

Constitution for 'Support for integrity in Teaching and Training (SiTT) Community'

1. Group Name

Support for integrity in Teaching and Training (SiTT) Community

2. Group Aims

The aims of Support for integrity in Teaching and Training (SiTT) Community will be:

- To facilitate a network of peer reflection groups among mindfulness teachers, trainers, trainees, supervisors and assessors.
- To facilitate peer led support for personal mindfulness practice among mindfulness teachers, trainers, trainees, supervisors and assessors.
- To build local communities of mindfulness teachers.
- To form a community of 'human beings' rather than 'professionals'.
- To have a decision making structure that is inclusive and fair (see Appendix 1)
- To support and demonstrate adherence to good practice guidelines (GPGs) among members (e.g. with the intention of meeting GPGs laid out by the British Association of Mindfulness-based Approaches (BAMBA) for those in the UK).

3. Membership

Membership is open to anyone who:

- supports the aims of the SiTT Community

Membership will begin as soon as the membership form has been received (an annual donation is optional).

There will be an optional annual membership donation which will be agreed at the Annual General Meeting (AGM) and will be payable by members if they choose.

A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Steering Team, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

The SiTT Community will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee (also known as the 'Steering Team') elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of at least 4 core officers and additional committee members if necessary. Additional members may be co-opted onto the committee at the discretion of the committee.

The core officers ('core posts') are as follows:

- Chair, who shall chair both general and committee meetings
- Vice Chair, the vice-chair stands in for the chair and helps with difficult decisions between meetings and ensures he or she knows enough about the current issues within the organisation to be able to stand in at short notice.
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

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Additional committee members may include those below, but is not exclusively limited to them:

- Membership Secretary
- Website Officer
- Social Media Officer
- Zoom Officer
- Coordinator Officer
- Event Officer

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of the SiTT Community wishing to attend, who may speak but not vote.

A quorum for the Committee shall be at least 4 and must include 2 of the core posts. A meeting of the committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the committee by this Constitution.

All decisions will be by a majority vote, providing that there is at last a quorum is in attendance. The Chair shall have a casting vote in the event of a tie.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will need 4 members of the committee and at least 3 SiTT members.

At the AGM:-

- The Committee will present a report of the work of the SiTT Community over the year.
- The Committee will present the accounts of SiTT Community for the previous year.
- The Officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting shall be 4 and must include 2 of the core posts.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

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The quorum for a General Meeting shall be at least 4 and must include 2 of the core posts.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Group at a bank and at opencollective.com agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by one of the signatories.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by one signatory, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the SiTT Community is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the SiTT Community on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed

Appendix 1 SiTT Decision-making Structure



Process

