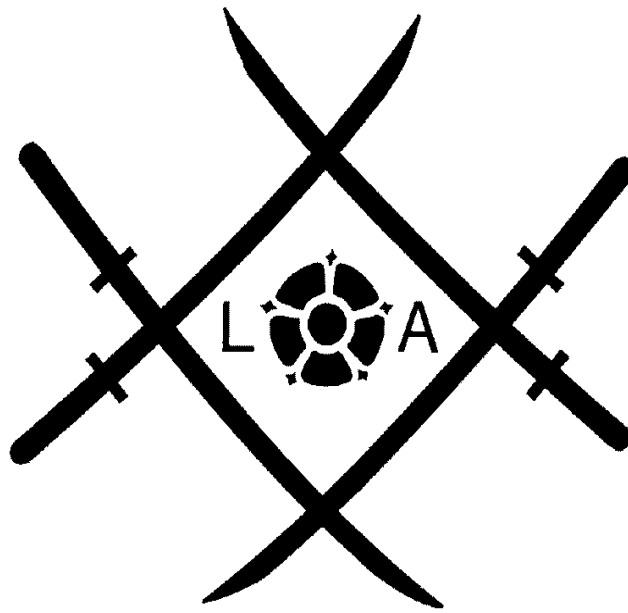


# Lancashire Aikikai Constitution



**Version 3-1 for Approval at Feb 2022 AGM**

Approved 26th February 2022

# **LANCASHIRE AIKIKAI CONSTITUTION**

## **1. Introduction**

This is a constitution for the Lancashire Aikikai hereinafter referred to as the Aikikai, which is an Association. An Aikikai Club is a Club where its members are Aikikai members and that it has not been resolved otherwise that they are not an Aikikai Club. An Executive Management Board (EMB) shall administer the Aikikai and an Aikido Management Board (AMB) will deal with all matters concerning Aikido and its teaching.

## **2. Aims and Objectives**

- 2.1. To promote and support the development and practice of Aikido
- 2.2. To support, regulate and establish Aikikai Clubs and their members
- 2.3. To be professional in its dealings and work with other parties and bodies who are positively furthering Aikido in Great Britain
- 2.4. To follow policies, rules and regulations of the national governing body – British Aikido Board
- 2.5. To organise courses and other activities for its members' benefit in line with this section.
- 2.6. To levy membership fees and conduct activities to finance the activities of the Aikikai in line with these aims & objectives to ensure further growth
- 2.7. To provide services in a way that is fair to everyone and that all present and future members receive fair and equal treatment

## **3. Membership**

- 3.1. Members are individuals who have paid the current year's membership fees (or part thereof) through an Aikikai Club.
- 3.2. Renewal of membership and payment of fees are due annually on 1st January.
- 3.3. New participants become temporary members (without voting rights) of the Lancashire Aikikai for a maximum of 4-weeks from starting to practise and are expected to pay membership fees within this 4-week period to continue.
- 3.4. Membership comes with the responsibility to be compliant with Aikikai policies, operating principles, rules and regulations and that of the national governing body.

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## 4. Organisation

- 4.1 The Association is organised in a traditional hierarchal structure common to the Japanese martial arts.
- 4.2 The Principal is the Head of the Association who, historically, has been appointed by succession.
- 4.3 The management structure of the organisation is split into two sections, Technical and Administration.

## 5. Technical Matters

- 5.1 All technical matters concerning Aikido and its teaching are the responsibility of Aikikai Dan Grades within a hierarchal structure. This constitution does not alter that structure.
- 5.2 An Aikido Management Board (AMB) is formed to deal with; -
  - 5.2.1 technical Aikido matters.
  - 5.2.3 have responsibility for Dan Grade Continuing Professional Development.
  - 5.2.3 engage with all Association Dan Grades and keep them up to date with Aikido matters.
  - 5.2.4 form management groups considered necessary for the efficient running of the Association.
- 5.3 The Board will be made up of: -
  - 5.3.1 Senior Dan Grades, as agreed by the Aikido Management Board, to suit the Association Dan Grade structure and defined in the Association Management Procedures.
  - 5.3.2 A representative from other Dan Grades.
- 5.4 The Principal, Mr Robert Spence (or designated high Dan Grade, in the Principal's absence), will head the Aikido Management Board and will chair the meetings.
- 5.5 In the event of the Principal deciding (or needing) to step down: -
  - 5.5.1 A locum Principal will be elected from the Aikido Management Board members who meets the grade criteria at 5.3.1.
  - 5.5.2 The Aikido Management Board will decide the future leadership structure in consultation with all Association Dan Grades.
  - 5.5.3 A Technical Director will be appointed by the Aikido Management Board as part of the hierarchal structure, to provide technical guidance to the Lancashire Aikikai and link to Hombu (Aikido Headquarters in Japan).

The Technical Director will be kept informed and consulted as necessary by the Aikido Management Board.

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### 6. Administration Matters

- 6.1. An Executive Management Board (EMB) comprising all Aikikai Dan Grade Club Leaders will be formed. Club Leaders being those who have run an active Association Club for at least the previous six months.
- 6.2. Each Executive member shall have a responsibility to the Association to act in its best interests and represent their own Club members.
- 6.3. If a Club Leader is not able to attend an Executive Management Board meeting, then they will be allowed to send a dan grade club member as proxy. Should the club not have any dan grades available a lower grade may attend as an observer.  
An agenda will be issued in advance of a meeting. This will allow a proxy to be instructed by their Club Leader, if appropriate.
- 6.4. To facilitate the efficiency of the day-to-day business of the Executive Management Board, a smaller Management team of three Executive members will be selected by a process agreed by the Executive Management Board. They will have a limited term of office, with re-election annually.  
  
This Management team will be the first point of contact for the Aikikai (through its Chair), will manage routine business, facilitate the decisions of the Executive Management Board and assist any voting process, as and when required.
- 6.5. Any significant tasks will be carried out by the Key Task holders or sub-groups, set up specifically for a particular task by the Executive Management Board or Aikido Management Board and their role responsibility will be defined.
- 6.6. The Treasurer and Secretary are essential Key Task holders. These Key Task holders can also be Club Leaders but it is not a requirement, provided they are at least the grade of Shodan and have the required experience for the post.
- 6.7. Key Task holders and Sub Groups shall report to the Executive Management Board or Aikido Management Board as required.
- 6.8. An Executive Management Board member may step down or may be removed from post if a no confidence motion is carried by a two thirds majority in any meeting.
- 6.9. The Executive Management Board will run the Aikikai in accordance with its stated aims and objectives, its policies and the members' mandates passed at meetings of Aikikai members.
- 6.10. Meetings of Aikikai members or the Executive Management Board may appoint members to be Key Task holders or appoint to specifically formed sub-groups to help the Executive Management Board carry out its functions, under the aims and objectives of the Aikikai. The Executive Management Board may appoint advisors to assist should it be necessary.

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## 7. The Executive Management Board

- 7.1. The Executive Management Board may conduct its business as it sees fit, remotely - by its members agreeing, but shall meet formally if warranted.

Voting will be on a One Club – One vote principle and a quorum will be required.  
A quorum will be half of the Aikikai clubs.

- 7.2. The Executive Management Board may, if an emergency situation arises and it is considered/deemed in the best interest of the Aikikai, make a decision outside its normal operating powers – which will be reported to the next meeting of the Association members.
- 7.3. The Executive Management Board would normally consult with Key Task holders, subgroups or working parties for their recommendations or views, when their specific areas of responsibility would be affected by an Executive Management Board's decision or recommendation; and similarly, the converse would apply with access rights to the Executive Management Board.
- 7.4. Will make a proposal regarding membership fees to be set at the Annual General Meeting.
- 7.5. Will record its decisions and publish these.

## 8. Meetings

- 8.1. The Annual General Meeting will be held towards the end of February each year and will: -
- 8.1.1. Receive reports from the Executive Management Board, Aikido Management Board, Aikikai Officials, Key Task holders and sub-Groups, in advance of the AGM.  
To include planned development or proposed changes for the next 12 months.
  - 8.1.2. Consider and approve accounts presented, in advance of the AGM, for the year ending and approve the recommendation of the Executive Management Board for next calendar year's membership fees and ratification of current year's membership fees if necessary.
  - 8.1.5. If a motion of no confidence in an Executive member has been carried by a vote of two-thirds of those present, would remove that member from their position.
  - 8.1.6. Confirm new policies or amendments to existing policies provided these have been displayed on the website and/or circulated 10 days prior to the AGM
  - 8.1.7. Consider any other business as notified. Members may submit items to be discussed to the Secretary up to 21 days before the AGM – the agenda will then be circulated by email or other means and displayed on the Aikikai's website. Other business on the day may be permitted at the discretion of the person chairing the meeting for debate or discussion but would not be voted on.
- 8.2. Meetings and voting can be held on-line. This will help keep the Management Board's time input to a minimum, although meeting occasionally in person is considered important.
- 8.4. For the majority of business at a meeting a simple majority would be sufficient. For amendments to this constitution a two-thirds majority is required and a quorum of 10 members.

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An extra-ordinary meeting of the Aikikai may be called by the Executive Management Board or requisitioned by 20 members – to conduct specific business (Motion to be detailed and signed in writing) – 21 clear days' notice posted to Aikikai Club Leaders of any such meeting must be given and also displayed on the Aikikai's website - home page.

- 8.5. Submission of any motion of no confidence against a member of the Executive Management Board or other appointee to be considered at any meeting would require: -
  - 8.5.1. counter signing by five Dan Grade members of which two would be 3<sup>rd</sup> Dan or higher.
  - 8.5.2. to be submitted to the Secretary 28 days before the AGM – if it is to be the business in the AGM.
  - 8.5.3. if it is to be the subject of an extra-ordinary meeting requisitioned then an additional 15 members need to sign the motion to comply with the preceding paragraph.

### **9. Finance**

- 9.1. The Aikikai Treasurer will be responsible for the finances of the Aikikai.
- 9.2. All Aikikai monies will be banked in an account held in the name of the Aikikai.
- 9.3. The financial year of the Aikikai will end annually on 31st October.
- 9.4. The Treasurer at the Annual General Meeting will present a statement of annual accounts.

### **10. Disciplinary Matters**

- 10.1. Where a member (or Club) has brought Aikido, the Aikikai or their club into disrepute, has acted in an unbecoming way or manner, infringed any Aikikai/Club rules, regulation, constitution or code of conduct then action falls within this section. Disciplinary outcomes may include sanctions, conditions, reprimands, termination of membership, suspension or other measures.
- 10.2. For Aikikai Clubs that do not have a constitution or if they do where it does not cover disciplinary matters then such matters should be dealt with by the Club Leader – fairly, honestly and in line with Aikikai policies and operating principles. For Aikikai Clubs where disciplinary matters are dealt with by their constitution or adopted policy/rules then that will govern how that Club handles such matters.
- 10.3. The Executive Management Board will decide to act of its own volition or when matters are brought to its attention. The Executive Management Board shall convene a panel to consisting three senior Dan Grades (who meet the grade criteria at 5.3.1.), who are unconnected with the subject matter of concern, to consider the matter and decide. The member (or club leader in the case of a complaint against a club) will be notified of the hearing and asked to attend in person. A second member for support may accompany them.
- 10.4. Any Club Leader will notify the Executive Management Board of any disciplinary matter arising other than of minor matters.

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### **11. Appeals**

- 11.1 Any member dissatisfied with any outcome arising from action taken under previous paragraphs in this section may appeal to the Aikikai by setting out the circumstances within 6 weeks by writing to the Secretary – the Executive Management Board will convene a 'special panel' – to hear the appeal they will determine their own procedure and timescale. The panel members appointed will consist of three senior Dan Grades (who meet the grade criteria in 5.3.1) unconnected with the case previously. The panel may quash the appealed outcome, confirm it or vary it.
- 11.2. The rules of natural justice will be borne in mind in following best practise, which will include the rights of the individual.
- 11.3. The panel will progress each investigation and appeal with due diligence. In cases where a Aikikai investigation or appeal may prejudice the outcome of any investigation or appeal process being undertaken by another organisation the Aikikai investigation or appeal may in the discretion of the panel be delayed pending the outcome of the other organisation's proceedings.
- 11.4. The Executive Management Board may suspend membership of an individual or a club – if it appears that there are justifiable reasons to do so based on information presented, with immediate effect pending investigation. Any suspended individual would be barred from other Aikikai Clubs. For avoidance of doubt suspension is regarded as independent to matters referred to in the preceding paragraph.
- 11.5. In this section notices/correspondence will be sent to members using addresses held by the Aikikai in its records. Information and outcomes may be shared with other bodies in appropriate instances.

### **12. Dissolution**

- 12.1. A resolution to dissolve the Association can only be passed at a meeting through a two-thirds vote of those present subject to a quorum of 10% of members. Should a meeting decide that the Aikikai should be dissolved any surplus monies will be distributed in a manner decided at such a meeting to other bodies that have similar aims and objectives.

### **13. Operating Principles**

- 13.1. The Aikikai is committed to ensuring that equity and equality is incorporated in what it does and will influence others wherever possible to do likewise.
- 13.2. The Aikikai encourages both its Clubs and members to practise in a dojo in safe environment in accordance with any code of conduct it adopts, or is subject to, or is regarded as best practise; Health & Safety regulations and with specific regard/respect to the needs of those under 18 years of age and vulnerable adults.
- 13.3. The Aikikai is committed to providing quality tuition only through qualified and regulated coaches.

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- 13.4. Data Protection - the Aikikai is committed to abide by the 2018 Act and any subsequent amendments.
- 13.5. Members and those practising in our Clubs shall not bring the Aikikai or Aikido into disrepute through any act or omission and bound by the Constitution.
- 13.6. Finance – that no member or Club shall incur debts on behalf of the Aikikai without authorisation.

This revised constitution is put forward by the current Executive: -

Chris Wallace, Secretary  
Ian Cherry, Treasurer  
Bob Spence, Principal

For the approval and ratification by Membership at the AGM Feb 2022.