

The Rules and Regulations of the Shiatsu Society (U.K.) Ltd.

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The Rules and Regulations of the Shiatsu Society (U.K.) Ltd.

- 1) The Rules and Regulations shall form the basis for the day-to-day operation of the Society, and as such they should be written in everyday English. They are in addition to and cannot contradict the Memorandum and Articles of Association of the Society.
If there is ever a conflict in understanding or interpretation of these Rules and Regulations the legal meaning or interpretation of the Memorandum and Articles of Association shall take precedence. The Chairperson of the Society shall give the meaning of any Rule and Regulation not directly linked to the Memorandum of Association and Articles of Association.
- 2)
 - a) The Rules and Regulations can be altered and revised or otherwise amended by a motion at any General Meeting of the Society. A 7/8ths majority of those present and entitled to vote at the meeting is necessary for the motion to be carried.
 - b) Under Articles of Association 14) the Board can make or alter the Rules and Regulations as they deem necessary, expedient or convenient for the proper conduct and management of the Society.
 - c) Any Rules and/or Regulations made or altered under Articles of Association 14) must be printed in the next available S.S. (U.K.) Newsletter, or general mailing to Members.
 - d) Any Rules and/or Regulations made or altered under Articles of Association 14 must be put as a motion of amendment, by the Board, to the Rules and Regulations at the next General Meeting of the Society.

3) MEMBERSHIP

- a) There shall be the following categories of membership of the Society:
 - i) Student Member
 - ii) Associate Member
 - iii) Graduate Member
 - iv) Member of the Register of Professional Practitioners of the Shiatsu Society (M.R.S.S.)
 - v) Trainee teacher MRSS(t)
 - vi) Member of the Teacher Register of the Shiatsu Society M.R.S.S. (T)
 - vii) Member of the Teacher Trainer Register of the Shiatsu Society
- b) ALL members shall:
 - i) pay an annual membership fee which is set by the Society's A.G.M.
 - ii) abide by the Shiatsu Society Rules and regulations, including the Codes of Conduct and Ethics as detailed in Section 5 of these Rules and Regulations.
 - iii) have voting rights at the Society's General Meetings (A.G.M or E.G.M.), in Society elections, 1 vote per member, and have the right to stand for election to the Board of the Society, provided that all monies presently payable by her or him to the Society have been paid.
 - iv) sign a written consent to become a member, or sign the register of members, on becoming a member.
 - v) be included in the Society's membership records.
 - vi) have a suitable insurance policy as detailed in section 10 of these Rules and Regulations, and sign a declaration confirming this on their annual renewal of membership.
 - vii) declare on application for membership or on annual membership renewal any complaint upheld against them in any other professional organisation of which they are or have been a member, if they are convicted of any criminal offence (other than a traffic offence), or if successful civil proceedings are or have been brought against them in relation to their work.
 - viii) The use of any designatory letters, or claim of membership shall be governed by the criteria laid out below, and be subject to current, paid up membership of the Society.
- c) Requirements specific for each category
 - i) **Student Member**
This category of membership shall be open to individuals who:
 - (1) are undertaking a course of study in shiatsu which includes the Core Curriculum and the study requirements of the Shiatsu Society, as detailed in section 12 of these Rules and Regulations.
 - (2) show evidence that they are currently studying shiatsu.
 - ii) **Associate Member**
This category of membership shall be open to individuals who:
 - (1) do not have a professional Shiatsu practice.
 - (2) have undertaken Shiatsu studies but cannot fulfil the requirements of 3)c)i), 3)c)iii) or 3)c)iv) at the discretion of the Society. Some evidence of training undertaken will be required.

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Section 3)c)ii) cont'd....

- (3) shall be entitled at any time, to move to Graduate membership, according to the Society's requirements for that category, if they have previously fulfilled the requirements for the category.
- (4) shall be entitled, to move to M.R.S.S. category, according to the Society's requirements for that category as long as they have fulfilled the requirements for that category during the previous 3 years.
- (5) If, at any point of application, a Graduate member is not accepted as a MRSS and becomes an Associate member but continues to work on aspects of their practice before re-presenting themselves for MRSS, then the three year period of 3)c)ii)4) does not apply.

iii) **Graduate Member**

This category of membership shall be open to individuals who:

- (1) have completed their shiatsu studies which include the Core Curriculum and fulfilled the study and examination requirements of the Shiatsu Society, as detailed in sections 12, 13 and 14 of these Rules and Regulations, and have been assessed to be competent by a Teacher member of the Shiatsu Society, and fulfilled all other requirements for the category, as laid down by the Society.
- (2) show evidence with their annual membership renewal of continued professional development, in accordance with Shiatsu Society requirements. See Rules and Regulations Section 14.
- (3) A Graduate Member can only use the Post Graduate Year route for acceptance onto the Register of Professional Practitioners of the Shiatsu Society (MRSS) if the Shiatsu School from which s/he graduated has fulfilled the requirements for full Ratification of the School's Practical Assessment Procedures as detailed in Rules and Regulations Section 14) e).
- (4) A Graduate Member with a Diploma dated before their School fulfilled the requirements of Rules & Regulations Section 14) e) may use the Post Graduate Year route to MRSS if s/he can provide the Shiatsu Society with written evidence that they gained their Diploma under the same Practical Assessment Procedures as have since been ratified.
- (5) A Graduate Member from a non-ratified or other Shiatsu School may approach a Ratified School to be assessed via that School's ratified theory and/or practical assessment procedures. The School Principal will provide the Graduate Member and the Shiatsu Society with written confirmation that such a Graduate is of the same standard in terms of theory and practical skills as their regular Graduates. The Graduate Member may then proceed to membership of the Register of Professional Practitioners of the Shiatsu Society (M.R.S.S.) under the procedures of Rules and Regulations Section 13) Assessment of the Core Curriculum b).

They shall be included in a list of Graduate Practitioners of the Shiatsu Society which is provided to the public by the Society;

iv) **Member of the Register of Professional Practitioners of the Shiatsu Society (M.R.S.S.)**

This category of membership shall be open to individuals who:

- (1) have completed their shiatsu studies which include the Core Curriculum and fulfilled the study and examination requirements of the Shiatsu Society, as detailed in sections 12, 13 and 14 of these Rules and Regulations, have fulfilled all other requirements for the category, as laid down by the Society and have been assessed to be competent by a Teacher member of the Shiatsu Society.
- (2) Have been a member of the Society for at least 2 years immediately prior to application of either the Society or a full-member National Association (NA) of the European Shiatsu Federation (ESF). (If the two years include a study period the membership for that period must be of the NA in the country where the study took place, and the studies must be recognised by the relevant NA).
- (3) Or have been a graduate member of the Shiatsu Society, commencing before December 2006 and can present a) evidence of a minimum number of 100 treatments for the year prior to application; b) evidence of appropriate CPD for the same period, and c) with a letter of recommendation from a member of the current SSUK assessment pool, unknown to the applicant. The letter must clearly state that a safe and appropriate treatment has been received by the assessment pool member and that there is satisfactory knowledge of the ethics code of the Shiatsu Society has occurred. (The member of the assessment pool can reserve the right to ask for a second opinion and ask for another pool member to be involved in the process).
- (4) Or have been a Professional practitioner abroad for a minimum of 3 years and can a) provide a copy of their Curriculum Vitae (CV); b) present evidence of a minimum number of 100 treatments for the year prior to application and c) a letter of recommendation from a member of the current SSUK assessment pool, unknown to the applicant. The letter must clearly state that a safe and appropriate treatment has been received by the assessment pool member and that there is satisfactory knowledge of the ethics code of the Shiatsu Society has occurred. (The member of the assessment pool can reserve the right to ask for a second opinion and ask for another pool member to be involved in the process).

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Section 3)c)iv)4) cont'd....

They shall:

- (3) Show evidence with their annual membership renewal of continued professional development, in accordance with Shiatsu Society requirements.
- (4) be entitled to use the designatory letters M.R.S.S. after their name and to cite this in all correspondence, promotional materials, their own and the Society's and public communications;
- (5) They shall be included in the Register of Professional Practitioners of the Shiatsu Society that is provided to the public by the Society;

A M.R.S.S. who is unable to show evidence of continued professional development for the CPD monitoring period will be transferred to the list of Associate Members.

If at any point a former M.R.S.S. wishes to transfer back to the M.R.S.S. category they shall show evidence of continued professional development (including regular Shiatsu practice over the preceding period of six months). Provided that the period during which their professional practice and development has lapsed has not exceeded a total of four years, s/he shall be entitled to be re-admitted to the list of M.R.S.S.

If the period exceeds 4 years, the Society reserves the right to require the member to present themselves for a Practical Assessment before being allowed to rejoin the M.R.S.S. Register.

v) **Trainee teacher M.R.S.S.(t)**

This category of membership shall be open to individuals who:

- (1) are Members of the Register of Professional Practitioners of the Shiatsu Society (M.R.S.S.).
- (2) have been accepted as a Trainee Teacher after meeting the criteria specified by the Society.
- (3) Are undergoing Shiatsu teacher training under the supervision of 2 M.R.S.S.(T) Teacher Trainers, or have been actively undergoing such training during the preceding 2 years.

They shall:

- (4) be entitled to use the designatory letters M.R.S.S.(t) after their name and to cite this in all correspondence, promotional materials, their own and the Society's and public communications;

vi) **Member of the Teacher's Register of the Shiatsu Society M.R.S.S. (T)**

This category of membership shall be open to individuals who:

- (1) are Members of the Register of Professional Practitioners of the Shiatsu Society (M.R.S.S.) have been accepted as a Trainee Teacher after meeting the criteria laid down by the Society.
- (2) Have met all the criteria specified by the Society for Teachers.

They shall:

- (3) show evidence with their annual membership renewal of continued professional development, in accordance with Shiatsu Society requirements.
- (4) be entitled to use the designatory letters M.R.S.S. (T) after their name and to cite this in all correspondence, promotional materials of their own and the Society's and public communications.
- (5) be entitled to teach the full Core curriculum, with their teaching hours being included in the total requirement for training hours for students in fulfilling the criteria specified by the Society for a graduate member.
- (6) be included in the Register of Shiatsu Teachers which is provided to the public by the Society.
- (7) be entitled to be admitted to the Assessment Panel of the Society, after membership of this category for 3 years.

vii) **Member of the Teacher Trainer's Register of the Shiatsu Society M.R.S.S.(T)**

This category of membership shall be open to individuals who:

- (1) are Members of the Register of Professional Practitioners of the Shiatsu Society (M.R.S.S.) and have been accepted as a Teacher after meeting the criteria laid down by the Society.
- (2) Have met all the criteria specified for Teacher Trainers by the Society.

They shall:

- (3) Show evidence with their annual membership renewal of continued professional development, in accordance with Shiatsu Society requirements.
- (4) be entitled to use the designatory letters M.R.S.S.(T) after their name and to cite this in all correspondence, promotional materials of their own and the Society's and public communications.
- (5) be entitled to teach the full Core Curriculum, with their teaching hours being included in the total requirement for training hours for students in fulfilling the criteria specified by the Society for a Graduate member.
- (6) be entitled to teach Trainee Teachers on their way to becoming teachers recognised by the Shiatsu Society.

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Section 3)d)i) cont'd...

- (7) be included in the Register of Shiatsu Teacher Trainers which is provided to Graduates and Practitioners by the Society.
- (8) be entitled to be admitted to the Assessment and Ratification Panel of the Society.

d) **General membership information.**

- i) The Shiatsu Society (U.K.) is an organisation registered and operating within the United Kingdom only. All members therefore must have a U.K. address for correspondence.
- ii) The Codes of Conduct and Ethics and Complaints Procedure therefore relates only to practice by members within the area of its jurisdiction. The Shiatsu Society expects that all Shiatsu practitioners will abide by a professional code of conduct.
- iii) Practitioners working outside of the United Kingdom are advised to seek membership of the appropriate national organisation within the country in which they are working and acquire suitable insurance for that work.
- iv) Overseas Readership affiliation is available, allowing contact to be maintained with the Society and receive the quarterly newsletter. It should be noted that readership is NOT a membership category.
- v) The Shiatsu Society (U.K.) reserves the right to refuse membership at the discretion of the Board (Articles of Association 4) and 14b)).

4) **REGISTERS and LISTS available to the Public**

The following registers or lists are made available to the Public.

a) **The PROFESSIONAL PRACTITIONER REGISTER.**

The Society shall keep the Register of Professional Practitioners of the Shiatsu Society. Only those members who fulfil the criteria for that membership category, as specified in Rule 3)c)iv), shall be entered on this Register, and allowed to use the letters M.R.S.S.

b) **THE TEACHER REGISTER.**

The Society shall keep a Register of Shiatsu Teachers. Only those members who fulfil the criteria for that membership category, as specified in 3c(vi) shall be entered on this Register, and allowed to use the letters M.R.S.S.(T).

c) **LIST OF TEACHER TRAINERS**

The Society shall keep a list of Teacher Trainers. Only members who fulfil the criteria for that membership category as specified in 3c)vii) shall be entered on this list and allowed to use the letters M.R.S.S.(T). (This group is a subset of Teachers and has no different designatory letters).

d) **LIST OF GRADUATE PRACTITIONERS.**

The Society shall keep a list of Graduate Practitioners. Only those members who fulfil the criteria as specified in 3c(iii) shall be entered on this list.

5) **CODES of CONDUCT and ETHICS**

a) **CODE of PROFESSIONAL CONDUCT and ETHICS**

Implicit in being a member of the Shiatsu Society is the recognition of the importance and value of Shiatsu as a regulated profession. Members must accept that by joining the Society they are agreeing to abide by these Codes of Conduct and Ethics which establish minimum standards of professional conduct.

As a Shiatsu Practitioner, Graduate, Associate or M.R.S.S., you are personally responsible for your practice. If it is found that you have breached this code, sanctions will be imposed in line with the seriousness of the infringement. This could lead to removal of your name from the register or in certain cases expulsion from the Shiatsu Society.

- i) Common sense. No code can regulate for all situations. The rules laid down in this code should be interpreted in the light of practical common-sense.
- ii) Knowledge of code. It is mandatory that all Shiatsu Society members should acquaint themselves with the provisions of this code.
- iii) Recognise and respect the uniqueness and dignity of each client irrespective of their ethnic origin, class, religious beliefs, gender, sexual orientation, age, disability or personal attributes.
- iv) Always act in such a manner as to promote and safeguard the interests and well being of clients
- v) Maintain approved and appropriate professional indemnity insurance cover
- vi) Ensure that no action or omission on your part, or within your sphere of responsibility is detrimental to the interests, condition or safety of clients.

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Section 5)a)viii) Cont'd...

- vii) Limits of competence. Shiatsu Society members should be aware of their own limitations. They shall be careful to restrict their practice within the limits of their own competence and to seek adequate professional consultation or supervision when necessary.
- viii) Professional competence. Shiatsu Society members should not attempt to carry out their professional activities when they are no longer able to do so competently. For example, they should not undertake treatments when (a) under the influence of drink or drugs, or (b) incapable of exercising adequate skill and judgement owing to physical or psychological illness or ageing. If in doubt about their ability to practise competently they should seek appropriate supervision and/or medical advice.
- ix) Personal health. Shiatsu Society members shall take personal responsibility for maintaining their own physical and mental health and, where necessary, seeking medical or psychological help.
- x) Avoid any abuse of your privileged relationship with clients. Members shall not invite nor enter into sexual or inappropriate emotional relations with any of their clients. See guidelines for Practice.
- xi) Avoid entering into any business, financial, commercial or other relationship with a client, to your advantage, that could exploit your privileged relationship with them.
- xii) Give Shiatsu only with the client's informed consent, ensuring the client is aware of and understands the nature of the treatment to be given. If you are in any doubt on this point you should follow the "Guidelines for Practice" (Rules 5b).
- xiii) Conduct yourself in an honourable manner in your relations with other practitioners.
- xiv) Work in a co-operative manner with colleagues and where appropriate other health-care professionals and recognise and respect their particular contribution to the client's well being.
- xv) Assist professional colleagues and where appropriate other health-care professionals in the context of your own knowledge, experience and sphere of responsibility-
- xvi) Ensure Shiatsu is practiced in an environment that is appropriate, safe, clean and comfortable.
- xvii) Keep accurate, relevant, contemporaneous and dated case notes recording client's personal details, (name, address, telephone number and date of birth), the presenting complaint and symptoms reported by the client, relevant medical history, any information and advice you give especially when referring the client to any other health professional, the consent of next of kin or legal guardian if required.
- xviii) Protect all confidential information concerning clients obtained in the course of professional practice and make disclosures only with written consent, except where required by order of a court or where disclosure is in the wider public interest, e.g. where a client may be a danger to themselves or others.
- xix) Members are legally required to keep client's records for a minimum of seven years. In the case of minors records must be kept until the client reaches the age of 25 (seven years after reaching 18). This applies even when you have referred the client on, or you have left the practice where you gave them the treatment.
- xx) Your client's case notes and records are your property, and you must retain them. Although a client can seek access to notes they have no legal rights of ownership. However, if a client requests a copy of their notes, you must follow the procedure laid out by the Data Protection Act 1998 and keep a record of this on file.
- xxi) The requirement to retain original records applies especially in the buying and selling of a practice; even with the client's consent you must only pass on copies of the records, not the original notes. You must also ensure that clients are kept fully informed and offered appropriate choices about their continuing care and the safe keeping and location of their original records.
- xxii) Clients records must be kept secure and confidential at all times. If you keep client records on a computer you must register under the Data Protection Act 1998. If you hold client's details on a computer which can be linked to manually held records, including holding their names and addresses for mailing purposes only, you may need to notify the Data Protection Commissioner. If you hold manual records only, you are now required by law to comply with the principles of the Data Protection Act 1998.
- xxiii) Members may destroy old records, burning and shredding are the most appropriate methods. You must also make appropriate arrangements for the safe keeping and transfer or destruction of client notes in the event of your death or serious injury.
- xxiv) Death of client. Should a client die, the client's communications and material remain confidential. Except as may be required by law, these must not be passed on to the next-of-kin, or to any relative, or personal representative of the client, or to any other third party, unless the client has left specific instructions for this to happen.
- xxv) If you write your case notes in any language other than English it will be your responsibility to provide a full translation, if called upon to do so by the Society, in the event of a complaint being made, or the records being required for official purposes, or a request being made by the client under the terms of the Data Protection Act 1998.
- xxvi) You must co-operate and comply with the Society's complaints procedure (Rules 5e).

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Section 5)b)i) cont'd....

b) GUIDELINES for PRACTICE

i) Children

- (1) The written consent of the parent or legal guardian should be obtained before giving Shiatsu to anyone under the age of sixteen.
- (2) It is a criminal offence if a parent or guardian does not provide adequate medical aid for a child under the age of sixteen. In law Shiatsu is not considered to be a medical aid. A practitioner who gives Shiatsu to a child whose parents are not providing adequate medical aid may be considered to aid and abet the offence.
- (3) Where it is known that the parents are not receiving medical attention for the child, Members are most strongly advised to secure the signature of the parent or guardian to the following statement:
I have been advised by (name of Member) that according to law I should consult a doctor concerning the health of my child, (name of child).
Signed (parent or guardian. Date
Witness (signature of person witnessing)
This statement shall be kept with the client's records.
- (4) In cases in which children are suspected to be at risk, for example by sexual or physical abuse or neglect, members are required to break confidentiality and to inform the relevant authorities.

ii) Vulnerable Adults

- (1) If a person is deemed to be incapable or unable to give or refuse consent for any treatment due to mental health problems, learning disabilities or learning difficulties, you are advised as a Shiatsu Practitioner, to act only in the client's best interests and with the agreement of their legal guardian.

iii) Inappropriate Relationships

- (1) Starting a sexual relationship or an inappropriate emotional relationship with a current or previous client is explicitly prohibited during a course of treatment and for a reasonable period of time following their final treatment and until issues of power have been addressed in supervision. Practitioners are responsible for ensuring that their sexual and emotional needs are met outside the client-practitioner relationship.
- (2) If you realise you are becoming inappropriately involved with a client you should end the professional relationship, seek supervision and recommend to the client an alternative source of appropriate care
- (3) If a client shows signs of becoming inappropriately involved with you, you should discourage them and, if necessary, end the professional relationship. You may wish to report such matters to the Society, in your own interest, or seek advice from a supervisor or colleague whilst maintaining the anonymity of the client.
- (4) You must ensure that your behaviour in dealing with clients is professional at all times and not open to misunderstanding or misinterpretation. Non-physical behaviour, gesture, unnecessary physical contact, verbal suggestion or innuendo can easily be construed as abusive or harassing.
- (5) You must allow the client privacy if they need to change for a treatment.
- (6) You may sometimes find yourself called upon to treat a relative or a friend. There is no harm in this provided that there is clarity as regarding the type of relationship, social or professional, and appropriate boundaries are kept.
- (7) You must ensure that past, present or anticipated relationships of any kind do not interfere with your professional duties, and you must avoid any behaviour which can be construed in this way.

iv) Venereal Disease

- (1) Under the Venereal Diseases Act 1917 it is illegal to treat knowingly for reward, whether direct or indirect (e.g. for a 'contribution') syphilis, gonorrhoea or soft chancre. Therefore you may not treat clients with these diseases unless the treatment is entirely free.

v) Herbs

- (1) The law relating to the sale and prescription of herbs is obscure but if a Member does sell or prescribe herbs, s/he must check that they are legally entitled to do so.

vi) Animals

The practice of Shiatsu as referred to in these Rules and Regulations refers to practice on people only. The following information provides basic legal guidance only and not advice to practice. Anyone wishing to pursue this practice should seek advice and insurance through appropriate organisations.

- (1) The Veterinary Surgeons Act 1966 prohibits anyone other than a qualified veterinary surgeon from treating animals, including diagnosis of ailments and the giving of advice based on such diagnosis. The Royal College of Veterinary Surgeons view Shiatsu as a form of physiotherapy.

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Section 5)b)vi)(2) cont'd....

- This can be administered to an animal if the animal has been seen by a vet, and the vet prescribes the treatment.
- (2) The rendering of emergency first aid to animals is, however, permissible for the purpose of saving life or relieving pain. What constitutes an emergency must be a question for the judgement of the individual Member. The Animal Welfare Act 2006 lays down as an obligation that if an animal needs treatment from a veterinary surgeon the owner must be advised to obtain this.
- vii) Support in Professional Practice
- (1) It is advised that practitioners regularly have an opportunity to reflect on their work and receive feedback. This may be from a regular meeting with a peer or group of peers, from a more experienced practitioner or from a Teacher. This process is termed supervision.
- viii) Advertising
- (1) Advertising by Members of the Shiatsu Society shall be guided by the Codes of Conduct and Ethics (Rules 5).
- (2) A Teacher may advertise that s/he is a Registered Teacher with the Shiatsu Society(U.K.).
- (3) Members on the Register of Professional Practitioners of the Shiatsu Society (U.K.) may use the initials M.R.S.S.
- (4) A Graduate member of the Society may advertise that s/he is a graduate of their school of Shiatsu, is a member of the Shiatsu Society (U.K.) and is held on a list of graduate practitioners by the Shiatsu Society (U.K.).
- (5) Student members shall not use their membership of the Society in any advertising.
- (6) Advertising shall be in keeping with the integrity of the Shiatsu Society (U.K.).
- (7) Advertising shall not make claims of superiority or curability.
- (8) Advertising shall not make detrimental comparisons between other members of the profession or other professions.
- (9) Advertising shall comply with The British Codes of Advertising and Sales Promotion as devised and enforced by the Committee of Advertising Practice (C.A.P.).
- c) **CODE of PRACTICE for TEACHER TRAINERS, TEACHERS and TRAINEE TEACHERS**
- This section should be read in conjunction with the Codes of Conduct (Rules 5a). The relationship between Teachers / trainee teachers and students is similar in some respects to that between practitioner and client. During their training students may find themselves in a vulnerable situation where painful and potentially damaging material may be revealed which needs handling in a sensitive and caring manner. In other respects, the relationship is different. Students are adult learners who bring to the training their prior experience and personal style. This should be respected by the teacher/trainee teacher and only challenged in relation to the stated objectives of the particular training. Training a person as a Shiatsu practitioner is a deliberately undertaken responsibility. This Code of Practice offers a framework within which teachers and trainee teachers can work to maintain the highest standards of responsibility towards students.
- i) Responsibility
- (1) Recognise and value the dignity of each student, irrespective of their race, class, gender, sexual orientation, religious beliefs, age, or disability or other personal attributes.
- (2) Encourage and facilitate the self-development of students, whilst also establishing clear working agreements, which indicate the responsibility of students for their own continued learning and self-monitoring.
- (3) Teachers and trainee teachers are responsible for setting and monitoring the boundaries between working relationships and friendships or other relationships. The boundaries around Shiatsu sessions and teaching should be made explicit to students.
- (4) Teachers and trainee teachers should not start a sexual relationship or an inappropriate emotional relationship with a current or previous student whilst also engaged in a training relationship and for a reasonable period following the end of their training relationship. Issues of power imbalance should also be addressed in supervision. Teachers and trainee teachers are responsible for ensuring that their sexual and emotional needs are met outside the teacher/student relationship.
- (5) Avoid entering into any business, financial, commercial or other relationships with a student, to your advantage, that could exploit your privileged relationship with them.
- (6) Maintain adequate and appropriate professional indemnity insurance cover, for themselves, and their students (Rules and Regulations 10).
- (7) When a Teacher is acting on behalf of or in the name of a school, the relationship between the Teacher and school should be clearly set out in writing to the student.
- (8) A Teacher Trainer, Teacher or Trainee Teacher should conduct themselves in an honourable manner in relation to other Teacher Trainers, Teachers or Trainee Teachers.

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Section 5)c)ii)(2) cont'd....

- ii) Competence
 - (1) Teachers should commit themselves to undertake further training and consistently seek ways of increasing their professional development and self-awareness.
 - (2) Teachers will take steps to ensure that they are competent to carry out the tasks they have undertaken.
 - (3) Teachers should ensure that all information concerning courses including costs, content, dates and course requirements are put clearly in writing and given to the students before the course starts.
 - (4) Teachers need to be clear about all aspects of a student's development that are to be assessed and about the procedures and criteria that are to be used. This information should be clearly communicated verbally and in writing at the beginning of the course.
 - (5) Every effort should be made to adhere to pre-set course information. In the event of changes being unavoidable, students should be informed in writing as soon as possible.
 - (6) When teachers advertise and publish information this must be accurate and uphold the integrity of the Shiatsu Society.
 - (7) Teachers are responsible for the provision of an appropriate and safe environment conducive to learning.
 - (8) Teachers should ensure that there are regular opportunities for students to discuss their training needs and respect and respond to their comments.
 - (9) Students should be given regular feedback on their progress. It is advised that dated records of this be kept.
 - (10) Supervision requirements regarding students' Shiatsu practice should be clearly defined. Teachers should also ensure that students are familiar with and working within an ethical framework and code of practice.
 - (11) When contracting out to other teachers you should ensure, as far as possible, their competence and that they will act within these codes.
- iii) Confidentiality
 - (1) Appropriate confidentiality must be maintained with regard to information of a personal nature obtained by the teacher.
 - (2) Confidentiality does not preclude the disclosure of confidential information relating to students when relevant to the following:
 - (a) Evaluation of the student by teachers or teaching committee.
 - (b) Recommendations concerning students for professional purposes or further training.
 - (c) Selection procedures.The student's written consent, to the sharing of information in this way, should be sought and they should be made aware of the sort of information that may be shared and with whom.
 - (3) Information about a specific student may only be used for publication in appropriate journals or meetings with the student's written consent and with anonymity preserved.
 - (4) Discussion by teachers of their students with professional colleagues should be purposeful and carried out with the written consent of the student.

d) **CODE for STUDENTS**

As a student member you are responsible for your actions in giving Shiatsu. Whilst many of your clients will be friends and student colleagues, you are entering into a therapeutic relationship that requires clear safe boundaries. Remember that it is always the responsibility of the Shiatsu 'giver' to hold the boundary.

- i) Within your accountability to the Shiatsu Society you must:
 - (1) Always act in such a manner as to promote and safeguard the interests and well being of clients and fellow students.
 - (2) Ensure that no action or omission on your part, or within your sphere of responsibility is detrimental to the interests, condition or safety of clients and fellow students.
 - (3) Acknowledge any limitation in your knowledge and competence and decline to treat anyone unless able to do so in a safe manner.
 - (4) Give Shiatsu only with the client's informed consent, ensuring that the client is aware and understands the nature of the treatment to be given, and that you are a student.
 - (5) Agree the appropriateness and level of any fees you propose to charge, with your Teacher.
 - (6) Recognise and respect the uniqueness and dignity of each client and colleague irrespective of their ethnic origin, class, religious beliefs, gender, sexual orientation, age, disability or personal attributes.
 - (7) Avoid any abuse of your privileged relationships with clients and fellow students. Starting a sexual relationship or an inappropriate emotional relationship with a client is explicitly prohibited

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Section 5)d)i) cont'd....

- during a course of treatment and for a reasonable time afterwards. Entering into a business, financial, commercial or other relationship to your advantage with client, should also be avoided.
- (8) Conduct yourself in a honourable manner in your relations with clients, fellow students and other professionals.
 - (9) Work in a cooperative manner with other health care professionals recognising and respecting their particular contribution to the client's well-being.
 - (10) Ensure that Shiatsu is practised in an environment that is appropriate, safe, clean and comfortable.
 - (11) Maintain approved and appropriate insurance cover yourself or through your Teacher (Rules & Regulations 10).
 - (12) Follow the Guidelines for Practice as in 5)b) of these Rules and Regulations.

e) COMPLAINTS PROCEDURE

i) About this Code

The Code of Disciplinary Procedures is published by the Shiatsu Society (UK) in order to set out the procedures and framework by which the Society implements and enforces the rules set out in the Rules and Regulations.

The purpose of these rules and procedures is to ensure that complaints against members of the Shiatsu Society (UK) are examined and dealt with in a clear and impartial manner. They are intended to clarify what happens once the formal process of complaint has been initiated. It is particularly important that the Society acts both to further the interests of its members but also as far as possible to ensure that the interests of the public are protected in any dealings with the professional membership of the Society.

The Society also encourages both potential complainants and practitioner members to do whatever is possible through informal mediation to resolve differences and difficulties before initiating formal procedures. It recognises, however, that it would be unreasonable to ask this of either party in circumstances where the seriousness of the alleged offence or the breakdown in mutual trust makes mediation unlikely to achieve a satisfactory resolution. Accordingly, the route of mediation is not compulsory.

In framing these rules and procedures, therefore, the Society has tried to ensure that the interests of both practitioner and the public are properly and adequately represented and that its processes are straightforward and transparent.

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ii) Important Notice

This Code has been written and published in the English language. The Society is aware that some of its members use English as a second language, as will some clients. In order to ensure that the provisions of this Code are understood and complied with by all of its members and that its requirements can be understood by all members of the general public, the Society has adopted the following two principles:

- (1) It is the responsibility of every member of the Shiatsu Society (UK) to read and familiarise themselves with the English language version of this Code, employing at their own expense translation services where necessary, and to be able to explain satisfactorily to their clients, if asked, the main requirements of the Code.
- (2) The Society undertakes to identify a pool of practitioner members or independent translators, where necessary, as a resource to enable members of the public for whom English is not a first language to be given explanations of the main requirements of the Code in their native tongue.
- (3) Throughout this document the masculine shall include the feminine.

iii) Arrangement of Sections

- (1) The Codes of Conduct & Ethics and Guidelines for Practice
 - (a) Preliminary Investigation
 - (b) Preliminary Screening
 - (c) Consideration of Allegations by the Complaints Adjudication Sub Committee
 - (d) Appeals against Decisions of the Complaints Adjudication Sub Committee
 - (e) Interim Suspension powers of the Complaints Adjudication Sub Committee
 - (f) The Appeals Assessment Panel
 - (g) The Moderator
 - (h) Legal Assessors
 - (i) Medical Assessors

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- (j) Technical Assessors
- (2) The Essential Committees
 - (a) General Background
 - (b) The Preliminary Investigating Sub Committee
 - (c) The Complaints Adjudication Sub Committee
 - (d) The Health Sub Committee
- (3) Appendices
 - Appendix A: Rules of Investigation for the Preliminary Investigating Sub Committee
 - Appendix B: Rules of Procedure for Hearings of the Complaints Adjudication Sub Committee
 - Appendix C: Rules of Procedure for Appeals Against Interim Suspension Orders
 - Appendix D: Rules of Procedure for Appeals Against Decisions of the Complaints Adjudication Sub Committee

(Section 1)

The CODES of CONDUCT & ETHICS and GUIDELINES for PRACTICE

- (1) The Code of Conduct & Ethics and the Guidelines for Practice are published by the Shiatsu Society (UK) (Rules 5):
 - (a) to lay down the standards of conduct and practice expected of members;
 - (b) to give advice in relation to the practice of shiatsu.
- (2) The Board of the Society has a duty to keep the Codes under review and to vary their provisions whenever it considers this appropriate, consulting representatives of the membership or specialist advisors as it deems necessary.
- (3) Anyone who asks the Society for copies of the Codes is entitled to receive them without charge.
- (4) (a) **Preliminary Investigation**
 - (i) If the Board of the Society, or any of its Sub-Committees (other than the Preliminary Investigating Sub Committee), is made aware through:
 - 1) a report or allegation made by a member of the general public, client, fellow practitioner, or a member of any Sub Committee or employee of the Society to whom any information may have been provided by any of the classes of person above within this subsection; or
 - 2) a statement made, whether intentionally or otherwise, by the member concerned; or
 - 3) a report made by a Technical, Medical or Legal Assessor in the course of undertaking their duties as described in this Code; that
 - 4) a member's or fee charging student's conduct has fallen short of the standard required of a Shiatsu Practitioner; or
 - 5) a member (excluding student members) may have been professionally incompetent; or
 - 6) a member has been convicted (at any time) in the United Kingdom of a criminal offence;The Board has a duty to refer the matter to the Preliminary Investigating Committee.
 - (ii) In the case of an allegation or report of a criminal offence 5)e)iii)section 1)4)a)i)6) above), the Preliminary Investigating Sub Committee may conclude that there is no case to answer if it considers that the criminal offence in question has neither material relevance to the fitness of the member concerned to practise nor reflects badly on the reputation of the shiatsu profession.
 - (iii) After considering the allegation, the Preliminary Investigating Sub Committee may decide that:
 - 1) the allegation or alleged behaviour relates to specific sections of the Code of Conduct & Ethics or Guidelines for Practice and warrants further investigation.
The Sub Committee shall carry out its investigation according to the rules and procedures set out in 5)e)iii)Section 3) Appendix A.
 - 2) the allegation or alleged behaviour does not or could not constitute a breach of the Codes
The Sub Committee may rule without investigation that there is no case to answer, and inform the person making the allegation of this fact.

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Section 5)e)iii)Section 1)4)a)iii)3) cont'd....

- 3) it is unable to determine whether the allegation relates to a specific rule in the Code or whether the alleged behaviour or conduct could be construed as misconduct or incompetence.
The Sub Committee may seek specialist advice or arrange for a Technical Assessor to make a Preliminary Screening Assessment as described in 5)e)iii)Section 1)4)b). If the matter cannot be resolved with an action plan agreed with the Technical Assessor, the Sub Committee may either proceed with the formal investigation or conclude that there is no case to answer.
- iv) Where the Preliminary Investigating Sub Committee concludes that there is a case to answer, it shall refer the allegation to the Complaints Adjudication Sub Committee and notify both the member concerned and the person making the allegation of its conclusions.
- v) The Preliminary Investigating Sub Committee may, if it is satisfied that it is in the interests of protection of members of the public, report serious allegations immediately to the Complaints Adjudication Sub Committee with a recommendation that the member be immediately suspended under the provisions of 5)e)iii)Section 1)4)e) of this Code. The report will be made in summary form and will not over-ride the duties of both committees to complete the investigation and hearings in accordance with the provisions of this Code.
- vi) The Preliminary Investigating Sub Committee shall at every stage either directly or through the Technical Assessor make the member aware of support services available from other organisations and provide the member with contact details of these services.
- vii) The Board of the Society shall appoint a Moderator to examine annually and prepare a generalised report on all cases where the Preliminary Investigating Sub Committee has concluded that there is no case to answer, with or without an investigation taking place.

(b) Preliminary Screening

- i) If the Preliminary Investigating Sub Committee is unable to determine whether a member's alleged behaviour is in breach of the Codes it may arrange for a Technical Assessor to make a preliminary screening assessment as referred to in 5)e)iii)section 1)4)a)iii)3).
- ii) The Sub Committee shall contact the practitioner member with details of the allegation, and may ask the Technical Assessor to arrange interviews and practice visits as necessary, and to report his findings to the Sub Committee.
- iii) After conducting his preliminary screening the Technical Assessor may decide that:
 - (1) the allegation relates to a specific rule in the Code or the alleged behaviour can be construed as misconduct or incompetence.
The Technical Assessor shall inform the Preliminary Investigating Sub Committee, which will proceed with its formal investigation.
 - (2) the allegation does not relate to a specific rule, or the alleged behaviour does not constitute misconduct or incompetence.
The Technical Assessor shall report this finding to the Preliminary Investigating Sub Committee which after further consideration may deem the matter to be closed.
 - (3) although the allegation does not relate to a specific rule or the alleged behaviour does not constitute misconduct or incompetence, it highlights aspects of the member's practice and practice management which fall short of the standards required by the Codes.
The Technical Assessor may take steps to resolve the problems by drawing up an action plan with the participation and consent of the member, and shall report in writing to the Preliminary Investigating Sub Committee to this effect, containing a copy of the agreed action plan. On satisfactory completion of any tasks, tests or amendments to working practices specified in the action plan within the time agreed for their completion, the Technical Assessor shall make a final report

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Section 5)e)iii)Section 1)4)b)iv) cont'd....

to the Complaints Adjudication Sub Committee and the matter will be closed.

- iv) If the Technical Assessor decides under 5)e)iii)Section 1)4)b)iii)3) that an action plan would be an appropriate means of resolving the problem but
 - (1) he cannot agree an action plan with the member; or
 - (2) the member fails to complete an agreed action plan; or
 - (3) the member concerned refuses to co-operate with him in seeking a resolution to the problem he shall report this finding to the Preliminary Investigating Sub Committee.
- (v) In the case of the member refusing to co-operate with the Technical Assessor under 5)e)iii)Section 1)4)b)iv)3), the Preliminary Investigating Sub Committee shall report this directly to the Complaints Adjudication Sub Committee.
- (vi) In the case of the member not agreeing to or failing to complete an agreed action plan, the Preliminary Investigating Sub Committee shall pass the case to the Moderator for assessment.
- (vii) The Moderator may seek specialist advice and undertake further interviews, are necessary or appropriate.
- (viii) The Moderator may find that either:
 - (1) the requirements of the action plan are unreasonable and the case should be closed.
 - (2) specific amendments should be made to the action plan, as a result of which he must comply with the amended version.
 - (3) the requirements of the action plan are reasonable and the member must comply with them.
- (ix) The decision of the Moderator is final and binding on the member concerned.

c) **Consideration of Allegations by the Complaints Adjudication Sub Committee**

- i) Where an allegation has been referred to the Complaints Adjudication Sub Committee under 5)e)iii)Section 1)4)a), the Sub Committee has a duty to consider the allegation.
- ii) The Sub Committee shall give the member concerned an opportunity to appear before it and to argue his case, for which he shall be entitled to be legally represented. The rules of procedure for such meetings are laid out in 5)e)iii)Section 3) Appendix B.
- iii) If the allegation is well founded, the Sub Committee may take one of the following steps:
 - (1) admonish the member;
 - (2) fine the member;
 - (3) make an order imposing conditions with which the member must comply while practising as a shiatsu practitioner a 'Conditions of Practice Order';
 - (a) **The Conditions of Practice Order**
At any time while a Conditions of Practice Order is in force the Sub Committee may:
 - (i) extend, or further extend, the period for which the order has effect;
 - (ii) revoke or vary any of its conditions;
 - (iii) require the member concerned to pass a test of competence specified by the Sub Committee;
 - (iv) reduce the period for which the order has effect; or
 - (v) revoke the order.
 - (b) **A Conditions of Practice Order shall cease to have effect:**
 - (i) if a period is specified in the order, when that period ends;
 - (ii) if a test of competence is specified, when the member concerned passes the test; or
 - (iii) if both a period and a test are specified, when the period ends or when the member concerned passes the test, whichever is the later.
 - (c) The Sub Committee shall ensure that the conditions imposed

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Section 5)e)iii)Section 1)(4)c) cont'd....

on the member concerned are the minimum that it considers necessary for the protection of the public. The period specified in a Conditions of Practice Order, including any extension, shall not exceed three years.

- (d) Failure to comply with a Conditions of Practice Order imposed under this Section shall be automatically referred back to the Complaints Adjudication Sub Committee for further action.
- (4) Request the Board to suspend the member's registration for the period specified in the order (a 'Suspension Order');
 - (a) **The Suspension Order**
 - (i) A member against whom a Suspension Order has been made shall, for the duration of the order, forego all rights and privileges of membership, shall not be liable to pay membership fees and shall receive a refund of any fees paid for the period to which the Suspension Order applies.
 - (ii) At any time while a Suspension Order is in force the Sub Committee may:
 - (1) extend, or further extend, the period of suspension; and
 - (2) make a conditions of practice order with which the member must comply if he resumes practice after the end of the period of suspension.
 - (iii) The Sub Committee shall ensure that the suspension imposed on the member concerned is the minimum which it considers necessary for the protection of the public. The period specified in a Suspension Order, including any extension, must not exceed three years.
 - (iv) The Sub Committee shall review every Suspension Order at least once every three months in order to satisfy itself that the continued suspension of the member remains in the public interest.
 - (v) In the case of a Suspension Order the Sub Committee shall publish details in professional journals and shall notify the Registrars of other regulatory bodies, where appropriate, or
- (5) Request the Board to terminate the member's registration for a minimum of three years (a 'termination order').
 - (a) **The Termination Order**
 - (i) In the case of a termination order the Sub Committee shall publish details in professional journals and shall notify the Registrars of other regulatory bodies, where appropriate.
 - (ii) The Sub Committee shall at least once every twelve months publish a report setting out;
 - (1) the names of those members in respect of whom it has investigated allegations under this Section and found the allegations to be well founded;
 - (2) the Section of either the Code of Conduct & Ethics or Guidelines for Practice of which they were in breach; and
 - (3) the steps (if any) taken by the Sub Committee in respect of the member so named.

d) Appeals against Decisions of the Complaints Adjudication Sub Committee

- i) Any person with respect to whom a decision of the Complaints Adjudication

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Section 5)e)iii)Section 1)(4)d) cont'd....

Sub Committee is made under 5)e)iii)Section 1)4)c) may within 28 days of the date on which notification of the decision is sent to him appeal in writing against the decision setting out the grounds of the appeal in accordance with the provisions of this Section.

- ii) No decision shall take effect;
 - (1) before the time limit for appealing against the decision has expired; or
 - (2) where an appeal has been made, before the appeal is withdrawn or otherwise examined and decided upon.
- iii) An appeal under 5)e)iii)Section 1)4)d)i) shall first be considered by the Appeals Assessment Panel. If in the Panel's view there are reasonable and legitimate grounds for an appeal against the decision the appeal shall be heard by an Appeal Tribunal, consisting of a Chair and two other members, established for the purposes of the appeal in accordance with rules made by the Board of the Society for the purposes of this Section see 5)e)iii)Section 3)Appendix D).
- iv) The Chair of an Appeal Tribunal:
 - (1) shall be selected in accordance with rules made by the Board of the Society; and
 - (2) shall be qualified as mentioned in 5)e)Section 1)4)h)iv).
- v) Each of the other two members of an Appeal Tribunal shall be selected in accordance with rules made by the Board of the Society with:
 - (1) one being a registered shiatsu practitioner; and
 - (2) one being a non-shiatsu practitioner ('lay person').
- vi) The Board of the Society shall make rules of procedure to be followed by an Appeal Tribunal hearing an appeal under this Section see 5)e)iii)Section 3)Appendix D).
- vii) The rules may not provide for the selection of any member of an Appeal Tribunal to be by the Board of the Society.
- viii) The Appeal Tribunal shall sit in private.
- ix) On any appeal under subsection 5)e)iii)Section 1)4)d)i):
 - (1) the appeal shall be by way of re-hearing the case; and
 - (2) the Tribunal hearing the appeal shall have power to make any decision which the Complaints Adjudication Sub Committee had the power to make under 5)e)iii)Section 1)4)c).
- x) No person shall be required by any rules made under this Section to give any evidence or produce any document or other material at a hearing held by an Appeal Tribunal which he could not be compelled to give or produce in civil proceedings in any court in that part of the United Kingdom in which the hearing takes place.
- xi) Any expenses reasonably incurred by the members of a Tribunal, including any incurred in connection with the appointment of a clerk, shall be met by the Board of the Society.

e) **Interim Suspension Powers of the Complaints Adjudication Sub Committee**

- i) This Section applies where:
 - (1) an allegation against a registered member has been referred to the Complaints Adjudication Sub Committee but the Sub Committee has not yet reached a decision on the matter; or
 - (2) the Complaints Adjudication Sub Committee has reached a decision on an allegation but the decision has not yet taken effect because the time limit for an appeal has not expired.
- ii) The Sub Committee may request the Board to suspend the registration of the member concerned (an 'Interim Suspension Order') if it is satisfied that it must do so in order to protect members of the public.
- iii) An order under 5)e)iii)Section 1)4)e)ii) shall cease to have effect:
 - (1) in a case falling within 5)e)iii)Section 1)4)e)i)1) when the Sub Committee reaches a decision in respect of the allegation in question; and
 - (2) in a case falling within 5)e)iii)Section 1)4)e)i)2)
 - (a) if there is no appeal against the decision, when the time limit for period for appeal expires; or
 - (b) if there is an appeal against the decision, when the appeal is

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Section 5)e)iii)Section 1)e)iv) cont'd....

withdrawn or otherwise disposed of.

- iv) Where an Interim Suspension Order is being considered in a case falling under 5)e)iii)Section 1)4)e)i)1), the member concerned is entitled to be present and to be legally represented at the meeting where it is discussed.
- v) Where an Interim Suspension Order has been made, the member concerned may appeal against it in writing, setting out the grounds of the appeal within 28 days to the Board of the Society.
- vi) On such an appeal the decision of the Board of the Society shall be final.
- vii) The rules governing appeals under 5)e)iii)Section 1)4)e)iv) are attached to this Code as 5)e)iii)Section 3)Appendix C.

f) **The Appeals Assessment Panel**

- i) The Board of the Society shall appoint an Appeals Assessment Panel in order to deal with appeals lodged under 5)e)iii)Section 1)4)d) of this Code.
- ii) The Panel shall consist of three members, of whom: a) one shall be qualified as mentioned in 5)e)iii)Section 1)4)h)iv) who will act as the Chair of the Panel; b) one shall be a SSUK registered shiatsu practitioner; c) one shall be a lay person.
- iii) In the event of an appeal being lodged against a decision of the Complaints Adjudication Sub Committee, the Appeals Assessment Panel has a duty to meet within 28 days of their appointment in order to assess the validity of the appeal by:
 - (1) examining all the procedures, written records and stages of the investigation;
 - (2) interviewing, if necessary, the Chair of the Sub Committee against the decision of which the appeal is being made and also the appellant;
 - (3) seeking expert advice, if appropriate, on points of laws raised by the appellant in making the appeal.
 - (4) Having considered the request for an appeal under the terms of 5)e)iii)Section 1)4)f)iii) the Panel may decide that:
 - (a) the grounds for the appeal are reasonable and legitimate and that the appeal should be allowed to proceed;
 - (b) the grounds for the appeal are not reasonable or not legitimate, and the appeal should not be allowed to proceed.
- iv) In the event of the request for an appeal being approved under 5)e)iii)Section 1)4)f)iii)4)a) the Chair of the Assessment Panel shall inform both the Board of the Society and the appellant within seven working days of the Panel's decision and request that action be taken to expedite the appeal.
- v) In the event of the request for an appeal being rejected under 5)e)iii)Section 1)4)f)iii)4)b) the Chair of the Assessment Panel shall inform both the Board of the Society and the appellant within seven working days of the Panel's decision, giving detailed reasons for the decision not to proceed.
- vi) The decision of the Appeals Assessment Panel shall be final.

g) **The Moderator**

- i) The Board of the Society shall appoint a person to be the Moderator.
- ii) The Moderator shall prepare an annual report for the Board of the Society which examines all cases in which the Preliminary Investigating Sub Committee has decided that there is no case to answer.
- iii) He shall also prepare a generalised summary of the cases according to the nature of the allegations and the principal reasons for not pursuing the investigation, and will make whatever recommendations and conclusions he feels necessary to improve the functions of the Committee.
- iv) The Moderator shall act as an independent arbiter under the rules in 5)e)iii)Section 1)4)b)Preliminary Screening, where a member does not agree to or fails to complete an action plan.
- v) He shall also have such other functions as may be conferred on him by rules made by the Board of the Society.
- vi) The Moderator shall be a non-shiatsu practitioner ('lay person').
- vii) The Board of the Society may pay such fees, allowances and expenses to a person appointed as a Moderator as it may determine.

h) **Legal Assessors**

- i) The Board of the Society may appoint a person to be a Legal Assessor.

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Section 5)e)iii)Section 1)4)h)ii)(2) cont'd....

- ii) He shall have the general function of giving advice to:
 - (1) the Preliminary Investigating Sub Committee; or
 - (2) the Complaints Adjudication Sub Committee; or
 - (3) Appeal Tribunalson questions of law arising in connection with any matter the Sub Committee or tribunal is considering.
 - iii) He shall also have such other functions as may be conferred on him by rules made by the Board of the Society.
 - iv) To be qualified for appointment as a Legal Assessor under this Section, a person must:
 - (1) have a 10 year general qualification (within the meaning of Section 71 of the Courts and Legal Services Act 1990); or
 - (2) be an advocate or solicitor in Scotland of at least 10 years' standing; or
 - (3) be a member of the Bar of Northern Ireland or solicitor of the Supreme Court of Northern Ireland of at least 10 years' standing.
 - v) The Board of the Society may pay whatever fees, allowances and expenses it considers appropriate to a person appointed as a Legal Assessor.
 - vi) In the case of a Legal Assessor who is also a member of the Board of the Society or of any of its Sub Committees, any such payment shall be made to him in his capacity as a Legal Assessor and not as a member of the Board of the Society.
- i) Medical Assessors**
- i) The Board of the Society may appoint a registered medical practitioner to be the Medical Assessor.
 - ii) He shall have the general function of giving advice to the Preliminary Investigating Sub Committee on matters within his professional competence arising in connection with any matter which the Sub Committee is considering.
 - iii) He shall also have such other functions as may be conferred on him by rules made by the Board of the Society.
 - iv) To be qualified for appointment as a Medical Assessor under this Section a person must:
 - (1) have been registered with the General Medical Council for at least 10 years; or
 - (2) hold a recognised qualification in psychiatry or psychiatric medicine or clinical psychology for at least 10 years.
 - v) The Board of the Society may pay whatever fees, allowances and expenses it considers to a person appointed as a Medical Assessor.
 - vi) In the case of a Medical Assessor who is also a member of the Board of the Society or of any of its Sub Committees, any such payment shall be made to him in this capacity as a Medical Assessor and not as a member of the Board of the Society.
- j) Technical Assessors**
- i) The Board of the Society may appoint a SSUK registered shiatsu practitioner or other specialist consultant of at least 10 years professional standing to be a Technical Assessor.
 - ii) He shall have the general function of giving advice to:
 - (1) the Preliminary Investigating Sub Committee;
 - (2) the Complaints Adjudication Sub Committee; or
 - (3) Appeal Tribunalson matters within his professional competence arising in connection with any matter which he or the Sub Committee is considering.
 - iii) He shall also have such other functions as may be conferred on him by rules made by the Board of the Society.
 - iv) The Board of the Society may pay whatever fees, allowances and expenses it considers appropriate to a person appointed as a Technical Assessor.
 - v) In the case of a Technical Assessor who is also a member of the Board of the Society or of any of its Sub Committees, any such payment shall be made to him in this capacity as a technical assessor and not as a member of the Board of the Society.

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Section 5)e)iii)Section 2) cont'd....

(Section 2) The Essential Sub Committees

These are:

- 1) The Preliminary Investigating Sub Committee
- 2) The Complaints Adjudication Sub Committee

- 3) The Health Sub Committee (this Sub Committee is only to be convened when requested by the Board).

4) a) **General Background**

- i) Appointment of Sub Committee members
 - (1) Members of the Essential Sub Committees, other than co-opted members, shall be appointed by the Board of the Society.
 - (2) The Board of the Society shall make provision by rules as to the procedure for such appointments.
 - ii) Co-option of Sub Committee Members
 - (1) The co-option of any person to any of the Sub Committees shall be subject to the approval of the Board of the Society.
 - (2) A co-opted member of any of the Sub Committees can also be a member of the Board of the Society.
 - (3) The term of office of a co-opted member shall not exceed the period of 3 years beginning with the date of his co-option.
 - (4) The Board of the Society shall make further provision by rules in relation to co-option, including provision as to the procedure involved.
 - iii) A Person shall not be prevented from being a member of a Sub Committee because he has previously been a member of that Sub Committee.
 - iv) Any member of a Sub Committee (other than a co-opted member) shall hold office for the period specified in the rules mentioned in 5)e)iii)Section 2)4)a)i)2).
 - v) The Board of the Society may make all rules with respect to any Sub-Committee as detailed in section 7)d) of these Rules and Regulations.
 - vi) Powers of the Board
 - (1) The Board of the Society shall make rules regulating the procedure of the Sub Committees including, in particular, provision as to rules of evidence to be observed in proceedings before any such Sub Committee.
 - (2) Where the Board of the Society, having given a direction 5)e)iii)Section 2)4)a)vi)1, is satisfied that the Sub Committee has failed to comply with the direction, it can exercise any power of that Sub Committee or do any act or other thing authorised to be done by that Sub Committee.
 - vii) Powers of the Sub Committees
 - (1) The powers of any Sub Committee can be exercised even though there is a vacancy among its members.
 - (2) No proceedings of a Sub Committee shall be invalidated by any defect in the appointment of a member.
 - viii) Membership of more than one Sub Committee
 - (1) A person cannot be a member of more than one Essential Sub Committee.
 - (2) No member of the Complaints Adjudication Sub Committee shall take part in dealing with an allegation referred to the Sub Committee by another Sub Committee if he is also member of the Sub Committee which referred the allegation.
- b) The Preliminary Investigating Sub Committee**
- i) The Preliminary Investigating Sub Committee shall consist of at least 3 members, at least one of whom is a member of the Board of the Society and one of whom is a non-shiatsu practitioner ('lay person'). It shall be responsible for the investigation of an allegation and, if necessary, pass it to the Complaints Adjudication Sub Committee, at the same time advising the person making the allegation and member concerned of this action.
 - ii) The Sub Committee may co-opt up to 2 further members.

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Section 5)e)iii)Section 2)4)b)iii)(3) cont'd...

- iii) The Chair of the Sub Committee
 - (1) Members of the Sub Committee shall elect a Chair from among themselves.
 - (2) The Chair shall not be the Chair of the Board of the Society.
 - (3) In the event of a tie in any voting, the Chair of the Sub Committee shall have an additional casting vote.
- iv) The quorum of the Sub Committee shall be 3.
- c) **The Complaints Adjudication Sub Committee**
 - i) The Complaints Adjudication Sub Committee shall consist of at least 3 members, at least one of whom is a member of the Board of the Society and one of whom is a non-shiatsu practitioner ('lay person').
 - ii) The Sub Committee may co-opt up to 2 further members.
 - iii) The Chair of the Sub Committee
 - (1) Members shall elect a Chair from among themselves.
 - (2) The Chair shall not be the Chair of the Board of the Society.
 - (3) In the event of a tie in any voting, the Chair of the Sub Committee shall have an additional casting vote.
 - (4) In the event of a tie in voting in respect of a decision under 5)e)iii)Section 1)4)b) or 5)e)iii)Section 1)4)d), the Chair shall cast this additional vote in favour of the member concerned.
 - iv) The quorum of the Sub Committee shall be 3.
- d) **The Health Sub Committee**
 - i) The Health Sub Committee shall consist of at least 3 members, one of whom is a member of the Board of the Society, one of whom is a registered medical practitioner who can also be a member of the Board of the Society, and one of whom is a non-shiatsu practitioner ('lay person').
 - ii) The Sub Committee may co-opt up to 2 further members.
 - iii) The Chair of the Sub Committee
 - (1) Members shall elect a Chair from among themselves.
 - (2) The Chair shall not be the Chair of the Board of the Society.
 - (3) In the event of a tie in any voting, the Chair of the Sub Committee shall have an additional casting vote.
 - (4) In the event of a tie in any voting in respect of a decision under the Chair shall cast his additional vote in favour of the member concerned.
 - iv) The quorum of the Sub Committee shall be 3, one of whom shall be a registered medical practitioner.

(Section 3)

APPENDICES

APPENDIX A: RULES OF INVESTIGATION FOR THE PRELIMINARY INVESTIGATING SUB COMMITTEE

The Preliminary Investigating Sub Committee (PISC) considers allegations or reports about practising members' conduct according to the following procedures which are subject to revision or amendment from time to time at the discretion of the PISC:

- a) If the investigation arises from a complaint, the complainant shall be sent an information sheet and copies of the Codes of Conduct & Ethics, Guidelines for Practice or Code of Disciplinary Procedures free of charge.
- b) The complainant is asked to provide a full written statement of the complaint and to sign and return a form which includes full contact details.
- c) When the official complaint has been received, a copy of the full statement together with an Information Sheet is sent to the practitioner about whom the complaint has been made. When the investigation is not initiated by a complaint, a summary detailing the reasons for the investigation shall be sent to the practitioner concerned.
- d) The practitioner is asked to provide a written response within 21 days. The practitioner is also instructed to have no further contact with the complainant, and cautioned that any further attempts by them to resolve the complaint, especially the offering of financial inducements or other benefits in kind, may be construed as unethical behaviour and may of itself lead to disciplinary action. If the practitioner does not respond, the case will be heard without their response and without any additional delay.
- e) The PISC shall discuss the case at its next meeting, usually within one month.

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Section 5)e)iii)Section 3)f) cont'd...

- f) The PISC can request or gather further information in several ways:
 - i) the practitioner's response to the complaint may be copied to the complainant whose comments may then in turn be copied to the practitioner for a further and final response;
 - ii) the practitioner can be asked to supply copies of their original notes and practice diaries;
 - iii) the practitioner and/or his premises may be visited by a Technical Assessor in order to examine and assess details of his performance and compliance with the Shiatsu Society's Codes of Conduct & Ethics and Guidelines for Practice;
 - iv) the complainant may be visited by a Technical Assessor to clarify details of the allegation;
 - v) third party(ies) may be asked to provide relevant information or evidence;
 - vi) the Sub Committee may seek the advice of a lawyer.
- g) Once all enquiries are completed the PISC shall review all of the information.
- h) The PISC may decide that:
 - i) the case should be referred to the Complaints Adjudication Sub Committee (CASC);
 - ii) the seriousness of the case warrants immediate referral of the case to the Complaints Adjudication Sub Committee with a recommendation for the CASC to use its powers of interim suspension in order to protect the public;
 - iii) there is no case to answer.
- i) Both the complainant and the practitioner will be informed of the PISC's decision within 14 days of the meeting at which it was made.
In the event of delays caused by gathering any information that has been requested the Complaints Manager will regularly update the complainant in writing on the progress of the case.

APPENDIX B: RULES OF PROCEDURE FOR MEETINGS OF THE COMPLAINTS ADJUDICATION SUB COMMITTEE

- a) Notice of Meeting
 - i) The Shiatsu Society's Complaints Manager shall give written notice to the member against whom the complaint has been made and to the complainant of the date, time and place of the meeting of the Complaints Adjudication Sub Committee.
 - ii) There must be at least four weeks notice given of the meeting.
- b) Postponement of Meeting
 - i) The Chair of the Sub Committee may, of his own motion or on the application of a party to the proceedings, postpone a meeting of which notice has been given under 5)e)iii)Section 3)Appendix B)a) before the meeting begins.
 - ii) If a meeting has been postponed the Complaints Manager shall as soon as practicable inform the parties concerned of the postponement and give notice of the date, time and place of the next meeting in accordance with the conditions in 5)e)iii)Section 3)Appendix B)a).
- c) Order of Procedure at the Meeting
 - i) If the member does not appear and the Sub Committee is satisfied that notice had been properly given under 5)e)iii)Section 3)Appendix B)a) or b), it may dismiss the case, or adjourn to give the member a further opportunity to appear, or determine that the proceedings should continue and be determined in the member's absence.
 - ii) The Complaints Manager will read out the allegation and briefly state the measures taken by the Preliminary Investigating Sub Committee to investigate the allegations and on the basis of which the allegation has been referred on to the Complaints Adjudication Sub Committee.
 - iii) The order of proceedings is that:
 - (1) The Sub Committee will take evidence, either written or oral, from the complainant of the alleged breach by the member of the Code of Conduct & Ethics or Guidelines for Practice.
 - (2) The member or his legal representative will present his case and can call or produce evidence in support of his defence;
 - (3) The Sub Committee will hear further submissions and evidence which it considers relevant;
 - (4) The Sub Committee may reasonably take into account any previous history of allegations, hearings or findings against the member in considering the current allegation.
 - iv) Any witness called to give oral evidence may be cross-examined and re-examined. A

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Section 5)e)iii)Section 3)Appendix B)c)iv) cont'd....

- witness may not be compelled to attend to give evidence, nor compelled to be cross-examined or re-examined. The Complaints Adjudication Sub Committee is entitled to accept documentary evidence, by way of statement, letter or other document, whether or not the maker of that letter, statement or other document is called to give evidence and whether or not the maker of that letter, statement or other document is cross-examined. The Adjudication Sub Committee may attach such weight to such documentary evidence as it sees fit. Any witness called to give oral evidence can be cross-examined and re-examined, and can be questioned by the Sub Committee. The burden shall be on the Society to prove the case to the civil standard proof, namely on the balance of probabilities.
- v) At the discretion of the Sub Committee the complainant can exercise the right not to give evidence in person and to refuse direct cross-examination by the member.
- d) Documentation
- i) The Sub Committee may consider the case on the basis of any or all reports, written statements and documents prepared during the procedures outlined in the Rules of Investigation outlined in 5)e)iii)Section 3)Appendix A, and any other reports, written statements and documents which the member or complainant may choose to submit. Both the complainant and the member shall provide the Complaints Manager with lists, for circulation to each other, of all documents to be produced at the meeting and copies of all documents therein listed at least 14 days before the date of the meeting.
- ii) Both the complainant and the member shall provide the Complaints Manager with a list, for circulation to each other, of any authors of documents supplied by each to the other in the preceding paragraph whom they require to be in attendance at the meeting.
- iii) Where an author of a report is required to attend his documentary evidence shall not be admissible without the author's presence to give oral evidence save where the content of the report is agreed or otherwise at the discretion of the Sub Committee.
- iv) The Sub Committee has the power to require further witnesses both of its own motion and of that of either party without due notice to the other as in the rules above, and may also require a person to attend before it to produce documents.
- e) Attendance at Meetings
- i) The meeting will take place in private.
- ii) The Sub Committee may deliberate together in the absence of the parties, their representatives and the public at any time.
- f) Adjournment
- i) The Sub Committee may adjourn the meeting from time to time as it thinks fit.
- ii) The Sub Committee may in particular adjourn any meeting where it considers that an allegation is well founded in order to deliberate on the terms of any Conditions of Practice Order or Suspension Order that it is minded to make.
- iii) If the meeting is adjourned, the Sub Committee shall announce the date, time and place to which the proceedings are adjourned or instruct the Complaints Manager to give adequate written notice within these rules of any reconvened meeting.
- iv) The Sub Committee may proceed with a meeting resumed after an adjournment in the absence of parties present at the first meeting if it is satisfied that adequate notice was given of the reconvened meeting.
- g) Notification of Decisions
- i) The Sub Committee shall close the meeting in order to consider its decision, and as soon as practicable after that the Complaints Manager shall notify in writing:
- (1) the member of the Sub Committee's decision and its reasons for reaching it, and of the member's right of appeal under 5)e)iii)Section 1)4)c) of the Code of Disciplinary Procedures;
- (2) the complainant of the Sub Committee's decision and the reasons for making it.
- ii) If the Sub Committee dismisses a case under 5)e)iii)Section 3)Appendix B)c)i) above, as soon as practicable after the hearing the Complaints Manager shall notify the member and the complainant of that fact.

APPENDIX C: RULES OF PROCEDURE FOR APPEALS UNDER 5)e)iii)Section 1)4)e)v) AGAINST INTERIM SUSPENSION ORDERS

- a) An appeal under this Section may be made where:
- i) the member against whom the Interim Suspension Order has been made asserts that the

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Section 5)e)iii)Section 3)e)Appendix C)a) cont'd....

- suspension under the terms of 5)e)iii)Section 1)4)e)ii) of the Code of Disciplinary Procedures is not warranted by the nature of the allegation under consideration by the Complaints Adjudication Sub Committee; or
 - ii) there have been procedural errors in the making of the Interim Suspension Order.
 - b) The Board shall convene a Board Sub Committee within fourteen days of the receipt of the appeal for the express purpose of hearing the appeal.
 - c) The Board Sub Committee shall consist of three members of the Board, none of whom may also belong to the Preliminary Investigating Sub Committee or the Complaints Adjudication Sub Committee.
 - d) In order to make its judgment the Board Sub Committee may:
 - i) require the attendance of the member against whom the Interim Suspension Order has been made;
 - ii) require all documentation received by the relevant Sub Committee relating to the circumstances of the interim suspension.
 - e) In the event that the member against whom the Suspension Order has been made is required to attend under 5)e)iii)Section 3)Appendix C)d)i) above, he shall be entitled to be legally represented.
 - f) After consideration of the case the Board Sub Committee may:
 - i) confirm the Interim Suspension Order for the reasons specified;
 - ii) in the case of procedural error under Rule 5)e)iii)Section 3)Appendix C)a)ii) reinstate the member, give instruction to the Sub Committee making the Interim Suspension Order on correct procedure and refer the matter back to the Sub Committee for further consideration;
 - iii) terminate the Interim Suspension Order.
 - g) In the event of a member being re-instated under Rule 5)e)iii)Section 3)Appendix C)f)ii) above, nothing in these rules shall prevent the Sub Committee from re-imposing the interim suspension by following correct procedure.
 - h) The Sub Committee shall notify the member concerned and the Complaints Adjudication Sub Committee of its decision within seven days of the meeting at which the appeal is heard.
 - i) There is no further provision within the Code of Conduct & Ethics or these rules for further appeal against an Interim Suspension Order.

APPENDIX D: RULES OF PROCEDURE FOR APPEALS AGAINST DECISIONS OF THE COMPLAINTS ADJUDICATION SUB COMMITTEE

- a) Establishment of the Tribunal
 - i) Within seven days of receipt of written notification of leave to appeal from the Appeals Assessment Panel, the Chair of the Board of the Society shall request either the Chair of the General Council of the Bar or the President of the Law Society (or a person authorised by either of them) to select a person to act as the Chair of the Appeal Tribunal to hear the appeal (hereinafter referred to as the 'Tribunal'.)
 - ii) The Chair of the Tribunal selected under 5)e)iii)Section 3)Appendix D)a)i) shall be a person who is qualified as is mentioned in 5)e)iii)Section 1)4)h)iv) of the Code of Disciplinary Procedures.
 - iii) One member of the Tribunal referred to in 5)e)iii)Section 1)4)d)v)i) of the Code shall be a fully registered member willing and able to act in the appeal who is selected by the Chair of the Tribunal appointed under 5)e)iii)Section 3)Appendix D)a)i) above from a list maintained by the Complaints Manager of fully registered members who have agreed to sit on Appeal Tribunals established under 5)e)iii)Section 1)4)d) of this Code.
 - iv) The member of the Tribunal referred to in 5)e)iii)Section 1)4)d)v)2) of the Code shall be a non-shiatsu practitioner ('lay person') willing and able to act in the appeal who is selected by the Chair of the Tribunal appointed under 5)e)iii)Section 3)Appendix D)a)i) above from a list maintained by the Complaints Manager of lay persons who have agreed to sit on Appeal Tribunals established under 5)e)iii)Section 1)4)d) of this Code.
- b) Notice of Hearing
 - i) as soon as is practicable after the Tribunal has been established in accordance with 5)e)iii)Section 3)Appendix D)a) above, the Shiatsu Society Complaints Manager shall give notice to the appellant of the date, time and place of the hearing of the Tribunal to

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Section 5)e)iii)Section 3)Appendix D)h)ii) cont'd....

- iii) Suspension Order that it is minded to make.
If the hearing is adjourned, the Tribunal will announce the date, time and place to which the proceedings are adjourned or instruct the Complaints Manager to give adequate notice within these rules of any reconvened hearing.
- iv) The Tribunal may proceed with a hearing resumed after an adjournment in the absence of parties present at the first meeting if it is satisfied that adequate notice was given of the reconvened hearing.
- h) Notification of Decisions
 - i) The Tribunal will close the hearing in order to consider its judgment, and as soon as practicable after that the Complaints Manager will notify in writing: -
 - (1) The appellant of the Tribunal's decision and its reasons for reaching it;
 - (2) The Society and the person making the original allegation of the Tribunal's decision and the reasons for making it.
 - ii) If the Tribunal dismisses an appeal under 5)e)iii)Section 3)Appendix D)d)i) above, as soon as practicable after the hearing the Complaints Manager will notify the appellant, the Society and the person making the allegation of that fact.

6) MEETINGS

- a) The members of the Society must be given at least 21 clear days notice of the Annual General Meeting, and subsequent EGM and 14 clear days notice of any other Extraordinary General Meeting. The notice shall specify the time, date and place of the meeting.
- b) The accidental omission to give notice of a meeting to, or the non-receipt of such notices by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or the proceedings of that meeting at any stage.
- c) There shall be an Annual General Meeting of the Society. Not more than 15 months can elapse between Annual General Meetings. The Board decide when an Annual General Meeting is to be called.
- d) All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- e) All meetings of the Society shall be conducted in accordance with the Standing Orders (Rules and Regulations 7). The Standing Orders provide the framework for how a meeting should proceed. In particular voting procedures, the powers of the Chair, etc. The Standing Orders cannot contradict other parts of the Rules and Regulations except (7)a)iii)2)).

7) STANDING ORDERS

a) GENERAL MEETINGS

- i) A General Meeting cannot take place unless it is quorate.
- ii) The quorum for a General Meeting is 3% of the membership of the Society.
- iii) If a quorum is not reached within 30 minutes of the appointed time for the meeting it shall be adjourned. The Board shall decide when the meeting is to reconvene.
 - (1) If there are more than 21 clear days before the meeting reconvenes, formal notice of the new place, date and time must be sent to all members.
 - (2) If the E.G.M. that follows an A.G.M. is inquorate the adjourned E.G.M. shall follow 7) a) iii)1) i.e. 21 clear days, not 14 clear days as in Rules & Regulations 6)a).
- iv) Only members of the Society have a right to attend a General Meeting and vote.
 - (1) Any member may challenge the right to vote of someone at the meeting
 - (a) The challenge must be made before voting takes place.
 - (b) The Chair of the meeting shall decide on the validity of the challenge. The Chair's decision shall be final and conclusive.
 - (c) Every vote not disallowed at the meeting shall be valid and cannot be disallowed afterward.
 - (2) Other individuals, or representatives of a company or organisation, may be invited to attend by the Board however they shall not have voting rights. They may address the meeting only with a majority vote, in favour, that they may do so.
- v) Every General Meeting of the Society shall be Chaired by a person nominated by the Board, with the agreement of the majority of members present.

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ection 7)a)v) cont'd...

- (1) If s/he is not present within 15 minutes after the appointed time for the meeting, or if for whatever reason is unwilling to take the Chair, the other members of the Board shall elect one of their number to Chair the meeting.
 - (2) If at any meeting no Board member is willing to act as Chair, or if no Board member is present within 15 minutes after the appointed time, the members of the Society present shall choose one of their number to Chair the meeting, provided only that there is sufficient of them to form a quorum.
- vi) 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 other business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When the A.G.M. (and its subsequent E.G.M.) is adjourned for 21 clear days or more, or 14 clear days or more for an E.G.M., notice of the adjourned meeting shall be given as in the case of 6a).

vii) VOTING

- (1) At any General Meeting a resolution, or other decision put to the vote shall be decided on a show of hands, and passed on a simple majority. There shall be the following exceptions:
 - (a) The Articles of Association and Memorandum of Association can only be changed or amended at an A.G.M.
 - (b) The Articles of Association and Memorandum of Association can only be changed or amended by a 7/8ths majority vote in favour by those present and entitled to vote. In other words abstentions, in effect, count as a vote against.
 - (c) The motion to change or amend the Articles of Association and Memorandum of Association must be on the agenda of the meeting.
 - (d) The Rules and Regulations can be changed or amended at any General Meeting. (Rules & Regulations 2)
 - (e) The Rules and Regulations can only be changed or amended by a 7/8ths majority vote in favour by those present and entitled to vote. (Rules & Regulations 2).
 - (f) Election of Directors at the A.G.M. shall be by secret ballot (Rules & Regulations 8)c)).
- (2) The Chair, or at least 2 members present (and entitled to vote at the meeting), may demand that the votes cast for, against and abstentions are counted. This demand must be made before, or on the declaration of, the result of a show of hands.
- (3) The Chair shall, after either 7)vii)1) or 7)vii)2), declare the result of the vote and an entry to that effect shall be made in the minutes of the meeting.
- (4) The demand for a count of votes may be withdrawn before the count is taken, but only with the consent of the Chair.
- (5) If a majority is unclear, the Chair of the meeting MUST call for a counted vote. In the case of an equal number of votes for and against a motion, the Chair of the meeting shall use their casting vote to decide the outcome.
- (6) A postal ballot of all members of the Society, normally entitled to vote at a General Meeting, can be demanded if, before the substantive motion is put to the vote of the meeting, a proposal to refer the matter to a postal vote is made and receives the support of at least 20% of the members present.
- (7) If a postal ballot is demanded as in 7)a)vii)6) or 7)a)ix)6)e) or Rule 8:
 - (a) The ballot papers must be sent out within 30 days of the meeting at which it was demanded.
 - (b) All relevant information concerning such postal ballot shall be circulated to the membership with the ballot papers. The Chair shall set the maximum number of words for such information which must be based on a published motion and subsequent debate at the meeting.
 - (c) Only those ballot papers returned within 21 days from when they were sent out shall be counted. The final date for returning the ballot papers shall be clearly marked on the ballot papers.
 - (d) A simple majority of ballot papers, for or against the motion, returned within the time limit shall decide the outcome of the vote, unless a specific majority would, at the meeting, have been needed for the resolution to have been adopted.

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Section 7)a)vii)7)(f) cont'd....

- (e) The ballot is invalid if the number of votes returned does not reach the normal quorum for a General Meeting. In this case the motion being voted on fails.
- (f) The count of the returned ballot papers shall take place at the registered offices of Electoral Reform Services, or other Independent Ballot service organisation, appointed by the Board to organise and supervise the ballot on the morning of the 22nd day after the ballot papers were sent out. A member of the Board must be present. Any member of the Society may also attend the count and declaration of the result.
- (g) If the 21st day falls on a weekend or public holiday the count shall take place on the next working day.
- (h) The result of the postal ballot shall be recorded in the minutes of the meeting at which it was demanded.
- (i) Each voting slip will have a unique number on, but no records will be kept, or trace made, that links that number to the member it is mailed to.
- (j) A pre-addressed, envelope that clearly states that it holds a voting Slip will accompany each slip. The return address will be the registered offices of Electoral Reform Services, or other Independent Ballot service organisation, appointed by the Board to organise and supervise the ballot.
- (k) The envelope will be not be postage paid and it will be the Member's responsibility to ensure that correct postage is affixed.
- (l) All envelopes returned will be left unopened and be placed under lock and key until the count. The Board will determine who will hold the key.
- (m) Any voting paper received before the stated closing date but opened, either in error or due to the given envelope not being used, will be immediately placed in an envelope, sealed and the seal signed and dated.

The Counting of Votes

- (n) None of those undertaking the count will be the proposer or seconder of the motion or any opposing motions.
- (o) The Board will determine, in advance of the count, who is designated the 'Returning Officer', this will be one of the counting staff. Where the count team can not decide on any aspect of the count, the Returning Officer's view will determine the outcome. The Returning Officer is responsible for the count abiding by the Rules and Regulations of the Society.
- (p) The proposer's and seconder's of the motion and opposing motions may observe the count, or another person appointed by them to attend on their behalf.
- (q) Observers must respect the role of count staff and not interfere, or intimidate count staff in any way or cause any difficulties in the count. Such behaviour will lead to removal of the observer from the count by the Returning Officer.
- (r) The Returning Officer will remove all envelopes received from their locked storage.
- (s) On the opening of each envelope the voting slips unique number will be checked against a complete list of such numbers and marked as returned.
- (t) If more than one voting slip has the same number all such slips will be deemed as spoilt unless it is clear which any duplicate(s) is in which case only the duplicate(s) will be deemed spoilt.
- (u) Any voting slip that is not clearly marked with the voting choice, or where more selections have been made than the maximum allowed, will be deemed void.
- (v) Only votes made on the original voting slips sent will be counted, any votes in another format will be deemed spoilt.
- (w) Once all envelopes have been opened and voting slips counted the result will be reported to the Returning Officer.
- (x) Where the result between options is closer than a 3% variance a recount will take place to ensure accuracy.
- (y) If the recount result is more than 1% different to the original count a third count will take place. Should this match one of the two count results already submitted that will be considered to be the result. Where a different result is found the average (mean) of the two closest results will be considered to be the result.
- (z) The Returning Officer will announce the result of the count to all observers of the count.

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Section 7)a)vii)7) cont'd....

- (aa) The result of the postal ballot will be available from the Society's registered offices from one working day following the day of the count.
- (bb) The result will be posted on the Members section of the Society's web-site within 7 days of the day of count unless hindered by technical difficulties in which case it will be posted at the earliest time available.
- (cc) The result will be reported in the first of the Society's newsletters to go to print following the day of the count.
- (dd) Voting slips will be returned to the Society's registered offices and kept for a minimum of 6 months.
- (ee) Any complaint about the undertaking of the postal ballot process must be received, in writing, within 2 weeks of the count. This will be investigated by the Board (either by themselves or through setting up a team to undertake the task) and a response made within 6 weeks of the complaint arriving. The Returning Officer can not be part of such an investigation team. The decision of the Board will be final. Should such a complaint be upheld after the investigation, the ballot MUST be re-held. Ballot papers sent out will be accompanied by a short note explaining to members the reason for the re-ballot.

viii) MOTION of CENSURE

- (1) A Motion of Censure against an individual Board member, or the whole Board, is allowable at any General Meeting, if proposed and seconded. The case against the Board member, or whole Board, must be put by the proposer of the motion. The Board member/s has/have the right to reply. The vote will then be taken without further debate or delay, and will stand or fall on a simple majority.
- (2) A motion of Censure should only be used to show the membership's displeasure at the actions or attitude of a Board member or the whole Board.

ix) MOTION of NO CONFIDENCE

- (1) A motion of No Confidence is a call for the resignation of the individual or individuals named in the motion. The motion may apply to the Board as a whole.
- (2) The motion of No Confidence must appear on the agenda of the meeting, and clearly specify why the proposer has no confidence in the individual or individuals named in the motion.
- (3) A motion of No Confidence shall always be the first item of business on the agenda.
- (4) The motion cannot proceed if neither the proposer nor seconder are present at the meeting. If only the proposer or seconder is present the motion can only continue if another member present, and entitled to vote, is willing to put their name to the motion.
- (5) If a motion of No Confidence arises at the meeting it must be proposed and seconded by members present at the meeting.
- (6) When a motion of no confidence has been tabled the Chair shall adjourn the meeting for 15 minutes. When the meeting reconvenes:
 - (a) The proposer of the motion shall detail his/her reasons for calling for a Vote of No Confidence.
This will be minuted verbatim. It is hoped that the proposer will read their statement and that s/he will be able to provide the Chair with a copy for inclusion in the minutes.
 - (b) The individual or individuals named in the motion have the right to reply. The meeting will be adjourned for a further 15 minutes. When the meeting reconvenes each individual will give his/her prepared reply which shall be minuted verbatim. It is hoped that their statement(s) will be read out and that s/he will be able to provide the Chair with a copy for inclusion in the minutes.
 - (c) The verbatim minutes of the proposal and the reply or replies shall accompany the postal ballot papers.
 - (d) Only the information as presented to the meeting and recorded in the minutes shall accompany the ballot papers.
 - (e) The motion of No Confidence shall then be by Postal ballot as in 7)a)vii)7).
- (7) At the declaration of the votes cast, if the motion is carried, the individual or individuals shall immediately resign.
- (8) A member of the Board cannot Chair the meeting at which a motion of No Confidence against that individual is on the agenda.
- (9) If no Board member is eligible, or willing, to be the Chair of the meeting while the motion of No Confidence is debated and voted on, then the Chair shall be taken by the Senior administrative employee present at the meeting. After the result of the vote has been declared, the Chair shall be returned to a member of the Board if any are still eligible to take on this role.

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Section 7)a)ix) cont'd....

- (10) If a vote on a motion of No Confidence leads to the resignation of all the members of the Board, the Company Secretary, or the senior administrative employee if the Secretary is a member of the Board and subject to the Vote of No Confidence, shall:
 - (a) Set an election for a new Board within one calendar month of the meeting and shall then close the meeting.
 - (b) Manage the business of the Society according to the rules and policies of the Society in effect at that time until the election of the new Board.

x) THE ANNUAL GENERAL MEETING

- (1) The business of the Annual General Meeting shall be to give the membership of the Shiatsu Society an opportunity to review the workings of the Society by considering the minutes of the previous Annual General Meeting, the report of the Chair of the Board, the Treasurer's report; which shall include the accounts, balance sheets, and Auditors report (if necessary), and the reports of other members of the Board.
- (2) The draft minutes of the previous Annual General Meeting shall be published and circulated with the agenda for the Annual General Meeting. After their confirmation by the meeting, they shall be signed by the Chair. The agenda shall provide for discussion of any questions arising from the minutes. These shall be allowed for purposes of information only.
- (3) Reports from the Committee will be made ready at least two weeks prior to the A.G.M. and will be available on request from the office.
- (4) If the Chair's or Treasurer's report is NOT accepted by a simple majority vote at the Annual General Meeting, after questions and explanations given concerning the content of the report then:
 - (a) The author of the report shall immediately offer their resignation.
 - (b) A vote will then immediately be taken of members present on the continuation in office of the Director concerned.
 - (c) If a majority is in favour of the resignation, the said Officer shall immediately resign as a Director. (rules 7)a)vii)1),2),3),4),5) concerning voting shall apply).
 - (d) If a majority is NOT in favour of the resignation, the Officer shall withdraw their offer to resign and undertake to produce a written explanation of the issues in the report, which caused the dissatisfaction, and it shall be published in the next Society newsletter. The meeting shall then continue.
- (5) If any other director's report is not accepted by the meeting, the director concerned shall undertake and produce a written explanation of the issues in the report, which caused the dissatisfaction, explaining why s/he took the action and it shall be published in the next Society newsletter. The meeting shall then continue.
- (6) Any member of the Society may put a written question, prior to the meeting, or an oral question at the meeting that must be answered by the author of the report.
 - (a) An appropriate amount of time after each report, agreed at the start of the meeting by those present, shall be established to allow for questions and answers. The questions and answers should be limited to the report, and not used for discussion or debate of policy beyond that relevant to the subject of the question.
 - (b) The question and answer should appear in the minutes of the meeting. If the author of a report is not present, any questions arising at the meeting should be minuted. The Chairperson shall then be responsible for obtaining written answers from the report's author.
 - (c) These questions and answers should then be published in the next Newsletter or general mailing to members and appended to the minutes of the meeting.
- (7) The A.G.M. shall allow motions to be submitted by any member entitled to vote that propose changes to, or amendment of the Articles of Association, the Memorandum of Association, the Rules and Regulations of the Society. Any member may also table a motion of No Confidence (Rules and Regulations 7)a)ix).
- (8) The Board shall table motions on :
 - (a) the level of membership fees for the coming year,
 - (b) the maximum number of Directors (Articles 12)a)),
 - (c) the rates of remuneration for Directors and Sub-Committees
 - (d) and any other matter pertinent to the Society.
- (9) All such motions shall be submitted in writing, together with the names of the proposer and seconder, to the registered offices of the Society within a time limit (Rules and Regulations

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Section 7)a)x) cont'd....

7)a)x)11) set by the Board to enable all such motions to be published with the agenda for the Annual General Meeting.

- (10) The agenda of the Annual General Meeting shall consist solely of the reports and business specified in Rules and Regulations 7)a)x).
- (11) When the Board give formal notice of the A.G.M. sufficient time must be allowed for members to submit motions for inclusion on the agenda.

xi) EXTRAORDINARY GENERAL MEETINGS

EXTRAORDINARY GENERAL MEETING FOLLOWING THE ANNUAL GENERAL MEETING

- (1) An Extraordinary General Meeting shall be called to take place within a 48-hour period following the Annual General Meeting. The role of this Extraordinary General Meeting is to debate any motions referred to it by the Annual General Meeting, or to otherwise discuss any matters of importance to the Society arising from the Annual General meeting or elsewhere. This may be in the form of a formal motion, proposed and seconded by members of the Society.
- (2) The published agenda shall allow for discussion of matters not presented in the form of a motion and that Standing Orders may be suspended to allow for less formal discussion of such matters and any motions before the meeting. Where, as a result of such discussion, a formal motion is proposed and seconded, the Chair shall allow it to come before the meeting.

(3) ALL OTHER EXTRAORDINARY GENERAL MEETINGS

- (a) The Board may, whenever they think fit, convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened on such requisition, or in default, may be convened by such requisitions as provided by the Act.
- (b) Any twenty members of the Society may, by presentation of a written request bearing all their signatures and stating the subject matter to be discussed at such a meeting, require the Board to convene an Extraordinary General Meeting. This may be done a maximum of twice a year. If at any time there are not within the United Kingdom sufficient members of the Board to form a quorum, any member of the Board may convene an Extraordinary General Meeting, when demanded in this way.
- (c) Only motions duly proposed and seconded by Rules 7)a)xi)3)a) or b) shall be included on the agenda for the meeting.
- (d) Extraordinary General Meetings called by 7)a)xi)3)a) or b) shall follow Rule 6)a).
- (e) Amendments to the published motions may be submitted. Rule 7)b).

- b) Amendments to motions on the agenda of the A.G.M. or an E.G.M. must be sent to the registered offices of the Society, to arrive at least 3 working days before the appointed date of the meeting. Proof of posting to, cannot be assumed to be proof of receipt by, the office.

c) BOARD MEETINGS

- i) At the first meeting after an Annual General Meeting the Board members shall elect a Chairperson from their number.
- ii) If the Chairperson is not present within 15 minutes of the appointed time for a meeting, the other members shall elect a Chairperson for that meeting.
- iii) All decisions of the Board shall be decided on a simple majority vote if a consensus cannot be reached first. The Chair shall have a second or casting vote when necessary.
- iv) A resolution in writing, signed by all the Board members entitled to receive notice of a Board meeting, shall be as valid and effective as if it had been passed at a Board meeting duly convened and held, and may consist of several documents in a like form each signed by one Board member or more.
- v) The quorum necessary for the transaction of the business of the Board shall be fixed by the A.G.M., and unless so fixed shall be a majority of the number of seats set according to Articles of Association 12)a).

d) SUB-COMMITTEE MEETINGS

- i) Sub-Committees can only meet within the terms of reference and financial budget constraints as set for them by the Board.
- ii) Sub-Committee recommendations to the Board should be decided on a simple majority vote of those involved in any particular sub-committee if a consensus of opinion cannot be reached.
- iii) Unless decided otherwise by the Board the Chair for a sub-committee shall be a member of the Board.
- iv) If the appointed Chairperson is not present within 15 minutes of the appointed time for a meeting, the other members shall elect a Chairperson for that meeting.

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Section 7) cont'd....

- e) The Chair of any meeting of the Society must ensure that minutes are taken for that meeting. These minutes should then be approved, or amended as to fact, and approved, at the next meeting.
- f) Minutes of each and every meeting must be sent as soon as possible after the meeting to the Chair of the Society.
- g) If further guidance is needed on the running of a meeting, "Citrine's ABC of Chairmanship" shall be consulted. A copy of which shall be available at every General Meeting of the Society.

8) ELECTIONS

Directors

- a) The Directors of the Society shall be elected by a postal ballot (as per Rules & Regulations 7)a)vii)7) unless 8)c) applies) of all members of the Society entitled to vote in such an election (as in Rules and Regulations 3)b)iii)).
- b) Any member of the Society may stand for election as a Director of the Society, provided that:
 - i) S/he is age 18, or over.
 - ii) S/he is eligible under Company Law to be a Director of a company.
 - iii) S/he is eligible under the Articles of Association 21), 22), 23), Rotation of Board Members.
 - iv) S/he is nominated by at least 2 other members of the Society, who are entitled to vote.
 - v) S/he indicates his or her acceptance of the nomination in writing.
 - vi) The time period for accepting the nomination of a member to stand for election shall be decided by the

Board. Any change in this time period will be announced to the membership by a general mailing and/or in the Society's Newsletter giving a minimum of three calendar months notice from when the new election time period will come into effect. The time period to accept nominations must not be less than 18 days, and will close with a minimum of 5 working days before the General Meeting at which the Hustings will take place.

- c) If there be fewer nominations than Directorships available there shall be a secret ballot of those members present at the A.G.M.
 - i) Members may vote for or against each candidate.
 - ii) Candidates shall be elected on a simple majority of votes cast.
 - iii) If a candidate is not elected at the A.G.M. the Board cannot co-opt that member to the Board, however this does not preclude them from standing again at a future election for Directors, nor serving on a Sub-Committee of the Society (Articles 13)c)).
- d) The Directors of the Society shall, at the time of notifying the Society of the Annual General Meeting, or earlier, call for nominations for candidates to fill such vacancies as are expected on the Board.
- e) If the number of Directors is less than that allowed by the Articles and Memorandum of Association, and the shortage of Board members is reducing the work that can be done on behalf of members, the Board may call an election 6 months after the last General Meeting. This is to increase the number of Directors up to the maximum permissible by the Articles, to enable the business of the Society to be transacted efficiently. The required notice to members, call for hustings statements, periods of notice and all other requirements detailed elsewhere in the rules shall be observed.

9) COMMITTEES

The Board of Directors shall be known as the Board, all other Committees shall be known as sub-committees.

a) The Board

- i) There shall be a Board responsible for the day-to-day conduct of the affairs of the Society. The number of members shall be set by the Board subject to the conditions of the Articles of Association. The Annual General meeting shall have the power to direct the Board to increase or decrease the number of Board members.
- ii) The term of office of a Board member is three years. S/he is entitled to stand for re-election for a further consecutive term. On expiration of a Board member's second term of office, a further two years must expire before he or she may seek re-election.
- iii) The Board shall have the power at any time to appoint any member of the Society to be a Board member, either to fill a casual vacancy or as an addition to the existing Board members but so that the total number

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Section 9)a) cont'd....

of Board members shall not at any time exceed the maximum fixed in accordance with the Articles of Association 13)b).(To achieve a quorum) Any Board member so appointed shall hold office only until the next following Annual General Meeting, and shall be eligible at that time for nomination and election to a three-year term of office.

- iv) The Board shall elect each year, from among its members, a Chair, Vice-Chair, and Treasurer for a period of one year, renewable. The Committee shall also appoint a Company Secretary (Articles of Association 27).
- v) Meetings of the Board shall be called by decision of the Board or, in the absence of such a decision, by the Chair of the Board, by at least five clear days' notice. The notice of a meeting of the Board need not be in writing. It shall not be necessary to give notice of a Board meeting to any member for the time being absent from the United Kingdom.
- vi) Two Board members may, by written request to the registered offices of the Society, require a meeting of the Board to be held by ten clear days' notice to discuss a specific resolution. The notice of such a meeting shall specify the place, the day and the hour of the meeting and, shall be given or sent to all members of the Board . The notice need not be in writing. It shall not be necessary to give notice of a Board meeting to any member for the time being absent from the United Kingdom.
- vii) The business (process, decision and subsequent actions) of the Board is the business of the membership – confidentiality will be assumed on issues relating to:
 - (1) The appointment and discipline of employees.
 - (2) To commercial negotiations intending to lead to awarding of contracts.
 - (3) Complaints made against an individual or individuals, under the Codes of Conduct and Ethics of the Society, until the complaint has reached completion.
 - (4) In all other cases confidentiality must be the outcome of a topic-specific vote of the Board.
- viii) The Board may create sub-committees consisting of such persons as they think fit, to assist them in the running of the Society.
- ix) The remuneration of the Directors shall be set by an Audit Sub-Committee which shall be appointed by the current Chair of the Society and consist of not less than five members, two of whom shall be the Treasurer and Company Secretary of the Society. The remaining positions on the Audit Sub-Committee shall be filled by former serving officers of the Shiatsu Society.

b) Sub-Committees

- i) All sub-committees shall have at least one member of the Board .
- ii) Responsibilities of sub-committees:
 - (1) To consider matters sent to them by the Board .
 - (2) To inform the Board of any policies that they think should be implemented.

10) INSURANCE

The Shiatsu Society (U.K.) recognises the importance of being properly insured for the protection of both the Practitioner and the members of the public that they come into contact with.

- a) The Board will research, and recommend a suitable policy for each category of membership of the Society. These recommendations shall be the MINIMUM level of cover that is acceptable to the Society. Members may use an insurance policy of their choice. Such a policy must meet the minimum requirements of the Society. It is the Member's responsibility to provide written proof of suitable insurance cover. The minimum insurance requirements are available, on request, from the registered offices of the Society.
- b) A Member on the Register of Professional Practitioners of the Shiatsu Society (U.K.) (M.R.S.S.), or a member of any other category of membership for which there is a publicly available listing, shall have malpractice and professional indemnity insurance as specified in 10)a).
- c) The Society requires that all students be insured for directly or not directly supervised Shiatsu practice sessions if working on members of the public for remuneration. This could either be under their training establishment's policy or in their own right.

11) ADMINISTRATION

- a) The administrative and or managerial aspects of running the Society shall be carried out by a person or persons or company deemed to be suitable and appointed by the Directors of the Society.

Section 11) cont'd....

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- b) The person or persons or company appointed as in Rules and Regulations 11)a) shall be answerable to the Directors of the Society. If a member wishes to comment or complain about any aspect of the administration or managerial arrangements for the Society their comments etc. should be addressed to the Chair of the Society.

12) CORE CURRICULUM

a) CORE THEORY

i) General

- 1) The concept of pervasiveness of Ki, within the body and throughout nature.
- 2) The concept of dynamic equilibrium of complementary forces, described as Yin and Yang.
- 3) Understanding the movement of Ki throughout the body.

ii) Meridian Tsubo Theory

- 1) Location of the classical meridians
- 2) The nature of Tsubo, e.g. their depths, responsiveness and how touch may effect them beneficially.
- 3) The location of the following list of 113 Tsubo and the common uses of the 52 Tsubo highlighted and underlined in the list.

LU	<u>1, 5</u> , 7, 9, 11	LI	1, <u>4, 10</u> , 11, <u>15</u> , 16, <u>20</u>
ST	1, <u>3, 9</u> , 17, 25, 30, <u>36</u> , 40, 44, 45	SP	1, <u>3, 6, 9, 10</u> , 15, 20, 21
BL	1, <u>2</u> , 10, 11, <u>13, 14, 15</u> , 17, <u>18, 19</u> , <u>20, 21, 22, 23, 25, 27, 28</u> , 36 (50), 40 (54), 43 (38), 52 (47), 57, 67	KI	<u>1, 3</u> , 6, 7, 10, <u>27</u>
HT	1, 3, <u>7, 9</u>	GB	<u>1, 14, 20, 21, 24, 25, 30, 34</u> , 40, 44
LV	1, <u>3, 4</u> , 5, 8, <u>13, 14</u>	CV	<u>3, 4, 5, 6, 8, 12, 14, 17, 24</u>
SI	1, 3, 10, <u>11, 19</u>	HC	1, 3, <u>6, 7, 8, 9</u>
		TH	1, 4, <u>5</u> , 10, 14, 23
		GV	1, 2, <u>4</u> , 14, 16, 20, 26

iii) Five Elements

- 1) The pervasiveness of cycles through five stages or transformations of energy in nature, human life and the human body.
- 2) The Creative or Shen Cycle and Controlling or Ko Cycle.
- 3) Signs or symptoms of imbalance in the Elements in human health
- 4) The correspondences normally used in Five Element Theory, e.g. season, time of day.

iv) System of Meridian and/or Organ Theory

There are various systems used in Shiatsu but for the core curriculum in addition to the mandatory Five Elements section, at least one of the following systems should be covered in depth as an integrated framework for understanding patterns of Ki in organs or meridians, diagnosis and treatment strategies:

- 1) Traditional Chinese Medicine
 - Zang Fu
 - Eight Principles
 - The Five Vital Substances
 - Six Divisions
 - Three Burners
 - Causes of disease
 - Understanding the philosophy of Shen, Yi, Po, Zhi and Hun.
- 2) Zen Shiatsu
 - Functions of the Meridians
 - Location of the extended (Zen) meridians
 - Kyo-Jitsu theory and usage
 - The six Makko-Ho meridian stretching exercises
 - Masunaga's stretches for the treatment of meridians
 - Hara and back diagnosis

v) Diagnosis

- 1) Visual
 - Distribution of Ki in the body
 - Posture
 - Gesture
 - Facial Hue
 - Movement

Section 12)a)v)2) cont'd....

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- 2) Touch
Knowledge of two of the following forms:
Meridian palpation
Masunaga hara and back diagnosis
Yu and Bo points
Pulse diagnosis

vi) **Giving Recommendations**

The practitioner should be able to give information to clients on how they can improve their health using means such as specific exercises and changes in diet and life style where appropriate.

vii) **Anatomy Physiology and Pathology**

- 1) Anatomy Syllabus

a) **Skeletal system**

Students should know the names and location of the following bones:

- i) Skull: frontal, parietal, temporal, occipital, zygomatic, sphenoid, nasal, mandible, maxillae
- ii) Spine: 7 cervical vertebrae, including atlas and axis
12 thoracic vertebrae
5 lumbar vertebrae
5 sacral vertebrae fused together to form the sacrum
3-4 coccygeal vertebrae
- iii) Sternum and its tip, the xiphoid process
- iv) Ribs: 12 pairs, including two pairs of floating ribs
- v) Clavicles, scapulae
- vi) Arm: humerus, radius, ulna, 8 carpal bones (not individual names), 5 metacarpals, 14 phalanges
- vii) Hip: ilium, ischium, pubis
- viii) Leg: femur, tibia, fibula, patella, 7 tarsal bones (not individual names), 5 metatarsals, 14 phalanges

b) **Joints**

- i) Basic structure of a synovial joint.
- ii) The six types of synovial joints with examples of each and movements possible.
- iii) Common example of cartilaginous and fibrous joints.

c) **Connective tissue**

Composition of connective tissue and most important types i.e. ligaments, tendons, fascia, cartilage, bone.

d) **Muscular system**

- i) The three types of muscles and where they are found
- ii) Functional inter-relationship of muscles i.e. agonist / antagonist, synergist and fixators.
- iii) Stretch reflexes and concept of stretching exercises (N.B. safety and effectiveness).

The names and position of the listed muscles below. Muscles which are highlighted and underlined should be studied more in depth i.e., students need to know action of highlighted muscles.

- iv) Muscles that move the jaw: **Masseter**, temporalis
- v) Muscles of the front and side of neck: **Sternocleidomastoid**
- vi) Muscles of the torso:
 - 1) Back and neck: **Erector spinae**
 - 2) Muscles used in breathing: **Diaphragm**, internal and external intercostals
 - 3) Muscles of the anterior abdominal wall: **Rectus abdominis**, transverse abdominal, internal and external oblique
- vii) Muscles that move the shoulder girdle: Pectoralis minor, **Rhomboids**, Levator scapulae, **Trapezius**
- viii) Muscles that move the humerus: **Pectoralis major**, **Deltoid**, **Latissimus dorsi**
- ix) Muscles that move the forearm: **Biceps brachii**, **Triceps**
- x) Muscles that move the wrist and fingers: Anterior flexor group, posterior extensor group

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- x i) Muscles that move the thigh: **Ilio psoas, Gluteus maximus**, Gluteus medius, Gluteus minimus,
 - x ii) Lateral rotator group (including Piriformis)
 - x iii) Muscles of the posterior thigh: **Hamstrings (biceps femoris, semimembranosus, semitendinosus)**

 - x iv) Muscles of the medial thigh: Adductor group (including **Adductor Magnus** and Longus), Gracilis
 - x v) Muscles of the anterior thigh: **Quadriceps (rectus femoris** and the three Vasti muscles)
 - x vi) Muscles of the lower leg: **Gastrocnemius**, Soleus, Tibialis anterior and the Peroneus group.
- 2) Physiology Syllabus
- Students are not required to have a knowledge of biochemical or histological details.
- a) Introduction
Brief description of cells and their functions, tissues, organs and systems. Homeostasis and adaptation to the environment.
 - b) Cardiovascular system
Anatomy of the Cardiovascular system. Function of the heart, arterial and venous systems. Composition of the blood and functions of its components.
 - c) Lymphatic system
Anatomy and function of the Lymphatic system; introduction to the Immune System; anatomy and functions of the spleen.
 - d) Respiratory system
Gross anatomy of the lungs, thoracic cage and pleura. Internal anatomy of lungs from the larynx and trachea to the bronchi, bronchioles and alveoli. Mechanics of breathing. Gaseous exchange and link with Cardiovascular system.
 - e) Digestive system
Gross anatomy and functions of the oesophagus, stomach, duodenum, pancreas, small and large intestines and mesenteries. Physiology of absorption. Anatomy and functions of the liver, portal system and gall bladder.
 - f) Urinary system
Gross anatomy of the kidney and bladder and their function of maintaining constant fluid and chemical levels in the body.
 - g) Nervous system
Basic neuroanatomy – CNS: brain and the spinal cord; PNS: trunk nerves (including sciatic and femoral nerves) and the brachial plexus. Motor and sensory division. Autonomic Nervous System (ANS) anatomy and functions of Sympathetic and Parasympathetic systems.
 - h) Endocrine system
Difference between endocrine and exocrine glands.
Description of the various glands and the functions of the hormones produced. Control of the hormonal system by the hypothalamus via the pituitary gland. Functions of the following hormones should be known: prolactin, lutenizing hormone (LH), follicle stimulating hormone (FSH), thyroxine, insulin, glucagons, hydrocortisone, adrenalin, oestrogen, progesterone and testosterone.
 - i) Reproductive system
Female reproductive system:
Anatomy of female reproductive system
Egg production.
Menstrual cycle including hormonal control and changes in uterus.
Changes in anatomy, hormones and blood supply during pregnancy.
Different stages in development of foetus.
Stages of labour.
Male reproductive system:
Anatomy of male reproductive system
Production of sperm.
Function of prostate gland.
 - j) Sensory organs

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Section 12)a)vii)3) cont'd....

Basic anatomy and functioning of the eyes, tongue, nose, ears and skin.

- 3) Pathology Syllabus
For the following conditions, a short definition of each should be known, with knowledge of the main organ and / or systems involved and the main symptoms that arise. For example:
Hypothyroidism: is a subnormal activity of the thyroid gland. Adult onset symptoms are physical and mental slowing, undue sensitivity to cold, slowing of the pulse, weight gain and coarsening of the skin.
Ringworm: is a highly contagious fungal infection of the surface of the skin. The infection is ring-like and causes intense itching.
- a) Integumentary System
Athletes foot, Psoriasis, Urticaria, Ringworm, Shingles, Dermatitis, Eczema, Acne, Warts/verrucae
 - b) Skeletal System
Ankylosing spondylitis, Gout, Kyphosis, Lordosis, Osteo-arthritis, Osteoporosis, Rheumatoid arthritis, Scoliosis
 - c) Muscular System
Bursitis (e.g. housemaids knee), Repetitive strain syndrome, Carpal tunnel syndrome, Tennis elbow, Frozen Shoulder, Strains (of muscles), Hernia (hiatus, femoral, inguinal, umbilical), Sprains
 - d) Blood disorders
Anaemia, haemophilia
 - e) Cardiovascular System
Aneurism, Angina pectoris, Shock, Arrhythmias (Tachycardia, Brachycardia, Atrial fibrillation), Arteriosclerosis, Coronary heart disease, Hypertension, Myocardial infarction, Thrombosis, Varicose veins, Haemorrhoids, Ischemia
 - f) Respiratory System
Asthma, Emphysema, Pleurisy, Respiratory tract infections (Laryngitis, Sinusitis, Bronchitis, Pneumonia), Pharyngitis
 - g) Gastrointestinal System
Appendicitis, Colitis, Hepatitis, Irritable Bowel Syndrome, Constipation, Diarrhea, Coeliac Disease, Diverticulitis, Colostomy/Ileostomy, Gallstones, Ulcers, Crohn's
 - h) Renal System
Cystitis, Urethritis, Kidney Stones
 - i) Endocrine System
Diabetes mellitus, Hyperthyroidism, Hypothyroidism
 - j) Nervous System
Brachial neuralgia, Epilepsy, Facial palsy, Meningitis, Migraine, Multiple sclerosis, Myalgic encephalomyelitis (ME), Parkinson's disease, Sciatica, Cerebrovascular accident
 - k) Ear and eye
Menieres disease, Conjunctivitis, Tinnitus, Glaucoma
 - l) Female Reproductive System
Amenorrhoea, Dysmenorrhoea, Menorrhagia, Eclampsia, Fibroids, knowledge of symptoms associated with Menopause, Premenstrual syndrome, Salpingitis, Vaginitis (e.g., Thrush), Infertility, Endometriosis
 - m) Male Reproductive System
Impotence, Benign prostatic hypertrophy, Infertility
 - n) Lymphatic and Immune System
AIDS, Glandular fever
 - o) Miscellaneous
Cyst, Polyp, Allergy, Oedema, Inflammation, Iatrogenic, Tumour
- 4) WARNINGS!
Where clients should be advised to seek orthodox medicine:
- a) Persistent high temperature
 - b) Undiagnosed lumps or swellings
 - c) Weeping and growing moles
 - d) Sudden loss or gain of weight for unknown reason

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Section 12)a)vii)b) cont'd....

- e) Bleeding from anus, urethra or vagina (other than menstrual)
- f) Any symptom which persists for a long time or is getting worse (AP&P version 09/05)

b) PRINCIPLES of TOUCH

- i) Sensitivity to Ki and positive connection to the receiver's Ki
- ii) Mental and physical focus
- iii) Supportive touch
- iv) Correctly angled pressure
- v) Empathy and compassion for the receiver
- vi) Posture and movement centred in the Hara
- vii) Relaxed Pressure
- viii) Continuity, appropriate pace and fluency of movement

c) TECHNIQUE

- i) Shiatsu in prone, supine, side and sitting positions
- ii) Appropriate positions for giving Shiatsu during pregnancy or when there is restricted movement
- iii) Accurate Meridian and Tsubo location
- iv) Application of diagnosis in planning treatment.

d) CLIENT QUESTIONNAIRE

- i) How to fill in a client questionnaire
- ii) How to construct a case study from this information. (You may wish to refer to the Society's guidelines for writing case studies for assessment. See 13)f).

e) CLIENT/ PRACTITIONER RELATIONSHIP

Listening and Communication Skills

- i) Basic skills such as non-judgmental listening, open and closed questioning, showing empathy
- ii) The client is encouraged to accept responsibility for his/her health and the direction and frequency of the sessions
- iii) The practitioner can give clear feedback on the client's state of health
- iv) The practitioner can give clear guidelines on planning future sessions
- v) Clear communication of fees, working times, the nature of Shiatsu sessions and suitability of Shiatsu for particular clients
- vi) Application of the Shiatsu Society (U.K.) Code of Professional Conduct and Ethics
- vii) Knowledge of the Code of Professional Conduct and Ethics, the underlying ethical principles and its application in practice

f) SELF-AWARENESS and PERSONAL GROWTH

A practitioner should:

- i) Have an understanding and diagnosis of their own health in terms of Shiatsu theory
- ii) Have an awareness of their own emotional and psychological being, including areas which can be beneficially changed
- iii) Be using practices to improve their own health such as physical and energetic systems of exercise, breath meditation, counseling and attention to diet and lifestyle
- iv) Be using practices to increase awareness of Ki in self and others
- v) Have received a course of at least six Shiatsu sessions with an M.R.S.S. practitioner
- vi) Have received Shiatsu sessions from at least two other M.R.S.S. practitioners

g) PRACTICE MANAGEMENT

- i) Punctuality, reliability and honesty in the professional relationship
- ii) The setting up of a suitable environment for giving Shiatsu
- iii) Hygiene as necessary in giving Shiatsu
- iv) The keeping of clear records of all sessions
- v) Maintaining records within the current legal framework. e.g. Data Protection legislation
- vi) Maintaining appropriate insurance
- vii) Awareness of taxation and National Insurance laws for self-employment
- viii) Awareness of any legal issues pertaining to Shiatsu.

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Section 11)a)vii)h) cont'd....

h) STUDY REQUIREMENTS

- i) Study of Shiatsu (excluding anatomy, physiology and pathology and communication skills) for a minimum of 420 hours. For training commencing on or after 1st January 2002, the Core Curriculum to be covered over a minimum of 500 hours divided as follows: 440 hours Shiatsu theory and practice, 60 hours anatomy, physiology and pathology.
- ii) Study over a minimum period of three years
- iii) Study with 3 Shiatsu Society recognized teachers for a minimum of 24 hours with each teacher to develop an awareness of different approaches to Shiatsu.
- iv) For training commencing on or after January 1st 2002 a minimum of 350 hours to be taught by Shiatsu Society Teachers (M.R.S.S.(T)).

(CC Version 09/05)

13) ASSESSMENT (of the Core Curriculum)

a) Before coming for assessment or applying for the Post Graduate Year (PGY) candidates must have:

- i) Undertaken a minimum of three years study
- ii) Completed a minimum of 500 hours class time, a minimum of 350 of those hours taught by Shiatsu Society Teachers (M.R.S.S.(T)). The 500 hours to have included 440 hours of Shiatsu theory and practice and 60 hours anatomy, physiology and pathology (for training commencing on or after 1st January 2002)
- iii) Been a member of the Shiatsu Society for at least the previous two consecutive years

The Core Curriculum will be assessed in the following ways:

b) When the School's Practical Assessment Procedures have been ratified (as detailed in Section 14) e)) then the Graduate can apply for the Post Graduate Year route to MRSS. During this year the Graduate will be required to complete the following:

- i) Attend a minimum of 2 one-hour practical tutorials with an MRSS (T).
- ii) Attend the equivalent of a minimum of 4 practice development activity sessions * with a suitably qualified trainer (not necessarily a Shiatsu practitioner). The School Principal or other MRSS (T) can give guidance as to the direction and focus of attention of these sessions. These 4 practice development activity sessions shall be different occasions from the 2 sessions with the Overseeing Supervisor in which the Graduate registers for the Post Graduate Year (at commencement) and has their application for MRSS form signed off (at end of PGY). The Overseeing Supervisor may make a charge for these signing on and off sessions and the Shiatsu Society will set a recommended maximum level for this annually.
[* Practice development activities in this context is intended to cover a wide range of possibilities so that the Graduate is appropriately supported in their first year of professional practice. These practice activity sessions may include client - practitioner relationship (recommended 2 of the minimum 4 practice development activity sessions), practice management, self-awareness and personal growth in relation to Shiatsu practice, business building and marketing, advanced Shiatsu techniques/workshops, peer supervision and support. The School Principal or other MRSS (T) will be able to recommend local and other trainers, and to suggest/offer appropriate post-graduate training.]
- iii) Receive a minimum of 3 treatments from an MRSS Practitioner.
- iv) Complete and write up notes, of a professional standard, on 100 treatments. These may not be the notes used to obtain the School's Diploma.
- v) From 1st June 2009 Graduate members on the PGY shall compile a short portfolio detailing the tutorials and practice development activities they have engaged upon during the PGY. The portfolio may take the form of certificates or letters of attendance, reflective writing upon what they have gained from the activity, and marked work generated etc.
- vi) Fulfil the Shiatsu Society's CPD requirements.
- vii) Complete and send the Application for MRSS form, with the appropriate administrative fee, to the Shiatsu Society Office.
- viii) Membership of the Register of Professional Practitioners of the Shiatsu Society will be granted within one month of Application provided that all of the criteria detailed in the Rules and Regulations have been fulfilled.
- ix) There shall be an Appeals Procedure for Graduates applying for MRSS after the Post Graduate Year, as detailed in Rules & Regulations 13, b) x).
- x) Graduates from non-ratified Schools or from Schools which no longer exist may approach a ratified School to be assessed via that School's Theory and Practical Assessments, and then may proceed to the Post

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Section 13)b)(2) cont'd....

- Graduate Year as detailed above. The ratified School may make a charge for this and would not be obliged to give the Graduate member the School's Diploma certification.
- xi) Appeals Procedure for Graduates applying for MRSS after the Post Graduate Year.
- (1) If, at the end of a Graduate's Post Graduate Year, the Overseeing supervisor checking the Graduate's Application for MRSS form considered that the requirements for the Post Graduate Year had not been met, and the Graduate wanted to challenge that decision, then s/he has the right of appeal.
 - (2) On completion of the relevant Appeal form, available from the Shiatsu Society Office, and on payment of a fee to the Shiatsu Society, another session with another MRSS (T) would be arranged.
 - (3) If the second MRSS(T) appointed by the Shiatsu Society agreed with the decision of the first, then the decision and advice would stand.
 - (4) If the second MRSS(T) disagreed with the decision of the first, then a further conversation with a third MRSS(T) appointed by the Shiatsu Society would take place. A final decision would be made by the Chair of Education, taking into account the views of the 3 involved MRSS(T).
- c) Application for Assessment from a Graduate of a non-ratified School (as defined in Rules & Regulations Section 14):
Applications will be accompanied by the following evidence:
- i) Two typed Case Studies based on treatments performed in the last 12 months prior to application and following the format in the Guidelines for Writing of Case Studies, 13)f). Please submit three copies of each case study.
 - ii) A typed Self Development Essay on the candidate's personal development during Shiatsu training and following the format in the Guidelines for Writing a Self Development Essay 13)g).
 - iii) Evidence of professional indemnity insurance
 - iv) A letter of recommendation from a Shiatsu Society Registered Teacher or , in the case of candidates who have trained overseas, other non-U.K. resident Shiatsu teacher with whom the candidate has most recently trained and been assessed, to confirm that s/he is ready to take the Shiatsu Society assessment
 - v) The records of 100 Shiatsu sessions completed during the previous twelve months should be submitted at the practical assessment. These should be prefaced by a numbered index recording the date and client name/initials for each session.
 - vi) Your Shiatsu Society Membership and Training Card completed by your teachers and showing the number of hours studied.
 - vii) A cheque for the current assessment fee, made payable to; Shiatsu Society (U.K.).
- d) Theory Assessment
- i) All sections of the Core Theory will be assessed.
 - ii) Where the Theory assessment is replaced by ratification of a student's School Assessments, proof of attainment in all sections is required from the School.
- e) Practical Assessment
The following sections will be assessed:
- i) 12)b) Principles of Touch,
 - ii) 12)c) Technique
- f) Interview
The following sections will be assessed prior to, or during the interview:
- i) 12)d) Client Questionnaire
 - ii) 12)e) Client-Practitioner Relationship
 - iii) 12)f) Self Awareness and Personal Development
 - iv) 12)g) Practice management
- g) Case Studies
Case Studies will be used to assess a wide variety of skills including the use of Shiatsu theory in forming a clear diagnosis and treatment plan with appropriate use of recommendations.
Case Studies should be written using the following guidelines:
- i) Guidelines for Writing of Case Studies

Section 13)g)i) cont'd....

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The Society's main aims in requiring Case studies are to see how you; approach and relate to clients and their problems and use Shiatsu theory to support, focus and give increased effectiveness in your treatments and over a series of treatments.

The Society wishes to give some general guidelines on writing case studies, without forcing members into following too narrow a format.

To demonstrate understanding and application of Shiatsu theory each case study should address the following criteria.

The main areas of information and application of Shiatsu theory we are looking for are:

- (1) Personal History
The client's lifestyle, work, important relationships, diet, moods, outlook on life etc.
- (2) Medical History
Specific problems suffered in the past, plus operations and previous treatments.
- (3) Presenting Symptoms
The physical problems and/or psychological imbalances and/or difficulties in life which the client comes to you with. Any medications or other treatments currently being used.
- (4) Diagnosis
The energetic patterns in meridians, elements and organs underlying the client's lifestyle, medical history and presenting symptoms should be analysed using 2 theoretical frameworks that you usually use, e.g. Zen Shiatsu, Five Elements, TCM. You may use 1 style per case study or 2 styles in each case study.
- (5) Treatments Given
Your aims of treatment, specific diagnoses, what was done in the treatments and any recommendations given for the energetic imbalances diagnosed. A series of at least 6 treatments is required, so you may need to summarize your diagnoses and treatments so as not to exceed 300 words. Please state the date of each treatment session.
- (6) Results of Treatments
The changes in symptoms, lifestyle, psychological outlook and energetic patterns that have taken place during the series of treatments and/or by the end of the series of treatments.
- (7) Conclusions
A wider look at how Shiatsu has affected the client's life, for example changes in attitudes, lifestyle, interest in their own healing process.

ii) PLEASE NOTE THE FOLLOWING:

- (1) The two Case Studies must:
 - (a) Keep the client name anonymous
 - (b) Present differing client profiles e.g. age, conditions
 - (c) Relate to treatments given in the last year leading up to application for assessment
 - (d) Include two different theoretical models in the case studies, this may be one model per case study or 2 models in each.
- (2) You must provide three copies of each case study.
- (3) In presenting the case study it must be:
 - (a) Typed
 - (b) No more than 1500 words of which a maximum of 300 words describe the treatments given.
 - (c) Numbered on each page.
 - (d) Double line spaced.
 - (e) Concise, so as to convey a lot of information within the word limit. The usual abbreviations for meridians e.g., GB BL are quite acceptable.
 - (f) Indicate the date of each treatment session.
 - (g) Include a cover sheet that clearly shows the name of the candidate, the number of words used and time frame of the case e.g. start date of treatments – finish date of treatments.

h) Self Development Essay

Guidelines for writing the Self Development Essay

The main focus of this self development essay should be on Shiatsu and working with Ki.

In 1000 – 2000 words you use this essay as an opportunity to:

- i) Reflect on how your Shiatsu training and practice has affected your own growth and development.
- ii) Show you have an understanding of your own health in terms of Shiatsu theory.

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Section 13)h) cont'd...

- iii) Show you have an awareness of your own psychological and emotional being.
- iv) Show what practices you use to improve your own health, such as physical and ki exercises, meditation, counselling and attention to diet and lifestyle.
- v) Show what practices you are using to increase your awareness of your own ki and that of others.
- vi) Explain your own experience of receiving Shiatsu. Candidates must have received at least six sessions with one M.R.S.S. practitioner and have received Shiatsu from at least another two M.R.S.S. practitioners.

14) SCHOOLS OF SHIATSU: EXAMINATION RATIFICATION AND RATIFICATION OF PRACTICAL ASSESSMENT PROCEDURES

- a) The principal of a Shiatsu School can apply to the Society for the ratification of the examination

papers of that school. For the Society to ratify a school's examination papers, the school shall provide evidence that:

- i) The written theory examination covers all aspects of the Society's core curriculum as specified in Rules and Regulations 12).
 - ii) If any part of the core curriculum is examined by practical assessment, uniform standards can be applied to all students.
 - iii) If all, or part, of a student's final assessment is to be through "continuous assessment" that all of the core curriculum has been covered.
- b) The Board recommend that:
- i) There should be a pass mark of 65%.
 - ii) Written assessments do not include more than 50% multiple choice questions.
 - iii) Where possible the students' names should be anonymous, to increase objectivity in marking.
 - iv) A 3 hour examination paper to cover all the theory aspects of sections a, b, c and d of the core curriculum (Rule 12) as a minimum where a final written examination is to be used.
- c) The successful ratification of a school's examination papers shall normally be valid for 3 years. A school shall resubmit its examination papers if the style or content of the examination greatly change.
- d) The Society will provide a "Requirements for Ratification Checklist" to aid schools in this procedure. This document is available from the Society's registered offices.
- e) The Ratification of Schools' Practical Assessment Procedures will be in two stages:
- i) Initial Ratification of the School's portfolio of information detailing its Practical Assessment Procedures.
 - ii) Verification that the ratified Procedures are being followed in the School.
After Verification, full Ratification of the School's Practical Assessment Procedures will be given.
 - (1) Ratification of the Practical Assessment procedures will normally be valid for 3 years. A School must re-submit its portfolio if its Practical Assessment Procedures should change substantially. There will be a Verification visit to ensure that the Procedures and standards outlined in the School's portfolio of Practical Assessment Procedures are still being followed. In the first two years of ratification, the School must be visited for verification purposes in Year 1 and Year 2. Subsequent to this, providing all is well, and with agreement of both verifiers, the School may be visited in Year 4 (a 2-year gap), and then Year 7 (a 3-year gap), and then at 3-year intervals after that (Year 10 etc).
 - (2) The School will pay a fee to the Society at a level set by the Board of the Shiatsu Society, to cover the cost of the three-yearly Ratification and the annual Verification.
 - (3) Schools with Branches whose Practical Assessment Procedures are common to all Branches are only required to submit one portfolio of information detailing their Practical Assessment Procedures. There may be a joint verification visit for such schools providing that students from the graduating classes of all of the branches seeking verification are in attendance. Visits shall be at frequencies detailed in (1) above. Where the Practical Assessment Procedures of Branch Schools are different, a separate portfolio and a separate verification visit will be required for each Branch of the School.

Section 14)e) cont'd...

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- (4) The Society will provide a list of agreements and obligations for Schools applying for Ratification of their Practical Assessment procedures (this includes adherence to the Shiatsu Society's Code of Best Practice for Schools, and agreement to provide time to speak with Verifiers).
- (5) The Society will provide a checklist of information required for the School to show that the School is examining the practical aspects of the Core Curriculum, case studies, ethics and point location (as detailed in Rules and Regulations 12) Core Curriculum, b) to g)), and the School's marking criteria for these.
- (6) The Society will appoint and train Verifiers, who will be Teacher members (MRSS (T)), unless otherwise agreed with individual Schools.
- (7) There will be 2 Verifiers assigned to ratify the Practical Assessment Procedures of each School. At least one of the Verifiers should be completely unknown to the School, and any of its Branch Schools, and to the students being assessed. One of the Verifiers may be known to the School but must be unconnected with its Practical Assessment Procedures.
- (8) The main task of the Verifiers is to assess and ratify the School's Practical Assessment Procedures and to verify the general standard of the students.
- (9) The Verifiers will check that all the criteria in Rules and Regulations 13)a) i), ii) & iii) (Assessment of the Core Curriculum) have been achieved by all students wishing to follow the Post Graduate Year route to MRSS.
- (10) Following initial Ratification of the School's portfolio of Practical Assessment Procedures and preferably in the final one third of the School's academic year, there will be a Verification Visit during which one Verifier will visit the School premises to watch 3rd year students doing some practical work. At this time the Verifier will also discuss with the Principal Teachers any areas of the School's Practical Assessment Procedures which she/he feels need further clarification. The Verifier will discuss the current needs of individual students, and she / he will assess the general standard of the students.
- (11) A report on the School's portfolio of Practical Assessment Procedures will be sent to the School within one month of receipt of the portfolio by the Shiatsu Society. A report on the Verification Visit will be sent to the School within 3 weeks of the Verification Visit.
- (12) There will be an Appeals Procedure for Schools not being granted Ratification, as detailed in Rules & Regulations Section 14) f).
- (13) The School will send a portfolio of information (as in 5) above) detailing its Practical Assessment Procedures to the Society in triplicate, to be examined by 2 Verifiers.
- (14) The School will agree to a list of agreements and obligations as detailed in 4) above.
- (15) Principal Teachers of Schools shall give guidance to the Graduate Member as to the direction and focus of attention of his / her practice development activities and tutorials over the Post Graduate Year period. Principal Teachers will provide a letter of recommendation to the Graduate Member when s/he registers with the Society for the PGY. Principal Teachers will also check that the requirements of the PGY have been completed and they will sign off the Graduate's application for MRSS form at the session at the end of the PGY period. The Overseeing Supervisor may make a charge for these signing on and off sessions and the Shiatsu Society will set a recommended maximum level for this annually.

f) Appeals Procedure for Shiatsu Schools in relation to the Ratification of Schools' Practical Assessment Procedures.

i) Initial Ratification: If the 2 Verifiers appointed to ratify a Shiatsu School decide, after seeing the School's portfolio of information on its Practical Assessment Procedures, that they cannot give initial Ratification to

the School, then recommendations should be clearly written in the Portfolio report (as detailed in Rules and Regulations 14)e)ii)(11) and to accompany the Checklist for Ratification of Schools' Practical Assessment Procedures form. The Verifiers need to state clearly what would need to change to bring the School's Practical Assessment Procedures to Ratification standard, and give a timescale.

- (1) First Stage: if the School queries or challenges this decision, the issue could be resolved by a telephone discussion between the Verifiers and the School.
- (2) Second Stage: if the above is unsuccessful, the School has the right of appeal within one month of the First Stage. The School needs to state clearly why they disagree with the decision. Review of the Portfolio by 3 new Verifiers completely independent of the Shiatsu School and the original Verifiers will be undertaken and a decision reached within one month. The decision of the second set of Verifiers (in consultation with the first set of Verifiers and the Chair of Education) is final.

ii) Verification Visit: if the Verifier conducting the Verification Visit (in consultation with the other appointed Verifier) is not satisfied that the Practical Assessment Procedures agreed at Initial Ratification are being

Section 14)f)(2) cont'd...

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adhered to, or that the general standard of the Students' practical work is sufficiently high, then recommendations should be clearly written in the Verification Visit report (as detailed in Rules and Regulation Section 14)e)ii)(11) and accompanying the Checklist for Ratification of Schools' Practical Assessment Procedures form. The Verifiers need to give clear guidance on what changes are necessary to meet the requirements for Verification, and give a timescale.

- (1) First Stage: if the School queries or challenges the Verifier's decision, the issue could be resolved by telephone discussion between the Verifier who conducted the Verification Visit and the School.
 - (2) Second Stage: if this is unsuccessful, the School has the right to submit a written appeal within one month of receipt of the Verification report, stating clearly why they disagree with the decision. A second Verification Visit is then made and a decision reached within 2 months. This shall be with 2 new Verifiers, completely independent of the Shiatsu School and the previous verifiers. The decision of the second set of Verifiers (in consultation with the first set of verifiers and the Chair of Education) is final.
- iii) There will be a fee for any appeal, payable in advance to the Shiatsu Society and sent to the Society along with the appeal letter. This will be returned to the School if the appeal is upheld.

15) CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

- a) CPD is compulsory, from 1st January 2009, for all members of the Society who are on a publicly available list or Member of the Register of Professional Practitioners of the Shiatsu Society (MRSS).

The compulsory CPD requirements are available from the Shiatsu Society office or members' area of the website.

16) SHIATSU SOCIETY NEWS (NEWSLETTER)

The Society shall publish a periodic Journal that shall be known as 'The Shiatsu Society News'.

- a) The Shiatsu Society News will be distributed to the members of the Society as part of the membership fee.
- b) The Shiatsu Society News will be available to members of the public on the payment of an Annual Subscription.
- c) To facilitate the publication of the Shiatsu Society News the Board of Directors of the Shiatsu Society shall maintain a Newsletter Sub-committee.
- d) The Board of Directors shall appoint an Editor for each issue of the Shiatsu Society News. The Editor cannot be a member of the Board of Directors nor any of the Society's administrative staff.
- e) It is expected that an Editor of an issue of the Shiatsu Society News shall be a member of the newsletter Sub-committee.
- f) The Board of Directors shall enter into a written contract with the Editor. The contract must clearly state the rights and responsibilities of the Editor.
- g) The Editor of the Shiatsu Society News shall be paid a fee per issue as determined by the Audit Sub-committee and agreed at each AGM of the Society for the coming year.

17) WEBSITE

The Society shall maintain a Website. The role of the Website shall be to inform the Public and Shiatsu Society members of the activities of the Society.

- a) Management of the Website
 - i) The Board shall be responsible for the website. The Board will make decisions on hosting, design and content.
 - ii) The day-to-day management of the Website shall be the responsibility of the Administration.
- b) Policies
 - i) A link to the Society's Website will be approved if the individual or company / organisation requesting the link support the aims and objectives of the Society, and agree to a reciprocal link from their Website.

Section 19) cont'd...

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18) EUROPEAN SHIATSU FEDERATION

- a) The Society will be a member of the European Shiatsu Federation. (E.S.F.)
- b) A member of the Board shall be the Society's representative of the E.S.F.
 - i) S/he will attend E.S.F. meetings on behalf of the Society, and report back to the Board
 - ii) S/he shall also keep the members of the Society informed via the newsletter.

19) FINANCE

- a) The Society's accounts shall be prepared in accordance with the provisions of the Act (Articles of Association 28), the special provisions of part vii of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities, which apply to the Society.
- b) Payments must be authorised by the Treasurer of the Society, in advance of payment being made, and overseen by another nominated Director.
- c) Cheques must be signed by 2 authorised signatories.
- d) **Sub-Committees**
 - i) Sub-Committees should submit budget proposals as and when requested by the Treasurer.
 - ii) A budget proposal can only be agreed by the Board.
 - iii) The Board can alter a previously agreed sub-committee budget at any time, but only in respect of monies for which expenditure has not already been incurred.
 - iv) A sub-committee shall not commit the Society to any expense outside of the agreed budget, without prior authorisation from the Treasurer. The Treasurer shall in these circumstances require the agreement of another Director (who is not on the sub – committee in question before authorisation of additional expenditure by a sub-committee.
- e) **Tendering for Services**
 - i) External services or contracts with the Society, shall be the result of a competitive tendering procedure, involving quotations from a minimum of 3 service providers.
 - ii) Any exception to i) above must be agreed, in advance, by the finance sub-committee.
 - iii) Services with a value in excess of £2000 can only be exempted from i) above by agreement of the full Board .
- f) **Expense Claims**
 - i) All expense claims shall be submitted within 2 months of incurring the expense.
 - ii) All expenses claimed shall be in accordance with the Society's policies (Memorandum of Association 4 (m), Articles of Association 18) on paying " out of pocket "expenses to members who are assisting in the running of the Society.
 - iii) The guidelines for claiming expenses, and a claim form, are available from the registered offices of the Society.
 - iv) Expenses can only be claimed by using the official claims form. VAT receipts must be attached, when VAT has been paid as part of the expense.
 - v) Expense claims payments may be delayed, or refused, if Rules and Regulations 18) b), d), e) and f) are not adhered to.
- g) **Members working for the Society as Self-Employed Sub-Contractors**
 - i) Any member of the Society doing work for the Society is classed as a self-employed sub-contractor.
 - ii) The members must sign a contract with the Society BEFORE any work is undertaken.
 - iii) The contract must be signed by the sub-contractor and two Directors.
 - iv) When the work has been completed it is the responsibility of the sub-contractor to invoice the Society for the agreed amount.

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