

B.I.K.O

Constitution

1 Title

The title of the organisation shall be: British Institute Karate Organisation, hereafter known as B.I.K.O.

2 Objectives

- 2.1 To promote the sport and the practice of multi-style karate/martial arts
- 2.2 Foster and develop the art of karate/martial arts
- 2.3 Provide recognition of development via regular grading assessments
- 2.4 To organize, regulate and control karate/martial arts within the association
- 2.5 To co-operate with other bodies having similar aims
- 2.6 To obtain, collect, receive and administer monies for the purpose of running the association, in the interest of its members
- 2.7 Provide a pathway from grass-roots to National and International competition for athletes and officials
- 2.8 Provide an annual Closed Championships for members

3 Membership

- 3.1 Membership of the Association shall be open to all persons who may wish to practice karate/martial arts, provided they are of good character
- 3.2 Membership of B.I.K.O. will be open to groups who satisfy the membership criteria - (see appendix A.)

4 Executive Committee

- 4.1 The executive committee of the association shall consist of nominated and elected officers from within
- 4.2 The executive committee comprises as following:.

- Chairman
- Vice Chairman
- Chief Instructor
- Deputy Chief Instructor
- Administrator
- Performance Coach Manager

- Treasurer
- Public Relations officer
- Safe Guarding
- Chief Referee
- Welsh Chief Instructor
- Welsh Secretary
- Honorary Executive Member
- Licence Officer (non-Executive)

4.3 Chief Instructor

The chief instructor will be elected by a majority vote by the Executive Committee. Any of the executive committee members can be voted off the committee by a majority vote of the Executive Committee.

4.4 Founder Members

Founder Members are deemed to be life-long members and cannot be removed from office. Should a Founder Member resign and wish to re-join the Executive Committee, they would then have to follow normal rules of procedure.

4.5 Removal of Executive Members

If any Executive Member fails to attend a minimum of one meeting in the calendar year, the member, without sufficient reason, may be subject to removal by the remaining members.

4.6 Duties of the Executive Committee

4.6.1. To ensure that the objectives of the association are executed

4.6.2. To ensure that all clubs and members of the association provide a register of its members

4.6.3. To ensure that all members:

- hold a current, up to date, license, issued by the association.
- Instructors/Coaches have Professional Indemnity (PI) insurance
- Instructors/Coaches have a valid Disclosure & Barring Service (DBS) certificate
- Instructors/Coaches to have a minimum standard First Aid Certificate
- abide by Diversity and Inclusion principles

5 Technical Committee

5.1 Aims and Purpose

- To advise on any matters of a technical nature
- To lead and support Dan Grading panel

5.2 Composition

- Chief Instructor
- Deputy Chief Instructor
- Chair
- Members of Technical Committee will hold grade of 7th Dan and above
- Other participants may be seconded by request of Chief Instructor
- Maximum of 6 members on Grading Panel

5.3 Frequency of Meetings

- to be held twice per year

6 Meetings

6.1 Executive Meeting

- 6.1.1. The executive committee shall convene on written or verbal notice from the Administrator at the request of the Chairman.
- 6.1.2. Frequency of Executive meetings determined as a minimum of two per year
- 6.1.3. The Administrator shall on notice from the Chairman, send written notice of every Executive Committee Meeting, at least seven clear days beforehand, to each Executive Member, stating the general particulars of business to be considered at that Meeting.
- 6.1.4. A quorum for any Executive Meeting shall be two thirds of its Members entitled to vote.
- at least two of Chair, Vice-Chair, or Chief Instructor must be present
- 6.1.5. Decisions shall be determined by a simple majority vote of those representatives present.

6.2 Annual General Meeting

- 6.2.1. An Annual General Meeting shall be held once a year - this will be conducted via on-line media (e.g. Zoom)
- 6.2.2. Notice of seven days of the AGM to be sent to **Club Instructors** detailing date, time, and venue. This will also include:
- AGM Agenda,
 - Minutes of previous AGM
 - Chairman's Annual Report
- 6.2.3. The duty of the Annual General Meeting shall be to conduct the following Business:
- To review previous AGM minutes and any actions arising
 - To consider and approve the Chairman's Annual Report.
- 6.2.4. Attendance

AGM will be open to Club Instructors and Assistant Instructors only.
Executive Committee Members will attend.

Additional

The Chief Instructor's position is permanent, and therefore will not be voted upon at any Meetings, whether Executive or General Meetings. However, the Executive Committee does have the right to censor the Chief Instructor in the case of any misdemeanors. The Chairman has the casting vote.

7. Duties of the Association Officers.

7.1 . Administrator.

- 7.1.1. The Administrator shall provide administration and office management for the affairs of the Association.
- 7.1.2. Deal with enquiries relating to the Association.
- 7.1.3. Send out and receive all correspondence in the name of the Association.
- 7.1.4. Carry out such duties as the Executive Committee may need from time to time, such as the writing of the minutes of meetings.
- 7.1.5. Receive incoming finances.

7.2. Treasurer.

- 7.2.1. The Treasurer shall maintain a set of accounts relating to the Association.
- 7.2.2. Deal with the bank when authorised to do so.
- 7.2.3. Receive incoming finances.
- 7.2.4. The Treasurer shall be responsible for the book-keeping of the accounts.
- 7.2.5. The Treasurer will produce accounts each year, and produce them on demand from the Chairman.
- 7.2.6. Treasurer Statement of Accounts to be supplied as part of Annual Report.

7. 3. Chairman.

- 7.3.1 The Chairman shall conduct the Meetings in accordance with these rules, and subject thereto.
- 7.3.2 The Chairman's ruling on any matter of procedure shall be final.
- 7.3.3 The Chairman shall ensure that no proxy vote shall be accepted at any Meeting.
- 7.3.4 The Chairman shall ensure that all who vote are entitled to do so, and shall count the votes. ‘
- 7.3.5 A meeting may be adjourned by a resolution carried at that Meeting.
- 7.3.6 The Chairman may, if he deems fit, end a Meeting if it becomes out of order.
- 7.3.7 The Chairman will ensure that any representative or elected officer, or recognised party, wishing to speak, shall address the Chair. If more than one person wishes to speak, the Chairman shall decide the order of speakers.

- 7.3.8 Any motion shall be set in writing before the vote is taken.
- The motion will be seconded and then discussed.
 - If a motion is not seconded, it will not be discussed
 - Any amendment proposed to a motion must be relevant and not be a direct negative.
- 7.3.9 A motion or amendment that has been seconded may only be withdrawn by consent of the Meeting.
- 7.3.10 The Chairman has the right to have anyone who tries to disrupt the Meeting, or will not come to order, removed from the Meeting.
- 7.3.11. The Chairman has the right to decide when a vote is to be taken.
- 7.3.12. The report of any Sub-committee or Technical committee or representative may be discussed informally, but the Chairman may at his discretion ask for a motion that the report be received, rejected, or referred back. .
- 7.3.13. All members of B.I.K.O shall have the right to make their views known to the Committee. To exercise this right, they shall make a written representation, in a reasonable time, to the Executive Member of their choice, with a copy sent to the Administrator. That Member shall be responsible for making such representation to the Meeting, having first given the written representation to the Chairman.
- 7.3.14. The Chairman has the casting vote wherever a vote is tied.

7.4. Chief instructor

- 7.4.1. To develop and promote policies to further the Association.
- 7.4.2. To lead in Association training sessions.
- 7.4.3 To Chair (when present) Gradings.
- 7.4.4. To Chair the Technical Committee.
- 7.4.5 To act as Head of Delegation when required to do so.

8. Financial Support.

- 8.1 Requests for Financial Support may be raised to Executive Committee.
- Raise request by Association member
 - Submit to Executive member - one of Chair, Vice, Chief Instructor, or Deputy Chief Instructor (this member must have no conflict of interest)
 - Request to be reviewed by minimum of three members including Treasurer
 - Confirm response to applicant

9. Disciplinary Procedures

- 9.1. The Association requires Instructors to exercise internal disciplinary procedures.
- 9.2. Following initiation of disciplinary procedures, the Club Instructor will submit a full written report of the incident to the Association Administrator.
- 9.3. The report must be in the hands of the Administrator for the next Meeting.
- 9.4. At the next Meeting, any action needed can be taken.

- 9.5. The Administrator shall set out the findings in writing to the party/(ties). The Party/(ties) have the right to appeal within twenty eight days of the next Meeting. At the next Meeting, no further appeal shall be permitted.
- 9.6. At this Meeting the result can be recorded as :
- a) Upheld.
 - b) Rejected.
 - c) Amended.
- 9.7. Any or all of the Executive may or may not, be called upon to serve in any disciplinary procedures. Where there may be a conflict of interest of Executive Members, they should not serve, but stand down.

10. Alteration to this constitution.

No alteration may be made to this Constitution and/or appendices, except by the majority vote of not less than two-thirds of the Executive Committee (subject to Executive Committee composition rules above). For the avoidance of doubt:

- at least two of Chair, Vice-Chair, or Chief Instructor must be present

Specified roles as per paragraph 4 are subject to change by the explicit agreement of the Executive Committee.

Appendix

A. Club Membership Criteria

B.I.K.O. asks that potential new Club members have:

- **Professional Indemnity Insurance.** This can be obtained through B.I.K.O, with instructors who have coaching qualifications receiving a discount on P.I. Insurance. Alternatively, instructors can obtain this themselves from companies like, Towry Law or Perkins Slade etc..
- **Disclosure & Barring Service (DBS)** – all instructors must produce an in-date certificate
- **First Aid Qualification** - Every Club Instructor must have a current First Aid certificate. The minimum is set at the one day Emergency First Aid at Work qualification or equivalent.

Please see B.I.K.O Website for more information under separate section: **Governance, Policies & Procedures.**