



THE
CONSTITUTION

(Revised at AGM May 2022)

<http://www.bab.org.uk>

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Constitution

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BRITISH AIKIDO BOARD-THE CONSTITUTION

1. Title

- 1.1. The title of the Board shall be the British Aikido Board, hereinafter referred to as the Board.
- 1.2. The Board is an unincorporated association.
- 1.3 All Aikido groups and associations accepted into membership of the Board shall hereinafter be referred to as Members.
- 1.4 The Members are obliged to adhere to the Constitution as set out hereunder.
- 1.5 Individuals are persons who are Officers of the Board or members of a Member association.
- 1.6 Clubs shall be classes operating under or directly affiliated to a Member.
- 1.7 "Aikido" shall be deemed to refer to the Japanese Martial Art related to that founded by, derived from, and so named by, Morihei Ueshiba O-Sensei.
- 1.8 The Board has discretionary power to include arts related to Aikido.

2 Aims and Objectives

- 2.1 To represent Boards and their individual members practising Aikido in the United Kingdom.
- 2.2 To promote and regulate Aikido in the United Kingdom by the bringing together of Aikido Associations within the United Kingdom sharing a common aim in the further development of all types of Aikido, whilst recognising and maintaining the autonomy of its Members as recognised by the Board.
- 2.3 To act as the official governing body for Aikido in the United Kingdom and be recognised as such by all appropriate bodies and Boards.
- 2.4 To develop policies and guidance for Members appropriate to any relevant legislation which affects the mandate of the Board as a National Governing Body.

- 2.5 To liaise with other bodies involved with martial arts, sport and other related areas, including central/local government and the media, as shall be deemed appropriate to the interests of Aikido and/or the Board.
- 2.6 To develop, administer and organise a programme for coach training.
- 2.7 To maintain a register of Members, Clubs, and their individual members.
- 2.8 To administer and safeguard the assets and liabilities of the Board and to fund the activities of the Board primarily through membership subscriptions to ensure the Board's viability and future growth. (See also Clause 3).
- 2.9 To raise awareness of the value of Aikido not only as a contributor towards healthy living, but also in the development of adults, young people and children without discrimination. (See clause 16.2)
- 2.10 To implement such other objectives and policies as are incidental or conducive to the development or furtherance of the aims of the Board and Aikido in general.

3 Operating Principles

- 3.1 Constitutional Changes. To adopt such Constitutional changes as may be approved by the Board. Any alteration or amendments to the Constitution shall require a two-thirds majority vote of the Members present and voting at a properly convened Annual, Extraordinary, or General Meeting of the Board.
- 3.2 Insurance. To give access to insurance, as part of registration, for Members' Officers, Coaches, Instructors and Students and also venues.
- 3.3 Membership Fees. The Board shall set such levies for financial contributions from Individuals and/or Members as it shall deem necessary for the purpose of meeting the Board's Aims and Objectives.
- 3.4 Other Income Generation. The Board may seek grant aid and other funding from outside Bodies, and may implement its own fund-raising initiatives, so long as the conditions of funding be not in conflict with the Board's aims and objectives.
- 3.5 **Dissolution.** Upon dissolution of the Board, any funds or assets remaining after the Board's debts and liabilities have been satisfied shall be directed , as far as is possible, to its Members proportionately. The proportion for each member to be defined as the number of individual members within an association holding current Board registration certificates based on the total return held in the financial year prior to the meeting in which the dissolution is passed.

3.6 The Interpretations Act (1978) shall apply to this Constitution. Titles and pronouns shall be considered gender neutral.

3.7 Chairman's Executive Action

3.7.1 In an emergency, or where a matter will not reasonably wait until the next General Meeting of the Board, the Chairman, with the approval of the Executive Committee, shall seek the concurrence of the majority of the Members to a proposed course of action, for changes to the Constitution.

3.7.2 In seeking to obtain the concurrence of the majority of other Trustees the Chairman must, prior to taking any action, notify all Board Members by e-mail. Members must submit their responses by email within forty-eight hours.

3.7.3 At the end of this consultation period the Chairman is authorised to take appropriate action based on the majority view of the responses received. In the event of majority view not being received, either for or against the proposal, the Chairman is authorised to make the final decision.

3.7.4 Any such action, deemed necessary to be in the best interests of the Board, shall be reported to the next AGM, EGM or GM, whichever is the sooner, and its ratification be subject to a vote.

4 Membership

4.1 Applications for Membership of the Board. All applications shall be treated equally and fairly, following the procedures laid down in Appendix 1 to this Constitution.

4.2 Members and individuals are bound to abide by and conduct themselves according to the Constitution and its supplementary policies, procedures and guidelines.

4.3 There are two categories of member, Member and Provisional Member. Membership categories, criteria, and voting rights are detailed in Appendix 7.

4.4 Either category of Member may terminate its membership of the Board upon written notice of their decision. Such notice shall be sent to the Board's Secretary. The resigning Member's membership shall cease without prejudice to the Board.

4.5 Either category of Member of the Board will have its membership terminated with immediate effect if insurance premiums remain unpaid three months after the date of the premiums falling due. This period of grace does not override the requirement that in order for a club or individual to practice they must be in receipt of current insurance. Any such termination shall be reported to a general Meeting.

4.6 An Annual General Meeting of the Board may expel any Member that has acted in contravention of this Constitution or who, in the opinion of the Board, is guilty of such conduct as has rendered it undesirable in the interests of the Board that the Member shall remain in Membership. A resolution for expulsion must be passed at an Annual General Meeting by at least two thirds of those present and voting. No Member shall be expelled unless and until the Member has been given adequate notice of the meeting at which the expulsion is to be voted upon and is afforded a proper opportunity of being heard at such meetings in their own defence.

4.7 Only those Members whose individual members are all registered with the Board shall be recognised as being, themselves, registered with the Board.

5 Executive Committee

5.1 The objectives of the Board shall be executed by the Executive Committee, which shall be elected in accordance with the policy set out in Appendix 2 to this Constitution.

5.2 Election of Officers of the Board. The election of officers of the Board shall be in accordance with the policy set out in Appendix 3 to this Constitution.

6 General Meetings

6.1 General Meetings shall be conducted in accordance with the policy, standing orders and rules of debate set out in Appendix 4 to this Constitution.

7 Code of Conduct.

7.1 Officers, Members, and Individuals are expected to conduct themselves in a manner befitting representatives of Aikido and of the Board.

7.2 No Member, Individual or Officer shall by act or by omission bring the Board, or Aikido, into disrepute.

7.3 Members opening new clubs shall act with sensitivity and respect to other Aikido clubs existing in the immediate vicinity.

7.4 Officers of the Board or of Sub-Committees shall not be publicly criticised for their actions taken in the normal discharge of their duties. Any formal complaint shall be made in writing to the Secretary, Chairman or Vice Chairman of the Board.

7.5 Members shall adhere to all policies passed or accepted by the Board.

7.6 Any Member, Individual or Officer contravening this Code of Conduct shall be in breach of the Board's Constitution and may be liable to disciplinary proceedings pursuant to it.

8 Finance

- 8.1 All monies raised by whatever methods in the name of the Board shall be paid into one of the official bank accounts, to be used by the Board in line with this Constitution.
- 8.2 No Member may enter into any agreement to borrow monies or otherwise incur debts or liabilities on behalf of or in the name of the Board without the express approval of the Executive Committee.
- 8.3 All Members shall make monthly returns to the Secretary with membership numbers together with the appropriate payment covering issued insurance certificates.
- 8.4 Members shall pay membership subscriptions as determined by the Board at AGM. Having due regard to the Board's running costs and inflation, the Executive Committee, on the recommendation of the Finance Officer, will determine the level of membership subscriptions, its ratification to be subject to a vote at the next AGM.
- 8.5 Insurance costs will be passed directly to Members by the due date.
- 8.6 The Executive Committee shall cause to be kept proper and efficient accounts of the capital funds, receipts and expenditure of the Board.
- 8.7 The income and property of the Board shall be applied solely towards the promotion of the objectives of the Board. They shall not be used for the exclusive benefit of any member or group of members.

9 Insurance

- 9.1 The Board will source and provide the most appropriate and cost-effective insurance cover as a membership benefit, providing protection against third party liability, professional indemnity, and specific personal accident claims for its Member Associations, Clubs, Venues, Officers, Coaches and Students.
- 9.2 Opting Out. Member Associations, their Clubs, officers, instructors/coaches and students cannot opt out of the Board's insurance policy as it is an intrinsic part of Board membership.
- 9.3 Additional Cover. Where an Association considers it has a unique requirement over and above the cover provided by the Board's insurance policy, this additional cover should be sought directly from the insurer.

9.4 Proof of Cover. Employers' Liability certificates, civil liability summaries, together with a full copy of the current Board's Insurance Scheme Policy, are published as downloads on the Board's website www.bab.org.uk.

9.5 Guidelines covering risk management responsibilities and considerations to be observed by Member Associations, their Clubs/ venues, officers, instructors/coaches and students, as appropriate, are also published on the Board's website www.bab.org.uk.

9.6 Incident and Accident Claims Reporting. Under current Financial Conduct Authority (FCA) rules, Insurance Companies operate within strict timelines in the management and processing of claims. Associations are responsible for ensuring that they and their members comply with the requirements of the Board's Insurance Policy in reporting incidents and submitting claims. Incident Reporting and Accident Claim Forms are published as downloads on the Board's website www.bab.org.uk.

10 Disciplinary & Appeals Procedures

10.1 A disciplinary and appeals procedure for dealing with matters concerning the Board's Members, individuals and its elected or appointed Officers, with regard to matters relevant to the interests of Aikido and any contravention of the Board's published Constitution, shall be conducted by the Executive Committee.

10.2 In the event of an Officer or Officers of the Executive Committee being the subject or subjects of a disciplinary procedure, that Officer or those Officers may not serve on the disciplinary panel.

See Appendix 8

11 Children and Adults at Risk Safeguarding

11.1 Members shall abide by the Board's approved Child Safeguarding & Protection Policy, published separately as a free-standing document. Members of the Child Protection Case Management Group (CMG) will be appointed by the Executive Committee. Any and all procedures created by the CMG will require the approval of the Executive Committee.

11.2 Members shall abide by the Board's approved Adults at Risk Policy, published separately as a free-standing document.

12 Coaching

12.1 The Board is committed to improving and promoting coaching through the training and development of all Members' instructors. The Executive Committee

shall recommend for ratification, at a General Meeting, the coach training system to be operated by the Board and its Members. (Appendix 5)

12.2 Additional and comprehensive guidelines are published in the Board's Coaching and Club Handbook. (Due to the constant changes this handbook should be a guide only.)

13 Doping Regulations

13.1 The Board will abide by the Anti-Doping Control Regulations as approved by Sport England. These regulations will be mandatory for all Members and Provisional Members who undertake Aikido as a competitive sporting activity.

13.2 The list of banned classes of substances, which is in force at any given time, shall be that used by the International Olympic Committee's Medical Commission.

14 Risk Management & Assessment

14.1 The Board is committed to a Risk Management strategy which ensures that Aikido practice within the dojo is conducted in a safe environment and complies with Government Health & Safety Regulations as contained in the Board's BAB Risk Management Guidelines.

15 Equality & Equity in Sport

15.1 The Board endorses and fully supports the sentiment of the statement made within the Council of Europe Charter and holds that sport is the inalienable right of every person and should be kept free of any kind of discrimination on the grounds of religion, race, gender, age, political persuasion, social status, sexual orientation or disability. Subject to the practical constraints of health and safety, the Board has a desire and a duty to provide services fairly and without discrimination. The Board is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim. The BAB is responsible for ensuring that no participant, volunteer, or member of an Association receives less favourable treatment on the grounds listed above.

15.2 Detailed information on the Board's and Members' responsibilities and attendant considerations in respect of Equality and Equity in Sport, and thus in Aikido, is published separately in the Board's Equality Policy.

16 Data Protection & the Website

16.1 Data Protection. The Board is to comply with the Data Protection Act 2018 and any amendments thereof. All Members are responsible for the effective implementation and policing of data handling to comply with the Act. The Board's policy is set out in Appendix 6 to this Constitution. Supplementary information and guidance is contained in the Board's Information Security Policy, published separately.

16.2 The Website. The Board's website www.bab.org.uk shall be operated in compliance with the Data Protection Act 2018. Website Policies covering Privacy, Terms and Conditions of Use, and Using the Website Forum are published in a separate document.

APPENDICES

- 1** Applications for Membership of the Board
- 2** The Executive Committee
- 3** Election of Officers of the Board
- 4** General Meetings, Standing Orders and Rules of Debate
- 5** Coaching
- 6** Data Protection
- 7** Membership categories, criteria, and voting rights.
- 8** Disciplinary and Appeals Policy and Procedures

APPENDIX 1 -APPLICATIONS FOR MEMBERSHIP OF THE BOARD

- 1 Formal requests for Membership of the Board shall be referred to the Membership Officer, who is to provide the applicant with the appropriate application forms and full details of the Board's requirements for membership.
- 2 Upon receipt of the completed application, the Membership Sub-Committee shall consider the Applicant and the information provided and may undertake a visit(s) to ascertain further information relating to the applicant's modus operandi.
- 3 On completion of the Sub-Committee's investigation, the Membership Officer shall submit their formal recommendation to the Executive Committee, which is empowered to give the initial approval on an application on behalf of the Board.
- 4 Details of applications approved by the Executive Committee shall then be posted to all Members. (as set out in Appendix 4).
- 5 Where no objection is received the Membership Officer shall then, in writing, inform the Applicant of the Board's decision to approve their appointment as a Provisional Member, for one year. During this time the new Association will be required to ensure that all instructors hold or obtain full BAB coaching qualifications.
- 6 At the end of the provisional period the Membership Officer will submit a further report to the Executive Committee.
- 7 The Board's decision relating to applications for membership from new groups shall be final.

APPENDIX 2 -THE EXECUTIVE COMMITTEE

- 1 Executive Committee Meetings shall be held at least 3 times a year.
- 2 If the Chairman is not present within 15 minutes after the time at which the meeting is due to start, the Vice-Chairman shall take the chair.
- 3 A quorum for any Executive Committee Meeting shall be at least 4 of the total number of Executive Committee's Officers. In the event of a meeting not being quorate, a note of the meeting and its recommendations shall be submitted to the next meeting for ratification.
- 4 The members of the Executive Committee shall be:
 - 4.1 Elected Officers, who are the Trustees of the Board and shall hold their office for a 3-year term, in rotation. They shall have independent voting rights at Executive Meetings; they are:
 - Chairman
 - Vice-Chairman
 - Secretary
 - Finance Officer
 - 4.2 There will also be two Members' Representatives on the Executive Committee who shall be elected at AGM to serve for one year terms in rotation with other Principals/Heads of Association, or their Appointees. They shall have independent voting rights at Executive Meetings.
 - 4.3 In addition the Executive Committee shall be supported by Appointed Officers, who shall be individuals appointed by the Executive Committee to fulfil roles where the skills required are either specialised or short-term, and where it would not be in the best interests of the Board to have to elect them for a fixed 3-year period. All appointed Officers attending Executive Meetings on a required basis, will have voting rights. They shall fulfil their role until their services are no longer required by the Board and/or Trustees, or the individual wishes to relinquish the appointment. The list of Appointed Officers listed below is not exhaustive:

- Webmaster
- Insurance Officer
- Coaching Development Officer
- Coaching Administration Officer
- Safeguarding Officer
- Membership Officer
- Media Officer
- Legal Officer
- Corporate Governance Officer
- Equity & Equality Office

- 5 An Elected Officer may also fulfil a specialist appointed officer role where this would not conflict with his/her elected officer duties.
- 6 The Executive Committee may co-opt, as required, individuals, with specialist knowledge or skills; they will have voting members when attending meetings.
- 7 The Executive Committee shall be empowered to elect or co-opt individuals to form sub-committees. Such sub-committees shall implement Board/Executive Committee policy and deal with the day-to-day running and Board of their specified areas of responsibility. The Chairman and Vice-Chairman shall be ex-officio members of all sub-committees with the remit that each or both may attend such Committees whenever it is deemed necessary or appropriate.
- 8 The Trustees, at their discretion and after seeking appropriate and independent advice, shall be empowered to invest the Board's monies to the benefit of the Board.
- 9 At least seven days' notice of the date, the venue and agenda of meetings shall be given, in writing, to all members of the Executive Committee.
- 10 Minutes of Executive Committee meetings shall be circulated to Members of the Board, via their nominated representative(s).
- 11 All Officers, Members, and Individuals must, in all matters pertaining to the Board, in accordance with this Constitution.
- 12 Any changes to the Constitution shall be brought as an agenda item to an Annual General Meeting or an Extraordinary General meeting for a vote on its ratification.
- 13 No Officer, Member, or Individual may act in anticipation of such ratification.
- 14 Exceptionally, provided that an action is not unconstitutional, and where a matter will not reasonably wait until the next ordinary meeting of the Executive Committee, an Annual General Meeting or an Extraordinary General Meeting, the Chairman, with the

concurrence of the majority of the Trustees, may take such action as he deems necessary in the best interests of the Board.

- 15 In seeking to obtain the concurrence of the majority of other Trustees the Chairman must, prior to taking any action, notify all Trustees, by e-mail, of the intended action, giving them 48 hours to submit their response, also by e-mail.
- 16 At the end of this consultation period, the Chairman is authorised to take appropriate action based on the majority view of the responses received. In the event of a majority view not being received, either for or against the proposal, the Chairman is authorised to make a decision. The Chairman's decision is to be reported to the next Annual General Meeting, Extraordinary General Meeting or General Meeting, whichever is the soonest, for a vote on its ratification.
- 17 For record purposes, a central database of current policies will be maintained.
- 18 The Executive Committee shall uphold the Constitution of the Board.
- 19 The Executive Committee shall not be liable for any action taken on behalf of the Board which is in accordance with the Constitution.

APPENDIX 3-ELECTION OF OFFICERS OF THE BOARD

- 1 Nominations for election/re-election as Officers of the Board are to be notified to the Secretary at least six weeks before the date of the AGM at which the election will take place. Nominations notified to the Secretary after that date will be void.
- 2 A candidate, or the in-post elected officer, wishing to seek election may produce a précis, stating name, position applied for, and any other relevant information that may assist the application. The document shall be no larger than one side of an A4 sheet. This precis may be sent to the Board's Secretary for distribution to all Members; it can be submitted at any time up to 6 weeks prior to the AGM.
- 3 A nominated candidate will be offered the opportunity to speak at the AGM for no longer than five minutes.
- 4 Voting rights will be pursuant to the Board's Membership, as defined in this Constitution see Appendix 7.
- 5 Postal votes will be permitted in exceptional circumstances.
- 6 Where there is more than one candidate for a post, voting forms will be distributed at the meeting to each Member of the Executive Committee, showing the post for election, the Candidate's name, the Candidate's Member Association and an instruction to place a cross by their preferred choice. Where there is more than one post up for election, Members and Trustees can vote once in each election for each elected position. In the event of only one nomination a vote may be taken by a show of hands or if online by digital voting.
- 7 Two Executive Committee officers will count the votes . In the event of a digital vote, the vote must validated by the webmaster and auditable.
- 8 Any spoilt or abstaining ballot papers will be announced and discarded , with regard to physical votes. This will be followed by announcing the total of valid votes for each candidate.
- 9 A majority of those present and voting will decide the election.
- 10 Removal from Post. In the absence of a voluntary resignation from post, a written request from a Member that an Officer should stand down, which is supported in writing by twenty-five per cent of Members shall be discussed at a Board Meeting convened for that purpose. Such a motion shall succeed by a clear two-thirds majority of all Members attending and voting.

APPENDIX 4-GENERAL MEETINGS, STANDING ORDERS AND RULES OF DEBATE

Policy, Procedures & Purposes

- 1 An Annual General Meeting (AGM) shall be held between the beginning of April and the end of June each year.
- 2 At least 28 days' notice of the date, venue and agenda of an AGM shall be given to the Board's Officers and Members' nominated representatives.
- 3 As a result of pandemics both Annual, General Extraordinary General meetings may take place via any digital platform.
- 4 Voting may also take place on line via a secure and auditable method. In exceptional circumstance postal votes may be allowed.
- 5 The purposes of the AGM shall be:
 - To discuss and vote on the Minutes of the last AGM and deal with any matters arising therefrom.
 - To vote on the acceptance of the independently examined accounts of the previous year.
 - To appoint a qualified independent examiner for the coming year.
 - To receive the reports from Officers for the preceding year and, where necessary, deal with any matters arising there from.
 - To notify which Officers are due for election at the following AGM
 - To elect Officers for the current year. Nomination forms are to be sent out with the Minutes of the previous General Meeting and are to state clearly the latest date for return to the Secretary.
 - To vote on the ratification of any changes to the Constitution.
- 6 Each Member may nominate a maximum of two representatives who may attend the General Meetings of the Board and be entitled to contribute to discussion on Agenda Items. Voting rights will be in accordance with Appendix 7. Other interested parties may attend with the prior written approval of the Chairman.

- 7 Members may appoint or revoke the appointment of their representatives at their discretion. Changes in representatives should be notified in writing to the Board's Secretary before a General Meeting.
- 8 Members' representatives may be additional to those individuals holding an elected or appointed position on the Board.
- 9 Meetings of the Board will be called at the discretion of the Executive Committee subject to calling a minimum of 2 meetings a year, one of which shall be the AGM.
- 10 General Meetings shall be attended by the Board's Officers.
- 11 Members or Officers wishing to raise an item on the agenda of a General Meeting shall send details, in writing, of this to the Board's Secretary at least 35 days before the date of the meeting.
- 12 Emergency items may be raised under Any Other Business at the end of any General Meeting other than the Annual General Meeting. The Secretary shall be notified, in writing, of such items before the start of the meeting. The Chairman shall have absolute discretion to permit the inclusion of items so raised and may consider it appropriate to defer the item to the next meeting or for consideration by the Executive Committee.
- 13 The venue, date and time of General Meetings shall be determined by the Executive Committee.
- 14 A quorum for any General Meeting shall be at least one third of the total number of Members. In the event of a meeting not being quorate, a note of the meeting and its recommendations shall be submitted to the next meeting for a vote on their ratification.
- 15 Voting at General Meetings shall be carried by a ~~simple~~ majority of the Members and Trustees present, save for where a Trustee already holds a Member vote, and except where herein provided (see also Clause 17 below)
- 16 A Member's representative may seek a veto on the discussion of a subject if they feel inadequately briefed to represent that Member's interests on that subject. Any request for a veto will be at the discretion of the Chairman. If a veto is allowed the subject shall be re-introduced at the next General Meeting, at which no further veto by any Member, concerning that subject, may be used.
- 17 A Member shall have the right to call an Extra-ordinary General Meeting where they have the written support of at least 25% of the Members. The written request, with supporting signatures, is to be submitted to the Board's Secretary and is to state clearly the specific item for discussion.

- 16 The minutes of any meeting shall accurately reflect the feeling of the meeting minuted.

Standing Orders

- 17 If the Chairman is not present within 15 minutes after the time at which the meeting is due to start, the Vice-Chairman shall take the chair. Should both the Chairman and Vice-Chairman be absent, a Chairman for the meeting may be chosen from and by those Members present.
- 18 The Chairman shall have a casting vote in the case of a tie.
- 19 Members present and attending a meeting shall be entitled to vote on each motion raised. No vote will be received from a Member who is not present at the meeting.
- 20 Provisional Members shall not be entitled to a vote.
- 21 The Chairman shall ensure that all who vote are entitled to do so and shall supervise the counting of the votes. An abstention shall not count as a vote.
- 22 A meeting may be adjourned by a resolution passed by two-thirds of those Members present and voting. At the reconvened meeting, only topics on the original agenda may be discussed.

Rules of Debate

- 23 Any person eligible to speak shall address the Chairman of the meeting. If more than one person wishes to speak, the Chairman shall decide on the order of speakers.
- 24 A motion shall be put in writing, or minuted by the Secretary, at the time it is raised in the meeting, before a vote is taken.
- 25 A motion shall not be voted upon unless it has been seconded.
- 26 When an amendment to a motion has been proposed and seconded, no further amendment may be moved until the former has been disposed of. Notice that a further amendment is to be moved must be given without comment other than to outline the further amendment in general terms.
- 27 If an amendment is defeated, any further amendment may only be accepted if it is substantially different to the previous amendment.

- 28 The proposer of a motion may signify that he is willing to accept an amendment but at the Chairman's discretion debate may continue.
- 29 Any Member attending a meeting may, at the end of another person's speech, move without comment that either: the question now be put, or, that the debate be now adjourned until the next meeting or, that the meeting proceed to the next business, or, that a time limit be put on the debate .
- 30 If such a motion be seconded, the Chairman shall immediately put it to the meeting.
- 31 If such a motion be passed, the Chairman shall so direct the meeting. If the motion is defeated, it is at the Chairman's discretion whether he will accept a further motion relating to that subject of debate.
- 32 Any Officer or Member's Representative may seek the Chairman's ruling on a point of order. Such a request shall be dealt with before the debate is resumed and before any new business is introduced.
- 33 Declaration of interest. Any member of the Board, Executive Committee or Appointed Officer who has a business or personal interest in a matter, who attend any meeting of the Board at which the matter is considered, must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. Any declaration shall be recorded in the minutes of the meeting.
- 34 Any person disclosing such interest shall withdraw from the meeting whilst the matter is under discussion unless he has obtained dispensation from the Chairman of that meeting to remain.
- 35 In the event of the Chairman of the meeting requiring such dispensation he shall require the consensus of the majority of members present at the meeting to indicate their agreement to such dispensation.
- 36 Any person remaining under such dispensation shall neither seek to improperly influence any decision, at the meeting, about the matter, nor participate in the decision-making/voting process on that matter.

APPENDIX 5-COACHING

1 **Coach Tutor**

BAB Coach Tutors shall, through internal assessment and moderation, adhere to standards set by UK Coaching and Sport England. They shall undergo continuous professional development (CPD) to maintain their status and qualification.

2 **Coaching Qualifications**

Holding a BAB-approved Coaching qualification shall be mandatory for all “active” instructors. The minimum coaching level to comply with the BAB insurance requirement is Coach Level 1.

There are 3 levels:

Coach Level 1 (CL1)

Coach Level 2 (CL2)

Coach Level 3 (CL3)

3 **The Board approved pathways for obtaining these are:**

- CL1 – via BAB or Association Tutor
- CL2 & 3 – via BAB Tutor and UK Coaching

Whilst a coaching certificate is personal to the individual as a sign of their achievement its use or promotion, in any form, is only valid whilst the holder is registered with the BAB.

4 **First Aid and Duty of Care**

A sports-related First Aid qualification is not a mandatory Board requirement; however, Members are strongly advised to ensure that all their coaches are First Aid qualified and trained. It should be understood that coaches are responsible for First Aid provision within their dojo under their “duty of care” for all practitioners. It is the duty and responsibility of all coaches to ensure that adequate provision is made for first aid cover and that regular dojo risk assessments are carried out to minimise serious injury.

APPENDIX 6 -DATA PROTECTION

1. The Board is committed to abide by the Data Protection Act 2018 and any amendments thereof and is registered with the Information Commissioner's Office (ICO), formerly the Office of the Data Protection Registrar.
2. The legal responsibilities of the Board and its Members are detailed in its Information Security Policy. This policy is produced as a separate document and documents the processes by which the Board and its Members are required to control both personal information and information forwarded for the public domain.
3. As soon as any failure in compliance with the Data Protection Act 2018 is noticed, Members are obliged to put in place such amending procedures as may be required to ensure future compliance. Any Member, failing to abide by the rules governing Data Protection may be subject to the Board's disciplinary procedures.
4. Before a Provisional Member can become a Member, they must have put in place data protection procedures that comply with the Board's Information Security Policy and the Data Protection Act 1988. 2018
5. Where the Membership Sub-Committee holds any data on Associations wishing to apply for Membership, this data is to be held purely for the period of application and/or probation, after which time it will, in the case of acceptance, be forwarded to the Board's Secretary for safekeeping or, in the event of refusal, be returned to the applicant or destroyed.
6. Each Member is required to register a nominee to act as their Association Data Protection Officer (ADPO) using British Aikido Board Data Protection Form 1. The ADPO is required to create an Association data-handling procedure which is in compliance with the Data Protection Act 2018 and, to identify if the Association is exempt from being on the Information Commissioner's Register of Data Controllers. The Head of the Association and the ADPO must then complete either BAB Data Protection Form 3 (registration exemption) or Form 4 (already registered) in order to confirm that the process is in place and will be abided by.
7. Any change in a Member's ADPO or Association Head will require the completion of replacement forms, available from the Board's website.

APPENDIX 7-MEMBERSHIP CATEGORIES, CRITERIA, AND VOTING RIGHTS

Membership Categories.

1. There shall be two categories of Member: Member and Provisional Member.
 - 1.1. Provisional members have up to twelve months to comply with the Board's requirements and have no voting rights until full compliance.

2 Membership Criteria.

2.1 Membership shall be open to Boards with one club and comprising at least five members.

2.2 Members will have a Constitution, will recognise and accept the Board's Constitution, comply with all the Board's requirements, and will have voting rights according to the number of members they have.

2.3 The minimum numbers required for membership to the BAB is a single active club with a minimum of 5 regular active members.

3 Voting Rights

3.1 Members with up to 50 persons will have 1 vote.

3.2 Members with 51-200 persons shall have 2 votes.

3.3 Members with 201-1000 persons shall have three votes.

3.4 Members in excess of 1000 persons will have 4 votes.

4 Administration

4.1 Any new member joining the Board will be expected to complete all regular administration utilising the Board's online systems, wherever possible, to reduce the Board's administration burden.

Appendix 8

Disciplinary and Appeals Policy and Procedures

Policy Statement and Purpose of this Document

In accordance with Section 17 of the Constitution, this document covers the Board's Disciplinary & Appeals Policy and Procedures and aims to explain to Associations and their members who may be involved in a disciplinary process what the various stages are and what their rights and responsibilities are throughout the process.

This procedure should not be entered into lightly or without extensive thought or consideration for the impact to all parties involved.

Definitions

The Subject: the Board's Member, appointed or elected officer, employee or individual who is subject to the disciplinary or appeals process.

Reviewer: A person appointed to review the Notice of Allegation and report on the Notice of Allegation to the Executive Committee.

Advocate: An Board member nominated by the Executive Committee and accepted by the Subject of the Notice of Allegation, who supports the Subject by being an Board contact, and by explaining the procedural process that will be followed. They are not a legal representative for the Subject.

Temporary Suspension Order (TSO): an order temporarily suspending an officer, individual or employee (*usually issued on a without prejudice basis pending the outcome of investigations*) from undertaking a role or function. A TSO may become a permanent suspension if the CMG determines that an individual is unsuitable to work with children.

Child Safeguarding and Protecting Policy (CSPP): the Board's policy or any other successor policy and accompanying procedures and guidelines for the safeguarding of children and young persons, as amended from time to time.

CMG: the Child Protection Case Management Group.

Disciplinary Panel: the Panel of people appointed to determine an allegation made about a Member, Individual, Officer or Employee.

Appeals Panel: the Panel of people appointed to determine an appeal by a Member, individual or officer against a decision of a Disciplinary Panel.

The Disciplinary Panel

The Executive Committee shall appoint a Disciplinary Panel to deal with such matters as shall pertain to breaches of the Board's Constitution by Members, officers, individuals or employees.

Where the matter relates to Child Safeguarding or safeguarding of Adults at Risk the Case Management Policy and Guidelines will take priority over these procedures.

If there is a dispute as to which procedure should apply in the particular circumstances of the case the matter will be resolved by the Executive Committee.

Where a duly elected or appointed officer or employee is under investigation, they shall normally be suspended without prejudice from their post by the Chief Executive Officer, or in their absence the Vice Executive Officer, and shall not continue to represent themselves as an officer/employee.

If a Member is under investigation that Member's voting rights are suspended and they are not permitted to vote until the matter is resolved.

If an individual is under investigation it will be for their Association to consider whether it wishes to temporarily suspend the individual from membership of that Association pending the outcome of the matter.

Sanctions

The Disciplinary or Appeals Panel shall decide upon any penalty or sanction to be imposed as a result of completed disciplinary proceedings being taken. Such penalties could be informal or formal censure, suspension, expulsion or cancellation of their registration with the Board in relation to Members, officers or individuals. In relation to an employee the sanction could be a verbal warning, written warning, final written warning or dismissal with or without notice. Dependent upon the gravity of the findings, the Board may, at its discretion, notify such other bodies as it sees fit, and/or where it is legally required to do so.

The Disciplinary and Appeals process has 4 main stages:

1. Notice of Allegation
2. Review of Allegation
3. Disciplinary Panel
4. Appeal Process

Notice of Allegation

1. Notice of the matter to be investigated shall be sent to the Secretary (or other appointed officer e.g. Safeguarding Officer, who should be informed immediately, as appropriate).
2. The Secretary shall inform the Chief Executive Officer (CEO) / or Vice Executive Officer (VEO) (or other Board member if the allegation is against the CEO or VEO) of the Notice of allegation within 3 working days. (Safeguarding should always be acted upon immediately)
3. The CEO, VEO, or other Executive Member (as necessary) will determine the following:
 - a. Is this a safeguarding concern which will be routed immediately to the Safeguarding Officer and will follow the Safeguarding procedure.
 - b. Should any external agencies be notified (e.g. Police, HSE).
 - c. Should a Temporary Suspension order (without prejudice) be initiated.
 - d. Who to nominate as the Reviewer.

- e. Who to nominate up to 3 possible choices for the Subject's Advocate. The Subject may elect or decline the Advocate recommendations.
- f. Nominate the Disciplinary Panel Chairperson from the Executive Committee.
- 4. The Secretary will then (where appropriate, taking into account external agency recommendations):
 - a. Send copy of the Notification of the Allegation to the Subject
 - b. Advise on any Temporary suspension, without prejudice, from the Board.
 - c. Provide the names of 3 persons who could act as the Subject's Advocate during the process. For details of the Advocate role refer to Appendix 1

Review of Allegation

The Reviewer will only disclose sufficient information as is pertinent to the 5 points listed below and will within 14 working days review the Notice of allegation, compile a witness list and any additional information necessary to confirm to the Executive Committee whether there is / is not a requirement to convene a Disciplinary Panel for the following reasons:

1. Safeguarding
2. Legislative non-compliance
3. Contravention of the Constitution
4. Contravention of Policies
5. Bringing Aikido and or the Board into disrepute

The Executive Committee will accept or reject the Review conclusion.

Based on Executive Committee feedback the Disciplinary Panel Chairperson, will then write to the Subject and the person who raised the Notice of Allegation confirming:

1. Either that a Disciplinary Panel Meeting will not be convened with the rationale for why not, or
2. That a Disciplinary Panel Meeting will be arranged.

Disciplinary Panel

The Disciplinary Panel Chairperson will arrange the meeting with the Subject giving at least 21 days' notice of the place (virtual or physical) and time of the meeting. The meeting will be arranged having due regard to the availability and convenience of all parties. The Disciplinary Panel Chairperson, will in parallel confirm the other Members of the Panel

The Subject shall within 14 days of receipt of such notice:

- a. inform the Chairperson of the Disciplinary Panel, in writing, whether they will be attending the meeting,
- b. or whether any written response to the allegation(s) will be sent.

The Subject can be accompanied by

1. A friend or colleague
2. Their chosen Advocate (where mutually agreed)

Otherwise, where the Subject is a Member Association, the Association will confirm in advance

1. Three officers of their Association attending, or
2. Two officers of their Association and their Advocate

Composition of the Disciplinary Panel

The Disciplinary Panel shall comprise of the nominated Chairperson, and two impartial representatives from the BAB Board's Members.

No officer, or individual of an Association whose individual member is under investigation shall sit on either the Disciplinary or Appeals hearing.

Where an Association is under review no Officer or individual of that Association shall sit on either the Disciplinary Panel or Appeals hearing.

The Board will pay no costs or expenses in respect of any Subject or representative appearing before the Panel but will cover the reasonable expenses of the Panel and those who are required to attend to assist the Panel in reaching its decision.

The order of proceedings at the hearing will be determined by the Disciplinary Panel itself in line with the principles of natural justice to achieve a fair hearing. Any documentation which the Disciplinary Panel is to consider will be shared with the Subject in advance of the hearing date, subject to Data Protection Law and its general principles.

There will be no burden of proof on any party and the Panel will decide the complaint/allegation on the balance of probabilities, either upholding the complaint/allegation or dismissing the complaint/allegation.

Findings and Decision

The findings and decision of the Disciplinary Panel shall be passed to the CEO for reporting at the next Executive Committee meeting.

The decision shall, within 14 days of the hearing, also be sent to the Subject against whom the complaint has been made and the initiator of the Allegation.

Appeals

The Subject and the Initiator of the Allegation shall have the right to appeal and make representations against the decision. The appeal is to be made to the Secretary or other appointed person, in writing, within 14 days of the receipt of the decision.

The notification of Appeal must contain the grounds for the Appeal. The only grounds for an appeal are that:

- there was a material error, either factual or procedural in the original hearing.
- there is material new evidence that, had it been known at the time of the hearing, could have affected the decision of the Disciplinary Panel.
- the sanction(s) imposed by the Disciplinary Panel is/are too severe/ lenient.

- An Appeal that does not meet one of these criteria may be refused by the Chairperson of the Appeals Panel and would then proceed no further.

Composition of the Appeals Panel

In the event of an appeal the Chairperson of the Disciplinary Panel shall not hear the Appeal.

An Appeals Panel shall be convened comprising

- either the CEO or VEO (or other Executive designate),
- and two other Trustees

But excludes:

- any Officer who served on the original Disciplinary Panel,
- the Subject of the allegation.

An appropriate date and venue for the hearing will be arranged by the Appeal Panel Chairperson having due regard to the availability and convenience of all parties. 14 days' notice of the Appeal Panel shall be sent, in writing, to all involved parties.

An Appeal is not a re-hearing of the original Disciplinary Hearing and whilst it will be necessary for panel members to review the evidence by reading any statements and reports, it will not necessarily involve the calling of live witnesses unless new relevant evidence has come to light that was not available to the Disciplinary Panel.

Any documentation which the Appeals Panel is to consider will be shared with the Subject in advance of the hearing date, subject to Data Protection Law and its general principles. It should be noted that not every fact or procedure will be relevant to the Appeal.

The process of the Hearing will be entirely at the discretion of the Appeals Panel Chairperson whose decision as to whether live witnesses will be asked to attend will be final and absolute. Once the Appeals Chairperson is satisfied that the Panel have sufficient information on which to decide the appeal, the Panel will retire to consider whether the appeal is upheld or dismissed.

At the conclusion of the appeal, the Panel shall have the power to:

- dismiss the appeal.
- alter or vary the original decision.
- quash any sanction and/or substitute it for any other penalty or
- make any such other order or determination as it may think right or just.

The decision of the Appeal Panel shall be notified to the Subject and provider of the initial Allegation within 14 days, and to the Executive Committee at their next meeting for subsequent reporting to the Board.

Where the decision is a recommendation for the expulsion of the Member Association this will be referred to the Board Members, together with any observations of the Executive Committee, for the Members to decide, in accordance with Clause 3.9 of the Constitution.

Service

All notices, decisions and appeals shall be sent by e-mail, or recorded delivery where e-mail is not possible, by all parties.

Data Protection

Any Subject against whom a complaint has been made shall have access to such information as would apply as if the request for information was made under the auspices of the Data Protection Act and the General Data Protection Regulations.

Further Challenge

The Appeals Panel decision on a disciplinary matter investigated within the parameters described above shall be final, except on a point of law.

Appendix 1: ADVOCATE FOR THE INDIVIDUAL

Rationale

In the past where an individual is suspended pending external or internal investigation in matters of disciplinary procedure or where there has been an accusation related to conduct, equity or safeguarding an Individual can feel completely isolated from the BAB. The proposed introduction of an Advocate to interface with the Individual in review or under suspension pending investigation provides a conduit to pose questions to and have the BAB process explained to the Individual at whatever stage of investigation they are under until a matter is concluded.

1. An Advocate:

- is a volunteer member of the BAB from any Member group or The Executive, (other than those exempt as listed below in section 3), happy to interface with that individual throughout an investigation, and acceptable to the individual as a contact person.
- would be familiar with the relevant BAB policies and procedures and be available to the individual to talk with them and support any questions they have as an interface to the BAB Executive and appointed officers.
- If asked is prepared to support an individual going through a disciplinary, equity and / or safeguarding allegation and will be their Advocate to the conclusion which could be a lengthy process.
- would ensure that due process within the BAB is followed for the individual.
- would be available (where reasonably possible) for any BAB hearings or procedures the individual is requested to attend, if asked to attend by the Individual.

2. An Advocate is not:

- the individual's lawyer or legal representative, nor are they the BAB's lawyer or legal representative.
- bound by any oath of confidentiality with the individual and must abide by the law of the land and the Constitution and policies of the BAB.

3. Who cannot be an Advocate?

The CEO or VEO, Legal representative, Safeguarding Officer or Case management group of the BAB by virtue of their likely involvement in any disciplinary and / or appeals process.

4. How to volunteer as an Advocate

Advocates could volunteer from any Member group or The Executive, (other than those identified as exempt in section 3), by firstly registering their name with The BAB Secretary.

- Training giving an overview of the BAB disciplinary, equity and safeguarding procedures will be provided to Registered Advocates by relevant Executive Members, Equity and Safeguarding officers. Where training updates are required they will be communicated by email or virtually on an as required basis. Support for Advocates will also be provided while supporting an Individual.
- The Advocate Register will then be utilised by the Chief Executive Officer/ Vice Executive Officer / Executive as and when an Individual falls under disciplinary, equity or safeguarding procedures and an Individual will be offered a choice of 3 possible advocates from which they can nominate their preferred choice or decline an advocate without prejudice.
- Any advocate requested by the individual will have the right to decline participation without prejudice.

Advocates have the right to talk with both the individual and the BAB Executive, Case management and Safeguarding groups about points of process and next steps on behalf of the Individual.

5. **Resignation as an Advocate** can be made via email or in writing to The BAB Secretary.

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