Bowen Technique that will serve as the minimum requirement for full Membership of the Association.

3.6. To review and maintain a list of post-qualification courses approved by the BAUK as providing training of a standard that meets the Continuous Professional Development requirements laid down for individual membership of the BAUK. To review the standards of professional post-practitioner training and qualifications in the Bowen Technique by the providers of the post-qualification courses.

3.7. To make available to the general public, the media, government bodies and other organisations in complementary and alternative medicine, information and scientific data concerning the efficacy and safety of the Bowen Technique when practised by competent therapists.

#### **4. MEMBERSHIP**

4.1. Membership of the Bowen Association UK shall consist of the following categories:

- a) Full Membership
- b) Associate Membership
- c) Retired Membership
- d) Honorary and Life Membership
- e) Student Membership

#### **FULL MEMBERSHIP**

4.2. Full Membership of the BAUK shall be open to all individuals who meet the requirements for membership as determined by the Association. The Executive Committee of the BAUK reserves the right to alter or update these requirements subject to approval by the membership as and when it sees fit. The said requirements are detailed in **Appendix 2**.

4.3. In order for the BAUK to be able to effectively determine whether an individual has met the full requirements of membership as laid down in Appendix 2 Requirements of Membership, full membership to the BAUK shall be open to those individuals who have successfully either:

- a) completed a course with a qualified instructor of Bowen Training UK (BTUK) or the Bowen Therapy Academy of Australia (BTAA).
- b) or have been assessed on a Module 8 (or appropriate) by a qualified instructor of BTUK or BTAA, if their course was with another Bowen training school or was outside the UK.

4.4. New Full members are, in addition, required to make available to the Association documented evidence of professional liability insurance and their Anatomy, Physiology and Pathology Certificate. They are also required to hold a current first aid certificate and undertake Continuous Professional Development in accordance with current Bowen Association UK Policy.

#### **Full Members who reside overseas**

4.5. Those individuals who meet all the requirements for Full Membership as outlined in Section 4.2 but who reside outside the United Kingdom may be outside the jurisdiction of UK Law. As members in practice, however, they are required to make available to the BAUK documented evidence of sufficient professional liability insurance cover through an organisation based in the country in which they reside, unless such cover does not exist as a requirement in that country.

## **ASSOCIATE MEMBERSHIP and RETIRED MEMBERSHIP**

4.6. Available to individuals who have completed their training with Bowen Training UK but have not completed the necessary certification for AP&P or First Aid, or for individuals from other recognised training schools waiting to complete a Module 8 assessment, or for individuals who were Full Members but are taking a break from working as a practitioner.

If an Associate or Retired Member does offer Bowen in any capacity, including free to friends and family, they must be able to produce documented evidence of professional liability insurance cover.

## **STUDENT MEMBERSHIP**

4.7. Students are admitted to the Association at Module 1 - 2 upon receipt of documentation from BTUK Trainers. Such members, while not in professional practice, are required to obtain professional liability insurance cover in order to indemnify them against claims from third parties.

4.8. Having passed the formal assessments, the Student Member must show evidence of having fully completed their training course and therefore demonstrating eligibility for FULL membership of the BAUK, this evidence being their Bowen Diploma, AP&P Certificate and First Aid Certificate, plus their professional liability insurance cover. Upon showing this evidence they will be admitted to Full Membership with the corresponding membership fees applying thereafter. If they still have to obtain their AP&P and/or First Aid certificates, they can apply for Associate Membership in the meantime and upgrade to Full when these are completed.

**4.9 Continuing Professional Development:** On graduation each student must be made aware that after their first 12 months of membership they will need to undertake Continuous Professional Development in accordance with the current Bowen Association UK Policy.

## **HONORARY AND LIFE MEMBERSHIP**

4.10. May be offered at the sole discretion of the Executive Committee to individuals whose exceptional work on behalf of the Bowen Technique warrants recognition of that work in the form of membership that does not require the payment of membership fees. If a Full practising member, the Honorary Member is still responsible for their appropriate professional liability insurance and complying with the CPD and First Aid requirements.

4.11. **ALL** categories,, except that of Honorary or Life Member, shall pay an annual membership fee of such sum on such due date as may be determined by the Executive Committee from time to time. The annual amount of this fee shall be different for each type of membership.

## **TERMINATION**

Termination of membership shall arise under the following conditions:-

4.12. Upon receipt by the BAUK of the written notice of withdrawal from Membership. In such instances resigning members shall be asked to sign a declaration stating that they will cease using or referring to the name of the BAUK in any of their professional documentation, marketing material or media presence and to no longer display their now invalid Certificate of Membership

4.13. If the member be in default of payment of the annual membership fee in which case the member in question shall be sent a termination notice that requires them either to submit their

overdue annual membership fee within a period of thirty (30) days or they will be removed from the websites and their membership will be terminated. In addition they must cease using or referring to the name of the BAUK in any of their professional documentation, marketing material or media presence.

4.14. As long as they remain a member, that is until such time as they either resign in writing, fail to renew their membership or are formally expelled, each BAUK member shall observe the Constitution and Rules of the Bowen Association UK and the BAUK Code of Conduct

## **5. VOTING RIGHTS**

Only Full Members shall have the right to vote.

## **6. THE ADMINISTRATION OF THE AFFAIRS OF THE BOWEN ASSOCIATION UK**

6.1. The final authority for all matters concerned with the administration of the affairs of the BAUK and its government rests with the membership in formal session. A quorum for the Bowen Association's purposes shall consist of at least one-tenth (1/10<sup>th</sup>) of all Full Members which shall include one signatory Officer and two other members of the Executive Committee.

6.2. The Association shall at its Annual General Meeting democratically elect from its Full Members a number of persons to serve for the coming year as an Executive Committee.

The elected members of the Executive Committee shall consist of a Chair, a Treasurer, a Secretary, these being the three (3) Officers, together with a maximum of seven (7) general members, to include a Vice-Chair, the maximum being subject to 6.6 below.

As of the 2025 AGM each incoming Committee member commits to a minimum 2 year term, with no more than two (2) Officers stepping down at one time, ideally with these not being the Chair and Treasurer together. Thereafter, it becomes a rolling one year commitment.

Any Officer stepping down is requested to give 3 months notice of their intention to step down to allow time to find their replacement.

### **6.3. Officer Roles**

i) The role of the Chair shall be that of principal representative of the BAUK with overall responsibility for the formulation and implementation of its professional and financial policy subject to the approval of the Membership. It is the Chair's direct responsibility to call and chair at all BAUK General and Executive Committee meetings, report to the membership on all matters of professional and financial concern, and to oversee the administration of the BAUK through regular liaison with the paid BAUK Administrator.

ii) The role of the Treasurer shall be to oversee the financial administration of the Association. It is the direct responsibility of the Treasurer to manage the Association's income and expenditure, the on-going maintenance of its accounts and to report to the membership on all matters of financial concern. They shall be expected to recommend to the Executive Committee general policies with respect to the management of the Bowen Association's income and expenditure.

The Treasurer can be assisted in their role by means of an appointed Accountancy firm.

The Treasurer is required to review and approve the Draft Yearly Accounts prepared by an appointed Accountancy Firm, thereupon, sign the foresaid Accounts which are then submitted to Companies House by the Accountants.

iii) The role of the Secretary shall be to oversee the professional administration of the Association through liaison with the Chair, the Treasurer, the other Executive Committee members and the paid BAUK Administrator. While the responsibility of the Secretary shall not extend to the daily

management of Association administrative matters nor the on-going maintenance of its register of members, the role of the Secretary shall nevertheless require the Secretary to report to the Membership on all matters of professional concern. It is the Secretary's direct responsibility to assist the Chair in calling all BAUK General and Executive Committee meetings as well as to record and disseminate the minutes of those Meetings.

6.4. The additional seven (7) general members of the Executive Committee referred to in item 6.3 above may take responsibility for the following designated areas of professional concern and activity:

- a) Marketing
- b) Strategy/Projects
- c) Website Administration
- d) Arbitration and Complaints
- e) Member Support

6.5. The Chair shall nominate one or two of the Executive Committee members to serve as Vice-Chair, subject to approval by the full Executive Committee.

6.6. The Executive Committee shall have the power to co-opt from time to time as it sees fit any member who is deemed to possess specialist knowledge, skills and/or experience that may be of value to its efficient and effective operation. Any such co-opted member shall have the same voting rights as any other Executive Committee member. Such co-opted members' term may last for the duration of the project they are supporting or for the 2 years as referenced in 6.2 above, in which case the maximum of seven general members shall not apply if the co-opting takes the number temporarily above a total of ten on the Executive Committee.

6.7. The Executive Committee shall have the power to establish sub-committees and working parties from time to time as it deems necessary.

6.8. The Executive Committee shall meet as frequently as is required for the proper discharge of their duties but this shall not be less than two (2) times annually. A quorum of the Executive Committee shall comprise at least one signatory officer and five (5) other members.

6.9. Sub-committees shall meet as frequently as is required for the proper discharge of their duties.

6.10. The Executive Committee and its associated sub-committees shall keep a proper record of its meetings.

6.11. The Executive Committee shall ensure that the BAUK is properly and adequately insured against such liabilities as it may encounter in the conduct of its business.

6.12. Should the membership have any concerns about a member of the Executive Committee, with a view to request they stand down, a written request, supported by at least fifty-one percent (51%) of the Full membership, detailing the precise reasons why, should be made to the three Officers, even if one of these Officers is being requested to stand down.

## **7. ACCOUNTING AND AUDITING**

7.1. The membership, through its Executive Committee, shall cause a proper record to be kept of all financial, legal and other matters appertaining to the operation of the BAUK and shall appoint an accountancy firm to prepare and submit the annual accounts of the Association for presentation to the Members at the Annual General Meeting and submit the approved accounts to Companies House. In addition, the accountancy firm will advise as to the financial requirements of employing staff by BAUK.

7.2. The funds of the Bowen Association shall be kept with a recognised reputable Banking organisation. The signatory will be the Treasurer, with evidential approval from the Chair or Vice-Chair for any expenditure which is not business as usual. Such approval to be held as an auditable record within the accounts, which thereby enables verification of such transactions by the Accountancy firm.

## **8. GENERAL MEETINGS**

8.1. The Annual General Meeting of the BAUK shall take place between June and November every year. A minimum of two (2) months written notice of date and venue being given to all members. The current Chair of the BAUK shall preside over the meeting until the incoming Chair has been elected who shall then take over their office immediately.

8.2 Notice of motions affecting the Constitution shall be given in writing to the Secretary no later than five (5) weeks prior to the date of the AGM as circulated and details of the same shall be circulated to all members as part of the notification of the Agenda of the AGM as under section 8.4 below.

8.3 The Agenda of, and confirmation of the date and venue of the AGM shall be sent to all members one (1) month prior to the date arranged and the said Agenda shall include notice of all motions affecting the Constitution.

8.4 The Agenda and business of the AGM shall include but not be limited to the hearing of the reports of the Officers, the election of a new Executive Committee, discussion and voting on Resolutions and Any Other Business.

8.5 Executive Committee members may offer themselves for re-election to the same or a different office.

8.6 Nomination/proxy voting forms will be enclosed with Agenda forwarded to members one (1) month prior to the date of the AGM together with details of its completion and return. Nomination/proxy voting forms must be returned to the BAUK office not less than seven (7) days prior to the date of the AGM.

8.7 Except for motions affecting the Constitution for which a two-thirds (2/3) majority shall be required, a simple majority of paid-up Full Members shall be sufficient to carry a motion.

8.8 An Extraordinary General Meeting (EGM) may be called by the Executive Committee or by not less than fifty (50) paid-up members giving notice in writing to the Chair and identifying the precise reasons for the EGM.

8.9 Notice of any Extraordinary General Meeting, its date, venue and agenda shall be given in writing to the membership no less than one (1) month prior to the date of the EGM.

8.10 No business shall be transacted at the Annual or an Extraordinary General Meeting unless a quorum be present. If within one (1) 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 (1) calendar month of the original date. The date and time of the reconvened meeting shall be circulated to all members by the Secretary or the Administrator and if at the adjourned meeting a quorum is still not present at the end of (1) hour from the time appointed, the members present shall constitute a quorum.

## **9. DISCIPLINARY PROCEDURES**

9.1 In the event of a BAUK member being allegedly in breach of one or more of their obligations as a member of the Association, the Executive Committee shall inform the said member in writing giving the nature of the perceived breach and shall require the member to provide the Executive Committee with a written reply within a defined period of time. The Executive Committee shall in addition have the power to require the member to provide further details and/or explanation relevant to the alleged breach as is considered necessary.

9.2. In the event that having duly requested a member allegedly in breach as in **Section 9.1** above the said member fails to respond to the Executive Committee's communications, or as the result of the member's response the Committee is of the view that a breach has been committed, the Executive Committee shall commence disciplinary proceedings against the member as laid down in **Appendix 5 Complaint Investigation and Disciplinary Procedures**. This Appendix forms an integral part of this document.

9.3. In the event that the Executive Committee shall be made aware that a member has acted in a way likely to be detrimental to the BAUK or the practise of the Bowen Technique, or has brought the Bowen Association UK into disrepute, the Executive Committee shall make an investigation through a disciplinary subcommittee which shall be constituted and act according to the procedures and rules laid down in **Appendix 5 Disciplinary Procedures-Extended**. If the nature of the alleged offence is a public safety issue, or the alleged offence is considered to be of such serious concern, the Executive Committee may suspend a practitioner's membership during the course of the investigation.

9.4. In the event of the Executive Committee deciding that a member has been in breach of their obligations or has acted in a detrimental manner or improperly it shall have the power to suspend the member in question for a period of time, expel the member from BAUK or take whatever other action is deemed appropriate, which may include re-training. Such a decision may also be communicated to other professional organisations and bodies in accordance with inter-organisation agreements or as deemed appropriate.

## **10. ALTERATION TO THE CONSTITUTION**

10.1. No amendment, addition or deletion may be made to this Constitution that would put the BAUK at variance with the law of the land, or which would, in the event of the BAUK being granted charitable status, cause the BAUK at any time to cease to be a "charity in Law".

## **11. DISSOLUTION**

11.1. The BAUK may be dissolved by the passing of a special resolution framed to that end at an Extraordinary General Meeting convened for that purpose. Any assets remaining on dissolution of the BAUK after satisfying outstanding debts and liabilities shall be distributed amongst the members of the BAUK.



# APPENDICES

**Appendix 1**

**Appendix 2**

**Appendix 3**

**Appendix 4**

**Appendix 5**

**Definitions**

**Requirements of Membership**

**Standards of Training**

**Code of Conduct**

**Disciplinary Procedures**

## APPENDIX 1

### **DEFINITIONS**

The purpose of this Appendix is to provide clear definitions of the meanings applied by the Association to certain words or terms appearing within the main body of this Constitution and Objectives of the BAUK which might otherwise be misrepresented or have an alternative even though similar meaning applied to them by some parties.

#### **1. BOWEN TECHNIQUE**

1.1. For the purposes of the Bowen Association the term Bowen Technique shall be taken to mean the use of non-invasive Bowen moves as developed by Tom Bowen for the holistic improvement of physical and psychological well-being.

1.2. For the purposes of the BAUK, the term Bowen Technique shall be taken to mean all forms of non-invasive Bowen moves, excluding any soft-tissue techniques which do not follow the prescribed description of typical Bowen moves, which includes breaks and any techniques which involve direct adjustment or manipulation of the spine or joints. Bowen Technique cannot be described or adjusted to follow the discipline of acupuncture points, acupressure lymphatic drainage techniques, kinesiology or any other soft tissue massage therapies.

#### **2. BOWEN THERAPIST**

2.1. The term Bowen therapist is used to describe a person who has been trained to a specific standard as defined by the Bowen Association from time to time, in the practice of the Bowen Technique for therapeutic purposes.



## APPENDIX 2

### **REQUIREMENTS OF MEMBERSHIP**

#### **1. ALL CATEGORIES**

No individual shall be considered to be a member of the BAUK if they have failed to pay within the period as may be defined by the BAUK, or as laid down within the Constitution, such annual or other membership fee as may be set from time to time as required for its category of membership.

#### **2. FULL MEMBERS**

The category of Full Member requires that, in addition to 1 above, initial applicants have, since 2020, successfully completed accredited professional training in the Bowen Technique, which meets the following standards of in-class education and training:

- a) 226 hours of Guided Learning, with 132 hours of Bowen Technique and 94 hours of AP&P.
- b) The 132 hours of Bowen Technique includes a minimum requirement of 64 hours of development and supervision of Bowen Technique practical skills with the simultaneous physical presence of the Learner and the tutor/supervisor within the delivered hours of Guided Learning.
- c) The minimum duration of the training period is 9 months, not including AP&P.

## **APPENDIX 3**

### **STANDARDS OF TRAINING**

Practitioner level training is carried out by accredited instructors who have a minimum of five (5) years experience as a Bowen Practitioner, have completed the relevant City & Guilds Further Education Teaching Certificates and met all other necessary requirements of Bowen Training as outlined in the Professional Standards Board's Core Curriculum for the Bowen Technique. The Professional Standards Board sits within an Accredited Register of the Professional Standards Authority for Healthcare, with representatives from the Bowen Association.

The Bowen Association may assess individual trainers periodically, or as requested, as part of its assurance to the public of the standards met by practitioners of the Bowen Technique.