

Association of Universal Healers & Spiritualists

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

Charity Number 1014604



**ALL Memberships
Welcome Manual**



Created by Catherine Greenup 2014

FREE to new members
£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It is important to destroy outdated copies of both Application Forms and Members Welcome Manuals so avoiding confusion.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.

Mrs Catherine Greenup (HDUSA)
Membership Secretary
4 Stoney Lane
Springwell Village
Gateshead, NE9 7SJ

Dear Sir/Madam

I am delighted to send to you this welcome Manual which contains all the information you need to get involved with AUHS at any level.

We are proud to say AUHS have quite a few in house accredited courses some offering insurance provided by recognized organizations they are at very low cost with high quality support and assessment throughout. We offer Affiliation to small and large independent Spiritualist churches or groups across the UK. Affiliate your whole church or just your Healing Group. Allow your members the opportunity train through AUHS returning their knowledge and expertise to your own organization with trusted insurance. Our courses provide a clear path for advancement within AUHS if as an individual member you wish to get more involved with AUHS your church and spiritualist community.

AUHS never discriminates against age, ability, colour or culture. In fact we encourage a healthy diversity of ideals and ideas from many accepted religions within the UK to help diminish that sense of separateness which religion tends to enforce.

Yours with very best wishes
Catherine (Kay) Greenup(DHUSA)
Membership Secretary AUHS

Contents

<u>Page</u>	<u>Description</u>	<u>Page</u>	<u>Description</u>
2	Introduction	22	Probationer Healer
3	Letter from Member Sec.		Rules Healers
4-6	Contents	24- 26	Reason for Prob.Period
7-8	AUHS Price List	27- 35	Healer Leaders
9	BAHA Price List	28	Insurance Exemptions
10-11	UCPD		Trance, Animals etc.
12	Data Protection		Deacon/Deacone ss
	Oath of Hippocrates	29	Ministers
14-16	AUHS History		Ten year Certs
17	Alliance Healing Assoc.		AUHS Courses
18-19	Executives Etc.	30	Student Etiquette
19	Ownership of Certificate		Copyright & Plagiarism
20	Ordinary Membership		Liable
21	Nominations		Storing Work

Contents

<u>Page</u>	<u>Description</u>	<u>Page</u>	<u>Description</u>
30	Sharing Course Work	38	Membership Sec.
	Copyright		Associat. Secret.
	Cancelled Course	39	Healer Representative
31	Basic Awareness Course		Treasurer
	Diploma for Mediumship Course	40	Vice President North and South
32	Ministers Course		President
	Healing Course	41	Trainer
33	Rules for Exec. Constitution		Newsletter Editor
34	New Applicant		Publicity Officer
	President	42	Co-Opted
	Renewals		None Executive
35	Healer Leaders	43	Webmaster
36	Probationer Healer		Printing Certificates
37	Executive Criteria for Nomination		Finances

Contents

<u>Page</u>	<u>Description</u>	<u>Page</u>	<u>Description</u>
44	Receipts	46	BAHA Meeting Expenses
	Bought by AUHS		Exec. Mins and letters
	Banking AUHS Cheques	47	Subscriptions and increases in fees
	Certificates and Diplomas		Healers not linked to Affiliate Subscriptions
	Where to get forms		Ministers Subscriptions
45	References		Affiliate Centre Subscriptions
	Referee		Extra HL Subscriptions
	Group Applications	48	How to use Charity No.
	Certificate Eligibility		Canvassing for members
	Quarterly Executive Meetings	50	AUHS Constitution
46	Four AGM Meetings	64	Members Responsibility
	Nom-Deadlines		Data Protection
	Nom-Sponsors		
	Exec. Travel		

AUHS Prices

<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

<u>Amount</u>	<u>Description</u>
Membership Fees	
£17.00	Joining Fee Ordinary Membership
£15.00	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 form 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 non 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 History of Association of Healers and Spiritualists



(Photograph founder President
Rev Stewart Robertson (1992-2013))

Maybe it is not exactly a case of “from little acorns massive oaks are grown”, but from its humble beginnings AUHS has slowly expanded after being founded in 1992 by Minister Rev Stewart Robertson in Gateshead, Tyne and Wear, as a result of spirit guidance. The Association was originally named Universal Spiritualist Association with just two independent churches in Morpeth and Gateshead, and no individual memberships. As Stewart travelled around churches taking services, more and more people expressed an interest in his ideal of groups who run completely autonomously, but who had a common link and aim banding together. The common factors were (and still are) that the churches believe that ALL religions should be welcome to participate as the word of spirit has no set dogma; that even for non-Christians the message Jesus came with was love and healing and eternal life. Messages that are still valid today and which are shared by the prophets and beliefs of other religions. It is also accepted within AUHS that individual centres understand the needs of their own members better than a centralised group and so are more able (with guidance) to decide their own way without interference from a governing body other than those necessary for adherence to British Law. Once a number of churches had joined, the next step was to seek charitable status. This was obtained and from 1994 AUHS were proud to be enabled to open their doors to membership for individuals.

Just 5 people attended the first AGM!

After pressure from members and churches it was decided to form a healing group and the subsidiary “USHA” was born. From then on most individual members were those seeking healer status and insurance. After a number of years we were proud to become a member of what is now Alliance of Healing Associations. At one time we were one of the larger groups within this organisation.

In 2002 we applied to have our constitution revised to encompass the needs of the current laws etc. and the status of the Association as an umbrella group. This process was long and arduous but the new constitution is now in place and is set down within this manual for your information. The association changed its name at that time to reflect the importance of healing within the association and 95% of our members are now healers. We are honoured to say that many of our members remain loyal and have been with us since the time when AUHS was first established which might be self evident of its success and the fact that such an Association was and is still needed within the UK.

We have many churches across the whole of the UK with psychic centres and healing groups. Because of the way the AUHS grew and because we still have quite a small membership relative to the area we cover, we can sometimes experience quite difficult logistic difficulties regarding our members and centres. We have healers from Inverness to Cornwall from the Isle of Man to Hull and down to Kent, with large concentrations on The Isle of Man, the West Midlands, Lancashire and the North East. Despite this about 10% of our individual membership now attends the AGM each year. Getting everyone in one place for training can be difficult but we are continuing to strive for solutions to this. Our members are fully understanding of these problems and patient with any unfortunate delays that arise of the fact that AUHS doesn't currently have the luxury of its own independent head office. Correspondence must necessarily be

posted to various relevant Executive home addresses and communication between everyone is best and quickest achieved by telephone, e-mail or sail mail post. It is a fond hope of Rev Stewart Robertson that AUHS will one day have its own dedicated building acting as Head Office and The Associations main training centre and Conference venue. Until that glorious day AUHS manage very well by circulating paperwork...our postal expenses can be pretty high! But we try to keep our costs down and thereby our membership fees. It is one of AUHS promises to strive to only cover Administration costs on all our courses so keeping them current and affordable to most budgets.

The National Executive is confident about future expansion slow and steady being our aim being careful never to outgrow far stretched financial and logistical resources but to grow with them and with the needs of our members.

If you are not already a member come and join us you will be made very welcome.

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:-stephwilsonauhs@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:-](tel:01670797266) 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, Gatesthead, 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:- 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.

Membership Types Explained

1. Ordinary Membership

This is the most basic type of membership which AUHS can offer. It is a good way to get to know us and to decide if you'd like to progress through the various types of memberships by taking our courses and attaining certification. If you don't wish to take our courses "Ordinary Membership" is also a way to support our Association with your yearly membership subscription whilst keeping in touch with Spiritual Matters. Many of our Ordinary Members are also developing Mediums or are already experienced Speaker / Demonstrators but you do not have to be Medium to be an Ordinary Member.

Ordinary Membership entitles you to attend the AGM at the Anniversary Weekend Celebrations each September together with the workshops which are always arranged for the day and the evening Rally with its Medley of Mediums. You can vote upon important matters at the AGM which affect every member no matter at what level they may be in AUHS and your vote will actively help AUHS to forge forward with strength into the future. Your Ordinary Membership supports AUHS by the simple act of paying your yearly membership fee and perhaps by adding a little extra donation to boost AUHS funding and keep AUHS afloat. You will also be entitled to discounts on various venue tickets.

You will receive FREE copies of AUHS Newsletter twice a year and be allowed to contribute to the Newsletter if you wish and at the close of every Executive meet and AGM you will receive a copy of the minutes. As member of AUHS you are of course entitled to enrol on any one of the courses offered.

Nominations

After a period of time usually one year's membership, all members are entitled to put themselves forward for one of the often demanding but rewarding Administrative positions generally at Executive Level if you feel you have the time, experience and equipment or simply the willingness to help. It is very true that no Organisation would survive without its helpers. Administrators are none paid and totally voluntary only receiving expenses for such things as postage, packing, printing, limited travelling expenses. AUHS positions are mostly on a one year basis and you can put yourself forward by writing to the President or National Secretary at least ten days before an AGM or at the AGM when most of the existing Executives are asked if they wish to remain in their post or resign. By Law if you have a Criminal Record it is illegal to sit on any committee.

2. Full Healer Membership From another Organisation

If you happen to already be a Certificated Full Healer but have decided to leave your current Organisation and join AUHS (The Association formally recognising training given through SNU, Greater World, NFSH and some other BAHA affiliated groups.) It is possible to do so if you were member of an Organisation accepted by AUHS. You will simply have to have cancelled your previous membership for at least six months *prior* to joining AUHS. You will need then to fill in the relevant application form and with it enclose a copy of the certificate you received from your previous Organisation along with other proof of your qualifications if you have any. You will then undertake a period of not less than six months with Probationary Healer Status giving you time to become acquainted with BAHA's Code of Conduct, BALENS and AUHS rules and Constitution. You will of course be insured through BALENS from the moment your application has been accepted by AUHS. At the end of your Probationary term you will be awarded Full Healer Status and receive your new AUHS Full Healer Certificate.

3. Probationer Healer

If you wish to enrol on the Probationer Healer Course you will study for two years using the BAHAs Training Pack under the guidance of an experienced AUHS approved Healer Leader preferably within your locally affiliated church or group but other arrangements can be made under special circumstances if you don't have a local AUHS affiliated church or group. If you have a Criminal Record it is unlikely that you will be accepted. When you have successfully completed the two years or 90 Sessions your Healer Leader will then make application to the Executive on your behalf for Full Healer Status *only* if your Healer Leader feels that you are ready (you cannot gain Full Healer status if your Healer Leader does not put you forward). Your Full Healer application is then taken to the next Executive Meeting when all necessary documentation has been received by the Vice President. If you are awarded Full Healer status after the meeting your Healing Certificate will be sent to your Healer Leader to be awarded to you at your own church / group, or it can be awarded if you can attend that year's AGM. At which point you can also purchase a Full Healers Badge.

Rules for all Healers

All Healers are insured through BAHAs and BALENS in accordance with British Law and all must agree to abide by the laws of the land and the rules as set down within the BAHAs Code of Conduct together with AUHS Rules and Constitution. Full tuition upon these rules is a very important part of your two year Healing Course and insurance entitlement. To keep your insurance and membership current is an important individual responsibility for all of our memberships, but if you are a Healer and allow

Your membership to lapse please note that you cannot be reinsured until you have paid your membership in full and if you do not pay your membership within two months thereafter your membership lapses after the due date and will be cancelled after two months whereupon all personal documentation will be kept Securely on file for a maximum of seven years before being totally destroyed in accordance with Data Protection Act.

A Probationer is only accepted if they are Fully Paid Up members of AUHS and there is an AUHS Healer Leader willing to train them. AUHS do not have Healer Leader coverage in all areas of the UK. You will not be accepted or insured even if you have paid your membership fees if you have a criminal record which would prevent you from working with children or vulnerable people.

Probationary Healer members have all the rights of the ordinary member PLUS they receive training from a recognised AUHS Healer Leader to the high standard set by both AUHS and BAHA using BAHA's very comprehensive training Manual.

Probationer Healer's are covered by insurance WHEN IN THE COMPANY OF A FULL HEALER WHO IS OVERSEEING THEIR WORK and ONLY for healing within the UK not overseas. Residents of the Isle of Man must have completed the Healers Course to gain insurance to heal on the mainland and should the Probationer not pay their yearly membership fees they will be lapsed and will lose their insurance. Lapsed members can however re-join within a reasonable period of time and resume their training with full insurance. Although if you have been lapsed for more than two months you must accept a period of six months probationary with a Healer Leader before regaining your Full Healer status. If you wish to return after the two months you may be required to undertake the full two year healers course again paying the full joining fee as if you were a new applicant. AUHS healers are NOT trained or insured for the treatment of Animals (See Insurance Exemptions below).

The first six months of the Healing Course will cover

- BAHA Code of Conduct (introductory two months study-8 weeks)
- The theory of healing (introductory two months study-8 weeks)
- Attunement (introductory two months study-8 weeks)

As set down by AUHS members rules Probationer Healers will not be allowed to heal anyone during the **first six month period**. After which study of the above should be broadened out and strengthened whilst the Probationer begins gaining hands-on healing experience under the careful guidance of their Healer Leader. The training may need to be tailored to the individual Probationers needs and level of knowledge regarding the above subjects. For example beginners, intermediate and advanced.

Reasons for this:

- 1) A healer in fact does not have to be a “Medium” so anyone wishing to undertake healing must first learn how to attune with spirit (for example, how to meditate, understand Chakra’s, how to open close, how to protect themselves and their client) and become a channel for healing. Working as a Medium and working as a healer are two very separate skills. If you do not channel energies correctly for healing you will be using your own life energies and BALENS do not insure Magnetic healing nor does AUHS teach it. An extra very comprehensive book written by “Harry Edwards” A Guide to Spirit Healing (ISBN 978-1-40679-795-4) might be useful if you can find a copy (AUHS don’t provide them as they are difficult to find sadly, Blackwells, ebay and Amazon occasionally have them) although BAHA’s training material is very comprehensive and very carefully written, it should be all the material you need, unless you wish to read further.
- 2) Probationer’s MUST understand fully their legal and moral responsibilities with British Law and BAHA rules and guides and be

enabled to follow them in order to protect their healing insurance and protect themselves and their client.

- 3) It would be inappropriate and unethical to expect a new Probationer with little understanding of spirit or healing to begin healing immediately. Risks and allegations of malpractice would be unacceptably high. Clients have as much right to expect the Healer to be as competent and professional as they would if they went to see their own GP or Specialist. AUHS must endeavour within the law to protect our Healers and clients from harm. Therefore these first six months are a vital part of the whole Healing Course.

Probationer Healer's can go on to achieve a full certificate of healing after two years of Training only with the full backing of their Healer Leader.

Full Healers joining from other Organisations (rules of application)

AUHS will welcome certificated full healers from other organisations under the following conditions:-

- 1) Application to transfer to AUHS is made to Membership Secretary.
- 2) Applicant provides together with their application a copy of their previous certificates.
- 3) Applicant agrees to undertake a short six month probationary under a Healer Leader with AUHS.
- 4) Applicant comes from an Organisation accepted by BALENS, BAHA and AUHS.
- 5) Applicant must purchase a copy of BAHA's Training Manual.
- 6) Applicant must have been left their previous organisation for at least six months.

The reason for the six month probationary period:

This sometimes makes prospective Healers feel angry and puts them off joining AUHS. Well how dare we ask that they wait six months and undertake part of the two year healing course again like a beginner when they are already experienced healer's. Sounds like a "slap on the face" as if we don't trust their previous training. Or we are being a bit high and mighty about our rules and our organisation. In fact AUHS have rules we must keep too also which are imposed upon us by our governing bodies we aren't free to do anything we want to do. What we have to do is safeguard our members and maintain our professional attitudes and hopes for future advancement of Spiritualism. AUHS doesn't belong to anyone person it belongs to all our members. This is by no mean a grandiose idea and we are not being disrespectful to prospective members even if it seems that way. As you might appreciate AUHS have a great responsibility towards our Affiliates and members and with the best will in the world we don't know you and you don't know AUHS. This is a new and fragile friendship which we are bringing into our lives and we both have to introduce ourselves in the best way we can because as you know first impressions mean everything. Rules and laws may have changed since you passed your previous course or you may not have been using your healing gift for a while and a quick refresher course should be welcomed. It is therefore very important that you agree to undertake a study of BAHAs Code of Conduct and AUHS rules and guidelines and that you purchase a current copy of the training manuals in order that you can be sure never to breach those rules and risk losing your valuable insurance with BALENS. And after the six months you will work on equal terms with our long standing healers sharing your own experiences and adding your own special style to our churches and groups.

So do you see, AUHS are not forcing you to undertake the full two year course when you are already a qualified healer simply that you must agree too and understand the rules of BAHAs, AUHS and British Law for alternative healing, how could you do that without having studied the current relevant literature together with your new friends who are also members of AUHS we can then build a strong relationship between us and inspire respect from others.

Healer Leader

Once you have become a Full Healer it is possible to progress further with your Healing Gift if you are invited to apply for Healer Leader by your church / group after at least one year service as a fully paid up Full Healer with AUHS. If you do decide you'd like to pass on your valuable experience in healing and help to secure the future of your healing group / church by training New Probationers yourself, you must first make application to Vice President North. You will be required to take a Healing Assessment for Healer Leader's as part of your application, which is achieved via post using a short questionnaire booklet. Within reason you can take as long as wish to complete the whole assessment and return it at your leisure when you are confident you can do no more to prove your skills that could be put to good use as a teacher. Your church or healing group will already know you of course and it is their recommendation which is a vital part of your application so you should feel proud that your work is respected to such high degree. Your application will then be brought before the first possible Executive Meeting when all necessary documentation has been received and passed should you be awarded the well-respected status of Healer Leader your new position will start immediately after that Executive Meeting. You will then be issued with the Healer Leader Procedure Pack which will instruct you upon how to administrate and co-ordinate the two year healing course for your Probationers. You will receive support for the Executives and from any existing Healer Leaders in your church / group until you feel confident that you can do it yourself. This is a natural progression through Probationer to Full Healer to Healer Leader and if you wanted to give some time on the Executive the highest position for a Healer is "Healer Representative" who supports and is a voice for every healer at any level within all our Affiliates.

INSURANCE EXEMPTIONS

Please note: AUHS and BALENS do not provide insurance cover for trance healing, Reiki Healing, Magnetic Healing and healing of animals:-

Reasons:

- a) “Trance Healing” – In British Law trance healing is not recognised, **you** are held totally responsible for your own thoughts and actions and to say you were being controlled by a discarnate spirit is no defence in court.
- b) “Reiki” – Spiritual Healing never involves manipulation and some forms of Reiki involves these techniques. AUHS only teach Spiritual Healing.
- c) “Magnetic Healing” – Involves transferring your own life energy to your client, which will deplete your energy and could make you ill, it is also possible to pick up ailments from the client and/or transfer your own ailments to the client. AUHS do not advocate or teach Magnetic Healing.
- d) “Healing of Animals” – RCVS – All other forms of complementary therapy in the treatment of animals, including homoeopathy, must be administered by veterinary surgeons. It is illegal, in terms of the Veterinary Surgeons Act 1966, for lay practitioners however qualified in the human field, to treat animals. At the same time it is incumbent on veterinary surgeons offering any complementary therapy to ensure that they are adequately trained in its application. – AUHS only train healers for the Spiritual Treatment of HUMANS not animals.

4. From Deacon/Deaconess to Minister

A Deacon/Deaconess is someone who wishes to train as a Minister. Training should be completed within three years.

Ministers

It is a very special calling to wish to train as Minister with any denomination as your position holds a very particularly honored and deeply trusted place within the hearts and minds of your community and you should think very carefully upon the personal sometimes heavy responsibility that this will lay upon your shoulders before progressing to this highly respected position within the Association. This is an unwaged position as are all positions within AUHS (although Ordained Ministers may choose to charge a nominal fee for their services) and you may be required to spend a lot of time and personal expense carrying out your Ministry, it is also important that you can be self supportive financially and can travel widely and if you are employed that you can take the necessary leave from work to cover your ministry duties if and when required.

If after careful consideration you feel you are fully capable of serving your community as Minister you must of course ***first*** become a Deacon/Deaconess. The criteria is necessarily very strict for this position and anyone wishing to train must also be prepared to be very patient, diligent and dedicated in the need to train toward their Ordination.

Ten Year Long Service Special Recognition

This badge and certificate is awarded FREE once a year at the AGM to members with Ten years unbroken Membership of AUHS in full recognition and appreciation of loyal services rendered.

AUHS Courses

To save future embarrassment can we please remind you that NO certificates and diplomas (other than for transferring healers) are available before the Association has received the second year's renewal subscription. This applies regardless of whether you have previously held a position in another association / group.

Student Etiquette and guidelines for coursework

Post

It is important to remember as AUHS courses are by correspondence students must keep a copy of any course material posted to their tutor to protect against loss in post. Tutors cannot be held responsible for any course material lost in this way.

Copyright & Plagiarism

Students must also avoid conflict with copyright laws and “Plagiarism” when using material already published by other Authors, if students need to “Quote” from published books or other material they must declare the source of that material using the original Authors name, ISBN and the title of book used.

Liability

Students should also guard against “Liability” meaning the naming in print of other persons that may be deemed to be derogatory towards that person as if taken exception too this is also prosecutable in law.

Storing Course Work

AUHS do not share your course material with any other Organisation or print or publish it however we may scan it into our database for future reference.

Sharing Course Work

The student must agree to allow their course material to be shared within AUHS between relevant parties as appropriate only as part of the administration and marking of their course.

Copyright

Copyright always remains with the student being the Author of their own course material and AUHS must ask for written permission to use it for any other purpose than the marking and assessment of your course.

Cancelled Course

If Student has cancelled their course, course work will be scanned into the database and along with membership details as by law they may be kept in AUHS archives for a maximum of seven years after which all records are

securely destroyed. If the former student expresses a wish to have their written work returned to them, they must provide an SAE for postage. Sorry but there is no refund of course fees.

Basic Awareness Course

Course Trainer –

Duration – 1 year

Fee – £20.00

This course is useful for both the experienced medium and the beginner. It can be used as refresher course or as an opening of the door toward the understanding of spiritualism. The BAC is also a stepping stone towards the gaining of a Diploma for Speaker / Demonstrator which gives you the right to put the letters “Dip” or “DUSA” after your name. If you wish to become a Minister this course *MUST* be completed *BEFORE* beginning the Ministers course. The course is achieved through correspondence with a series of written essays over a period of one year. Once you have completed the BAC you can then take it forward and study the Diploma for Mediumship Course or if you are already a Deacon/Deaconess the Ministers Course.

The Diploma for Mediumship Course

Course Trainer –

Duration – 1 year

Fee – £40.00

This course is aimed at experienced mediums already working on the rostrum taking Divine Services. Applicants should be enabled to take both parts of a Divine Service and should be enabled to provide references from the churches they have served in the recent past. Successful completion of this course will mean you receive a Diploma Certificate and can put the letters Dip after your name. You can also approach BALENS for Mediumship Insurance. AUHS can't do this on your behalf.

This course is covered through correspondence.

Ministers Course

Course Trainer –

Duration – 2 years + one year as Minister Elect before Ordination

Fee – £60.00 Paid before Ordination

To train as a Minister you must **first** become a Deacon **and** have been a fully paid-up member of AUHS for not less than five years (*Please note you cannot serve your five year membership whilst training to be a Minister*). The course is partly by correspondence with a series of essays; there is a residential course and other tests ending in an interview with all Executives, followed by one year as Minister Elect prior to Ordination.

Healing Course

Course Trainer – An Appointed Healer Leader within your church / group

Duration – 90 Sessions taken over a two year period

Fee – £55.00 Full - £50.00 OAPs

This course carries with it yearly insurance through BALENS and training using BAHA training manual. Your course will be an equal combination of written and practical work the division of which will be left to the discretion of your Healer Leader – with quite a lot of reading of rules and regulations upon current British Law, BAHA, BALENS and AUHS how to and how not to heal and conduct yourself whilst healing. This training is vital if your insurance is to be valid and is for your own protection as well as for the protection of your patient. At every stage along the way your Healer Leader will be available to give advice.

Rules – Constitution and Guidance
Which all members 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 trainers 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:

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.

Bought by AUHS:

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).

Banking AUHS Cheques

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 depending which Certificate or Diploma is to be awarded.

Where to get forms

All applications must be on the correct forms. Forms available from National Secretary or Membership Secretary.

References

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).

Referee

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.

Group Applications

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.

Certificate Eligibility

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.

Executive 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 weeks' notice.

Ministers, Healer Leaders, Healers, AGM Meetings

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 or fullest membership possible (all members are always informed of the final venue arrangements, times and itinerary for the day at least one month prior to their AGM by the Association Secretary or the Minute Taker using the June Executive Minutes).

Nomination deadlines

The Association Secretary must receive nominations for Executive posts two weeks before the AGM.

Nomination Sponsors

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.

Executives only can claim Expenses

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.

AUHS representative to BAHA Meeting

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.

AUHS Executive Minutes & letters etc:

The Association Secretary shall have sole responsibility for sending out letters not related to membership matter (these being dealt with by membership secretary and Vice Presidents as above,) except for letters to banks and building societies and regarding other financial matters, which can be sent by the treasurer. Minute Taker shall have sole responsibility for taking and distribution of all AUHS Minutes and shall have the support of the Association Secretary in the event that he/she can't attend meetings. 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 present on the day of Annual Weekend Celebrations (AWC) AGM (Members may be advised in previous minutes of the possibility of fee increases prior to the AGM but not necessarily how much the final increase must be because it may not have been fully calculated at that time. Although the reason for the proposed increase must be clearly entered into the minutes and discussed at the AGM, fees cannot simply be increased for no good reason without the prior knowledge of members. Therefore attendance at AGM is advisable for all members since AUHS does not allow postal voting if members would like the opportunity to object they must be present at the time.)

Healing Subscriptions

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

Ministers Subscriptions

Ministers shall pay an additional fee as set at the AGM.

Healer Leaders not linked to Affiliated group Subscriptions

Healer Leaders where not linked to an affiliated group shall be liable for their own healer leader fee due 1st January annually.

Affiliate centres Subscriptions

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 free Healer Leader and shall also include the additional fee for any extra Healer Leader(s) they have registered with them. Some centres also choose to pay the yearly membership fee to AUHS for all their Healers. But responsibility for the payment of fee always falls on the individual AUHS member not the centre.

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

How to use Charity No.

- 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.

Canvassing for members

- 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 responsibility as a member**

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.