



Policy 3: Management and Executive Committee

3.0 Management and Executive Committee

3.0.1 Management

The management of the association shall be delegated to an elected and/or appointed Executive Committee (EC) that shall regulate its own mode of procedure and shall meet no less than three times in each calendar year.

3.0.2 Quorum

The quorum at the EC shall be five voting members. Simple majority shall make decisions with the Chairman having a second and casting vote.

3.0.3 EC Membership

The EC shall comprise the following, all of which shall be full members of the association, elected at the AGM and who shall hold office for an initial period of three years and may be re-elected. Each shall have a vote on all matters.

- Chairman
- General Secretary
- Membership Officer
- Youth Development Officer
- Sport Development Officer
- Club Development Officer

The EC shall have the right to appoint members to specialist or additional roles as part of the EC, these will be appointed at the AGM for a period of three years and maybe re-elected. Each shall have a vote on all matters.

- Chief Executive Officer
- Communications Officer
- Finance Officer
- Child Welfare Officer
- National Team Manager (s)
- Qualification and Standards Officer
- Affiliates Development Officer

The EC shall determine the need for additional roles within the EC structure, these are elected for a three-year period and maybe re-elected. Each shall have a vote on all matters.

The EC shall have the right to appoint additional roles to the EC structure, for defined and designated periods of time. These shall have no voting rights.

The Vice Chairman will be appointed from within the EC, so is already a voting member.



3.0.4 Election / Appointment Rota

EC Membership	Year 1	Year 2	Year 3
Elected at the AGM members of the EC With full voting	Chairman (CH) Club Development Officer (CDO)	General Secretary (GS) Youth Development Officer (YDO)	Membership Officer (MO) Sports Development Officer (SDO)
Appointed at the AGM, members of the EC with full voting	Chief Executive Officer (CEO) Communications Officer (CO)	Child Welfare Officer (CWO) National Team Manager (NTM) Affiliates Development Officer (ADO)	Finance Officer (FO) Qualification and Standards Development Officer (QSO)
Appointed members of the EC – none voting	Fellows (FS)	Vice Chairman (VC)	External Advisors (EA)
None attending appointed officers – none voting	Sponsorship Officer (SPO) Health and Safety Officer (HSO)	Coach Tutors (CT) Referees and Judges (RJO) Grading Examiners (EO)	DBS Officers (DBO) First Aid Officers (FAO) Patrons (PS)

3.1 Certificate of Merit

Is awarded to individuals who have made a significant contribution to the British Aikido Association and is recognition for committed and sustained support. Individuals can be recommended by the membership and will be awarded through the Executive Committee. It does not give the right to attend EC meetings.

3.2 Fellows

Fellowships are awarded for long serving members who have made a distinct contribution to the Association. These are awarded at the discretion of the Executive Committee for services to the association. They may attend the EC meetings but have no voting rights

3.3 Patrons

These are individuals who support the association and provide additional support in terms of potential sponsorship and networking opportunities that further the aims and objectives of the association. They are none voting.

3.3.1 Patron, an honorary non-voting position within the Association, is offered by the Association to established and suitable candidates. A maximum of 5 Patrons is possible at the same time.

3.3.2 Fellow to the Association. The title is for life and membership of the Association is free.

3.3.3 Representatives to external bodies.

4.0 Conflict of Interest Policy

The association, will regulate, as appropriate and protect against vested interests and mitigate any potential conflict of interest.

5.0 Sub-committees and consultants

The EC may appoint and disband such sub-committees and/or appoint an individual as a consultant (who may or may not be a member of the Association) to carry out any specified task it deems necessary.



6.0 General meetings

6.1 Notice of meeting

6.1.1 Notice shall be given to all members of the Association and published on the website and e mailed to all club coaches of registered clubs. It shall set out the date and venue of the proposed meeting, together with an invitation for items to be considered for inclusion in the agenda. The date for submission of such items shall be determined by the EC from time to time but shall be not less than three weeks prior to the meeting. The amount of notice shall be determined by the EC from time to time but shall in no case be less than four weeks.

6.1.2 Each registered club shall be responsible for displaying the notice to its members.

6.1.3 An agenda, determined by the EC and detailing all matters to be discussed and/or voted upon at the meeting, will be sent to registered clubs for consideration and dissemination to its members no less than fourteen days before the date of the meeting.

6.1.4 In the case of proposals submitted to amend the Constitution, or to rescind any Bye-law, or in the case of a nomination, such items will carry the names and signatures of the proposer and seconded.

6.1.5 Only those matters detailed in the circulated agenda may be voted upon at a General Meeting.

6.2 Extra-ordinary General Meetings may be called at any time either by the EC or immediately upon the receipt by the Chairman of a request for a general meeting signed by not less than forty Full members of the Association, which request shall set out fully the matters to be discussed at the requested meeting. Notice shall then be given to all members of the Association and the Extra-ordinary General Meeting held in accordance with regulations above.

6.3 Quorum and decisions

6.3.1 All Full members of the Association shall be entitled to be heard at a General Meeting and to vote on all matters.

6.3.2 A quorum at a General Meeting shall be five full members.

6.3.3 Decisions shall be made by a simple majority of those attending a General Meeting except in the case of proposals to amend the Constitution or to rescind any Bye-law, when two thirds of the Full members present at the meeting must support the proposal for it to be passed.

7.0 Responsibilities of the Executive Committee

The EC shall have responsibility under the constitution for the setting of Policies, Bye Laws and Working practices of the Association.

7.1 These Policies, Bye Laws and Working Practices can be introduced and amended at EC level, giving due notice to the association members of such alterations, amendments or introductions.



7.2 The constitution and Articles of Incorporation may only be amended or altered at the AGM or EGM.

7.3 These Policies, Bye Laws and Working practices shall cover the following e.g.

- Constitution and Articles of Incorporation
- Management of the Association including Officers, Meetings and Sub Committees
- Financial Regulations
- Qualifications, Examinations and Grading Regulations
- Coaching Regulations
- Technical Development
- Insurance Regulations
- Competition Rules and National Team Regulations
- Health and safety Regulations
- Anti Doping Regulations
- Child Protection and Welfare Regulations
- Data Protection and GDPR regulations
- Environmental Regulations
- Marketing, Promotions and Communication Regulations
- Equity and Diversity Regulations
- Privacy Regulations
- Corporate Social Responsibility
- International Relations

This is not an exclusive list the Executive Committee reserves the right to add and amend the said policies in line with current legislation and best practice. The association will regularly review the policies automatically on a three year rolling programme.

7.4 Review Process

All policies shall be reviewed on a three year rolling programme by the CEO and lead Officer, circulated to the Executive Committee for comment and amendment and approved at a formal EC meeting.

Year 1	Year 2	Year 3
Constitution Management Conflict of Interest Marketing and Promotions Complaints Privacy Health and Safety Corporate Social Responsibility	Junior Grading Syllabus Youth Grading Syllabus Child Welfare Junior and Youth Junior Competition Rules International Affiliations Data Protection Equity Judge and Referee National team	Membership Senior Syllabus Senior Competitions Anti Doping Finance Insurance Coaching and Awards

This does not exclude ongoing amendments and continuous reflection in response to changing circumstances.