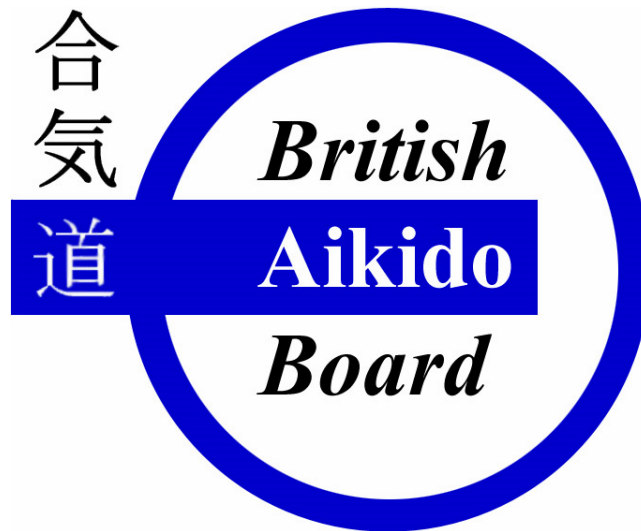


The British Aikido Board



CONSTITUTION

including Bylaws & Working Practices

*Version 3.0
May 2006*

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

Copyright ©. The British Aikido Board 2005. All Rights reserved.

This document is to be used only for the purpose for which it has been provided. It is not to be used for any other purposes, copied, distributed or transmitted in any form or by any means without the prior written consent of the British Aikido Board. Infringement of copyright is a serious criminal offence, which may result in heavy fines and payment of substantial damages



BRITISH AIKIDO BOARD

PREFACE

The British Aikido Board is an unincorporated Association,
its Members each contractually obliged to adhere to the
Constitution, Bylaws and Working Practices
as set out hereunder

Authentication: (*original signed by Vincent Sumpter, Chairman*)

Issue Date: v.1 30 August 2002

Amended: v.2 9 April 2005 (at AGM)

Amended: v.3 20 May 2006 (at AGM)

CONTENTS

<u>Constitution</u>	<i>Page Number</i>
Title	1
Aims and Objectives	1
Membership	2
Organisation	3
Election of Officers of the Board	4
Meetings	5
Operating Principles	5
General	6
<u>Bylaws</u>	
Organisation	7
Meetings	8
Functions	9
Disciplinary Procedure	10
Application for Membership	12
Code of Conduct	13
Finance	14
Data Protection	15
Coaching	16
Child Protection	18
<u>Working Practices</u>	
Standing Orders for Meetings	19
Rules of Debate	21
Data Protection	22
Marketing	23
Communications	23



BRITISH AIKIDO BOARD

CONSTITUTION

1. TITLE

- a. The title of the organisation shall be the British Aikido Board, hereinafter referred to as the Board.
- b. Member Associations of the Board shall hereinafter be referred to as Members.
- c. Individuals are persons who are members of an Association in Membership of the Board.

2. AIMS AND OBJECTIVES

The aims and objectives of the Board shall be:

- a. 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.
- b. To be recognised as the official governing body for Aikido in the United Kingdom by all appropriate bodies and organisations.
- c. To act as an advisory body so as to assist in the development of Aikido.
- d. To liaise with other bodies concerned with the martial arts, sport and other related areas as shall be deemed appropriate to the interests of Aikido and/or the Board.
- e. To liaise with the media and other interested bodies.
- f. To organise disciplinary and appeals procedures to deal with matters concerning the Board's Members **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, Bylaws and Working Practices.



- g. To administer and safeguard the assets and liabilities of the Board and to fund the activities of the Board by way of annual subscriptions to ensure the Board's viability and future growth.
- h. To do such other things as are incidental or conducive to the development or furtherance of Aikido.

3. MEMBERSHIP

- a. There shall be three categories of Member, namely:

- (1) Full
- (2) Probationary
- (3) Associate

All Members are bound to conduct themselves according to the Constitution, Bylaws and Working Practices as set out by the Board.

- b.
 - (1) Full Members shall be those Associations accepted by the Board, having a minimum of one hundred members, and meeting all Bylaw requirements as defined by the Board.
 - (2) Probationary Members are newly introduced Associations, who are accepted by the Board, but have yet to comply with all legal and coaching requirements. They shall have twelve months to meet these requirements before they can become Full Members.
 - (3) Following the first twelve months and thereafter, the membership of a Member (Association) shall be counted by the number of people within that Association holding BAB registration certificates.
- c. Full Members whose individual membership falls below 100 at the time of the Annual Census shall become Associate Members. Associate Members who subsequently drop below the minimum of 50 members at the time of the Annual Census shall cease to be Members of the Board.
- d. Full Members may attend meetings of the Board. They shall be entitled to contribute to discussions and shall be entitled to vote upon proposals made at such meetings. They shall also be empowered to propose and elect Management Committee Officers at Annual General Meetings.
- e. Associate Members may attend meetings of the Board. They shall be entitled to contribute to discussions at such meetings but shall not be entitled to vote.



- f. Associate Members satisfying the Constitutional requirements for a Full Member will be notified by the Management Committee of Full Membership of the Board. The Management Committee will then notify the Board at the next General Meeting.
- g. Any Full, Associate or Probationary Member may terminate its membership of the Board upon written notice of its decision. Such notice shall be sent to the Board's Secretary. The resigning Member's membership shall cease without prejudice to the Board.
- h. At a meeting specially convened for the purpose, the Board may expel any Member that has acted wilfully in contravention of this Constitution and its Bylaws, 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 a Member of the Board. A resolution for expulsion must be passed at a General Meeting by at least two thirds of the attending Full Members of the Board. No Member shall be expelled unless and until the Member has been given reasonable notice of the meeting at which the expulsion is to be proposed and is afforded a proper opportunity of being heard at such meetings in its own defence.

4. ORGANISATION

- a. The objectives of the Board shall be executed by the Management Committee, which shall be elected as hereinafter provided.
- b. The Board, or its Management Committee shall be empowered to elect or co-opt individuals to form sub-committees. Such sub-committees shall advise on policy and deal with the day-to-day running and organisation of specified areas of responsibility.
- c. The members of the Management Committee shall be:
 - (1) **Elected Officers**, who are the Trustees of the Board and shall hold their office for a 3-year term in rotation. These are:
 - Chairman
 - Vice-Chairman
 - Secretary
 - Finance Officer
 - (2) **Appointed Officers**, who shall be individuals appointed by the Board to fulfil roles where the skills required are either specialised or short-term, and where it would not be in the best interest of the Board to have to elect them for a fixed 3-year period. Appointed Officers shall



fulfil their role until their services are no longer required by the Management Committee, or the individual wishes to relinquish the appointment. Examples of appointed officers are:

Coaching Development Officer	Coaching Liaison Officer
Child Protection Officer	Data Protection Officer
Membership Officer	Media Officer
Webmaster	

(3) An elected officer may also fulfil a specialist appointed officer role where this would not conflict with his elected officer duties.

- d. The Management Committee shall abide by the Bylaws of the Board.
- e. The Management Committee shall act without liability to Members of the Board, provided such actions are in accordance with the Constitution, Bylaws and Working Practices.

5. ELECTION OF OFFICERS OF THE BOARD

- a. 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 the Agenda for the AGM has been published will be void.
- b. A candidate, or the in-post elected officer, wishing to seek election may produce a critique stating their name, the position applied for, and any other relevant information that may assist their application. The document shall be no larger than one side of a A4 sheet. This critique should be sent to the Board's Secretary for distribution to all Members; it can be submitted at any time up to two months prior to the AGM.
- c. A nominated candidate will be offered the opportunity to speak at the AGM for no longer than five minutes.
- d. Voting rights will be pursuant to the Board's Full Membership, and as defined in the Constitution.
- e. Postal votes will not be permitted
- f. One voting form will be distributed at the meeting to each Full Member present, showing the Member's name, the candidate's Association name and an instruction to place a cross by their preferred choice.
- g. Two Management Committee officers will count the votes.



- h. Any spoilt or abstaining ballot papers will be announced, and discarded. This will be followed by announcing the total valid votes for each candidate.
- i. A simple majority will decide the election.

6. MEETINGS

- a. Meetings shall be conducted according to the Board's Standing Orders for Meetings and the Rules of Debate (See Working Practices).
- b. An Annual General Meeting shall be held between the beginning of March and the end of May each year.
- c. At least twenty eight days' notice of the date and venue of an Annual General Meeting shall be given to the Board's officers and Members' nominated representatives.
- d. The purposes of the Annual General Meeting shall be:
 - (1) To receive the audited accounts of the previous year.
 - (2) To appoint auditors (who shall be Chartered Accountants) for the next year.
 - (3) To receive the reports for the preceding year.
 - (4) To notify which post is due for election at the following AGM
 - (5) To elect Officers for the current year. Nomination forms are to be send out with the Minutes of the previous General Meeting and are to state clearly the latest date for return to the Secretary.
 - (6) To approve policies.

7. OPERATING PRINCIPLES

- a. To adopt such Bylaws and Working Practices as may be approved by the Board.
- b. The Board is committed to a policy of equal opportunities for everyone. The aim is to positively promote equality of opportunity for all. It will encourage Members to adopt equality policies and practices and encourage the participation of people with special needs, subject to the practical constraints of health and safety, by reducing obstacles and increasing opportunities wherever feasible.



- c. The Board encourages all members and individuals to ensure that practice within the dojo is conducted in a safe environment, and to comply with Health & Safety Regulations.
- d. The Board is committed to the improvement of coaching through the training and development of all Members' instructors.
- e. The Management Committee shall recommend, for ratification at the AGM, the coach training system to be operated within the Board and all its Members.

8. GENERAL

- a. Any alteration or amendments to the Constitution shall require a two-thirds majority vote of the Full Members attending at a properly convened Annual General Meeting of the Board.
- b. Upon dissolution of the Board, any funds or assets remaining after the Board's debts or 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 people within an Association totalling current BAB registration certificates based on the returns held 3 months prior to the meeting in which the dissolution is passed.
- c. Further general matters shall be dealt with in the Bylaws and Working Practices appended hereto.
- d. The Interpretation Act 1980 shall apply to this Constitution.



BYLAWS

1. ORGANISATION

- a. Elected Officers, plus representatives from the sub-committees and any other individuals which the Management Committee may from time to time co-opt, shall form the Board's Management Committee.
 - (1) A written request that an Officer should stand down, supported in writing by twenty five per cent of the Full 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 attending Full Members.
 - (2) The Management Committee, at its discretion and after seeking appropriate and independent advice, shall be empowered to invest the Board's monies to the benefit of the Board.
- b. Minutes of Management Committee meetings shall be circulated to Members of the Board, via their nominated representative(s).
- c. In an emergency, with the approval of the Board's Officers, and any other necessary experts, the Chairman may sanction a policy decision on behalf of the Board if he/she believes that such action is immediately necessary and is in the best interests of the Board. In such a case a report must be lodged at the Board's next General or Extraordinary General meeting. At such a meeting a vote of ratification may be taken.



2. MEETINGS

- a. Each Member may nominate a maximum of two representatives who shall attend the General Meetings of the Board. There will be one vote per Full Member. Other interested parties may attend with the prior approval, in writing, of the Chairman.
- b. 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 at which such changes shall be made.
- c. Members' representatives may be additional to those individuals holding an office of the Board.
- d. All meetings will be called at the discretion of the Management Committee and there shall be at least three General Meetings of the Board each year, one of which shall be the AGM.
- e. General Meetings shall be attended by the Board's Officers and its Member representatives.
- f. The Secretary shall send an agenda to the Board's Officers and its Member representatives at least 14 days before the date of each General Meeting.
- g. 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 28 days before the date of the meeting.
- h. 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.
- i. The Chairman shall have absolute discretion to permit items not raised appropriately under (8) but may consider it appropriate to defer it to the next meeting or for consideration by the Management Committee.
- j. The venue, date and time of General Meetings shall be determined by the Management Committee.
- k. Expenses for the hire of premises and for refreshments at the General Meetings shall be met by the Board.
- l. A quorum for any General Meeting shall be at least one third of the Full Members.



- m. Voting at General Meetings shall be carried by a simple majority, except where herein provided.
- n. A Full Member's representative may put a veto on the discussion of a subject if he/she feels inadequately briefed to represent that Full Member's interests on that subject. Following the use of the veto, that subject shall be re-introduced at the next General Meeting, at which no further veto concerning that subject may be used. A request for a veto will be at the discretion of the Chairman.
- o. A Member shall have the right to call an EGM where they have the written support of at least 25% of the Full Members. The written request, with supporting signatures, is to be submitted to the Secretary and is to state clearly the specific item for discussion.

3. FUNCTIONS

- a. The Board shall arrange for the registration of individuals and classes (students, juniors and instructors) studying Aikido under a Member of the Board, and shall keep a register of these.
- b. The Board shall, as part of registration, make available such insurance cover as it considers appropriate.
- c. The Board shall develop, administer and organise a programme for the training, registration and insuring of Coaches of Aikido within membership of the Board.
- d. The Board shall request such levies for financial contributions from individuals and/or Members as it shall deem necessary for the above purposes.



4. DISCIPLINARY PROCEDURES

(Note: These Disciplinary Procedures do not apply to **Child Protection** issues, for which a separate policy is detailed in **Bylaw No. 11**)

- a. The Board may, from time to time, set up a Disciplinary sub-committee to deal with such matters as shall pertain to paragraph **2.f.** of the Board's Constitution.
- b. Where a duly elected or appointed Officer of the Board is under investigation, he/she shall be suspended from their post.
- c. If 2 or more of the Board's elected officers are under investigation, an Extraordinary General Meeting shall be called to appoint temporary replacements to the posts in question, whilst suspensions are in place.
- d. The Board shall select those persons who shall comprise such a sub-committee, who shall be impartial.
- e. The **Disciplinary** sub-committee shall comprise at least three impartial representatives from the Board's Full Members.
- f. All notices, reports and appeals shall be sent by recorded delivery, by all parties concerned.
- g. The Management Committee will act as a Standing Disciplinary sub-committee when the matter concerned involves contravention to any Board code or policies by an individual(s) in relation to doping and drugs.
- h. Notice of the matter to be investigated shall be sent, in writing, by the Secretary **or other appointed Officer** of the Board to the Member(s) **or duly elected or appointed Officer of the Board** against whom the complaint has been made. In the event of the complaint being made against an individual, that individual's Member representative shall also receive written details of the complaint.
- i. Such notice shall, without prejudice, state the facts upon which the matter is based and shall give details of the place and time of the meeting at which the Board's **Disciplinary** sub-committee shall hear the complaint(s).
- j. The Member **or duly elected or appointed Officer of the Board** against whom the complaint has been made, shall **within fourteen days** of receipt of such notice, inform the Board's Secretary **or other appointed Officer**, in writing,



whether representation shall be made at the meeting of the **Disciplinary** sub-committee, or whether written explanation shall be sent.

- k. The **Disciplinary** sub-committee shall hear the complaint referred to it. It shall report and shall make recommendations to the Board via its Secretary. Copies of the report shall also be sent to the Member **or duly elected or appointed Officer of the Board** against whom the complaint has been made.
- l. The recommendations of the Disciplinary sub-committee shall be implemented 14 days after the report has been properly circulated, unless an appeal against the report or its recommendations is received.
- m. The Member **or duly elected or appointed Officer** shall have the right to appeal against the report and/or its recommendations to the Board's Secretary **or other appointed Officer**, within 14 days of the receipt of the report.
- n. Upon receipt of such an appeal, the Board, except those who formed the original Disciplinary sub-committee, shall hear the complaint at a meeting arranged for such a purpose, at which the appellant shall have the same rights as described in Section 2 (Meetings) to these Bylaws.
- o. If the Management Committee formed the **Disciplinary** sub-committee at 1(e) above, then the Management Committee will be permitted to amend and speak but will not be permitted to vote. The vote will take place at the next General Meeting.
- p. The Board may approve or revise the report and/or the recommendations of the **Disciplinary** sub-committee.
- q. Any individual or Member of the Board shall have the right to representation.
- r. The Board shall decide upon any penalty to be imposed as a result of completed disciplinary proceedings being taken. Such penalties would be informal or formal censure, suspension or expulsion. Dependent upon the gravity of the findings, the Board may, at its discretion, notify such other bodies as it sees fit.
- s. Any Member **or duly elected or appointed Officer** shall have access to all information relating to a complaint made against it/**them** or its member(s).
- t. The Board's decision on a disciplinary matter shall be final except on a point of law.



5. APPLICATION FOR MEMBERSHIP OF THE BOARD

All applications shall be treated equally and fairly, following the laid down procedures:

- a. Upon receipt of a letter requesting details of membership of the Board, the Secretary shall send it to the Membership sub-Committee, who will reply sending a copy of the Board's Constitution, and an application form.
- b. Upon receipt of a formal application, the Membership sub-Committee shall:
 - (1) send outline details of the application to all members of the Board; and
 - (2) send full details of the application to the Board's Management Committee members.
- c. At a meeting where an application is considered, the Board shall, by a two-thirds majority vote of Full Members attending:-

either: approve the application
or: conditionally approve the application
or: dismiss the application **

** A proposal to dismiss an application must be explained to the Board's satisfaction.
- d. Following such a meeting, the Membership sub-Committee shall write to the Association applying for membership within seven days, informing them:

either: (1) that their application has been approved and welcoming them to the Board. (The Membership sub-Committee will then forward further relevant information).

or: (2) that the application has been conditionally approved, and give details of further negotiations to be conducted. Such further negotiations shall be concluded and reported in writing to the applicant and to the Board, before the next General Meeting.

or: (3) that the application has been dismissed giving the reason for such dismissal. (An applicant may, having noted the reason(s) for the dismissal of an application, re-apply for membership of the Board).



- or: (4) that the application has been vetoed on this occasion and that a firm decision will be reached when the application is reintroduced at the next General Meeting.
- e. The Board's decision relating to membership shall be final.

6. CODE OF CONDUCT

- a. No Member shall by act or by omission bring the Board, or Aikido into disrepute.
- b. Individuals or members opening new clubs shall act with sensitivity and respect when other Aikido clubs exist in the immediate vicinity.
- c. 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 Board.
- d. Any Member contravening this code of conduct shall be in breach of the Board's Constitution and may be liable to disciplinary proceedings according to the Board's Rules.
- e. Members shall adhere to policy passed or accepted by the Board.
- f. The use by individuals, involved with and in competitions, of substances which could artificially improve their physical and/or mental condition is forbidden. The list of banned classes of substances, which is in force at any given time, is based upon the recommendations of the International Olympic Committee's Medical Commission.
- g. Individuals involved in competitions are liable to medical control and examination carried out in conformity with the National guidelines.
- h. The Board recognises the importance of standards and guidance with regard to ethics and conduct of members/individuals involved in coaching, within National guidelines.



7. FINANCE

- a. All monies raised by whatever methods in the name of the Board shall be paid to the Board via the Board's Secretary, into one of the official bank accounts, to be used by the Board in line with the Constitution and Bylaws.
- b. No Member, may enter into any agreement to borrow monies or otherwise incur debts or liabilities, on behalf or in the name of the Board, without the express written approval of the Management Committee.
- c. All Members shall make monthly returns to the Secretary with membership numbers and a cheque for insurance certificates.
- d. Members shall pay their annual membership subscriptions either as a one-off payment or by way of 10 monthly Standing Order payments as determined by the Secretary.
- e. Membership dues will be set by the Finance Officer, and ratified by the Board at the next AGM, having due regard to the Board's running costs and inflation.
- f. Insurance costs will be passed directly to Members by the due date.



8. DATA PROTECTION

- a. The Board is committed to abide by the Data Protection Act 1998 and any amendments thereof.
- b. Any Full or Associate Member, failing to abide by the rules governing Data Protection may be subject to the Board's disciplinary procedures.
- c. Before a Probationary Member can become a Full Member, they must abide by the Board's rules governing Data Protection.
- d. No information (club information, class times, etc, concerning Probationary Members, other than the name of the Association, can be divulged on web sites or publicly in writing by the Board.
- e. The Membership sub-Committee will hold any data for Probationary Members or Associations wishing to apply for probationary membership. The British Aikido Board Data Protection Officer, will also deal with all aspects of Data Protection. This data will 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 proper dissemination or, in the event of refusal, be returned to the applicant or destroyed.



9. COACHING

a. Coaching Qualifications:

All instructors shall attain through one of the four approved pathways, a Coaching qualification. Holding of a BAB approved Coaching qualification shall be mandatory for all instructors and will consist of three levels.

The levels are:

- Coach Level 1
- Coach Level 2
- Coach Level 3

The pathways are:

Pathway A	Association Award
Pathway B	BAB Award
Pathway C	Prior Accreditation
Pathway D	NVQ

b. First Aid:

- (1) Coach First Aid is not mandatory within the BAB, however 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 the risk of serious injury.
- (2) Any First Aid award must be “fit for purpose”, and recognised by the dojo provider.
- (3) Competence may be provided by holding an externally verified First Aid qualification.
- (4) Members are strongly advised to recommend that all their coaches are First Aid qualified.

c. Doping Regulations:

The Board will make available to members, Anti Doping Control Regulations, as approved by Sport England. Reference to Doping Regulations should be made within individual Member constitutions. These regulations will be mandatory for all Members who undertake competitive sport activity.



d. **Child Protection:**

The Management Committee will publish Child Protection policy and regulations. These regulations will be mandatory for all Members who undertake coaching of children.

e. **Coach Tutor:**

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

f. **Equity in Sport:**

The Board endorses and supports the sentiment of the statement made within the Council of Europe Charter which states 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 or social status, and disability.

g. **Insurance:**

All Coaches are required to hold current Professional Indemnity Insurance cover, and member- to- member insurance cover. Insurance cover must be held through an approved BAB provider



10. CHILD PROTECTION

Board Members shall abide by the Board's published Child Protection policy. In addition, the following "Child Protection" specific disciplinary procedures will apply. *[to be issued]*

WORKING PRACTICES

STANDING ORDERS FOR MEETINGS AND RULES OF DEBATE

Purpose

These Standing Orders and Rules shall be considered in conjunction with the Constitution of the Board. No ruling may be made from the Orders or Rules which shall be contrary to the Constitution, or its principles.

11. STANDING ORDERS FOR MEETINGS

- a. If the Chairman is not present within 20 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 deputy may be chosen from and by those Full Members present.
- b. The Chairman shall conduct meetings in accordance with these Standing Orders and Rules of Debate.
- c. Officers of the Board, unless they are also a Member's representative, shall not have the right to vote, except the Chairman, who shall have a casting vote in the case of a tie.
- d. No vote will be received from a Member who is not present at the meeting.
- e. The Chairman shall ensure that all who vote are entitled to do so, and shall count the votes.
- f. An abstention shall not count as a vote.
- g. Officers being elected to the Board may be so elected by receiving the greater number of votes cast.
- h. A meeting may be adjourned by a resolution passed by two-thirds of those Full Members present. At the reconvened meeting, only topics on the original agenda may be discussed.
- i. It is the duty of Members to ensure that their views are represented to the Board. Where a Member is not represented, the Board's Secretary shall write to the organisation informing that organisation of the situation.
- j. These Standing Orders and Rules may be suspended in whole or in part for part or whole of a meeting by a resolution passed by two-thirds of the Full Members present.

12. RULES OF DEBATE

- a. 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.
- b. A motion shall be put in writing before a vote is taken.
- c. A motion shall not be voted upon unless it has been seconded.
- d. Any amendment to a motion must be relevant and not a direct negation.
- e. When an amendment has been moved, 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.
- f. If an amendment is defeated, any further amendment may only be accepted if it is substantially different to the previous amendment.
- g. The proposer of a motion, may signify that he is willing to accept an amendment but at the Chairman's discretion, debate may continue.
- h. Any amendment or motion proposed may only be withdrawn by consent of the meeting.
- i. Any Full 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 they proceed to the next business
or: that a time limit be put on the debate

If such a motion be seconded, the Chairman shall immediately put it to the meeting. If such a motion is passed, the Chairman shall so direct the meeting.

- j. If a motion under paragraph 9 is defeated, it is at the Chairman's discretion whether he will accept a further motion under paragraph 9 relating to that subject of debate.
- k. Any person present and entitled to be present 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.

- l. The report of any Committee or sub-Committee may be informally discussed but the Chairman may, at his discretion, ask for a motion that it be:

either: received

or: approved

or: rejected

or: referred back

or: approved with amendments

The Rules of Debate shall apply to any such resolution.

- m. These Rules of Debate may, in part or whole, be suspended for all or part of the meeting on a resolution approved by a two-thirds majority of the Full Members present.

13. DATA PROTECTION

- a. Each Member must register a nominee to act as their Association Data Protection Officer (ADPO) using British Aikido Board Data Protection Form 1.
- b. The ADPO will be contacted by the Board's Data Protection Officer with instructions to create an Association Data Handling Procedure and identify if the Association is exempt from registering
- c. Once the Association Data Handling Procedure is complete, the ADPO becomes responsible for the policing of the procedure.
- d. The Head of the Association and the ADPO must then complete either the British Aikido Board 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.
- e. Any change in a Member's ADPO or Association Head will require the completion of replacement forms, available from the Board's DPO.

14. COMMUNICATIONS

- a. The Communications Officer should:
 - (1) Liaise with the media and other interested bodies to actively encourage the promotion of Aikido for the Board.
 - (2) Provide club information, ie contact names and addresses, to be maintained on the website. Members should be encouraged to provide any such changes to the Communications Officer on a regular basis.
- c) Advertise courses (coaching, first aid, members' courses), newsletters and relevant information on the Board's website. www.bab.org
- b. The Board's Secretary is to receive copies of correspondence emanating from members of the Management Committee.

15. MARKETING

- a. The Board should seek ways of promoting Aikido through the media and other interested bodies.
- b. Promotional literature should be produced.
- c. The National and other courses should be used to promote Aikido wherever possible.
- d. Associations should be encouraged to submit promotional suggestions/ideas to the Management Committee for discussion and evaluation.
- e. Board finances can not be used for the promotional aims of individual Members.
- f. Members wishing to have their promotional literature disseminated by the Board's Secretary are to forward sufficient copies for the purpose (50), which will be distributed on the next occasion when official "Board" Minutes/information is sent out.