

Association of Universal Healers & Spiritualists

Website: <http://www.auhs20yrs.co.uk>

Charity Number 1014604



Affiliation Welcome Manual



Created by Catherine Greenup 2014

FREE to new Affiliates
£10.00 replacement copy for existing members
Free on website <http://www.auhs20yrs.co.uk>
Free to Affiliated Churches/Groups

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Introduction

Please note: This manual may have been updated since the last Executive meeting. It is free of charge to new applicants and listed on-line <http://www.auhs20yrs.co.uk> where it can be printed out in your own home or viewed at your leisure.

If you have a version older than one year and need to ensure you have a current copy contact national secretary for replacement. There is a small postage printing and administration fee.

FREE to Affiliated churches/groups upon joining AUHS.

It is important to destroy outdated copies of both Application Forms and Members Welcome Manuals so avoiding confusion. The most recent copies are held on-line on our official website in A5 format. If not present contact National Secretary for advice. It may be being updated.

This manual is revised and updated at least on a yearly basis but generally as and when necessary.

This members manual remains the copyright of AUHS and its contents must not be used other than for the purposes of AUHS membership – nor should it be stored or sold in any other form without the prior written permission of its current Executives.

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AUHS Prices 2014-15

<u>Amount</u>	<u>Description</u>
Courses	
£60.00 Full-£55.00 OAPs	Probationer Healing
£20.00	Basic Awareness
£40.00	Diploma for Mediumship
£65.00	Ministers (on Ordination)
Assessments	
£50.00	Upgrading to Healer Leader
£15.00	Upgrading to Full Healer
£60.00 Full-£55.00 OAPs	Healers joining AUHS from another organization
Contact Trainer for advice	Ordained Ministers not trained by AUHS
Affiliation Fees	
£10.00	Per church/group per year due 1 st Jan.
FREE	Church/Group President if not a Healing Member
FREE	1 st Healer Leader
£5.00	Extra Healer Leaders
£5.00-not AUHS member	If Healer Leader qualified with another organization

AUHS Prices 2014-15

<u>Amount</u>	<u>Description</u>
Membership Fees	
£17.00	Joining Fee Ordinary Membership
£12.00	Renewal Fee Ordinary Membership
£28.00 Full-£20.00 OAPs	Healers yearly Memberships
£38.00 Full-£30.00 OAPS	Healing Ministers
Certificates	
£5.00	Replacement lost damaged certificate
£10.00	Change of Affiliation name
Badges	
£5.00	Ordinary members badge
£5.00	Probationer Healers Badge
£5.00	Ministers Badge (AUHS Ordained Ministers only)
£5.00	Healer Leaders Badge
£5.00	Full Healers
£5.00	Ten year Long Service
£5.00	Additional or replacement "BAHA Code of Conduct"
£5.00	Additional or replacement "BAHA Healers Training Record"

BAHA Manuals etc.,
Contact AUHS Healer Representative

Fees due to AUHS include postage and packing

<u>Amount</u>	<u>Description</u>
£15.00	1. Tutors Training Manual
£15.00	2. Student Training Manual
£10.00	3. Student Record of Training
£10.00	4. Codes of Conduct
£7.00	5. AUHS Constitution
£5.00	6. BAHA Lapel Pin Badge

Numbers 2,3,4 and 5 above are included within the initial application for Probationer Healer with AUHS but they can be purchased as replacement copies for lost or damaged items by Probationer Healers. Please contact AUHS Healer Representative to purchase them.

Number one above is only sold to AUHS Healer Leaders as part of their guidance for training AUHS Probationer Healers. Please contact AUHS Healer Representative for a copy.

A copy of this document must be displayed within all AUHS churches and groups and included within all AUHS documentation

Important notification of changes to the Consumer Protection Unfair Trading Regulations (CPR's) which implement the Unfair Commercial Practices Directive (UCPD), came into force with effect from 1st April 2008

In order to attempt to comply with this Act your attention is drawn to the following:-

ALLPERSONS

Attending any of our services, whether there is a collection or charge for attending such service fully recognizes and

ACCEPTSTHAT:

- Any 'demonstration of mediumship' being undertaken is a form of experiment
 - Results or expectations cannot be assured, or guaranteed
- Communication's from the departed may, or may not take place, which some people may find upsetting or distressing
- You may feel elated, satisfied, disappointed, shocked, and or disturbed.

Communication – '*from the departed*' – though our mediums may include descriptions, personalities, mannerisms, shared memories personal details and other issues given in order to endeavor to prove their continued existence after the physical change called death.

If you are unsure whether you should attend please
**ONLY SEEK THE ADVICE of a COMMITTEEMEMBER
CHURCH MINISTER OR DEACON/DEACONESS/ESS**

Association mediums who are also members of USHA may wish to be individually insured through BALENS to cover themselves when doing private readings at home or elsewhere. Mediums who are NOT healers can on becoming individual AUHS members receive favorable insurance from BALENS. On successful completion of the Basic Awareness Course and Diploma Course for Mediumship which gives the Diploma holder the right to put the letters (Dip) after their name.

Insurance for members per year, Insurance for none members per year. The Association accepts no liability for the information contained therein. Enquiries to any National Executive Member.

Rev. S.Robertson, Founder President, From 1992-2013

DATA PROTECTION LICENCE

The Association is no longer required to hold a Data Protection License. AUHS must hold personal information on computer, hardcopy and backup devices. But we promise NEVER to share it with anyone outside of authorized persons within AUHS or if you are a healer with BAHA only for insurance purposes. You can be assured it is locked safely away and handled according to British data protection laws.

Ancient Oath of Hippocrates

All Healers must agree to follow the ancient Oath of Hippocrates as set out below to which medical practitioners of all skills must abide.

AUHS Healers will never advise that clients can be cured of ailments or that they should not seek professional help from GPs or specialists if their conditions persist

The Oath of Hippocrates

“The regimen I adopt shall be for the benefit of my patients according to my ability and judgment, and not for their hurt or for any wrongdoing. I will give no deadly drug to any though it be asked of me, nor will I counsel such, and especially I will not aid a woman to procure abortion. Whatsoever house I enter, there I go for the benefit of the sick, refraining from all wrongdoing or corruption especially from any act of seduction, of male or female, of bond or free. Whatsoever thing I see or hear concerning the life of men, in my attendance on the sick, or even apart there from, which ought not to be noised abroad, I will keep silence thereon.”

AUHS PRINCIPLES

We believe in Infinite intelligence

We believe in the Fatherhood of God

We believe in the Brotherhood of all life

We affirm that the existence and personal identity of the individual continues beyond the change called death

We believe each person is personally responsible for all their actions

We believe eternal progress is open to every soul.

We affirm that communication with the so called dead is a fact scientifically proven by the evidence of Spiritualism

We believe that the phenomena of nature, both physical and spiritual are the expression of Infinite Intelligence

We accept the example and parables of Jesus the Christ as standards by which we will try to live at all times

We believe in the teachings from Spirit as revealed through Divine Intercession and the Ministry of Healing

The Alliance of Healing Associations

B.A.H.A. was originally formed in 1976 then known as B.A.H.A. and finally acquired charity status in 1982. In 2007 it was felt that the name should be changed to reflect the associations work overseas and the word "British" was removed.

The Alliance is an umbrella group of 20 + Healing Associations comprising approximately 2000 Accredited Healers and many more under training.

There is a 'Code of Conduct and Complaints and Disciplinary Procedures' that comprehensively covers practice and procedures with all Healers insured.

The philosophy of the healing practise is non-denominational but with the acceptance that God or a divine source directs healing energies – the source to which all Healers seek to attune when giving their healing services. However it is Love for our fellow man and compassionate healing intention that motivate them in their desire to bring easement and relief from pain and suffering with an improved quality of life for all who seek help.

Membership of the Alliance is open to Charitable Healing Organisations that can satisfy the criteria for membership and are willing to accept and follow the BAHA Code of Conduct and Disciplinary Procedures and its Constitution.

AUHS Executive **And other positions**

As with any organization you need to know whom to contact in the event of any queries or if you have a desire to undertake courses or purchase goods

President and Healer Representative:-

Rev Philip Greenup (MUSA, HUSA) – Jade Cottage, 4 Stoney Lane, Springwell Village, Gateshead, Tyne and Wear, NE9 7SJ – Tel: (0191) 4163689 Email:- p123greenup@btinternet.com

Vice President (South):- Mrs Steph Wilson (HUSA), 1 Portland Cottage, Buckholes Lane, Higher Wheelton, Chorley PR6 6JL – Telephone: 07940243589 – Email:-stephwillsonauhs@outlook.com – Contact for upgrading of Probationer's to Full Healers and Full Healers to Healer Leaders.

Vice President North:- Mrs Jen Brown (HUSA), 32 Lyndsay Ave, Blyth, Northumberland NE24 5EX. **Tel:-** 01670797266 – Email:- Also contact for

upgrading of Probationer's to Full Healers and Full Healers to Healer Leaders.

Treasurer:- Rev Stewart Robertson (MUSA, HUSA, DUSA), 99 Wealcroft, Leam Lane, Gateshead, Tyne and Wear, NE10 8LN – Tel: (0191) 4422109

Membership Secretary: Mrs Catherine Greenup (HDUSA) 4 Stoney Lane, Springwell Village, Gateshead, NE9 7SJ. [Tel:-](tel:01914163689) (0191) 4163689 – Email:- catherine.greenup@ncl.ac.uk For all you membership applications and queries.

National Secretary

Mrs Gail Chapman - Temporary Minute Taker, Secretary to Executives, updating AUHS documentation, Venue organization and Room Booking, gchapman861@gmail.com

Training Officer: Mr Brian Brown (HUSA), 32 Lyndsay Ave, Blyth, Northumberland NE24 5EX. [Tel:-](tel:01670797266) 01670797266 – Email:- for all you enquiries about AUHS courses.

Newsletter Editor (After-Life): Rev Stewart Robertson (MUSA, HUSA, DUSA), 99 Wealcroft, Leam Lane, Gateshead, Tyne & Wear, NE10 8LN 0191 442 2109

Press and Publicity Officer (Co-Opted): Mrs Fran Marley, francesmarley@aol.com

Liaison (Complaints Officer) (Co-Opted), please send all complaints to Mrs Norma Elliott (HUSA), 9 Newcastle Bank, Birtley, Co. Durham, DH3 1PT norma.and.peter@btinternet.com,

Data Protection Officer (see Vice President South Above):- None Executive Post

Ownership of Certificates (Cancellation/Lapsed Memberships)

Cancelled/Lapsed memberships mean you cannot take any of your certificates or titles with you. Lapsed memberships also not insured. If you

are a Minister it's illegal for Ordained Ministers who have cancelled membership to use our Charity registered number and/or name in conjunction with your Ministry. Whilst member of AUHS; if you successfully completed a course the certificates are yours and you can choose to display a copy in your church/group or not, your church / group can't force you to use your original copy.

Affiliation Rules and Guidelines

Help and advice

Do you want to join AUHS as an Affiliate

This section is for independent churches and groups who have decided to join AUHS or who are thinking of joining AUHS to offer their own members the opportunity to undertake a variety of quality Spiritualist Courses with certification. Some churches and groups wish to retain their independent status but ally their healers group with AUHS with Affiliation to gain certification and Healing Insurance.

Remember that membership of a church/group is separate from membership with AUHS. So your members must also join AUHS as individuals to undertake our courses. In effect that means they will hold two separate memberships.

AUHS will act as an umbrella organisation for your church/group providing quality courses with insurance keeping you up-to-date with any changes in the Law regarding Spiritual matters.

**Head Office:- President, Rev Philip Greenup (MUSA, HUSA) Jade Cottage, 4
Stoney Lanes, Springwell Village Gateshead, Tyne and Wear NE9 7SJ – Tel:
(0191) 4163689**

Affiliated to Alliance of Healing Associations



Dear Sir/Madam

Thank you for your interest in Affiliation with the Association of Universal Healers and Spiritualists. Here is a comprehensive manual setting out all aspects of the Association including its Birth History and all Courses, Memberships, Affiliation, rules and Constitution. We hope it will be interesting and useful to you, but if you have further queries after reading it and having looked through the supporting documents, please do not hesitate to contact any of the Executives who would be only too pleased to assist.

Rules of AUHS – covering various aspects of the Association

Churches / Groups and individual members: Affiliated Churches; Groups and individual members are asked to adopt the Association of Universal Healers and Spiritualists principles shown at the beginning of this manual and on our website where there is a printable copy which can be displayed in your Church / Group upon acceptance of application.

Use of Logo

Fully paid up affiliated Groups / Churches may use the **Association logo** (as shown on the badges) on their letter head as long as the word “affiliated” is printed immediately underneath.

Use of Charity Number

The charity number cannot be shown on letterheads and can only be included in advertising when shown as “member of The Association of Universal Healers and Spiritualists Charity number 1014604”.

Separate Committees

The Association of Universal Healers and Spiritualists totally agree that we cannot interfere in the running of its churches, groups and healing centres except where infringement of AUHS or BAHAs rules are drawn to the

Associations attention that have not been not resolved through the channels of supportive caution; advice and discussion will all involved parties.

Rights Retention

AUHS however must reserve the right to refuse or to expel the Group / Church (and/or individual members) if it is felt they continue to work against the ideals of AUHS, BAHA or BALENS. Association of Universal Healers and Spiritualists reserve the right to refuse to renew the affiliation of any church or group on 1st January each year in the unlikely event that untenable circumstances arise.

Disciplinary Procedures

There is a standard disciplinary procedure in place should these be necessary geared towards the lawful protection of all our members and visitors.

Affiliate Committees

The Committee members of churches and groups are selected under the rules of the individual church/group and are in no way decided or influenced by this Association.

Multiple Churches/Groups

Members running more than one group/centre must pay separate affiliations for each certificate issued. However if they wish to run events in places other than their church/group address this is acceptable, but no additional certificate will be issued.

Lost Certificates

Replacements for lost certificates or change of centre name carry a fee.

AUHS Minutes

Due to extremely high postage costs AUHS don't send to all members individually. The only set of Minutes sent to every member will be the June minutes as by law AUHS must inform all members of the date, time and venue for their AGM. If you wish a copy of any set of minutes please enclose an A4 sized SAE and contact National Secretary. Minutes from all meetings are however sent to each affiliated centre as well as to all healer leaders, for circulating though the membership. Members without Healer Leaders are also sent a copy. Minutes are also archived and can be purchased by contacting the National Secretary.

A Strong Wake-up Call – Vital AGM attendance

By Law as an organization AUHS MUST hold an AGM once a year. AUHS have no choice in this matter. So these funds have to be found and paid out regardless of what kind of financial success or otherwise has been realized in any year. Members are actively encouraged to attend the AGM to help recoup the growing costs of organizing an AGM and perhaps gaining a small profit from it to show how much it has been enjoyed.

Personal Support

Support for your Association at an AGM by your physical presence is strong appreciation of the hard work done over the year by everyone and gives a clear signal to all AUHS members that AUHS is greatly valued and continues to be an important part of the future of your own Churches and Groups. It has to be realized that serious non attendance might draw attention the danger that churches and groups are drawing away from AUHS through apathy and indeed the question of whether it is worth having an association at all because no one is willing to put effort into it might come to the fore. Executives will in no way feel valued and they at the worst may simply walk away feeling “why bother if no one else seems to give a dam”.

Attend your AGM

Clearly this must be avoided at all costs. Prove to each other and to your communities that members do appreciate what has been done and that you will support the Executive by offering to take on the jobs and that there is absolutely no way AUHS will ever fail because its followers truly believe in what it stands for “Equality for believers of spiritualism across the whole of the UK”.

Belonging

This association does not belong to some distant huge heartless corporate business. It belongs to every individual who has earned the right to membership because they believe in the support which AUHS offers. For many, many years your Executives have been getting older and some are extremely ill and yet they continue to keep AUHS running supporting every member through their own pain because of a firm belief that AUHS continues to be needed. Come on younger members do we old codgers have to put you to shame. If AUHS is to gain in strength we must encourage youth on to the Executive and into our doors. Because no one

wants AUHS to simply dwindle away with the gradual passing of our older most loyal members and a serious lack of willing hands and hearts to fill our top positions. It is not only lack of finances that is a risk for any organization, spirit know only too well that apathy is our biggest enemy. Don't ever let this beast win. Part of the job of an Affiliate is to encourage new memberships and to give active visible support to AUHS.

Church Funds

Any **money collected by the church/group** from its members and congregation belongs SOLELY to the church/group in questions. In line with our charity status and constitution this money MUST be used for the furtherance of spiritualism, whether by covering the cost of running the church/group or through relevant donations. The Association of Universal Healers & Spiritualists has no claim on this money other than for the annual affiliation fees. However churches are asked to encourage membership of the AUHS, as this is how we receive the funding to continue our work. Many churches ask those sitting in development circle to become members of the AUHS

Affiliated Subscriptions

Affiliation Fee

All affiliates are liable for annual affiliation fee due 1st January each year. The correspondence contact for each individual affiliate will be sent a reminder form in November each year from the Membership Secretary which must be fully filled in and returned to the Membership Secretary enclosing the correct annual fee including any other fees incurred by the affiliate as explained below. When you receive this form, this is the time to update Membership Secretary of any changes to your committee members and church group details (For Example opening hours, group name, location, telephone number etc.) Failure to do this may delay any correspondence due to you which could be important to your members.

Healer Leader's Fee

It is the church/groups responsibility to pay the Healer Leader's fee yearly (*not* the AUHS Healer Leader). However, each affiliate is entitled to ONE Healer Leader free and that Healer Leader must be named upon the renewal form. Extra Healer Leaders (up to *five* are allowed per affiliate if church/group has a lot of Probationers to support) incur a small fee paid to

AUHS added to the yearly affiliation fee, for example:-

Yearly Affiliation fee	£10.00
Plus one extra Healer Leader	<u>£ 5.00</u>
TOTAL	<u>£15.00</u>

President of Affiliate

If the President of the affiliated church or group is NOT a healer with AUHS they can claim their yearly AUHS membership fee free. Application for free AUHS membership should be made to Membership Secretary which will be agreed by Executives during an Executive meeting.

Paying your healers fees

As an affiliated church/group some choose to pay the yearly membership fees for all their healers collectively. If you wish to do this, please notify Membership Secretary of your intention in writing clearly naming all those full healers and probationers that you agree to pay for.

Please note that ALL payments of membership subscriptions are in fact the responsibility of the individual AUHS member not their church/group. Therefore should a membership fee fail to be paid within reasonable time the individual member will be notified not the church/group and that member must then chose to pay the membership themselves.

Payment disputes

AUHS will not engage in discussion with the church/group to explain the oversight. If a serious infringement of the “Standards of Healing” was the reason the church/group must make formal complaint against the healing member to Membership Secretary or Liaison (Complaints) Officer who will bring the case to the Executives at the next nearest Executive meeting, in which case the healer in question will have their membership and insurance suspended and they must not heal until the matter has been dealt with.

Reminder of due fees

A reminder when group affiliation fees are due, will be sent out at the end of November each year. Groups are asked, where possible, to renew before Christmas to avoid this being forgotten!!! If no payment is received by mid-January the affiliation will be suspended and the charity number & logo cannot then be used.

Concessionary rates for Affiliates

Groups are advised that by using the phrase “affiliated to Association of Universal Healers and Spiritualists Charity Number 1014604” in advertising they can often obtain special concessionary rates, and reduced hire charges for premises. There are also special building society accounts available.

VAT & Gift Aid

VAT is still payable despite rumors to the contrary. Gift Aid tax relief would be allocated to the Charity holding the charity number (in this instance the Assoc). The affiliated group would not be eligible to receive this unless they also have their own charity registration number,

Overseas groups:

Due to administration difficulties we regret we can no longer accept affiliation from overseas groups/members.

Application Procedure

New Group Affiliations

The Membership Secretary deals with all group affiliations. (NOTE) Prior to an affiliation being discussed by the Executive the Membership Secretary will contact the nearest Association of Universal Healers and Spiritualists affiliated group to the location of the new applicant to discuss the application. If the new group is within thirty miles of the existing one it is up to the existing group to agree to there being accepted on their turf or not.

Create church/groups rules

A copy of your **church/group rules** is required to be attached to your affiliation application form. This seems to confuse some people so we have included in this pack a list of questions you should ask yourselves the answers too. The outcome can be used to produce your rules and constitution.

The forming of your first committee

Where a church or group will be run by an elected committee, one rule should show how many members can be on your committee at any one time and their titles should be decided upon. You should also decide on the maximum number of committee members.

Voting

You always need enough committee present to offer a quorum without which you can't make rulings.

Who can and can't stand for election

There should be guidelines in place on who can/can't stand for election on your committee. Perhaps the most important of these is that anyone with a criminal record cannot stand for election on any committee in the UK by law.

FOR THOSE WHO HOLD CLAIRVOYANT MEETINGS (i.e. churches and psychic groups) PLEASE ALSO ATTACH THE NAMES AND PHONE NUMBERS OF THE LAST THREE SPEAKERS WHO SERVED YOU CHURCH/GROUP.

Disaffiliation

Any Church wishing to disaffiliate can easily do so and there is no charge or penalty to disaffiliate. Any group wishing to do so should contact the Membership Secretary by phone in the first instance and then formally send in their wishes and reasons in writing to the President.

You can disaffiliate your church but keep your healing group affiliated with AUHS for example. A number of our affiliates have done this to keep existing certification and insurance for members rather than having to go through a number of years of retraining with another organization to regain full healing status for your church/group which you already have with AUHS. By doing this you and your members will lose nothing by your decision and your members can still be trained within your own church/group for spiritual healing through BAHÁ retaining all the right and privileges which go with AUHS membership.

What kind of church group applies to affiliate?

Applications for affiliation generally come to us from enthusiastic new burgeoning spiritual groups who are ready and established enough in collective ideals and fellowship with a firm direction in mind that bring them to believe they are now confident enough to open their doors to a wider audience possibly by renting a room and opening with a recognizable name at least once weekly to the general public. They may be an older church/group more established already with their own members who realize they need to ally themselves with an organization strong enough to reflect their existing ideals complementing their hopes to

offer training and insurance for their members for Spiritual Healing and Rostrum work. Sometimes the church/group decide their existing umbrella organization are at odds with their belief they may feel pushed to the fringes and not appreciated they may feel the rules and guidelines are too controlling and intrusive. They may be looking for an organization more sympathetic to their level of financial capabilities. In all cases they are determined to give a gentle but firm promise to each other no matter their reasons for approaching AUHS stating that, "We are here and we won't give up all we need is an organization to actively and compassionately support and advise us."

Who does AUHS welcome?

AUHS welcome all affiliation applications, unlike some umbrella organizations we never judge what faith a church or group leans towards or how rich or poor it may be. We welcome a sense of cultural diversity amongst our congregations which encourages togetherness with a sense of understanding and equal respect between differing faiths borne out educated discussion between us rather than separateness through bigoted misinformed nonsense.

AUHS is mainly Christian in nature as we must uphold an individual identity as an organization so we believe in the teachings of Jesus Christ, but there is nothing within these teachings which would cast out any other faith and there is more than one messiah speaking to their people of peace on earth across the ages. So who are we to judge which is best? It may only be that the name of the messiah changes whilst the universal power remains unchanging no matter who we are. If your organization can agree to follow AUHS "Principles" that is all we ask. Our rules and guidelines are formed from out of these ten Principles and from the need to remain within British Law and work together. They are about administration and legalities and responsibilities of being a recognized UK none profit making Charity. They bring professionalism and an understanding to the layperson that Spiritualism can be trusted it is a very real religion and a way of life. We may be a minority faith within the UK but we are the only faith who can prove life after death and we prove it to our congregations every day.

Fly by night melt or away or here to stay

(Inspiration from Matthew – "Matthew Mark Luke and John, next door neighbor carry on")

Celebrate your work

It is no small task that our new affiliates take on. Once the doors are open the community has to learn to rely on them being open on the same day at the same time within the week every week throughout the years. Many churches open and then when enthusiasm dies away they melt away through lack of willing support.

If you think about it, AUHS began in the same small way in 1992 but still lives on because it still has dedicated support and something brave and wonderful to offer.

The Founding Moment

Inspiration from Matthew

“This for your church or group is the founding moment and it should be recognized as such. Celebrate your history the past that made the present possible. Chose a strong name is important. The church of God lives on and through the generations so will yours if you will not give up. The strongest building is inside the hearts and minds of men rather than in bricks and mortar by word of mouth and they will bring them to you if you have faith. So you have nothing to lose and everything to gain. If you truly want to be remembered give your work to others. Always give it away. Don’t keep it secret. Shout it from the hills and valleys, “We are here and mean to stay.”

Inspiration

I thank Matthew for his and I know he is right. Sprit is deeply powerful if you truly believe in the light of peace it is will come through and stand strong no matter what adversity you face. If enough people take up our banner AUHS will live for many years to come although as with anything it is an uphill struggle but the summit is always within sight if all our churches/groups and individual members remain determined to make this work. So your choice to affiliate with AUHS is extremely important to us. It is through your affiliation that AUHS will gain Healing and Demonstration members and vital funds from yearly membership fees. It is the Affiliates responsibility to encourage membership with AUHS which will support both organizations.

Award Process

As well as individual certificates and diplomas all awards are considered at Executive meetings and AGM meetings only. Applications for Diplomas and

Certificates must enclose NON-REFUNDABLE payment for postage costs. Some give the holder the right to put letters after name.

Awards are: Healing (HUSA), Diploma for Mediumship (DUSA), Ministers (MUSA), Healer Leaders, Church/Group Loyalty, Ten year Long Service.

Applications: For both upgrading from Probationer Healer to Full Healer and for Full Healer to Healer Leader should be sent to Vice President (South). Diploma for Mediumship and Ministers should be sent to Trainor. Ten year Service to President.

New Membership Applications Procedures

Step One: New applicants for all individual memberships with AUHS must be sent to the Membership Secretary on the correct form enclosing the correct membership fee and other documentation needed for that membership type. All are considered and sorted upon receipt of the full payment etc., by the Membership Secretary and if all the necessary paperwork/references are in order the membership will be processed and accepted.

Probationer Healer Membership

Step Two (a): If the new applicant is for the healing course after registration the Membership Secretary will post the new members membership card and personal details to Healer Representative who will compile the training material and Members Welcome Book and create the Healers ID card these will then be posted to the new applicants Healer Leader who will hand them out during the new members first healing session.

Ordinary Membership

Step Two (b): If the new member is an ordinary member after the Membership Secretary has registered the new membership the membership card and new membership details will be posted to the National Secretary who will compile a copy of the members Welcome Book and post both membership card and members Welcome Book directly to the new member.

Healers from another organization

Step Two (c): If the new applicant is already a Full Healer wishing to join

AUHS from another organization, the application is still processed in much the same way as for Probationer Healer because they must undertake a six month probationary period. However they must also provide a certificate of healing from their former organization together with any other supporting documentation proving they have successfully completed and healing course for Spiritual Healing. Once the Healer Representative has compiled the training books etc., these will be taken to the next nearest Executive meeting for discussion. If the Full Healer is passed for membership these documents will then posted to the Healer Leader who will hand them out to the Full Healer so that they can undertake their probationary period. If successful they will be awarded their Full Healing certificate with AUHS in the usual way.

Application unsuccessful

In the case of an unsuccessful application for membership the subscription paid will be refunded in full.

Complementary SAE

As with any correspondence between AUHS and members we always respectfully ask for an SAE if a reply is expected from us. As a charity we must always strive to keep our expenses very low and postage costs comprise a huge outlay yearly. AUHS also use Email wherever possible even for applications renewals manuals replacement certificates and letters which helps but not everyone has a computer. The only time an SAE would not be needed is for members of the Isle of Man because postage is not the same as Royal Mail within the mainland.

Church/Group Special Member "Honorary Award"

Churches/Groups are allowed to choose up to three members who are seen to have given their Church/Group exceptional support over an extended period of time, if you would like to recognize their loyal work with an AUHS "Honorary Award" please contact "President" with the details.

AUHS Individual Membership

Individual members of any AUHS affiliated group are NOT automatically members of the Association of Universal Healers and Spiritualists and do not have voting rights. They are only members of their own church/group. Likewise those who join the Association of Universal Healers and Spiritualists as members are NOT automatically members of their own church. To have Association of Universal Healers and Spiritualists

membership status, to be able to vote on AUHS matters or to stand on any AUHS committee/Executive they must be members of the Association of Universal Healers and Spiritualists in their own right. They CAN however stand on their church/group committee if agreed by the relevant group. They CAN attend and vote as a representative of their church/group at Association of Universal Healers and Spiritualists AGM. Those wishing to become ordinary members, healer members or probationer healers of the Association of Universal Healers and Spiritualists need to fill in the relevant sections on the forms (NOT their church affiliation form).

Two New Church/Group Awards (from 2013)

The “Glenys Clarke Trophy” – Church or Group with the most new AUHS members per year

The “Glenys Clarke Shield” – To be awarded for the most inspirational reading read out in a Church/Group that year. This will also be published on AUHS website and within AUHS newsletter.

AUHS Membership Types explained

There are five types of individual memberships of the Universal Spiritualist Association 1) Ordinary Members 2) Full Healer Members 3) Probationary Healer Members, 4) Ministers 5) Deacon/Deaconess (Trainee Ministers).

1) An ordinary member is entitled to attend and vote at the AGM can hold a position on the Executive Committee can receive copies of all minutes of meetings and other newsletters as issued receives concessionary rates on Universal Spiritualist Association events. Some affiliated groups occasionally offer special rates to AUHS members.

2) Full Healer Membership is available to those who hold a full healer certificate. They have all the rights of the ordinary member PLUS: they receive insurance cover through BAHA. They can offer healing in affiliated churches and other denominations where invited, can act in a professionally capacity as a Healer outside of affiliated churches; can attend and vote at Healer meetings and are eligible to apply for Healer Leader status after 1 year.

Healers from Other Organizations

Any applicants for **full healer** status (those who have held a certificate with another recognized healing group such as those affiliated to BAHA or UK Healers) need to fill in a Full Healer Application Form and supply the names of references as requested on the form. As part of joining AUHS they must agree to undertake a six month probationary period with a qualified AUHS Healer Leader and must provide a copy of their former certification as evidence of Full Healer Status.

3) Probationary Healer members have all the rights of the ordinary member PLUS they receive training from a recognized AUHS Healer Leader to the high standard set by both AUHS and BAHA; are covered by insurance WHEN IN THE COMPANY OF A FULL HEALER WHO IS OVERSEEING THEIR WORK. They can go on to achieve a full certificate of healing with the same rights as (2) above. Any applicants for **probationary healer** need to fill in the Probationer Healer Application Form. A Probationer is only accepted if there is an AUHS Healer Leader willing to train them. We do not have Healer Leader coverage in all areas.

4) The Association has Ministers, Deacons, Deaconesses (trainee ministers). These positions are available to anyone a church wishes to nominate as long as they fit into the required category and have been a member of the association for five years minimum. After participating in the requisite training courses and after having been Ordained Ministers can act in a pastoral capacity taking weddings, funerals and naming ceremonies as a representative of AUHS. They are all **non-waged** positions but Ministers can charge a nominal fee for their services. Deacons, Deaconesses have no responsibilities or powers and must not take services. However they may assist the Minister in their duties and attend Ministers meetings.

All Ministry members come under the ruling of the Assoc. as well as the Church they are connected to. They are required to attend courses as advised and the Anniversary Day meetings on the first Saturday in September each year.

Membership Subscriptions

Fee includes a copy of BAHA manuals and the first year's insurance cover.

An administration fees falls due if a healing member fails to renew within 28 days of the due date of the membership. Of course these amounts may vary from year to year and all members and groups will be advised of any changes as and when they occur. Cheques should be made payable to Association of Universal Healers and Spiritualists. Ordinary members first year and SUBSEQUENT YEARS fees the same with no concessions. Ministers pay an additional fee per annum over and above their other fees. Deacon/Deaconess pay no extra.

Affiliated Healing Groups

Those running **HEALING GROUPS** should be registered as Healer Members of this Association. **With the reminder that only those Healing groups who have a HEALER LEADER trained by AUHS and holding this certificate from AUHS can train and guide Probationers.**

Healer Leaders should encourage those of your church members expressing an interest in healing to join AUHS as a Probationer Healer and undertake BAHAs healing course. Church/Group members who have not passed the healing course or are not currently studying with BAHA for healing must not heal within your church/group as they are not trained or insured.

Healer membership can only run from the date the FULL payment and Probationer registration is completed by Membership Secretary regardless of any previous attendance at training courses with AUHS so the full two year course will run from the date of joining as a Probationer as recorded within AUHS membership database. Any study prior to this date will not be recognized.

No Healer Leader, What can we do?

Groups without a recognized healer Leader cannot train Probationers as described above but may find an association Leader elsewhere willing to help until your own church/group has the right to upgrade one of your own Full Healers. This would be no less than three years from the start of training your first Probationer. Because the Healing Course takes two years and then the Full Healer must gain at least one year's experience before applying for upgrading to Healer Leader. It seems to be a very long time, however all our church/groups have been patient to follow the same

path and they successfully now have their own healing sessions with their own healers within their own church/group. The effort is no small success and is proof of their dedication to the work or the world of light and determination to work professionally within the guidelines advised and/or demanded for alternative medicine within the UK. It is something which your Spiritualist community will most certainly applaud and feel safe in your care. The additional difficulty arises that your Probationer will find it hard to train whilst not being enabled to visit the Healer Leader each week. Naturally contact between them must keep regular and done by post and telephone or Email. However, visits should be organized between pupil and trainer at regular points during training to ensure the course work is being fully understood and to be enabled to gain practical experience of Spiritual healing. Your church/group should also be kept informed of the progress of your trainee Healer so that you can organize your meetings accordingly in the future. Because it is an added rule that Probationers must not heal if not in the presence of their Healer Leader or with the support of an experienced AUHS qualified Full Healer.

How does AUHS have the right to train members for Healing?

The Association joined The Alliance of Healing Associations (BAHA) in 1999 to gain certificated healing within AUHS and insurance for healing for our members. Since then all training must come in line with BAHA and their "Standards of Healing" and all AUHS healing members MUST have successfully completed this two year course to heal within our affiliated churches/groups. BAHA is our umbrella organization providing training manuals and materials and opening the door for healing insurance with BALENS. They also keep their training material current and advise us of any changes within the law which would affect our healing. A copy of their training manual is issued to all new healers as well as probationers and of course to all Healer Leaders. Healer Leaders are required to cover all aspects of the Association of Universal Healers and Spiritualists Training Schedule issued to them and they are required to have current manual from BAHA so that they are always using current training methods and material. How they cover these sections is left to the individual Healer Leader to decide.

Criminal Record and Healing

Applicants with a criminal record must not be accepted as they by law they

must not be involved with Children or vulnerable adults. It is the applicants responsibility to disclose any criminal records on their application form, failure to do so means they have committed a fraudulent act by none disclosure of their criminal offence. It is still incumbent upon Healer Leaders to make reasonable efforts to ensure applicants can be trusted to do the course and can be trusted to work in public within our churches/groups because of course the Healer Leader will have the most contact with their Probationer's and will come to know them very well. For someone wishing to apply for Healer Leader status this aspect of their work for AUHS and for their community should never be belittled. They are in fact being trusted to protect their church from undesirable people to the best of their ability. Because of recent changes within British Law AUHS are not entitled to seek DBS certification. That being the case recruitment guidelines must be carefully followed and applicants carefully vetted as this is the strongest way by which AUHS can keep our organization and members and visitors as safe as possible.

Lapsed Members

To all intense purposes a lapsed members is no longer member of AUHS because they haven't paid their membership fees. Lapsed members are given reasonable time to pay but it is the members own responsibility to ensure they pay their fees on time. Members who have previously lapsed their membership and then rejoined at a later date can **ONLY TAKE INTO ACCOUNT THE PERIOD OF CURRENT MEMBERSHIP**. Churches and Groups wishing to take on probationary healers must make sure they have a Healer Leader accepted by the Association of Universal Healers and Spiritualists first (*Before* beginning to train Probationer Healers).

Sharing Training Material

Sharing of training material is strongly discouraged because these may be an older version with outdated information and in any case new applicants are always issued with an up-to-date new copy of BAHA manuals. New Healer Leaders should also ensure their copy is current before beginning to train Probationers.

A Training Day

From 2007 Healer Leader applicants may be required to attend a training day before receiving their certificate, and maybe required to attend other training days on an annual basis. They are currently required to attend the Anniversary Day that includes a Healers Meeting. This is usually held on

first Saturday in September. This procedure will however depend upon whether we have enough support and time available within the Executive to achieve these training days.

Overseas healing members

Overseas healer and probationary members are NOT insured through BAHA and must make their own arrangements. All training must be completed in UK. All payments from overseas must be on time and IN STERLING. Foreign currencies and Cheques cannot be accepted and will be returned to the sender. It is not possible for AUHS to accept overseas members normally although it has been allowed in the past when members choose to live abroad for part of the year or have emigrated.

Insurance Rules

ALL HEALERS, INCLUDING PROBATIONARY HEALERS, ARE ONLY INSURED IF THEY ARE FULLY PAID UP MEMBERS OF THE ASSOCIATION AND CARRYING THEIR ID CARD AND MEMBERSHIP CARD WHENEVER GIVING HEALING.

Refund

No refund of subscriptions and insurance will be given once a membership application has been approved.

British Alliance of Healing Associations

THE Association of Universal Healers and Spiritualists IS NOW UNDER THE UMBRELLA OF THE BRITISH ALLIANCE OF HEALERS ASSOCIATION

GUIDANCE RULES FOR FULL AND PROBATIONER HEALER MEMBERS OF THE Association of Universal Healers and Spiritualists are shown in the BAHA Training Manual & Code of Conduct. All healers should read these booklets carefully.

When does membership start?

Membership and Healer status STARTS from when the application form, photos and payment are received and approved by the relevant officers of the Association.

Backdating

No application can be backdated. No courses can be backdated. No payments can be backdated.

All healers are bound by the Association's Code of Conduct and Hippocratic Oath - Affiliate must cultivate well organized healing sessions

This information is also printed in greater detail within BAHAs manuals and applicants receive a copy along with their training material. This section is to give you an outline of the rules should an interested party ask for advice. However as an Affiliate and Committee member in your own church or group and because you may not be a healer yourself or indeed an individual member of AUHS it is wise to purchase a copy of the “Code of Conduct” from BAHA or ask AUHS Healer Representative for a copy because of course it will be your responsibility to oversee your healers ensuring they are following the code and even if you are not a healer you need to know the laws and rules to protect your church and group and congregation and guide your healing group in same direction with the same safe legally insured practices. Of course once you have a Healer Leader member of AUHS in your church / group you can appoint them as the officer whose responsibility it is to organize your healing sessions. They needn’t be on your Committee, however since they will represent your church / group like an ambassador when attending AUHS once yearly AWC they will be your voice and support and as such must be well respected member of your church/group. That is one good reason to Affiliate your church or group’s healing members to AUHS even if you want your church/group to remain independent of any other organization. It will be very important to get your church / group infrastructure sorted out as soon as possible avoiding arguments and maintaining safety and enjoyability with the sharing out of responsibilities amongst your Committee and members. One person must be in charge overall and will have the final say during disputes.

HEALERS should: -

NOT MANIPULATE, Avoid dentistry, **Not** attend a woman in childbirth or within 15 days following birth unless in an emergency, **Not** treat animals at all (AUHS healers are **not** insured to heal animals), **Avoid** the selling of herbal remedies unless in a shop. **Not** publish an advertisement offering to treat any contagious disease, epilepsy, eye conditions, diabetes or cancer. Nor should they promise a cure for any condition. In instances of administering healing to **children** (persons under 18 years old) written consent must be obtained from the parent. It is also essential that the parent be told to consult with their GP and that the healer never be alone with the child whilst healing.

Veterinary & Spiritual Healing

The Veterinary Society does not approve administering healing to animals unless you are a qualified veterinarian and the animal must legally be referred to a Vet. AUHS only train for Human Spiritual Healing so AUHS can't advice that it is OK to heal animals using Spiritual Healing.

Covering your back – Form of Consent

If you are asked to try Spiritual Healing nevertheless on an animal, you do it at your own risk. You can gain a measure of protection by creating a form disclaimer to the effect that you first have advised the owner to refer their pet to a vet, you have also informed them that your Spiritual Healing is for humans not animals and if they still wish you try Spiritual Healing on their animal you must get them to sign your form of consent prior to healing the animal. Also make sure the form is dated with an appointment time stated. It is also good practice to have a witness to the healing with you. Basically much the same procedure as you would use for a child or vulnerable adult.

Healers who fail to abide by these rules as well as the code of conduct are liable to be excluded from the Association.

Assisting in Church/Group disputes

AUHS can assist settling of problems in Churches and Groups only if asked by the majority of the Committee or Trustees and the church/group committee must pay expenses to and from the meetings for participating Executives.

Meeting Preparation - AUHS Executive Meetings and disputes

Prior Notification is important

If you have already approached an Executive for help and advice prior to a meeting and your issue remains unresolved but you feel that a group discussion might help you can refer it to one of our four Executive meetings per year or to the AGM. However anyone wishing to raise a matter at an Executive meeting or the AGM should make sure that the Secretary or Minute Taker is advised at least fourteen days in advance as obvious problems or issues should be recorded within the agenda ensuring there will be time for discussion during the day.

No Surprises Means Full Support

Executives also should be forewarned of your intent or they may not be

prepared to help you at that meeting for lack of information to hand. In some cases if the meeting seems to get out of hand or your matter is not fully understood Executives cannot make decisions without feeling confident of making the correct ruling.

Confident Decision Making

If Executives are not given the opportunity to seek advice or gather supportive evidence to help resolve the dispute Executives can't be forced to vote on any matter feeling unprepared and the meeting may be called to a halt and reconvened at a later date in calmer better prepared surroundings if necessary.

The Proper Decorum

At all times members involved within the dispute must conduct themselves in respectful calm manner recognizing the fact that their Executives may have been invited to hold that AGM or that Executive meeting in your own church/group – don't cause an untenable situation by making your guests feel uncomfortable in your presence. Good confident happy results need good equally well informed calm preparation and Executives are always willing to support you to the best of their ability so there is no need to doubt their ability or intent on your behalf. Visitors to an Executive meeting should not be met with an unruly aggressive negative environment offering a very bad possibly first impression. Be positive about your issue and offer it up knowing there is a good solution it just needs to be coaxed out into the light.

Voting

Members involved in issues can attend the relevant Executive meeting and may even be invited to help in explanation and in the giving of evidence however they cannot vote upon any outcome which involves an Executive decision and the decision of the President is final. Sometimes if the decision doesn't go in your favor it might be because the Executives have a little more information to hand. If the problem is to be taken to an AGM they do have the right to vote at the AGM however again the President's decision is final and they may only vote if in attendance, no proxy voting or telephone voting is allowed.

Limited Time – Omitted items

The Association exercises the right to omit items from any meeting if the submitter is not present and there is a shortage of time or further evidence is needed. NO voting can take place unless there is a quorum

present, although proposals can be made and taken to another meeting for voting where necessary. Sweeping decisions should never be made where uncertainty remains. Time and patience always means there is an answer for every problem.

Application for certificates and diplomas etc.

The application for certificates and diplomas etc must be sent to the Vice President (South) at least one month before the date of the quarterly meeting or there may not be time to follow up references and this can cause a delay until the NEXT meeting, four months later.

Group or Church Affiliation Applications

Applications for group affiliation should be sent to the Membership Secretary at least two weeks before an Executive meeting.

AGM and Nominations

AGM: Nominations for the Committee must be sent to the National Secretary or President at least two weeks before the AGM along with the names of the Proposer and Seconder. Any individual member is entitled to stand after they have completed one year's membership and if they are up to date with their current subscriptions. A member can nominate themselves for positions on the committee but must have AUHS members to support them.

Invited Positions

The positions of President, Vice President (South), Treasurer and Vice President (North) are not just a simple case of being nominated. Members holding these positions still must stand down during the AGM by law and declare their wish to remain in these positions if they wish. Then members still have right to say "no" to them resuming their duties or "yes" they are happy for them to continue for another year. However, initially these post holders must be invited by the Executive to be nominated for the vacant position and this does not have to take place during an AGM, a member can be invited to nominate for these positions during an Executive meeting, in which case the nomination would be minuted and their title would then be "Acting" Not until the AGM would they have the right to officially and fully take over the post and title after all members present at the AGM have agreed it's OK for them to do the job for the next year. So although Executives must initially choose the nominations for these positions because these members must have long experience of AUHS membership if not at Executive level, they don't have the final say,

members do. All other positions are succeeded by the usual method, although they also can be discussed at an Executive meeting for vacant position in which case, their title would also become “Acting” Until being officially voted into that position by members during the next nearest AGM. Any applicant must also be a paid up member of the Assoc. He/she must have been a member for a continuous period of at least 2 years minimum, before the application is made. Our aim is to have TWO Vice Presidents at any one time, one based in the North of UK and one in the South of the UK. Nominees are interviewed before the AGM by the President and Vice Presidents.

Meeting Dates and Venues

The Executive meetings are held throughout the year (March, June and November) at varying venues. Members are welcome to come along to any of these meetings from 14:00 hrs. But they must write to the President or National Secretary to indicate their intention as arrangements may have been made for buffets etc and there should be no more than two guests at any one meeting. We do not automatically advise the membership of the dates and venues of Executive meetings, so if you want to come along you will need to ring either the President or the National Secretary although they are recorded within the previous minutes of the last meeting but you won't know if they have been changed or not.

AGM Locations

We try to hold the AGM venue in different places each year and actively encourage each member to support AUHS by their attendance. The AGM is the single most important event of the year for fund raising and member's attendance is vital. It costs a huge amount to organize them and by law we have no choice we must try to inform all members of the venue, date and times and we must hold one each year. Members of course expect a quality day, but this will only happen if they are prepared to pay for what it costs to provide so that AUHS can at least recoup costs but ideally make a profit. In some years member's attendance has been quite honestly downright deplorable. If we want an organization then we must be prepared to put some effort into keeping it by showing support. Costs never go down and unfortunately we can't keep the ticket costs for the day always to £10.00, this does not pay for a buffet let alone the rooms. The costs for the AGM in future may have to be included within membership fees since the law dictates we hold an AGM regardless - if

AUHS can't be sure to recoup by members attendance on the day this may be the way forward. But by doing this, membership fee increases would be small by comparison and members would not be asked to purchase a ticket. So if you want an organization you need to encourage new members and encourage members to attend the AGM after all its only one day out of 365 days a year.

The AGM is usually held on 1st Saturday of September each year, along with a Healer Leader meeting, a Healer Meeting and a Ministerial meeting. ALL HEALER LEADERS AND MINISTERS ARE REQUIRED TO ATTEND but so seldom do they bother to turn up.

FOR DETAILS OF ALL MEETINGS CONTACT THE NATIONAL SECRETARY

Very important ALL Churches and Groups are asked to send representatives to the A.G.M. and to encourage their members to take part in the AWC. Their donations paid as fees during the day will be an important contribution to paying for the event and gain funds for AUHS.

All Healers are asked to attend the Healer meeting held on the Anniversary Day or to send a group representative.

All Ministers/Deacons/Deaconesses are agreeing to attend the Ministerial meeting each year.

Cheques payable to:

CHEQUES to be made out to: “**Association of Universal Healers and Spiritualists**” or AUHS and sent to The Membership Secretary. If they bounce you will pay bank charges. NB: All subscriptions and prices are liable to change at the A.G.M. Details will be shown in the minutes of that meeting.

Items for sale now available for the following:

- 1) A Guide to Spiritual Healing by Rev Glenys Clarke
- 2) B.A.H.A Training Manual (One copy supplied automatically to each new healer or Healer from other organizations included within subscription fees)
- 3) B.A.H.A. Code of Conduct for Healers (Available direct from BAHA or From Healer Representative, one copy provided for new healers within

subscription fees)

- 4) Healers Training Record (Available direct from BAHA or From Healer Representative, one copy provided for new healers within subscription fees)
- 5) U.S.A. Constitution available free to all members (SAE please)
- 6) Archived Minutes of meetings

Membership Badges

33mm metal brooch back

1. Ordinary Members Badge for all members no matter what "Membership type".
2. Ministers Badge for Ordained Ministers only
3. Full Healers Badge (Probationers who have been upgraded to Full Healer)
4. Probationer's Badge (members undertaking BAHA two year training course)
5. Long Term Membership Badge (members who have served ten years or more)

All of the above are available from the National Secretary

CERTIFICATES and DIPLOMAS

From time to time members of the Association wish to progress further through the ranks of AUHS support and they kindly undertake our courses which lead them to being enabled to apply for certificates and diplomas.

The Association offers the following certificates awarded to celebrate the successful completion of courses undertaken by fully paid-up members who have supported the Association for more than one year: (Certificates are *never issued before* the successful completion of a course)

Basic Awareness Course for Mediumship (BAC)

Must be successfully completed before undertaking the Diploma for Mediumship Course and is a stepping stone to the undertaking of the Ministers Course, however many members have done this course for no other reason that it is very interesting inviting and educational.

SPEAKER & DEMONSTRATOR: For mediums who serve churches REGULARLY over a number of years as a speaker and have demonstrated that they are able to take *both* parts of a Divine Service on their own. Certificates are *ONLY* issued to Mediums who have successfully completed both the BAC and Diploma for Mediumship course. Completion of this course entitled the holder or put “DUSA” after their name if they wish.

Deacon/Deaconesses

A Deacon/Deaconess is someone who wishes to train as a Minister. They must commence formal training immediately. Training should be completed within three years. Deacon/Deaconess have no powers or responsibilities, can attend Ministers meetings, must not take services and must not wear clerical clothing, can assist Minister with their clerical duties.

To Train as Minister they must have:

1. Five years fully paid up membership
2. A reference from their own Church/Group, with a copy of the minutes showing that this matter was discussed and they don't already have more than two Ministers or one existing Deacon/Deaconess (reason being that if you already two Ministers a Deacon/Deaconess can't be ordained even if they have completed the full Ministers course until a vacancy in your church/group becomes available.
3. If they are not connected to any church they must have the unanimous backing of the Executive
4. All applicants must have completed training in running a circle with the necessary experience
5. Have experience of chairing Spiritualist meetings
6. Be willing to train more fully in the knowledge of Spiritualism and the work of the Association

Full Healer to HEALER LEADERS

Any full healer with current membership of more than one year can offer themselves as Healer Leaders only if invited by their church/group. This position is purely at the discretion of the Executive and carries no remuneration and no expenses from the Association.

Charging fees

Some churches/groups ask a small fee to help with the costs of providing the training rooms and coffee and tea and biscuits afterward.

Venue Choices

They always welcome the support of extra willing hands to set out the room and clear up the room afterward. Some wishing a closer relationship with their members hold the training sessions within their own home in both cases the opportunity to form close lifelong friendships during training and afterward is a beautiful and vital part of the life of any church/group and wider community.

Importance of Educated Experience

The position of Healer Leader is actually important to you on many different levels for many different reasons. Because of the close and trusted relationships which your Healer Leaders cultivate over time between AUHS and your church/group they also make good wise steady minded knowledgeable committee members, a skill which both material administration and Spirit greatly prize. So use your Healer Leaders wisely allowing them to grow along with the needs of their Probationers and Full Healers.

How many Healer Leaders

There can be a MAXIMUM of two Healer Leaders per Church or Centre if the Church / Centre deem it necessary. It is in fact good practice to have more than one Healer Leader to support in the event that one of your Healer Leaders falls ill or goes on holiday for example. Then the Training of your Probationers will continue smoothly.

Can Full Healers Help

All full healers can *oversee* the work of any Association Probationer Healer, but a Full Healer is *not* a *trainer*. Only a Healer Leader can train Probationer's and sign the forms for application for full healer status.

Pivotal Position

Healer Leaders must remember they are being trusted to regularly dedicate three or four hours every week to guide and train enthusiastic Probationers on behalf for their church/group and this is time tied down for two whole years for every Probationer under their care who must complete not less than 90 sessions. So it is essential Healers Leaders are supported if they can't attend a session for whatever reason. Healer Leaders become very trusted by their Probationer's who will also expect the Healer Leader to know all the answers to their varied wide subjected

questions upon spirit and spiritualism, healing and rules and guidelines. This is a pivotal position within any affiliated church/group as they can't train Healers without a Healer Leader.

Attend AGM

It is expected that Healer Leaders will be willing to attend the A.G.M. each year and the Healer/Healer Leaders in September. They should encourage their Healers and Probationers to attend their Healers and AGM meeting also. The more members who attend the more supported AUHS becomes for the following year. Many members make the AWC a special short break and group together to book transport covering the costs. That way you see parts of the UK which you might never otherwise visit and actively have a good time making new friends. We can't stress the importance of our AWC more deeply for fund raising and for keeping AUHS together. Please try to attend your AWC. After all you will know months ahead where and when the AWC will be that's months to save and prepare and to help create something special.

Workshops

Healers and Healer Leaders can also even offer to take one of our workshops to demonstrate their special passion and way of working for spirit to visitors and members. Just contact the President or National Secretary for your opportunity to really contribute to the vibrance of the day.

Healer Leader Upgrading

A Healer Leader Assessment paper is now in force and obligatory upon application. Healer Leaders must state the church/centre where they will be teaching and must produce written proof from the relevant church/centre that this is acceptable.

MINISTERS

The aim of AUHS is to have one Minister per Church. However it is also felt that if a church requires more than one Minister they can put forward an application for Deacon/Deaconess providing this has been voted on and minuted at their church committee meeting and they don't already have two Deacon/Deaconesses. (Maximum TWO Ministers per church). Members considering application for Minister **must first** become a Deacon/Deaconess (a maximum of TWO Deacons / Deaconesses per church) if the church/group already has two Ordained Ministers their Deacon/Deaconesses can't begin training until a vacancy for a Minister is

open.

Applicants are also required to:

1. Have successfully completed the Basic Awareness Course **BEFORE** beginning the Ministers course or applying for Deacon/Deaconess
2. Minimum of 7 years involvement in the Movement
3. Minimum 5 years continuous fully paid-up membership with AUHS (Please note course cannot be commenced whilst serving five year membership)
4. Have successfully completed a two year Minister's correspondence course
Have successfully completed training in running a circle
5. Have extensive experience of chairing meetings
6. Be conversant with the Ministers Handbook
7. Be nominated by their own church (even if already a Deacon/Deaconess)
8. Be referenced by three other churches of which one could be from prior to their joining the Association and the others U.S.A. affiliated
9. Take an oral examination
10. Be judged on their platform work (special arrangements will be made for healers applications)
11. Have attended the three-day residential course
12. Be interviewed by the Executive
13. And finally serve a period of not less than one year as Minister Elect prior to Ordination
14. A fee over and above their membership and/or healing subscription will then be payable

Ministers will be required to attend the A.G.M. EVERY YEAR and to serve, where required, all Churches in their area not already covered by a Minister. *AFTER ordination Ministers are permitted to wear a blue clerical shirt & collar and cassock, along with a minister's badge and sash. These can be presented as part of the Ordination ceremony. Ordinations are always presided over by the AUHS President. In addition to other fees an additional administration charge is payable before references are followed up by the vice president*

ADDENDUM

Principle No. 9 There has been some confusion over the interpretation of

Principle No. 9. The following is an explanation of the position of the Association of Universal Healers and Spiritualists regarding Jesus. The Association does not class itself as a solely Christian organization as we do not believe in the main Christian tenet of Redemption through Jesus Christ. We accept that there are many great leaders from history and have taken as our EXAMPLE the PARABLES of Jesus the Man and his Mediumship and Healing. We feel that he has completely incorporated all aspects of Spiritualism in one life. We feel WE ARE ALSO the sons and daughters of God. For this reason the word Christian is not any part of our Constitution. However, many of our members have their roots heavily based in the Christian religion and we have therefore tried to encompass their beliefs into the Association. We also have members from other religious backgrounds. We believe everyone has the FREEDOM of choice and Jesus himself was Jewish. Our belief is that Jesus took the teachings of the Old Testament and put them into the context of the time in which he lived. He was the first to really convince people that LOVE is everything. THAT is what we follow in the Association, and is the meaning behind Principle No. 9.

Equal Rights Laws

Though the Association cannot interfere in the running of any church or centre, it is important if you happen to be such a group to remember that the law of the land must be adhered to. For example Centres should ensure they are abiding by the Discrimination Laws current standing. These include those against Race, Creed and Disability. AUHS always endeavor to support any applicant for any of our memberships without prejudice of any kind. If you do have a disability this should not stop you from embarking upon one of our courses and you do not have to declare the nature of your disability when enrolling, however, for AUHS to be enabled to uphold our ideal of supporting every members requirements it would be important for us to know what special help may be needed and for you as the applicant to know if AUHS have the recourses to help.

AUHS Insurance

The AUHS and its Charity registered title of Universal Spiritualist Association are registered as a charity. As such it does not broker or sell insurance. A proportion of the joining fee and annual subscription is passed to Alliance of Healing Associations who pay this direct to the insurance company. No profit from this is made by either BAHA or

USA/AUHS. An annual registration fee for each member is also paid to BAHA.

A Guide to help you produce a set of rules or a constitution

Some churches and centres seem to have problems understanding what rules they should have. To help you we have compiled a list of questions you should answer. If you do not currently have any written rules the answers to these can be used to compile them. All affiliated groups must have a written set of rules on file at USA head office and in their own paperwork.

Object: What is the purpose of the centre/church? To further knowledge of spiritualism in the local area or to offer healing to those who need it.

- 1) Who is in charge of the centre/church?
- 2) Is it an elected committee or designated trustees? If it is designated trustees then include the name of these trustees. How long do they serve? In the case of an elected committee is it for one year or two years or more before re-election? In the case of trustees is it for a period of time or for life.
- 3) If trustees run the centre with no pre determined re-election or resignation date, what happens if they leave/pass in to spirit?
- 4) Who is responsible for the money taken in and for paying the bills?
- 5) Where will the money be kept/ i.e. building society current account, tin under the bed?
- 6) What happens if they leave/pass in to spirit?
- 7) Who can withdraw money? i.e. how many signatures and who?
- 8) What happens if they leave/pass in to spirit?
- 9) What is the money to be used for?
- 10) Are there any other co-opted (not elected) helpers with specific jobs to do? If so, who/what?
- 11) Who makes the decisions regarding the day to day running of the centre?
- 12) Do you have a paying membership?

- 13) Do you have any sort of membership or congregation meeting to confer on the running of the church?
- 14) If there is a disagreement, or evenly split vote who has the final say? One person only.
- 15) How often do you meet? (Times, days)
- 16) Do you always meet in the same place?
- 17) Who is responsible for investigating complaints?
- 18) Who is entitled to use the name of the centre, and therefore the USA affiliation logo?

Finally, have you made sure your rules cover you from being taken over by any unwanted individual or group? As far as the AUHS and Charity Commission are concerned, we are mostly interested in how the money taken is protected, what the purpose of the centre is, who is in charge (i.e. ultimately responsible in law) and who do complaints go to? The rest of the suggestions above are to protect you from those who might wish to take over or close you down.

I hope this helps you. Please let us have a copy of your rules when you are ready to affiliate.

NB: All Churches & Centres wishing to affiliate must be running for 6 months to be eligible. Other churches belonging to AUHS within a 30-mile radius are consulted before affiliation is agreed.

Rules – Constitution and Guidance
Which all members and Affiliates must adhere too



RULES OF THE ASSOCIATION AND EXECUTIVE

&

The

CONSTITUTION

Compiled June 2001
Revised July 2008

Association of Universal Healers and Spiritualists

RULES OF THE ASSOCIATION & EXECUTIVE

New applicants

New member's applications shall only be dealt with by the Membership Secretary. Membership shall run from the date that the Membership Secretary receives the full payment.

All payments shall be paid in to the designated current account and a detailed record kept and passed quarterly to the treasurer who will report accounts received to the Executive quarterly. Applicants and members will pay the full costs of any bounced cheques including membership fee.

(The President to raise any Healer ID cards and send them to the Healer Representative for inclusion with all other paper work.)

Healer Representative to send:

All new members a welcome book, a copy of the constitution

All new healers a copy of the insurance details, the BAHA code of conduct and training manual, the relevant ID card, an acknowledgement slip for returning to the Association and copies of any current BAHA or USA leaflets. Extra copies manuals etc. are available (see page 3 for fees).

All new healer leaders a copy of the healer trainer's guide and schedule.

All application forms should be passed to the president for keeping on file

Membership Secretary to send:

At the beginning of each year to BAHA a list of all healer members (full or probationary) resident in UK

Renewals

Renewal shall fall due on the anniversary of the nearest quarter to the joining date. (i.e. Join July 2000 renewal end June 2001; Join August 2000 renewal end September 2001. Members shall receive one reminder of renewal approx. 2 weeks before due date. Membership expires at the end of the due calendar month. After this time payment will be as a NEW member and therefore the additional administration fee shall be due.

There will however be no requirement for fresh references to be sought or for proof of status to be supplied as long as the original files have not been destroyed. If renewal is delayed so long that the details are no longer on file then fresh references etc. shall be required. As long as all paperwork is satisfactory the Membership Secretary can accept the renewal without referral to the Executive. An additional administration fee shall be due. Any member not renewing within 2 months of the due date will be deemed to have lapsed and, for data protection, all records will be destroyed and insurances invalid.

Ministers and healer leaders not renewing on time will be sent an extra reminder at the end of the calendar month and shall also be liable for an additional administration fee from that date. After two weeks from the second reminder all status shall lapse.

Membership Secretary shall send:

One reminder to each healer due to renew at their last given address.

Shall be responsible for ensuring any late renewals pay the additional administration fee as agreed by the executive.

Healer leaders:

A healer must have held the position of full certificated healer of the Association for a minimum of one year before they can apply for healer leader status. Their application must be made on the correct form.

Healer leaders should be expected to attend the healer meeting held on the AGM day each September.

The Association formally recognises training given through SNU, Greater World, NFSH and some other BAHA affiliated groups.

All training will be based upon the BAHA training manual, the association training schedule and guide for healer leaders.

All healer leaders must ensure that probationers have read and understood the BAHA code of conduct and training manual as well as any rules this association may have in place.

Healer leaders must ensure that probationers return the acknowledgement slip enclosed with their healing pack.

Healer leaders must ensure a training declaration form is completed and returned to the membership secretary at the end of the two-year probationary period.

Healer leaders are totally responsible for the adequate training of their probationers, and must ensure they are happy with all aspects of that training before recommending a probationer for a certificate.

Healer leaders may permit other full healers to oversee some parts of the training of probationers.

Healer leaders must ensure that anyone wishing to train as a healer joins the Association **before** they take part in any way, in any healing session where a member of the public is present. Our insurance policy with BAHA only covers people who are fully paid up probationary or full healer members of this Association.

A probationary healer is someone who has paid the full healing subscription to the Association and has received their ID card. They are insured for healing but only if a full healer is in the room over seeing their training. People who are “training” but have never paid this subscription are NOT probationary healers. They have not had their names added to the BAHA policy. THEY ARE NOT INSURED EVEN IF A FULL HEALER IS OVERSEEING/GUIDING THEIR HEALING. The probationary healer would be eligible for applying for full status when they have been training continually for 2 years. The application on the correct form should go to the Vice President who will send out forms to those named as references. The application will be put to the first Executive meeting AFTER ALL THE REFERENCES HAVE BEEN RECEIVED BACK, and are judged to be satisfactory. The vice president shall be responsible for obtaining all references before applications go before the Executive.

All healers must abide by the rules laid out in the BAHA Code of Conduct and Training Guide and are bound by the Hippocratic Oath

Executive

The members of the Executive are automatically the trustees of the charity. Members of the Executive wishing to retire must do so in writing and must ensure that their replacement has all the necessary information and paperwork to continue the satisfactory & smooth running of that

position on the executive. Until their resignation is received on the correct form they are still legally responsible for the trusteeship of the association.

All members of the Executive have voting rights on the Executive. All reasonable expenses such as post and phone are paid plus £50 towards the cost of travel to any meeting more than 100 miles from home where the Assoc approves attendance. All Executive members must be paid up ordinary or healer members of the Association.

Criteria for eligibility to stand as a member of the Executive:

All Executives must be fully paid up current members of the Association. Membership of an affiliated Church or Group is not an individual membership of the Association. And have been a member for a minimum of twenty four months immediately prior to being nominated; or less if Executives agree subject to twelve month minimum. Avoid booking holidays on pre-arranged meetings dates and make every effort to attend the meetings even if the requirements for their post may differ (it is important for coherence of organisation and the progressing of Members requests, attendance at meetings will mean a reduction in lengthy delays where discussion at Executive level is necessary to agree upon members issues).

Membership Secretary: Must live in UK; must have computer (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages). Must be willing to attend AGM each year. There shall be no requirement to attend other meetings but MS must send in an up to date report each quarter. Will receive all AUHS new Membership Enquiries; will create new members details; will send out member's renewals and insurance Declarations; will keep membership records up-to-date; will produce information for BAHA healers insurance yearly; will keep all Executives informed about new members/lapsed/cancelled Memberships and changes to member's details; will distribute Membership badges when necessary; will organise yearly members ten year certificates.

Association Secretary: Must live in UK; must have computer with (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages), must attend AGM each year plus all Executive meetings. Prepares Agenda's takes down minutes; compiles; prints and distributes unless minute taker has been nominated. Typing of Executive

Correspondence; ordering of Membership cards for Membership Secretary; Room bookings for Executive Meetings only (Secretary never organises the Anniversary Weekend Celebrations as AUHS Affiliated churches are cordially invited to host/organise the event and this can be held anywhere in the UK), liaise with all Executives to keep manuals/applications forms/price list etc. current (meeting & venue dates arranged well in advance to enable Executive members to put these dates in their diaries); taking messages and passing on information to keep all Executives well informed. Entering Charity Commission Year End Figures into AUHS Account on-line (Yearend figures provided by Treasurer at AGM) and keep Charity Commission contact details current as and when required; Printing posting of Membership/Affiliation Enquiries documentation, will have voting rights on the Executive. Post is for 1 year re-elected at AGM.

Healer Representative: (Initially voted in at Healer Leaders meeting) Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages), must be willing to attend AGM each year and must attend most Executive meetings. Healer Representative must keep a reasonable stock of BAHA Training Manuals and purchase new stocks from BAHA with permission of President preferably new purchases requested and agreed upon during an Executive meetings. Healer Representative must keep accurate records of distribution of Training Packs and costs of purchase and postage of same providing a break-down of costs as necessary to Executives periodically. All delivery notes for such purchases must be sent to Treasurer along with any invoices received. Healer Representative also distributes Healer Leader Training Guides when required. It is Healer Representative's responsibility to liaise with Secretary and keep all AUHS Manual documentation current including all required AUHS documentation within Training Packs prior to distribution. (Post-holder is re-elected each year at AGM)

Treasurer: Must not hold any other Executive post. Must live in UK Must be willing to attend AGM each year. There is no requirement for him/her to attend other meetings but must send in an up to date report each quarter. The Treasurer must keep full and accurate and auditable accounts. The Treasurer shall arrange an audit at the end of each financial

year and must present an annual return to both the Charity Commission and the Assoc. AGM. The post is for 1 year re-elected at AGM.

Vice President (North and South): (Initially appointed by invitation only and interview bi-annually at AGM, thereafter post-holder is reinstatement by vote of members confidence at each AGM. Vice Presidents are both 2 year posted) Must be an AUHS member for minimum three years and be involved in movement for a minimum of seven years. Vice President North – All areas above “Yorkshire”, Vice President South – All areas south of but including Yorkshire. Must apply in writing and then be available for an interview, initially as this is a non-elected post. Must be willing to travel throughout Britain visiting Churches and Groups. Be available by phone to offer advice and assistance to members and groups if asked. Be willing to Chair meetings in the absence of the President. Must attend the AGM and a majority of other Executive meetings. All reasonable expenses such as post and phone are paid plus small amount towards travel to any meeting more than 100 miles from home. Must be an ordinary or healer member of the Association. Currently Vice President South of UK follow up references for all certificates and diplomas by sending out standard letters and forms and collating these returned for the next meeting for their own areas. One Vice President shall be responsible for the CRDs. When AUHS are lucky to have both Vice Presidents the Senior Vice President shall be the longest serving at Executive level. In the event of the President leaving his/her post prior to the end of term, the Senior Vice President would stand in temporarily.

President: (Initially if the post becomes vacant, by invitation and interview **only** by Executives) Reinstatement each year by members confidence and vote at AGM. The requirements and duties of President being somewhat similar to Vice President but with the addition of somewhere to store all the files and documents of the Association. In the event of the President leaving his/her post prior to the end of term, the Senior Vice President would stand in temporarily and an EGM called within 2 months to elect a replacement. Minimum membership with AUHS is five years, Diploma Holder with Minimum involvement in movement ten years.

Trainer: Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel

compatible packages). Post is for 1 year re-elected at AGM. Trainer is responsible for the running of two AUHS courses, The Basic Awareness course and the Diploma Course for Speaker / Demonstrators. Trainer must be very widely experienced in Spiritual Awareness and The History of Spiritualism and have been within the Spiritualist Movement for at least five years serving as Speaker / Demonstrator. He/she must employ high standards of accuracy and literacy and be fully capable of acting as Trainer in the administration and marking of these correspondence courses on Behalf of AUHS.

Newsletter Editor: Co-Opted Executive Post. Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages) does not have to attend any Executive meetings but CAN if they wish and must produce two Newsletters per year (April/October) sent to Healer Leaders for all AUHS members (Healer Leaders then to distribute amongst their Probationers/Full Healers). Must have been a fully paid up member of AUHS for at least one year; the post is for 1 year re-elected at AGM. He/she must employ high standard of accuracy, may vote during Executive Meetings if they are in attendance; but not by proxy through other people.

Publicity Officer: The Publicity Officer is a Co-Opted executive post, but with the proviso that he or she does not have to attend the meetings, as for the newsletter editor. Publicity Officer may vote during Executive Meetings if they are in attendance; but not by proxy through other people. Post is for 1 year re-elected at AGM. There are currently three other posts on the Executive who are voted on by the members. One of which shall be a healer leader.

Co-opted Members: Are invited to join by the current Executive. Their term of office ends at the next AGM. They can vote at all meetings where they are in attendance. Cannot vote by post or phone. Can claim expenses to attend Executive meetings. They can stand for election to the main Executive, and if successful the co-opted position would then be open to another person.

None Executive Posts:

Minute Taker: Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages) The minute taker holds a very

important place within the Administrative team which is often overlooked. He/she must attend **all** meetings to take minutes and although he/she cannot vote at Executive meetings (only at AGM if present) they must help to balance and organise the meetings advising Chair upon previous matters were they have a bearing upon the current Agenda if Chair may not be fully aware of any changes since last meeting or has forgotten what was previously agreed. Minute taker must also help the meetings to move forward reminding Chair upon limited time to ensure all matters on the agenda receives adequate attention. Minute taker prepares and distributes Agendas and types up, prints, distributes the minutes appropriately. It is the minute takers responsibility to prepare the Agenda (Some Agenda inclusions will be derived from previous minutes "Actions" which are extremely important and the rest will come from Executives prompting to add a new issue or from Minute Takers realisation that a matter should be drawn to Executive Attention). Extra copies of previous minutes and current Agenda should be taken to the meeting for distribution if necessary. The Minute Taker can also ask for clarification of anything at any point of the meeting to ensure they record the minutes in professional and accurate manner. In fact the Minute Taker must be well informed upon AUHS issues and well organised and prepared before every meeting to assist the Executives and progress issues. Minute Taker must keep copies of all previous Agenda's and Minutes and be prepared to hand out same if requested by members. Minute Taker must also ensure a copy of all minutes and Agendas are given to Web-Master who uploads them onto the archived member's area on the website further securing these against future loss (preferably by e-mail for ease of conversion into PDF file for the Web.) Minute taker should make apologies to President and advise Secretary at least two weeks prior a meeting if they can't attend. Minute Taker will still be expected to type up handwritten notes; print and distribute Minutes taken down by stand-in for that occasion.

Webmaster: Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages) Must be accurate. Any major changes to the website or webhost fees etc. must be communicated to the Executive prior

to implementation. Is responsible for regular updating of AUHS website and payment of yearly website fees (Expenses can be claimed for this).

Printing of all AUHS Certificates: This is one year posted and voted on at each AGM. Post holders responsibility to prepare and print any new or replacement Certificates requested by Executives and to have them ready in time for distribution by post or presentation during the AGM. Post holder can request expenses for materials and postage used on behalf of AUHS only if accompanied by receipts and presented on the correct expenses form. Certificates may ONLY be created by request of an AUHS Executive.

Finances:

The signatories on all accounts shall be two from three of the incumbent President, Secretary, and Treasurer.

No two members of one family can sign for the same withdrawal/cheque. No moneys can be taken from or transferred to or from building society accounts without the signature of the treasurer and the knowledge of all standing Executive.

Receipts must be supplied for all expenses claimed. If a receipt is not possible, proof of purchase and price must be supplied

All expenses must be paid by cheque by the Treasurer and cannot be offset against money owed to, or held on behalf of the association. i.e. No individual can deduct money owed to them by the Association from any money they hold on behalf of, or have been given for, the Association, nor can they deduct it from any money they owe the Association. All such moneys and claims should be settled in full before or at the next quarterly meeting to be held.

Items bought by the Association must be paid for in total by them and solely owned by them. The Executive MUST approve purchases of large items beforehand.

Payment and agreement will not be made retrospectively. Items may not be bought on credit or HP, nor may the Treasurer or other Association

member make payments, which will put the Association into debt without sufficient funds to cover them. (The exception to this may be the future purchase of premises, which should have the full approval of all members attending an EGM called for the purpose of discussing such purchase).

Only the Membership Secretary should bank money/cheques received for membership. The correct paying in book must be used. Details of all payments should be passed to the Treasurer prior to the next quarterly meeting or upon the request of the Treasurer.

Certificates, diplomas etc. shall be awarded as per details shown in the Welcome Book. All applications must be on the correct forms. The Vice President shall be responsible for obtaining all references before applications are presented to the executive. Referees shall be asked to complete the relevant form (An SAE to be enclosed with the blank form). A referee may be contacted twice to obtain a satisfactory reference. After that time if a reference is not received it shall be deemed that this person does not wish to act as a reference and another name shall be sought from the applicant. Healing referees should be from people who have actually RECEIVED healing from the applicant. The Healer Leader cannot also act as a reference. In group-applications, applicants may not reference each other and no person shall be able to give a reference to more than one applicant per quarter. Nor can the Healer Leader sign the form AND ALSO act as a reference. Though membership may commence immediately the application is received, eligibility for certificates etc. will only occur at the nearest quarterly meeting after the renewal date, and after the correct period of time has elapsed.

Meetings

The Executive shall meet four times yearly. The membership shall be able to ask for a meeting of members to be held immediately before or after the Executive meeting. However the Executive shall not be required to circulate this information through the full membership unless an EGM is being called. Any member wishing to call a members' meeting must write to The Secretary at least two weeks before the date of said meeting. Any member wishing to speak to the Executive may also ask permission to attend for a specific period of the Executive meeting, as long as they do so in writing giving two week's notice. The AGM shall be on the first Saturday in September each year if possible; or as near to then as practical at a

place chosen by the Executive and shall always include the full membership. The secretary must receive nominations for Executive posts two weeks before the AGM. A member may nominate him or herself but must find two sponsors to back their applications. Both sponsors must be fully paid up members of the Association. Executive members shall be able to claim £50 to attend Executive meetings if travelling over 100 miles from home or travelling from outside mainland UK. A representative attending a BAHA meeting at the request of the Executive shall be able to claim UP TO £50 towards expenses on the production of the relevant receipts.

Minutes & letters etc:

The secretary shall have sole responsibility for sending out letters not related to membership matter (these being dealt with by membership secretary and Vice President as above,) except for letters to banks and building societies and regarding other financial matters, which can be sent by the treasurer. Unless specifically agreed by the Executive, no letter should go out from any other person purporting to be speaking on behalf of the association. All Association letters must be typed and on approved letter headed paper.

Subscriptions: All subscription charges are set by the FULL membership at the:-

AGM

All healing subscriptions automatically include in the quoted price the subscription for individual membership of the Association and insurance cover, (currently through BAHA).

Ministers shall pay an additional fee as set at the AGM. Healer Leaders where not linked to an affiliated group shall be liable for their own healer leader fee due 1st January annually.

Affiliated centres shall be due to pay their affiliation fees before 1st January annually. This fee shall be set by the AGM to include for ONE healer leader and shall also include the additional fee for any extra healer leader they have registered with them.

The Association can assist in the settling of problems in Churches and Groups only if asked by the majority of the Committee or Trustees.

Rules & Guidance for the Members of the Association.

- 1) Individual members should not quote the Charity No. without the permission of either their Association Affiliated Church/Group, or of the Association itself. When using the charity number groups MUST state the following” Affiliated to Association of Universal Healers and Spiritualists, Charity Number 1014604”. Failure to use the words “Affiliated to” could be a criminal offence.
- 2) Members should not canvass in a Church of any denomination, for people to join a development group, without the permission of the Church concerned.
- 3) Members should not give healing unless they hold a current healing certificate or, as a probationer are under the tuition and guidance of an approved full healer. Nor should they give healing in any Church/Centre without the permission of the committee/healer leader. Please note that the SNU have stated that ONLY SNU healers may practise in SNU Churches. Please do not infringe their rules.
- 4) Members should not interfere in the running of any Church/Group (AUHS or otherwise) without the agreement from those already running it or unless voted onto the committee of such a church/group.
- 5) Individual members and affiliated groups are reminded that they must do nothing to bring the AUHS or spiritualism into disrepute.
 - 5a) Members and groups must do nothing to distress or alienate other spiritualist churches (AUHS or Not) and should strive to work in unity with them.
- 6) Members with complaints about their Church or Group MUST refer to the Committee/Trustees of their Church/Group NOT TO THE Association.
- 7) Complaints about individual members should be referred to the Church/Group committee in the first instance and from there to the Complaints board of the Association.
- 8) Complaints ABOUT the Assoc. should be referred to the Complaints Minister. The address of which can be obtained from The Secretary.
- 9) All Churches/Groups etc. are reminded that they must pay their annual affiliation on/by 1st January each year to continue to have the right to say they are affiliated to this charity.

10) Members are reminded that they must renew within 28 days of the expiry of their membership otherwise ALL certificates; diplomas and healing insurance will lapse without notice. Once lapsed ALL paperwork relating to the lapsed member or group will be securely destroyed and certificates cancelled. Individual lapsed members would then have to re-start any training or qualifying period of eligibility for certificates or diplomas.

AUHS Constitution

Important Note:

This is the only document within AUHS which must never be altered in anyway. Even spelling mistakes and grammar cannot be altered in case it inadvertently alters the meaning of that part of the document. It is a legal agreement between the Charity Commission and AUHS and can ONLY be changed with long laborious discussions between AUHS and the Charity Commission Solicitors.

Also; if AUHS rules and guidelines are required to be updated or changed the constitution should be carefully consulted first. These must never contravene the Constitution or they will be deemed to be “unconstitutional” and therefore could never be enforced.

**Constitution of
Universal Spiritualist Association
Reg No: 1014604**

The above title is the name registered with the Charity Commission for
The Association of Universal Healers & Spiritualists.
This name being adopted October 2004

adopted on the third day of June 2000

A Name

The name of the Association is Universal Spiritualist Association
("The Association")

B Administration

Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by Clause H of this constitution ("The Executive Committee")

C Objects

The Charity's objects ("the objects") are to advance the Spiritualist religion, in particular the Universal Spiritualist Church throughout offices of the Association.

D Powers

In furtherance of the objects but not otherwise the executive Committee may exercise the following powers:

(i) Support, assist and advise independent Spiritualist churches affiliated to the association;

(ii) publicise the work of spiritualism;

- (iii) assist in the practice and furtherance of Spiritual Healing;
- (iv) provide a register of Spiritual Healers;
- (v) the association shall have the power to obtain, collect and receive money and funds by means of contribution, donation, subscription, deeds of covenant, legacies, grants or any lawful method, and to accept and receive gifts of property of any description;
- (vi) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (vii) power to buy, take on, lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (viii) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association;
- (ix) power subject to any consents required by law to borrow money and to charge all or any part of the property of the Association with repayment of the money so borrowed;
- (x) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- (xi) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (xii) power to establish or support any charitable trusts, Associations or institutions formed for all or any of the objects;

(xiii) power to appoint and constitute such advisory committees as the Executive Committee may think fit;

(xiv) power to do all such other lawful things as are necessary for the achievement of the objects.

F Membership

(1) Membership of the Association shall be open to:

(i) individuals (over the age of 18 years) who are interested in furthering the work of the Association and who have paid any annual subscription laid down from time to time by the Executive Committee

(ii) Associate members under the age of 18 who shall not have the power to vote

(iii) any Churches or Healing Centre or Group practising Spiritualism which is interested in furthering the Association's work and has paid any annual subscription (any such body being called in this constitution a "member organisation").

(2) Every member except for associate members shall have one vote.

(3) Each member organisation shall appoint two individuals to represent it and to vote on its behalf at meetings of the Association; and may appoint an alternate to replace an appointed representative at any meeting of the Association if an appointed representative is unable to attend.

(4) Each member organisation shall notify the names of the representatives appointed by it and of any alternate to the secretary. If a representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.

(5) The Executive Committee may unanimously and for good reason terminate the membership of any individual or member organisation; provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the executive Committee, accompanied by a friend, before a final decision is made.

(6) Application for membership should be made to the Membership Secretary of the Association who will present the application to the next meeting of the Executive Committee.

G Honorary Officers

At the annual general meeting of the Association the members shall elect from amongst themselves a President, Secretary, Membership Secretary and Treasurer, who shall hold office from the conclusion of that meeting.

H Executive Committee

- (1) The Executive Committee shall consist of not less than 6 members nor more than 11 members being:
- (a) the honorary officers specified in the preceding clause;
 - (b) not less than 3 and not more than 7 members

elected at the annual general meeting who shall hold office from the conclusion of that meeting, and who shall be resident in the United Kingdom throughout the whole of their term of office.

(2) The Executive Committee may in addition appoint not more than 2 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under clause R and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been

vacated in which case the appointment shall run from the date when the post became vacant.

(3) All members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed. Excepting the founding President who shall hold office until the annual general meeting in 2007, at which time his term of office shall cease and the election for this office be held annually.

(4) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

(5) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.

(6) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office

until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Association.

I Determination of Membership of Executive Committee

A member of the executive Committee shall cease to hold office if he or she:

(1) is disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities act 1993 (or any statutory re-enactment or modification of that provision);

(2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

(3) is absent without the permission of the Executive Committee from all their meetings held within period of 6 months and the Executive Committee resolve that his or her office be vacated; or

(4) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation takes effect).

J Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee for the Association) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee

K Meetings and proceedings of the Executive Committee

(1) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Executive Committee upon not less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed but if the matter include an appointment of a co-opted member then not less than 21 days notice must be given.

(2) The President shall act as chairman at meetings of the executive Committee. If the President is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business be transacted.

(3) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or

three members of the Executive Committee whichever is the greater, are present at a meeting.

(4) Every matter shall be determined by a majority vote of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

(5) The Executive Committee shall keep minutes, in books kept for the purpose of the proceedings of the meetings of the Executive Committee and any sub-committee.

(6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

(7) The Executive committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

L Receipts and expenditure

(1) The funds of the Association, including all donations contributions and bequests shall be paid into an account operated by the Executive Committee in the name of the Association at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

(2) The funds belonging to the Association shall be applied only in furtherance of the objects.

M Property

The Executive Committee shall cause the title to:

- (a) all land held by or in trust for the charity which is not vested in the Official Custodian for Charities; and
- (b) all investments held by or on behalf of the charity;

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

N Accounts

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

- (1) the keeping of accounting records for the Association;
- (2) the preparation of annual statements of account for the Association;
- (3) the auditing or independent examination of the statements of accounts of the Association; and
- (4) the transmission of the statements of account of the Association to the Commissioners.

O Annual Report

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

P Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that

Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

Q Annual General Meeting

(1) There shall be an annual general meeting of the Association, which shall be held in the month of September in each year or as soon as practicable thereafter.

(2) Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days notice of the annual general meeting to all the members of the Association. All the members of the Association shall be entitled to attend and vote at the meeting.

(3) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

(4) The Executive Committee shall present to each annual general meeting the report and accounts of the Association for the preceding year.

(5) Nominations for election to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting.

Should nominations exceed vacancies, election shall be by ballot.

R Special General Meetings

The Executive Committee may call a special general meeting of the Association at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

S Procedure at General Meetings

(1) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.

(2) There shall be a quorum when at least five percent of the numbers of members of the Association for the time being or ten members of the Association, whichever is the greater, are present at any general meeting.

T Notices

Any notice required to be served on any member of the Association shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

U Alterations to the Constitution

(1) Subject to the following provisions of the clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice

of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

(2) No amendment may be made to clause A, clause C, clause J, clause V or this clause without the prior consent in writing of the Commissioners.

(3) No amendment may be made which would have the effect of making the Association cease to be a charity at law.

(4) The Executive Committee should promptly send to the Commissioners a copy of any amendments made under this clause.

V Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have the power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Association must be sent to the Commissioners.

This constitution was adopted on the date mentioned above by the persons named below. President: Rev Stewart Robertson, Secretary Mrs Shirley Pitman, Treasurer Mr Doug Filtness , Vice President Rev. William Pitman, Membership Secretary Mrs Patricia Campbell, and in the presence and with the agreement of other Members.

Dated June 2000

Data Protection

And your responsibilities as members

Since all members of AUHS are volunteers and we have quite a number of individuals, churches and groups it is wise to make yourself aware of the laws with regard to the keeping of Data Protected information and the Data Protection Laws within the UK. BAHA advice that all Healers must keep patient records for example and member's information are kept on file by Executives for membership administration purposes only. The following are clear and simple guidelines which can be easily followed by everyone for the protection of all within our Organisation.

- 1) NEVER EVER HAND OUT ANY PERSONAL INFORMATION TO ANY ONE NOT EVEN THE POLICE REGARDING MEMBERS AND/OR PERSONAL PATIENT DETAILS.
- 2) All you can say if asked is "Yes they are a member" or "No they are not a member." And ABSOLUTELY NOTHING else.

Data Protected information is any sensitive personal information such as names, addresses, dates of birth, telephone numbers, patient records etc., and it doesn't matter in what form the information is being stored it **MUST** be kept securely away from prying eyes and unauthorized persons under lock and key. You can't even give anything out by verbal means in conversation. The **ONLY** way you may give out information to the police or other authorities is:-

1. IF YOU HAVE SECURED WRITTEN PERMISSION FROM THE PERSON INVOLVED and even then you only give out EXACTLY what was requested and NOTHING more.
2. If you feel there may be a terrorist risk.
3. If you feel there is risk to your life or the life of others.

If items 1, 2, 3 above apply you must first make reasonable effort to contact AUHS Data Protection Officer and/or President for advice before taking action.