



© CONSTITUTION OF THE BRITISH WHEEL OF YOGA

Clause 1 TITLE

The name of the organisation shall be the British Wheel of Yoga hereinafter called 'the Wheel'.

Clause 2 TYPE OF ORGANISATION

The Wheel is a registered Charity. Charity Number 264993. It operates to a series of documented management systems approved by the Executive Committee.

Clause 3 AIMS

The aims for which the Wheel is established are:

- a)- To encourage and help all persons to a greater knowledge and understanding of all aspects of Yoga and its practice by provision of study, education and training.
- b)- To maintain and improve the standard of teaching of yoga.
- c)- To co-operate with and support other organisations having similar aims.

Clause 4 POWERS

- 1) The activities of the Wheel shall be directed towards the achievement of the aims set out in Clause 3 by:
 - (a) Providing opportunities for members of the general public to receive instruction in and information on Yoga.
 - (b) Promoting research into the methods and effects of all forms of Yoga, with a view to understanding them more fully and increasing their efficiency.
 - (c) Organising teacher training, education and other courses in all aspects of Yoga.
 - (d) Promoting other such activities decided by the Executive committee to further the aims of the Wheel.
 - (e) Fulfilling its role and obligations as Governing Body for Yoga.
- 2) The Wheel may:
 - (a) provide, maintain and conduct Yoga Centres or similar establishments.
 - (b) acquire, whether by purchase, lease or otherwise, real or personal property or rights, which may assist the work of the Wheel.
 - (c) pay any premiums of insurance necessary for the purposes of the Wheel and its members.
 - (d) accept gifts of whatsoever nature or kind, which may serve the interest of the Wheel.
 - (e) make appeals to the public for contributions to funds of the Wheel.
 - (f) disseminate information and opinions by means of printing, publishing, advertising and otherwise.
 - (g) borrow or raise monies in such manner and on such security as the Executive Committee may decide.
 - (h) invest any monies of the Wheel in such manner and upon such securities permitted by law as the Executive Committee may decide.
 - (i) subscribe to Charities including those which may be established or set up by the Wheel.
 - (j) establish or join in the establishment of or sponsoring trusts and organisations to further the aims and activities of the Wheel.

Clause 5 MEMBERSHIP

- (i) There shall be four categories of individual membership:
 - (a) Member – those who wish to participate in the activities of the Wheel.
 - (b) Family Member – one further member of the family who is living at the same address as the full subscribing member of the Wheel may, on payment of a reduced subscription become a family member on terms as decided by the Executive Committee and ratified at the Annual General Meeting.
 - (c) Teacher – those holding a current and valid Wheel teachers diploma
 - (d) Life Member – those who wish to participate in the activities of the Wheel and who have paid the subscription determined for this category by the Executive Committee and ratified at the Annual General Meeting.
- (ii) Accredited Membership for groups shall be open to those who support the aims of the Wheel and are subject to the terms and criteria laid down by the Executive Committee.

The Committee shall not be required to state its reason if in its discretion it rejects or defers an application for subscribing membership or offers membership in a different grade.

TERMINATION OF MEMBERSHIP (Ref ByeLaw 2)

Membership shall terminate:

- a) Upon receipt of written notice to the Wheel.
- b) Upon non-receipt of subscription fee by member or accredited group after a period of three months of due date.
- c) Expulsion for good cause by the Resolution of the Executive Committee.



Expulsion

A resolution for expulsion shall only become effective if:

- a) - a written notice has been served on the member or accredited group concerned, with a copy to every member of the Executive committee and Holding Trustees, that expulsion is being considered. Such notice is to contain the reason for the proposed action, date, time and venue of the meeting of the committee where the proposal is being considered. The meeting is to be held at least 21 days after the date of the notice.
- b) - the member/group has been invited to attend the committee meeting to present their case. They are entitled to be accompanied by one other person who shall have no right of speech. If the member/group is unable to attend then they shall be given an opportunity to present a written submission for consideration by the committee.

The issue is to be decided by a simple majority vote on the committee members present and eligible to vote.

Clause 6 SUBSCRIPTION

Members/groups shall pay the Wheel such annual subscription as may be determined by the Executive Committee and ratified at the Annual General Meeting.

The first subscription shall fall due and be paid when application is made for admission to membership. Subsequent annual subscriptions shall become due on the first day of November in each year, or such other day as the Committee may from time to time determine.

Clause 7 ADMINISTRATION

Subject to the provisions of the Constitution and Bye Laws, the Executive Committee shall have full authority to act in the name of the Wheel and, particular authority to:

- a) Regulate meetings and proceedings
- b) Delegate any of its authority and functions to an Executive Committee Member, subscribing member or a sub committee.
- c) Employ and remunerate such staff, as the Executive Committee may consider necessary.
- d) Keep and maintain records for the purpose of registering and recording
- i) Appointments of members of the Executive and Sub Committees
- ii) All appointments made by the Executive Committee
- iii) The names of the members present at each meeting of the Executive Committee and Sub Committee
- iv) All resolutions and proceedings of the Annual General Meeting, Special General meeting and committee meetings of the Executive Committee and Sub Committees.
- v) All records shall be available for inspection by members at Central Office or wherever they are normally kept on giving fourteen days notice in writing to the Honorary General Secretary and during normal office hours.

Clause 8 EXECUTIVE COMMITTEE

The Executive Committee is the governing committee of the Wheel and makes all decisions of policy. The Executive Committee of the Wheel shall consist of five Honorary Officers (Chairman, Vice Chairman, Honorary General Secretary, Honorary Treasurer, Education Chairman, all elected at the Annual General Meeting), Regional Officers (no less than 4), the immediate past Chairman for a period of one year only, and up to three ex-officio and three co-opted members. The quorum for any Executive Committee meeting is 10 persons. 'Connected Persons' shall not serve on the Executive Committee at the same time. (See Bye Laws item 3)

- a) The Executive Committee shall appoint sub committees as deemed necessary. Such committees shall have clear operating parameters including, targets, budgets, timescales (where necessary) and a clear reporting line.
- b) The Executive Committee shall give ruling on the interpretation and effect of the Constitution, bye laws or standing orders and any other matters pertaining to the Wheel. Such rulings will be conclusive and binding unless revoked or otherwise determined by resolution of the Executive Committee or AGM.
- c) The Committee at its discretion may fill any casual vacancy in the office of Managing Officers and The Committee by Co-option.

All members of the Executive Committee are trustees. All trustees listed in the Annual Return to the Charity Commission have equal voting rights.

NOMINATIONS

Nominations for the posts of Chairman, Vice Chairman, Honorary Treasurer, Honorary General Secretary, and Education Chairman shall be made in writing and signed by a proposer and seconder and shall be received by the Returning Officer not later than 42 days before the AGM. Nomination Forms are published in the Winter issue of the magazine. Nominees, Profiles and Postal Voting Slips shall be published in the Spring issue of the magazine. Members seeking nomination for the Executive Committee must show two full years membership of the Wheel prior to that nomination.



ELECTIONS AND VOTING PROCEDURES (ref ByeLaw 2)

All elections shall be by secret ballot. At a General Meeting individual subscribing and honorary members are entitled to speak and have one vote each.

Accredited subscribing groups shall be entitled to speak and have one vote per group. Individual members who are also representing an accredited group shall have one vote in each category.

All votes prior to the General Meeting must be forwarded to the Returning Officer (who is appointed by the Executive Committee but must not be a member of the Executive Committee or a Holding Trustee). Votes are to be placed in a plain envelope and then placed in an envelope addressed to the Returning Officer with the membership number on the back of the outer envelope. Any voting at a General Meeting is to be carried out in a similar manner.

The following Officers are to be elected by the membership at each Annual General Meeting, Chairman, Vice Chairman, Honorary Treasurer, Honorary General Secretary and Education Chairman. They shall hold office until the close of the next Annual General Meeting.

The Chairman, Vice Chairman and Education Chairman may not hold office for longer than three consecutive terms each. Thereafter they may not hold the same position until a period of two years has elapsed. The Honorary Treasurer and the Honorary General Secretary may hold office for no longer than five consecutive terms. Thereafter they may not hold the position until after a period of two years has elapsed.

Clause 9 MEMBERS MEETINGS

(1) An Annual General Meeting shall be held each year at a place and at a time that the Executive Committee may decide, provided that every Annual General Meeting shall not be held later than 15 months after the holding of the preceding meeting. The Agenda shall include:

- (i) Apologies for absence
- (ii) Minutes of the last held Annual General Meeting
- (iii) Appointment of Tellers
- (iv) To receive and adopt the report of the Executive Committee
- (v) To receive and adopt the report of the Honorary Treasurer
- (vi) Election of Auditors
- (vii) Election of Honorary Officers
- (viii) Introduction of Regional Officers
- (ix) Notices of Motions
- (x) Any other business of the Annual General Meeting to which prior written notice has been given to the Honorary General Secretary.
- (xi) Results of Election of Honorary Officers

The quorum for the Annual General Meeting shall be a minimum of 50 members who are entitled to vote.

Clause 10 SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Executive Committee for a specific purpose, or by the Honorary General Secretary or 50 individual subscribing members. At a Special General Meeting, only the stated business for which the meeting has been called shall be considered.

The quorum for a Special General Meeting shall be a minimum of 50 members who are entitled to vote.

REGIONAL ANNUAL GENERAL MEETING

This deals specifically with Regional matters (See Regional Constitution and ByeLaws)

Clause 11 NOTICE OF MEETINGS

Annual General Meeting. Notice of the Annual General Meeting shall be circulated to all members not less than 42 days before the meeting. This requirement will be deemed to have been met if the notice is posted to members or published, in due time, in the Wheel magazine.

Special General Meeting. Notice of Special General Meetings shall be circulated to all members no less than 42 days from the date of a properly made request for such a meeting. This requirement will be deemed to have been met if the notice is posted to members or published, in due time, in the Wheel magazine.

The notice shall state:

- i) Date, time and place of meeting
- ii) The purpose for which it is being convened
- iii) The Agenda
- iv) The details of notices of the motion(s)

Eligibility to vote. At a General Meeting individual subscribing members and honorary members, also one representative from each accredited group in attendance and whose subscriptions are fully paid, shall be entitled to speak and have one vote.



CHAIRMAN OF THE MEETING

This shall be:

- a) The Chairman of the Executive Committee, whom failing:
- b) The Vice Chairman of the Executive Committee, whom failing:
- c) Any member of the Wheel chosen by the Executive Committee; but if on the expiry of fifteen minutes after the appointed time for the commencement of the meeting no such person is present or has been chosen, the members present shall choose one of their number to be Chairman.

Clause 12 FINANCIAL YEAR

The financial year of the Wheel shall be from the first day of November to the last day of October inclusive.

Clause 13 MANAGEMENT OF THE FUNDS OF THE WHEEL

Subject to the provisions of the Constitution, the Executive Committee shall have full authority to act in the name of the Wheel, and, in particular authority to:

- i) Appoint signatories who shall be empowered to operate banking accounts of the Wheel. For cheques over £2,500 in value, not less than two signatures (one of which must be the Chairman of the Wheel or the Treasurer and the other a member of the Executive committee) from three appointed persons shall be required to sign for each transaction. Cheques up to £2,500 may signed by the one signatory. 'Connected persons' such as family members; partners (business or otherwise) should not countersign Wheel cheques.

The Trustees must comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:-

- (a) the keeping of accounting records for the Charity
- (b) the preparation of annual statements of accounts for the Charity
- (c) the transmission of the statement of account to the Charity
- (d) the preparation of an annual report and its transmission to the Charity Commission
- (e) the preparation of an annual return and its transmission to the Charity Commission
- ii) accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a statement prepared by another body.

Clause 14 SUB COMMITTEES

Sub committees shall include:

Management Committee
Education and Training Committee
Finance Committee
Congress Committee
Spectrum Committee
Marketing and Publications Committee

And any such sub committees as formed on a permanent or ad hoc basis as shall be decided by the Executive Committee

Clause 15 AMENDMENTS TO THE CONSTITUTION

The Constitution may be altered only in a Members meeting by special resolution. No amendments may be made which would have the effect of making the Charity cease to be a Charity at Law. A copy of any amendment and resolution passed must be forwarded to the Charity Commission.

Clause 16 DISSOLUTION

If the Executive Committee decides that it is necessary to dissolve The Wheel it shall call a Special Members Meeting giving not less than 42 days notice, stating the terms of the resolution to be proposed. If the proposal is confirmed by two thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of the Wheel. Any assets remaining, after the satisfaction of any proper debts or liabilities, shall be transferred to such other charitable institution or institutions having similar aims as the Wheel. A copy of the resolution (to dissolve) shall be sent to the Charity Commission together with the statement of accounts, for the final accounting period of the Wheel.

Chairman..... General Secretary.....