

KEN SHIN KAI – CONSTITUTION

**KEN SHIN KAI
AIKIDO ORGANISATION (UK)**

CONSTITUTION

AS AGREED BY EXECUTIVE COMMITTEE



LAST UPDATED: October 2015

APPROVED: COPY _____ (CHAIRMAN)
COPY _____ (VICE CHAIRMAN)
COPY _____ (SECRETARY)

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AMENDMENT RECORD**

Amendment Number	Page /Ref	Date	Changes Incorporated
001	Many	11/08/08	Removal of all Branch references.
002	8/9.5	03/09/08	Addition of “Should any of the requirements, listed in the “Instructor Guidelines – Appendix E – Requirements for Hosting A Seminar”, not be met, the Seminar will not be insured by the Organisation and separate Insurance must be obtained by the Host Instructor.”
003	2	18/10/15	Barclays Bank PLC removed as named Banker. Internet and Telephone banking information added.

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1 PRELIMINARY

- 1.1 The name of the Organisation shall be Ken Shin Kai.
- 1.2 The postal address of the Organisation shall be C/O the Secretary, wheresoever the Secretary may reside.
- 1.3 The location of Organisation meetings shall be decided by the Chairman and the Executive Committee.
- 1.4 The Objectives of the Organisation shall be:
 - 1.4.1 The establishment among members and the further propagation of the principles of the Martial Art of Aikido as practised by the Organisation, including those, which appear in the Constitution hereto.
 - 1.4.2 The provision of opportunities for the practice of Aikido and for recreation and social communication between members.
- 1.5 The Organisation shall be a members Organisation, and shall consist of adult members, junior members and affiliated members.
- 1.6 The Organisation is committed to a policy of equal opportunities for everyone. The aim is to positively promote equality of opportunity for all. The Organisation will 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.
- 1.7 The Organisation shall be a not for profit Organisation.

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2 BANKERS

- 2.1 The bankers of the Organisation shall be appointed by the Executive Committee. All funds belonging to the Organisation shall be paid by the Treasurer into the Organisation bank accounts with the exception of not more than £200.00, which may be retained by the Treasurer on behalf of the Organisation, for which the Treasurer will be responsible.
- 2.2 All cheques drawn on the behalf of the Organisation, or any cheque authorised on behalf of the Organisation shall be signed by any two of the following executive committee members; Chairman, Vice Chairman, Chief Instructor (Technical Director), Treasurer or Secretary.
- 2.3 Internet Banking shall be made available to one or more of the following executive committee members if required: Chairman, Vice Chairman, Chief Instructor (Technical Director), Treasurer or Secretary.
- 2.4 Telephone Banking shall be made available to one or more of the following executive committee members if required: Chairman, Vice Chairman, Chief Instructor (Technical Director), Treasurer or Secretary.

3 AUDITORS

- 3.1 Auditors shall from time to time be appointed by the Executive Committee. They shall audit the accounts and yearly balance sheet, and for that purpose have access to review all of the Organisations bank accounts.

4 BYELAWS & PRINCIPALS

- 4.1 The Executive Committee may:
 - 4.1.1 from time to time make, vary and revoke bylaws (not in contradiction with these rules), for the regulation of the internal affairs of the Organisation and the conduct of members. The bylaws for the time, being in force shall be binding on all members.
 - 4.1.2 from time to time amend, add to or revoke any of the principles contained in the Constitution hereto.
 - 4.1.3 from time to time amend, add to or revoke any of the principles contained in the Instructors Guidelines.

5 CLUBS

- 5.1 At the discretion of the Executive Committee, any group or individual member of the Organisation who desires to work together in any area or locality to further the aims of the Organisation, may be collectively known to the Organisation as a Club. This group or individual will be known as member(s) of the Organisation.
- 5.2 A Club shall consist of a minimum of 5 members.
- 5.3 Every Club must appoint a Club Instructor, which must be approved in writing by the Chairman and Chief Instructor.

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- 5.4 Every Club shall pay to the Organisation such annual fees and other payments as the Executive Committee may from time to time determine. The Club Instructor shall keep such minutes, accounts and records as may be directed by the Executive Committee and shall send such records and any associated documents to an address designated by the Chairman of the Organisation.
- 5.5 All Clubs must abide by this Constitution and the Instructors Guidelines and shall observe and act in conformity with any directions published by the Executive Committee.

6 MEMBERSHIP & FEES

- 6.1 There shall be three types of Membership available: Adult Member, Junior Member and Affiliated Member. See 8. Affiliation for details of affiliated membership.
- 6.2 Members of the Organisation shall be junior members until they reach their eighteenth birthday, in which case they shall be adult members.
- 6.3 Every candidate for adult or junior membership, must be approved by the relevant Club Instructor and Chief Instructor.
- 6.4 The organisation reserves the right to decline membership without the need to supply a reason.
- 6.5 Candidates shall have paid to the Treasurer a Joining Fee, which will cover the candidate for Personal Accident Insurance, on commencement of training.
- 6.6 Candidates shall pay an Annual Membership fee within each year of training, which may be included in the monthly training fees.
- 6.7 Candidates shall pay a session fee within each month of training, on acceptance as a member of the Organisation.
- 6.8 The Joining, Annual Membership and Session fees for members shall be such sums as the Executive Committee may from time to time determine.
- 6.9 The Executive Committee may cancel membership of any member who enters into arrears as regards Annual Membership or Session fees, for a period of not less than one month.
- 6.10 No person other than the Founder, Chairman, Principal Coach or Chief Instructor shall be admitted to membership until having been accepted in accordance with Sections 7.4, 7.5 & 7.6.

7 GUEST MEMBERSHIP

- 7.1 There shall be two types of Guest Membership available, Non BAB Guest Member and BAB Guest Member.
- 7.2 Non BAB Guest Membership shall be available to Students or Instructors from a Martial Arts Organisation not registered with the BAB, who wish to train at a session hosted by the Organisation, but do not wish to become a full member of the Organisation.

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- 7.3 BAB Guest Membership shall be available to Students or Instructors from a Martial Arts Organisation registered with the BAB, who wish to train at a session hosted by the Organisation, but do not wish to become a full Member of the Organisation.
- 7.4 Every candidate for Guest Membership, must be approved by the relevant Club Instructor and Chief Instructor.
- 7.5 Candidates for Non BAB Guest Membership shall have paid to the Treasurer a Joining Fee / Annual Guest Membership Fee, which will cover the candidate for Personal Accident Insurance, on commencement of training.
- 7.6 Candidates for BAB Guest Membership shall have provided proof of a valid in-date BAB Insurance, which will cover the candidate for Personal Accident Insurance, on commencement of training.
- 7.7 Non BAB Guest Membership shall expire 1 year from the issue date. BAB Guest Membership shall expire on the same date as the held BAB Insurance, expiry date.
- 7.8 Candidates shall pay a Session fee within each month of training, on acceptance as a Guest Member of the Organisation.
- 7.9 The Joining, Annual Guest Membership and Session fees for Guest Members shall be such sums as the Executive Committee may from time to time determine.
- 7.10 The Executive Committee may cancel membership of any Guest Member who enters into arrears as regards Session fees, for a period of not less than one month.
- 7.11 Guest Members shall not be known as full members and shall not be permitted to participate in Grading Examinations, General or Executive Meetings or Coaching Courses in the name of Ken Shin Kai.
- 7.12 Guest Members shall not be permitted to hold Instructor status or Instructor Insurance in the name of the Organisation.

8 AFFILIATION

- 8.1 At the discretion of the Executive Committee, any group or individual may affiliate to the Organisation for the purpose of meeting the objectives defined in Section 1.4 and shall be assisted by the Organisation in line with meeting these objectives.
- 8.2 Any such group or individual must agree to abide by this Constitution and shall observe and act in conformity with any directions published by the Executive Committee.
- 8.3 Any such group or individual must agree to abide by the sections of the Instructors Guidelines which are applicable to all affiliate members, excluding: 3.2, 7, 12 (except when in a KSK dojo), 14, 15, 16, 17, 18, 19, Appendix D.
- 8.4 Any such group or individual wishing to affiliate must apply in writing to the Executive Committee and provide information as requested by the Executive Committee including: Constitution or Standing Orders, proof of insurance and first-aid qualifications, history of Aikido practise and details of grades held.

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- 8.5 Any such group or individual shall be known as affiliate members, and may only use the name of the Organisation in reference to being an affiliate member.
- 8.6 Any such group or individual practising in the UK (for any period of time), must apply to receive student and instructor licences from the Organisation for all practising students and instructors. Groups or individuals practising outside the UK must have valid student and instructor licences as dictated by their host country.
- 8.7 Any existing Grades and Instructor status held by any such group or individual shall be independent from the Organisation and will not be authenticated by the Organisation unless awarded by the Organisation.
- 8.8 The Executive Committee may suspend the affiliation of any such group or individual, whose conduct wheresoever it shall occur, has been in the opinion of the Executive Committee, contrary to the interest or detrimental to the reputation of the Organisation.
- 8.9 The Executive Committee may suspend the affiliation of any such group or individual, should it be decided that there is no benefit to the Organisation in maintaining the affiliation.
- 8.10 Immediately upon the suspension, as defined in Section 8.8 or 8.9, of the affiliation of a group or individual, the Secretary shall give notice of the suspension to the group or individual at their currently recorded address. The group or individual shall be given the opportunity to be present at an Executive Committee Meeting to discuss the dismissal.
- 8.11 At any such Executive Committee Meeting, called as a result of Section 8.8 or 8.9 any allegations against the group or individual whose affiliation has been suspended shall be related (in their presence, if they attend), to the meeting by a member of the Executive Committee. The group or individual shall, if they desire, be heard in answer to any such allegations. A reasonable adjournment may be given to enable the group or individual to prepare their answer, at the discretion of the Executive Committee. The decision of the Executive Committee at the said meeting or at any adjourned meeting, as to whether to reinstate the affiliation of the group or individual, or to cancel the affiliation to the Organisation, shall be taken by vote, the decision of the Executive Committee shall be final.
- 8.12 On suspension of affiliation defined in Section 8.11 the group or individual shall immediately cease to be an affiliate member of the Organisation, and cease to hold any Instructor status appointed by the Organisation.

9 INSURANCE (LICENCES)

- 9.1 The Executive Committee may suspend licences issued to any group or individual whose conduct wheresoever it shall occur, has been in the opinion of the Executive Committee, contrary to the interest or detrimental to the reputation of the Organisation.
- 9.2 Immediately upon the suspension, as defined in Section 9.1, of the licences issued to a group or individual, the Secretary shall give notice of the suspension to the group or individual at their currently recorded address. The group or individual shall be given the opportunity to be present at an Executive Committee Meeting to discuss the dismissal.

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- 9.3 At any such Executive Committee Meeting, called as a result of Section 9.1 any allegations against the group or individual whose licences have been suspended shall be related (in their presence, if they attend), to the meeting by a member of the Executive Committee. The group or individual shall, if they desire, be heard in answer to any such allegations. A reasonable adjournment may be given to enable the group or individual to prepare their answer, at the discretion of the Executive Committee. The decision of the Executive Committee at the said meeting or at any adjourned meeting, as to whether to reinstate the suspended licences of the group or individual, or to cancel the suspended licences issued by the Organisation, shall be taken by vote, the decision of the Executive Committee shall be final.
- 9.4 On suspension of licence(s) defined in Section 9.3 the holder(s) shall immediately cease to be a member or guest member of the Organisation, and cease to hold any Instructor status appointed by the Organisation.
- 9.5 Insurance shall cover all regular training sessions and seminars where the venue has been listed by the secretary for insurance purposes, and where all instructors and participants are members and have been issued the relevant instructor or participant insurance. In the event of instructors or participants wishing to take part who are not insured directly via the Organisation, permission will need to be sought from the Principal Coach, who will validate the insurance of such individuals before approving their attendance. Should any of the requirements, listed in the “Instructor Guidelines – Appendix E – Requirements For Hosting A Seminar”, not be met, the Seminar will not be insured by the Organisation and separate Insurance must be obtained by the Host Instructor.

10 INSTRUCTORS

- 10.1 The Principal Coach of the Organisation shall be appointed by the current Principal Coach should he or she decide to retire from the position. Should the current Principal Coach be unable or unwilling to appoint a replacement, the Principal Coach shall be appointed by the Executive Committee. Once appointed the position may only be open for re-appointment by the holders retirement or upon the holders absence from the Organisation for not less than three months, or upon the holders non-conformance with the aims as defined in Section 1.4, or if the actions of the holder are considered by the Executive Committee to be contrary to the interest or detrimental to the reputation of the Organisation, or upon the holders death. The Principal Coach or Executive Committee shall appoint the position from among the members that hold the level of Senior Instructor or higher.
- 10.2 The Chief Instructor of the Organisation shall be appointed by the Principal Coach. Once appointed the position may only be open for re-appointment by the holders retirement or upon the holders absence from the Organisation for not less than three months, or upon the holders non-conformance with the aims as defined in Section 1.4, or if the actions of the holder are considered by the Executive Committee to be contrary to the interest or detrimental to the reputation of the Organisation, or upon the holders death.
- 10.3 All Senior Instructors, Club Instructors and Instructors of the Organisation shall be appointed by the Principal Coach and the Chief Instructor, after candidates have fulfilled all of the requirements as defined in the Instructor Guidelines.
- 10.4 All Chief Instructors must hold the rank of Yondan or above. All Senior Instructors must hold the rank of Sandan or above. All Club Instructors must hold the rank of Shodan or above. All Instructors must hold the rank of 1st Kyu or above.

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- 10.5 The appointed title of Senior Instructor, Club Instructor or Instructor is only valid for the period of time that all relevant requirements defined in the Instructor Guidelines, are met by the member.
- 10.6 The Principal Coach may remove the appointment of the status of an Instructor at any time if it is felt the member is not acting in accordance with the Instructor Guidelines or is not behaving appropriately as an Instructor of the Organisation.

11 GRADING EXAMINATIONS

- 11.1 All Kyu Grade Examinations shall be held at the discretion of the Club Instructor and Chief Instructor. Notice of the day and time of the Grading Examination shall be posted at all appropriate functions. Notice shall in any event, be given at least at two such functions, occurring during a period of at least three months prior to the Grading Examination.
- 11.2 Each Club Instructor may put forward a request for a member's entrance to a Kyu Grading Examination to the Chief Instructor, at least two months prior to the Grading Examination. The decision on a member's acceptance for entry to a Kyu Grading Examination shall be made by the Chief Instructor and Club Instructor, in accordance with the Instructors Guidelines, and the decision shall be final.
- 11.3 All Dan Grade and Instructor Examinations shall be held at the discretion of the Principal Coach and the Chief Instructor. Notice of the day and time of the Grading Examination shall be posted at all appropriate functions. Notice shall in any event, be given at least at two such functions, occurring during a period of at least three months prior to the Grading Examination.
- 11.4 Each Club Instructor may put forward a request for a member's entrance to a Dan or Instructor Grading Examination to the Chief Instructor, at least two months prior to the Grading Examination. The decision on a member's acceptance for entry to a Dan or Instructor Grading Examination shall be made by the Principal Coach and the Chief Instructor, in accordance with the Instructors Guidelines, and the decision shall be final.
- 11.5 All Grading Examinations shall be held in accordance with the Instructors Guidelines.

12 COMMITTEE MEMBERS & OFFICERS

- 12.1 The affairs of the Organisation, in all matters not referred to in this Constitution or the Instructor's Guidelines, but reserved for the Organisation in General Meeting, shall be managed by the Executive Committee.
- 12.2 The Executive Committee shall consist of a Chairman, Vice Chairman, Chief Instructor, Secretary and no more than four additional adult members of the Organisation, who shall be elected at the Annual General Meeting.
- 12.3 A candidate for the Executive Committee must hold the rank of 1st Dan or above.
- 12.4 Except for the Chairman the Executive Committee members shall all leave office after no longer than 5 years in office, but shall be eligible for re-election at the Annual General Meeting.
- 12.5 The Executive Committee may appoint one or more sub-committees for such purposes as it may deem appropriate.

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- 12.6 There shall be a Secretary, a Treasurer and any such Officers of the Organisation as the adult members may in General Meeting appoint, who shall be elected from time to time, from among the adult members of the Organisation. The Secretary, Treasurer and every such Officer shall act in all matters in accordance with the directions of the Executive Committee.
- 12.7 The Chairman of the Organisation shall act as mediator in any dispute within the Organisation and shall direct the Organisation always in the pursuance of the aims as defined in Section 1.4. Once appointed the position may only be open for re-appointment on the holders retirement, or upon the holders absence from the Organisation for not less than three months, or upon the holders non-conformance with the aims as defined in Section 1.4, or if the actions of the holder are considered by the Executive Committee to be contrary to the interest or detrimental to the reputation of the Organisation, or upon the holders death, at which time the Executive Committee shall appoint the position from among the members that hold the level of Instructor or higher.

13 MEETINGS

- 13.1 An Annual General Meeting (AGM) of the Organisation shall be held every year. Notice of the day and time of the AGM shall be posted at all appropriate functions. Notice shall in any event, be given at least at two such functions, occurring during a period of at least one month prior to the AGM.
- 13.2 An Executive Committee Meeting of the Organisation may be summoned at any time by the Executive Committee, and shall be so summoned immediately in the event of a member or Club's suspension of licences or membership. The Secretary shall give notice of the day and time of the Executive Committee Meeting to the Executive Committee, at least 2 weeks prior to the event.
- 13.3 A General Meeting of the Organisation may be summoned at any time by the Executive Committee and shall be so summoned immediately, in the event of ten adult members delivering to the Executive Committee a written request to hold a General Meeting. Notice of the day and time of the General Meeting shall be posted at all appropriate functions. Notice shall in any event, be given at least at two such functions, occurring during a period of at least one month prior to the General Meeting, however the Executive Committee may alter this notification period if they feel that the urgency of the business to be discussed, requires such an action.
- 13.4 At any General Meeting of the Organisation, every adult member of the Organisation shall be entitled to be present, and every adult member shall be entitled to one vote upon every question raised. The Chairman of the General Meeting shall only vote in the case of equality of voting, this vote will therefore be a casting vote.
- 13.5 The Secretary shall appoint someone to take minutes of the proceedings at all General Meetings of the Organisation.

14 NOTICES

- 14.1 Each member or Club shall keep the Secretary informed of their private address, or of an address at which communications may be established. It shall not be necessary to send any notice, intended for members generally, to any member, by post or otherwise, except in the case of a notice convening an Executive Committee Meeting called as a result of Section 8.10, Section 9.2 or Section 13.3.

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14.2 All notices shall be posted by being affixed in a prominent position. It shall be the duty of the Secretary to ensure that any such notices remain so exhibited for a period of time as determined by the Executive Committee, or if applicable in accordance with Sections 13.1, 13.2 & 13.3.

15 IDENTITY

15.1 The identity of the Organisation shall be the Name and Logo of the Organisation.

15.2 Anyone wishing to use the identity of the Organisation on paperwork, electronic media, and merchandise or for the purpose of promotion must apply in writing, for permission, to the Secretary.

15.3 Under no circumstances can profit be made by the direct or indirect use of the identity of the Organisation that is not paid into the Organisation via the Treasurer and therefore accountable, as this action would jeopardise the Organisations non-profit status.

16 GENERAL

16.1 Neither the Organisation nor any officer of the Organisation shall be liable to any member or guest of a member, for any loss of or damage to any property, occurring from whatever cause, on or about premises owned, rented, hired or otherwise used for any activities of the Organisation.

16.2 Upon dissolution of the Organisation, any funds or assets remaining after the Organisations debts or liabilities shall be directed, as far as is possible, to its member Clubs, proportionally. The proportion for each Club defined as the number of people within a Club based on memberships current 3 months prior to the meeting at which the dissolution is passed.