

Statutes of the European Shiatsu Federation (ESF)
(As agreed at the meeting in Málaga 26th February 2005
and amended at the meeting in Sitges 26th October 2012)

Article 1: Name

- A. The name of the Association shall be The European Shiatsu Federation hereinafter referred to as the "ESF" or the "Federation".
- B. The Federation shall be non-party, nondenominational and a not for profit organisation.

Article 2: Definition of Shiatsu

Shiatsu derives its theoretical and practical roots from the ancient traditions of Far eastern healing and philosophy. Today it is an autonomous healthcare system or method which originated in Japan, and is influenced by Chinese and Western knowledge.

Its aim is to restore and maintain the energetic and biophysical balance in human beings through the application of pressure to the body's energy channels and points.

Article 3: Aims and Objectives

1. Main Objective:

To advance Shiatsu as a Natural healthcare system or method throughout Europe and to promote high standards of professional practice.

2. And in furtherance of the said main objective but not otherwise:

- a) to establish throughout Europe the legal right to practice Shiatsu as an independent, self-regulating health-care method, legally available as a first choice treatment option to the public.
- b) to establish, and to revise from time to time, procedures for the mutual recognition of professional practitioners, teachers and schools between member associations.
- c) to promote the ongoing development of professional education and of standards of practice.
- d) to promote ongoing research into the effectiveness and benefits of Shiatsu.
- e) to promote educational/research, practical and social exchange between Shiatsu professionals in Europe.
- f) to represent the interests of the Federation to the European Union and all its relevant institutions, and to any other relevant international bodies.
- g) to promote the establishment of National Professional Shiatsu Associations where these do not exist, within Europe.
- h) to support the activities of the National Professional Associations in furthering these objectives.
- i) to establish good working relationships with other organisations that share these or other compatible objectives.

- j) to raise and manage money to fund its activities through membership fees, donations, event participation fees and any other appropriate and legal means as decided from time to time by the Administrative Board and/or the AGM.

Article 4: Membership and Voting

- A. The members of the ESF shall be those National Professional Shiatsu Associations which subscribe to the above aims, and which fulfil, and abide by the conditions of membership below. The members together comprise the Federation.
- B. The conditions of Full membership shall be as follows:
 - (i) That the National Professional Shiatsu Association be a properly constituted national organisation with an established Constitution, Code of Ethics, professional practitioners register, and with democratic procedures for membership, participation and decision making, and election of officers and that it not be solely or particularly associated with any one school or style of Shiatsu.
 - (ii) That the National Association subscribes to the objectives of the ESF, as stated in Article 3.
 - (iii) That the National Association pays the membership fee as set from time to time, unless exempted from so doing by the terms of a specific, written agreement of the other members, in each case.
 - (iv) That the National Association acts at all times in accordance with these Statutes and with its policies as decided from time to time. - in so far as it does not contradict its own legal constitution. If there is a perceived conflict, it is the duty of its representative to inform the ESF Administrative Board of this as soon as possible.
 - (v) Membership shall be initially granted or refused by the Administrative Board by Consensus (agreement of all members represented).
 - (vi) Membership may be revoked by a 2/3rds majority vote of voting members present. This can only happen at an AGM, for which the published agenda, circulated to all members has identified the matter is to be voted on.
- C. The membership fee shall be set from time to time by consensus at an AGM or an EGM, specifically called for that purpose. IF consensus cannot be reached, the status quo remains.
- D. *Associate membership*: shall be open for a limited period to national associations who otherwise fulfil the criteria for full membership but who, for financial reasons, are unable for a time to pay the full membership fee. The fee for associate membership shall be set from time to time by the board, and ratified at the next AGM.
The time span open to such associations to remain as associate members shall be 2 years, unless an extension is agreed by consensus of the Administrative Board.
Associate members have no voting rights, but have the right to attend meetings and participate in discussions.
- E. *Affiliation*: may be offered to Associations or bodies who share the general aims of the Federation but who are unable to fulfil the membership criteria as set out in Article 4B and who wish to contribute financially, in the flow of information or in other ways to the fulfilment of the Federation's aims and goals. Affiliates may, at the discretion of the Board, be invited to attend parts of meetings of the Board and take part in discussions. The fee for Affiliation shall be set by the Administrative Board and ratified at the next AGM. Affiliates have no voting rights.

Article 5: Structure

- A. The Structure of the E.S.F. shall consist of the Annual General Meeting and the Administrative Board.
- B. The Annual General Meeting shall be held within the first three months of the calendar year. At least 3 months notice shall be given of the date, time and place of the meeting to all members.

The A.G.M. shall:

- 1. Adopt the Minutes of the previous year's AGM
 - 2. Receive and adopt the President's Annual Report
 - 3. Decide on Federation policy.
 - 4. Elect the officers of the Administrative Board, as specified in E below.
 - 5. The AGM shall: verify and approve the annual accounts. These accounts will be available for monitoring by the NA members' boards.
 - 6. Approve the budget for the current year.
 - 7. Determine the periodic tasks of the Officers of the Board.
 - 8. Determine from time to time the Federation membership fees, and ratify any associate or affiliation fees agreed by the Administrative Board since the last AGM.
 - 9. Receive and verify the Statement of Membership.
- C. The Administrative Board shall act at all times in accordance with the provisions of the Statutes and the decisions of the Annual General Meeting.

The Administrative Board shall:

- 1. Manage the day to day affairs of the E.S.F.
 - 2. Ensure that all members are informed of decisions and developments.
 - 3. Arrange and give proper notice of all meetings.
 - 4. Prepare the Agenda for all Board meetings of the Federation.
 - 5. Manage the financial affairs of the Federation . The accounting year shall be January to December.
- D. Decision making / Voting.
 - 1. Decision making at the A.G.M. and in the Administrative Board shall be, in principle, by consensus.
 - 2. Voting in the Administrative Board shall be on the basis of one vote per full member. Officers of the Federation shall have no voting rights by reason of their office, only as the representative of their association.

3. Except for issues specified in these Statutes all decisions of the ESF board will be by consensus, that is by agreement of all members present.
 4. For certain matters, specified in these Statutes, when a consensus cannot be reached, after due discussion, a 2/3rd majority vote will carry a motion. Note: it is the intention within the ESF that all decisions should be by consensus.
 5. Decisions will be made using the decision making protocol, as specified in the ESF Internal Regulations, which may be altered by the Administrative Board from time to time.
- E. The Officers of the Administrative Board shall be elected to serve for a period of two years.

Membership of the Administrative Board.

- 1.a** The Administrative Board shall consist of one designated representative from each full member association.
- 1.b** The Officers of the Administrative Board shall be: the President, the Vice-President, the Secretary, and the Treasurer. The officers shall be elected from the representatives of each Full Member Association, to serve for a period as stated in these Statutes.
- 2. The President**
 - a) The President, in conjunction with the Administrative Board, shall be responsible for the overall co-ordination of Federation policy and activities.
 - b) The President shall be responsible for preparing the agenda of the Board's meetings.
 - c) The President shall normally be the spokesperson for the Federation.
- 3 The Vice-President**
shall act for the President in his/her absence, or as delegated by the President or the Administrative Board.
- 4 The Secretary**
shall be responsible for the ongoing administration including, inter alia, keeping and circulating the minutes of the Board meetings and the A.G.M.; notification of meetings and circulation of agendas; maintaining the Federation files and records; distribution of information about the ESF.
- 5 The Treasurer,**
in conjunction with the Administrative Board, shall be responsible for managing the Federation's finances including, inter alia, ensuring accounting books are kept, preparing annual accounts for the AGM, collecting membership fees; paying expenses and bills and managing all financial aspects of any meetings and conferences arranged.

Article 6: Property

The property of the Federation shall consist of membership fees, donations and of any goods bought with such monies.

Article 7: Amendment of these Statutes

In order to amend any Article of these Statutes a proposal to this effect must be circulated to each member organisation of the Federation at least three months in advance of the AGM or Extraordinary General Meeting at which the proposal is to be put. To be given effect any such proposal must be adopted by consensus.

If a consensus cannot be reached on such amendments, an EGM may be called, at which the matter will be discussed.

At this EGM after due discussion, the amendment/s to the Statues, as declared on the agenda for the meeting, may be carried by a two-thirds majority of the voting members present at the meeting.

Article 8: EGM

An Extraordinary General Meeting can be called upon receipt by the Secretary of a signed request of no less than one-third of the full members.

The request must be in writing and include the motion / s to be decided upon at the meeting. No business other than that stated, and for which the EGM has been called to resolve, shall be taken at the meeting.

Once received, the Secretary shall convene the meeting as soon as is practicably possible, but not later than three months after receipt of the request.

Article 9: Dissolution

1. The Federation's term shall be indefinite. However, the Federation may be dissolved by a two-thirds majority vote at a meeting expressly convened to decide such a proposition.
2. At least 3 months notice must be given of such a meeting to ALL members, and an acknowledgement reply received by the Secretary. - within 3 weeks of the notice. If an acknowledgement is not received from a federation, a further notification will be sent to the last known e mail of the representative and a hardcopy by mail to the national federation address, at least 6 weeks before the set meeting date.
3. In the event of dissolution the Federation's assets shall be liquidated, and shall be divided among the members in proportion to the current years membership fees paid before the date of dissolution.

Revised and Adopted: February 26th 2005

Amended: October 26th 2012

Signed:

dated :

Frans Copers, President.

on behalf of the Administrative Board.