

STANDING ORDERS and PROCEDURES

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1. EQUAL OPPORTUNITIES POLICY

The BCCMA are totally committed to providing equality of opportunities in the context of Chinese Martial Arts but recognizes that some Chinese Martial Arts activities may not be appropriate to everybody. However Chinese Martial arts systems are sufficiently diverse and rich in content that it should be possible, with some provisos, to cater for all prospective members.

Activity in our sport is actively encouraged, neither, race, age, sex, social and economic background or disability, should be a bar against active participation. It is the aim of our Coaching program to encourage and foster an ethos of providing an opportunity for all members to achieve their maximum potential, with the only constraints being their interest and ability.

2. REGULAR PROCEDURES

These Standing Orders and Procedures should at all times be considered in conjunction with appropriate sections of the Councils Constitution and Rules.

3. STANDING ORDERS for MEETINGS

- a. If the Chairman is not present after the time appointed for the commencement of the meeting, the Chair shall be taken by the Vice Chairman, or in his absence, by a person elected by those present at the meeting.
- b. The Chairman of the meeting shall conduct the meeting in accordance with these Standing Orders and Rules of Debate and subject thereto his ruling on any matter of procedure shall be final.
- c. No member or officer shall be entitled to hold the proxy of any other member or officer.
- d. The Chairman of the meeting shall ensure that all who vote are entitled to do so.
- e. Except as otherwise may be provided for in the Rules. In the case of an election or motion put, the candidate or candidates, or motion, receiving the greater number of votes cast, shall be declared elected, or adopted. An abstention shall not count as a vote cast.
- f. It shall be the duty of the members to ensure that their views are represented on the board of control.
- g. Amended 27/11/04: These Standing Orders and Rules of Debate, or any of them may be suspended in whole or in part for the whole or any part of a meeting by a resolution carried by a simple majority of those present and voting at a meeting of the Members Council.

4. RULES of DEBATE

- a. Any person entitled to be present and wishing to speak at a Members Council, E/C or M/C meeting of the Council shall address the Chairman of the meeting. If more than one person wishes to speak, the Chairman shall decide the order of speakers.
- b. Any motion, unless the terms are set out in the agenda circulated prior to the meeting shall, if required, be put in writing before the vote is taken.
- c. A motion shall not be debated until it has been seconded.
- d. Any amendment proposed to a motion must be relevant and not be a direct negative. It shall not be debated until seconded.
- e. When any amendment has been moved and seconded, no further amendment may be moved until it has been disposed of, but notice of intention to move a subsequent amendment may be given, without comment, except the general nature of the amendment, during the course of the debate.
- f. The proposer of a motion, with the consent of a seconder, may signify that he is willing to accept an amendment.
- g. Any motion or amendment, having been proposed and seconded, may only be withdrawn by consent of the meeting.
- h. Any person entitled to be present at the meeting and entitled to vote may, at the conclusion of the speech of another person move without comment: -
 - That the question be put.
 - That the debate be now adjourned to the next meeting.
 - That the meeting proceeds to the next business.
 - That a time limit be imposed on the debate of the question.
- i. If the motion is seconded, the Chairman shall at once put it to the meeting. If a motion that the question be now put is carried, the proposer of the motion may nevertheless exercise his right of reply. If either of the other procedural motions in accordance with sub-paragraph (b) and (c) above is passed, the meeting shall immediately proceed to the next item of business.
- j. If a motion under paragraph (h) or (i) is lost, it is within the Chairman's discretion whether or not he will accept a further motion under any of the three paragraphs during the course of the same debate. Subject to paragraph (i) and this paragraph, the Chairman shall decide when the vote is to be taken.

- k. Any person entitled to be present at the meeting and entitled to vote may seek the Chairman's ruling on a point of order at any time during the meeting and this shall be disposed of before debate is resumed or further business introduced.
- l. The report of any committee or subcommittee may be discussed informally but the Chairman may at his discretion ask for a motion that it be 'received', 'approved', 'rejected or 'referred back'. The Rules of Debate shall be applied to any such resolution.
- m. These Rules of Debate or any part of them may be suspended in whole or in part for the whole or any part of the meeting on a resolution agreed by a majority of those voting at a meeting of the Members Council.

5. MEMBERSHIP

- a. **FULL MEMBERS** of the Council shall be Clubs or Associations of Clubs, or Federations of Associations of Clubs (Hereinafter referred to as **groups**) practising Chinese martial arts in Great Britain and Northern Ireland which have:-
 - Amended 01/07/2017: 15 or more registered members.
 - Been elected to Full Membership by the E/C of the Council.
 - Paid all fees due.
 - Agreed to comply with such terms and conditions of membership as the Council may impose upon its Full Members generally or specifically.
- b. **ASSOCIATE MEMBERS** Adopted 20/7/99 amended 27/11/2004 further amended 28/5/11: shall be any **groups**, which have less than 15 licensed members. The Executive Committee reserves the right to deal with Associate Members in its absolute discretion.

SUB CATEGORIES of FULL and ASSOCIATE MEMBERSHIP

- **EXECUTIVE MEMBERS** Adopted 20/8/2006 (member of the Executive Council) regardless of whether they are full members or associate members, will have the right to vote at an AGM.
 - **INSTRUCTOR MEMBERS** Adopted 20/8/2006 Mandatory for all Coaches / Instructors. It is a requirement of membership of the BCCMA, for all Coaches / Instructors of a Member Group to pay an annual registration fee to the Council. This fee shall be set by the Executive Committee the rate of which will be published on the BCCMA WEB page.
- c. **PROVISIONAL MEMBERSHIP** of the Council shall be granted to **Groups** practising the Chinese martial arts in Great Britain and Northern Ireland and seeking eventual Full Membership of the Council, which have: -
 - Been accepted to Provisional Membership by the E/C of the Council.
 - Paid all fees due.

- Agreed to comply with such terms and conditions of membership as the Council may impose upon its Provisional Members generally or specifically.
- d. **INDIVIDUAL LICENCE HOLDERS** It is a requirement of membership of the BCCMA, for all individual licence holders of a Member Group to pay an annual registration fee to the Council, via their Association Head or nominated person. This fee shall be set by the Executive Committee the rate of which will be published on the BCCMA WEB page.
- Individual Licence Holders do not have a right to speak, propose or second items or vote at an AGM or EMG.
 - However Individual Licence Holders will have a right to speak, propose or second items or vote at an AGM or EMG when they are the nominated representative of their Member **Group**.
- e. Provisional Membership is seen as a means of confirming the membership of an applicant group for eventual consideration inter alia the number of individual licence holders registered to the Council by the Provisional Member during its period of Provisional Membership.
- f. In determining the suitability of a Provisional Member for election as a Full Member, the E/C will take into consideration inter alia the number of individual licence holders registered to the Council by the Provisional Member during its period of Provisional Membership.
- g. The Executive Committee reserves the right to deal with a Provisional Members application in its absolute discretion.
- h. Adopted 19/9/93 amended 27/11/2004 updated 19/01/05 It is a requirement of membership of the B.C.C.M.A., for all students of a Member Group to pay an annual registration fee to the Council. This fee shall be set by the Executive Committee. All fees to be directed through the appointed representative of the Member Group. (In order for the Council to work within the Data Protection Act 1998 (the Act) the name and address of students will need to be passed on to the relevant insurance company. The Act requires students to consent to this requirement and this will be obtained via the student's enrolment form or renewal of membership. If consent is withdrawn or refused the Council will not be able to process your membership application form and Member to Member insurance will not be available.
- i. Adopted 19/9/93 amended 27/11/2004 It is a requirement of membership of the 'the Council' for all **groups** practising Chinese martial arts in Great Britain to pay an annual Association subscription fee. This fee to be set by the Executive Committee.
- j. The Secretary shall make application in writing to the members for payment of such fees, as agreed by the Executive Committee, at least thirty days prior to the AGM of the Council.
- k. Payment of such fees in conjunction of fulfilling the membership criteria itemised in paragraph 5a above is directly linked to the member's right to vote either at the AGM or at any subsequent meeting that the Members may normally be entitled to attend. The right to vote is established when the payment is made in full by the member and received by the Treasurer not later

than ten full days prior to the AGM and membership numbers have fulfilled the minimum criteria itemised in 5a above. In the event of late payment of the fee or of an under payment of the fee, the right to vote shall be forfeit. It shall be the member's obligation to provide proof of posting if payment is made by letter post.

- l. In the event that a member fails to make payment of such fees for a period of more than sixty days following the AGM despite further application by the Secretary for payment, disciplinary procedures as hereafter provided for shall be instigated against the member.
- m. No member organisation shall be permitted to take or use a name for themselves which is in any form similar to that of the Council.
- n. Adopted 17/7/92: Any Member Group wishing to change the name of their organisation as defined above, or to trade under a name different to that which they applied and were accepted into the Council under, whether as a provisional or full member, shall seek the approval of the E/C prior to its adoption or use of any such change of name.
- o. Adopted 17/7/92: No member whether as an individual or as a group may represent the Council as a National or International representative or team of a governing body without the consent of the E/C. This applies equally at home and abroad.

6. POSTAL VOTES

Adopted 20/7/99 The Proposition to include Postal Voting was accepted and carried at the AGM.

7. POSTAL VOTING PROCEDURES

- a. The Chairman to draft all proposals and nominations on suitable headed notepaper and to ensure they are sent to the Secretary or nominated person for distribution as provided in the Constitution paragraph 12e.
- b. All Postal votes are to be received by the Secretary by the due date stated. Postal votes received after this date will be null and void and will NOT be eligible for inclusion in the final count.
- c. The Secretary must send all eligible received votes to the Chairman in time for his or her presentation at a Members Council. Alternatively, the Secretary may bring in person all eligible received votes to a Members Council, in either case, this is at the discretion of the Chairman. **ALL POSTAL VOTES MUST REMAIN UNOPENED** until they are presented to the Members Council or Specially convened Executive Meeting. Full members have a right to attend any such specially convened Executive Meeting in the capacity as observers only.
- d. In the case of a fully postal vote where no Members Council has been convened. All postal votes must remain unopened and presented to a specially convened Executive Meeting.
- e. A minimum of three Officers to include the Chairman or his nominated representative, must be in attendance on the opening of any postal votes.

- f. The President has a right to attend any specially convened Executive Meeting where the counting of postal votes has been specifically requested.
- g. Any irregularities in this postal voting system or abuse of the postal votes noted by the President will result in the proposition/s not being carried and by default any such vote taken, will be null and void. In this eventuality The President has the responsibility to close the specially convened Executive Meeting.
- h. Amended 01/07/2017. In the eventuality of any irregularities in the postal voting system or abuse of the postal votes being observed. The President if not satisfied by the explanations given may call for a vote of no confidence in the Executive Members present and a specially convened EGM will be called. The Secretary or a nominated person shall send by e-mail, a written notice 30 days prior to the scheduled date of such a meeting to the last e-mail address nominated to the Secretary for the sending of such notices. Non-receipt of any such notice by a member or its representatives shall not invalidate a meeting.

8) DISCIPLINARY PROCEDURES

- a) For the purposes set out in Clause 4. Section 'Powers and Duties of the E/C' paragraph (e) of the Constitution and Rules, the E/C shall establish a Disciplinary Sub-Committee of at least three persons, which shall be convened from time to time as and when required. The Disciplinary Sub-Committee shall comprise persons selected by the E/C in its absolute discretion, whether or not such persons are members of the Council.
- b) Notice of any matter to be considered by the Disciplinary Sub-Committee shall be sent by the Secretary, or nominated person, to the party against whom the complaint has been made. Such notice shall state the facts upon which the matter is based and the place date and time of the proposed meeting of the Disciplinary Sub-Committee to hear the complaint. The party against whom the complaint has been made shall, within ten days of receipt through the post of a request by an authorised member of the Disciplinary Sub-Committee, inform the Disciplinary Sub-Committee whether they wish to be represented, or to appear personally at the hearing, or give a written explanation of the matter to be considered by the Disciplinary Sub-Committee.
- c) The Disciplinary Sub-Committee shall hear and determine the complaint referred to it. It shall within fourteen days of the hearing, produce a report and recommendations to the E/C. The said report shall be sent to the party against whom the complaint has been made and they shall have the right of appeal to the E/C in respect of the report or its recommendations. Any appeal shall be delivered in writing to the Secretary of the Council within twenty-eight days of receipt of a copy of the report.
- d) The Disciplinary Sub-Committee may recommend the penalty to be imposed; it is however, the responsibility of the E/C to impose any such penalty by way of fine, censure, suspension, or a penalty of expulsion, as it deems appropriate.
- e) The appeal shall be heard by the Full E/C (excluding those persons who constituted the Disciplinary Sub-Committee) by way of re-hearing and the appellant shall be entitled to the same notice and rights at the E/C hearing which they were entitled to, at paragraph (b) of this procedure.

- f) Any notice sent pursuant to these procedures shall be sent by recorded delivery post and shall be deemed to be received two clear days after the date on which it was posted.
- g) Depending on the severity of the complaint and particularly for Individual Licence Holders, the E/C may opt to allow the Head of that Individual Licence Holders **Group** to hear and adjudicate the case in accordance with their own disciplinary procedures.