

BRUNEI DARUSSALAM

AIKIDO FEDERATION
(BRUNEI DARUSSALAM)

THE CONSTITUTION OF
BRUNEI DARUSSALAM
AIKIDO FEDERATION (BAF)

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[as amended pursuant to the First Annual General Meeting held on 14th May, 2006]

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THE CONSTITUTION OF THE BRUNEI DARUSSALAM AIKIDO FEDERATION

Rule 1. NAME: BRUNEI DARUSSALAM AIKIDO FEDERATION. It shall also be known as BAF

Rule 2. ADDRESS: Simpang 58, No 8, Kg. Pasai Jalan Mulaut, Sengkurong BG1121, Brunei Darussalam

Rule 3. INSIGNIA. The BAF shall have only one (1) insignia approved by Registrar of Societies of Brunei Darussalam, which shall include the State Flag to be used in all international regional meetings or sanctioned by BAF.

Rule 4. GENERAL DECLARATION.

- 4.1 This Federation is not to be used for political and personal interests inside or outside of BRUNEI DARUSSALAM.
- 4.2 The Federation shall co-ordinate and co-operate with other martial art organizations in Brunei Darussalam.
- 4.3 BAF shall not be held responsible for any accident or injuries sustained by anyone during training or any activity organised by BAF within and outside Brunei Darussalam.
- 4.4 BAF shall not be held responsible for any personal wrongdoing of its members.
- 4.5 BAF may apply to relevant authority to raise fund, seek promoters, or sponsors to assist in the promotion and development of AIKIDO in Brunei Darussalam.
- 4.6 Any Aikido Club registered with the Registrar of Societies of Brunei Darussalam or the Registrar of Companies and Business Names having been accepted as a full member of BAF shall run its day to day business and activities in accordance with their own constitution, rules and regulation. Double affiliation of any Aikido Club to any other federation within Brunei Darussalam not recognised by International Aikido Federation (IAF) is not allowed.
- 4.7 BAF rules and regulations shall be prescribed separately by the Executive Committee.
- 4.8 BAF definition of terms. Please refer to Rule 15.

Rule 5. OBJECTIVES

- 5.1 Act as coordinator, mediator, and adviser and as the sole governing body for Aikido in Negara Brunei Darussalam.
- 5.2 Ensure registration of Aikido Clubs and individuals that practice Aikido who are not registered with the Registrar of Societies or the Registrar of Companies and Business Names to be registered with Registrar of Societies of Brunei Darussalam or the Registrar of Companies and Business Names under the auspicious of BAF
- 5.3 Promote the practice of Aikido in Negara Brunei Darussalam

- 5.4 Organise, regulate and practice of Aikido among its members and affiliations.
- 5.5 Develop friendship, spirit of unity, camaraderie, goodwill and fellowship among its members
- 5.6 Affiliate to, assist, co-operate with and support international Aikido organizations that are approved by the IAF and the Registrar of Societies of Brunei Darussalam.
- 5.7 Seek and solicit financial sponsors and conduct fund raising projects to support its activities.
- 5.8 Publish an internal newsletter for private to its members and supporters.
- 5.9 Do all such other lawful things, which are incidental to, conducive or necessary to the furtherance of the objectives of BAF.

Rule 6. MEMBERSHIP.

6.1 General.

- 6.1.1 All Aikido Clubs and individuals are eligible to apply as member of BAF. The applicants are required to submit their application form, annual membership fee and other requirements, which are in accordance with, number Rule 6.1.2 and Rule 6.1.3 The BAF Executive Committee shall prescribe the application forms, annual membership fee and requirements.
- 6.1.2 The BAF Executive Committee shall have the absolute discretion to refuse any application or membership without stating any reasons thereof.
- 6.1.3. All members shall abide by the Constitution and by laws, rules and regulations of BAF.
 - a. All members shall be issued a membership card separately.
 - b. All members (Aikido Club) must display a BAF approved banner in their training halls.
 - c. Membership shall be revoked where affiliated Aikido clubs and restricted member have ceased participating in the activities of BAF for a period of more than one (1) year.
 - d. Double affiliation with another organization within Brunei Darussalam not recognised by IAF is not allowed.

6.2 Types of Membership.

There are only (2) types of membership: Honorary Member and Full Member.

6.2.1 Honorary Member:

Any person who is of good character be invited for honorary membership, and any person who has rendered significant services to BAF, may in a resolution of the BAF Executive Committee at the Annual General Congress, be selected as an Honorary Member.

6.2.2 Full Member:

6.2.2.1 Club Full Member

- 6.2.2.1.1 Any Aikido club that is already a member of its principal Association recognised by the Registrar of Societies and any Aikido Club not registered with the Registrar of Societies but with the Registrar of Companies and Business Names .
- 6.2.2.1.2 Each Aikido Club registered with the Registrar of Societies in order to be registered to BAF must have a minimum of 8 active members including an instructor and a club secretary. The chief instructor of that Aikido club must possess a valid certificate of authority and certificate must be from a recognised Aikido Organization.

6.2.3 Individual full Members:

- 6.2.3.1 All Aikido practitioners who are from Aikido Clubs recognised by BAF must apply as full members and will be considered as Individual Full Member.

6.3 Application for Membership:

6.3.1 Full Member (Club).

All Aikido Clubs that wish to join BAF shall submit their “Full Membership (Club) Application Form”, annual membership fee and requirements at the Annual General Congress (AGC).

- 6.3.1.1 The application for full membership (Club) shall be recommended and seconded by members of BAF Executive Committee.
- 6.3.1.2 Full membership (Club) to BAF has to renew every three – (3) years. The annual membership fee, however, has to be paid every year at the AGC.
- 6.3.1.3 The annual membership fee for a Full member (Club) is BD\$100.00 only

6.4.2 Full Members (Individual).

Only members from the “Full Member (Club)” of BAF can apply as “Full Member (Individual)”. Any individual of the “Full Member (Club)” who wish to be a member of BAF shall submit his/her “Full Membership (Individual) Application Form” and annual membership fee every year.

- 6.4.2.1 Member of BAF Executive Committee shall recommend the application for Full membership (Individual).
- 6.4.2.2 Full membership (Individual) to BAF has to be renewed every year together with paying the annual membership fee.
- 6.4.2.3 The annual membership fee for a Full Member (Individual) is BD\$10.00 only

Rule 7. BAF ADMINISTRATION

7.1 Administration.

7.1.1 The administration of BAF shall reside in the Annual General Congress (AGC) or the Extraordinary General Congress meetings (EGC) and Executive Committee Meeting (ECM).

7.1.2 The BAF Executive Committee (EC) shall operate the AGC/EGC/ECM.

7.2 Annual General Congress (AGC)

7.2.1. The AGC shall be the sovereign authority in BAF and it shall be held every year, at least 12 calendar months from the previous AGC, at a date, time and place to be decided by the Executive Committee.

7.2.2 Notice of the AGC shall be given in writing together with the Agenda at least fifteen (15) days before the day congress.

7.3 Extraordinary General Congress (EGC)

7.3.1 An EGC shall be called when the EC deem it necessary or when written request is made by 51% of full member.

7.3.2. Notice of the EGC shall be given in writing together with the Agenda at least Seven (7) days before the day of the congress.

7.4 Executive Committee Meeting (ECM).

7.4.1. The elected Executive Committee members shall hold their first meeting within fourteen (14) days after the AGC to prepare the annual report for the Registrar of Societies, review, accept, reject and to confirm all types of membership, and confirm BAF program and activities.

7.4.2. The Executive Committee shall meet regularly at any date, time and place to be decided by the Executive Committee.

7.5 Election of the BAF Executive Committee.

Election of the BAF Executive Committee members shall be done in accordance to Rule 8.2. Any vacant post after election shall be filled by appointment by the President and Secretary General for the remaining period to be confirmed during the AGC.

7.6 Entitlement to vote:

7.6.1 Only full member (Individual) who represent their respective Full member (Club) and have valid annual membership are entitled to vote and be voted during AGC/EGC for the Executive Committee and other BAF posts.

7.7 Number of Representatives:

7.7.1 Each/Every full member (Club) who has Valid annual membership is entitled to send 5 representatives, who are at least 18 years old, to the AGC/EGC.

7.8 List of Representatives:

7.8.1 Each full member (Club) shall submit a list of representatives who will attend the AGC/EGC to the Secretary at least 3 days before the AGC/EGC.

7.9 The quorum:

7.9.1 The quorum of the AGC/EGC/ECM must have the President and Secretary General and 51% of the nominate representatives from the Full members. In all congresses, a quorum must exist for any decision taken to be valid and binding to BAF members, If a quorum does not exist 30 minutes from the scheduled time; the congresses and meeting shall be postponed to another date not later than 2 weeks from the postponed meeting date. However, if still no quorum is achieved on the second congress date, due to the absence of representatives from full members, the congress shall proceed and all decisions shall be valid and binding.

7.9.2 In all congresses and meetings, a quorum must exist for any decision taken to be valid and binding to BAF members. If a quorum does not exist 30 minutes from the scheduled time, the congress and meeting shall proceed and all decisions shall be valid and binding.

7.9.3 Any person elected for a position must signify in writing his acceptance or rejection of the election 7 days after the election/nomination

7.9.4 The BAF constitution and by laws, rules and regulations shall be signed by the Secretary General and the President of the Aikido main style organizations who are full members of BAF.

7.9.5 The President and the Secretary General shall sign all certificate issued by BAF.

7.10 Voting shall be as follows:

7.10.1 Raising of hands is to be used for non-confidential matters.

7.10.2 Secret balloting is to be used for confidential matters.

7.10.3 All resolutions shall be passed by a simple majority vote. In case of tie of votes, the President shall cast the deciding vote.

7.11 The business of the AGC shall include:

7.11.1 Renewal of existing membership for the coming year.

7.11.2 Registration of new membership for the coming year.

7.11.3 Opening speech by President.

- 7.11.4 Receive the Executive Committee's report and activities during the previous year from the Secretary General.
- 7.11.5 Receive and pass the statement of account from the Treasurer for the previous year.
- 7.11.6 Amendment of the constitution, when required.
- 7.11.7 Elect an Executive Committee every three - (3) years and confirm vacant posts' appointment.
- 7.11.8 Hand over of records from previous office bearers to the new officers should be made within 15 days after the AGC or vacation of post.

Rule 8. BAF EXECUTIVE COMMITTEE.

8.1 Executive Committee:

Officers of Executive Committee shall be elected at the Annual General Congress which shall be comprised of:

- 8.1.1 President and Vice President
- 8.1.2 Secretary and Assistant Secretary General
- 8.1.3 Treasurer and Assistant Treasurer
- 8.1.4 Five (5) Committee Members
- 8.1.5 The Executive Committee members shall serve a term of 3 Years.

8.2 Criteria for Executive Committee Officers:

Candidates for BAF officers must meet the following criteria:

- 8.2.1 The President, Vice-President, Secretary and Assistant Secretary General, Treasurer and Assistant Treasurer and Five (5) Committee members must be Brunei citizen.
- 8.2.2 Minimum age is 18 years old.
- 8.2.3 All officers must be the representatives from (Club) full members, shall have a reasonable command of the Malay and English language.
- 8.2.4 Recognised leadership and management ability, integrity, honesty and sincerity.
- 8.2.5 Shall not have any connection with Aikido organisations not recognised by BAF.

Rule 9. POWERS OF THE EXECUTIVE COMMITTEE.

The Executive Committee shall have the power to.

- 9.1 Act in the name of BAF.
- 9.2 Carry out the objectives of BAF.
- 9.3. Interpret the Constitution and Rules of BAF.
- 9.4. Make the policy of BAF between the Annual General Congress.
- 9.5 Make, amend and cancel the constitution, regulations and rules it may consider appropriate on behalf of BAF provided that such acts are submitted for review and approved at the AGC.
- 9.6 Appoint an auditor and Technical Committee when necessary.
- 9.7 Determine BAF fees and allocate funds to carry out BAF's program and activities.
- 9.8 Impose disciplinary measures against members if and when necessary.
- 9.9 Terminate the membership of any member if any when necessary.

Rule 10. DUTIES OF OFFICERS OF THE EXECUTIVE COMMITTEE.

10.1 President:

- 10.1.1 Shall provide the leadership for the Federation.
- 10.1.2 Shall preside and be responsible for the proper conduct of meetings of the Executive Committee.
- 10.1.3 Shall have the deciding vote when necessary in any unsolved issues.
- 10.1.4 Shall represent BAF, together with the Vice-President Secretary General or Treasurer pertaining to all Aikido matters.
- 10.1.5 Shall sign together with the Secretary General all BAF issued appointments and certificates.
- 10.1.6 May delegate his authority to the Vice-President, Secretary General and Treasurer to deal with specific matters.
- 10.1.7 President, the Vice-President Secretary General and Treasurer have the power to remove and any member upon the advise from the Executive Committee members.
- 10.1.8 Shall be assisted by the Vice-President in carrying out his duties

10.2 Secretary General:

- 10.2.1 Shall be responsible for the day to day conduct of activities of BAF.
- 10.2.2 Shall preside and responsible for the proper conduct of all meeting of the Executive Committee when the President or his authorised representative is unable to do so after 30 minutes of a scheduled Meeting has elapsed.
- 10.2.3 Shall sign all letters, minutes of meetings and reports, and together with the President appointment letters and certificates issued by BAF.
- 10.2.4 When the President is unable to do so, he shall represent BAF, together with the Vice-President or Treasurer pertaining to all Aikido matters.
- 10.2.5 May delegate his authority to the Treasurer to deal with specific matters.
- 10.2.6 Shall receive contributions, donations, fees and other financial assistance on behalf of BAF and the deposit slip is given to the Treasurer.

10.3 Assistant Secretary

- 10.3.1 Assistant Secretary General shall assist Secretary General on the above duties and tasks.

10.4 Treasurer:

- 10.4.1 Shall receive all fees and payments to BAF and deposit all moneys in BAF's bank account.
- 10.4.2 Shall initiate proposals for fund raising projects to finance BAF activities.
- 10.4.3 Shall keep the record of accounts and financial transactions to ensure their correctness.
- 10.4.4 Shall prepare on behalf of BAF a proper financial report for the past year.
- 10.4.5 Shall submit a proposed budget for the annual administration of BAF at the AGC.
- 10.4.6 Shall perform other duties that may be assigned by the Secretary General.

10.5 Assistant Treasurer

- 10.5.1 Shall assist Treasurer on the above duties and tasks.

10.6 Five (5) Committee Members

- 10.6.1 Shall assist the duties and responsibilities of the Secretary General, Treasurer or their assistant when required.
- 10.6.2 Shall perform other duties that may be assigned by the President, Vice-President Secretary General or Treasurer.

Rule 11. RIGHTS AND DUTIES OF MEMBERS.

11.1 Duties of Members:

- 11.1.1 All members must know and abide by the constitution and rules of BAF.
- 11.1.2 All members must conduct themselves properly in the good name of BAF.
- 11.1.3 All members must carry their membership cards issued by BAF in all BAF activities
- 11.1.4 Every member shall pledge and swear not to make use of knowledge gained in Aikido to purposely hurt another or abuse his/her knowledge of Aikido.

11.2 Right of Members:

- 11.2.1 All members have the right to be informed of and participate in all activities of BAF except when the Executive Committee believes that it will endanger the security and prestige of BAF.

Rule 12. FINANCES.

- 12.1 The income and property of BAF whenever derived shall be solely applied towards the promotion of its objectives and no portion thereof shall be paid or transferred by way of dividend, bonus or otherwise by way profit to BAF members. Provided that nothing therein shall prevent the payment in good faith of reasonable and proper remuneration to BAF officers or any person in return for any service actually rendered to BAF.
- 12.2 Only honorary members are exempted to pay any fee impose by BAF.
- 12.3 BAF shall pay for all affiliation fees to international Aikido organization such as IAF.
- 12.4 BAF grading rules and certificate fees shall be determined in the rules and regulation of BAF.
- 12.5 BAF shall organise and conduct fund raising activities by itself or together with other association, government and private.
- 12.6 The Executive Committee as honorary auditor (s) shall appoint one or more recognised auditors who are not officers of BAF.
- 12.7 The honorary auditor(s) are required to audit the account of BAF for the year and to prepare a certified report for the AGC. They may also be required by the Secretary General to audit the accounts of BAF and its members within the tenure of their office at any date, and to make a report to the Executive Committee.

Rule 13. RESIGNATION, SUSPENSION AND EXPULSION.

13.1 Resignation.

- 13.1.1 Any member who wishes to resign from BAF shall give two weeks (2) written notice to the Secretary General and when wish to re-join BAF must write to the Secretary General and pay the registration fee again.
- 13.1.2 Any Executive Committee member who resigned dishonourably cannot hold the same post from which he resigned.
- 13.1.3 Any member who dies is considered automatically resigned from BAF and BAF reserves the right not to reveal any information of the deceased.

13.2 Suspension.

- 13.2.1 Any member who is not active for more than six (6) months without satisfactory and acceptable reasons shall be suspended from BAF for a period to be decided by the BAF Executive Committee.
- 13.2.2 Any member who breach the Constitution, rules and regulations of BAF shall be suspended for a period to be decided by the Executive Committee after due hearing is given to the said member.
- 13.2.3 Any member who has not submitted its/his/her application form, annual membership fee and requirements by the required date will be automatically suspended from all domestic and international Aikido activities recognised by BAF and IAF until the complete submission of all requirements are affected.

13.3 Expulsion.

- 13.3.1 The Executive Committee has the power to dismiss those members who have continuously violated The Constitution, rules and regulations of BAF.
- 13.3.2 Any member whose conduct is in the opinion of the Executive Committee is prejudicial to the general interests of BAF shall be called to resign, after a full investigation has been made at which the member's representatives concerned shall have the right to attend. If such member so requested does not resign within 14 days, the Executive Committee shall then expel him/her and no appeal shall lie from their decision to a court of law. However, the expelled member shall have the right to appeal to the Annual General Congress.
- 13.3.3 Any expelled member shall forfeit all its fees and BAF has the right to file such claims against the said member or person to protect BAF's interests.
- 13.3.4 Any expelled member can be re-accepted but cannot be elected to any Executive Committee post.

Rule 14. DEFINITIONS.

14.1 In this Constitution, rules and regulations, the following terms are defined as: -

14.1.1 AIKIDO means “The Way of Harmony of with Spirit”(AI means “ Harmony”, KI means “Spirit”, DO “the Way”), which was developed and promoted internationally mainly for self-defense technique, spiritual enlightenment, physical health and peace of mind.

14.1.2 “Chief Instructor” means a person who is a bona fide Dan holder in Aikido and is in possession of Certificate recognised by BAF or IAF.

14.1.3 “Certificate” means a certificate issued by a bona fide recognised Aikido organisation recognised by the IAF conforming to the technical criteria established by the BAF.

14.1.4 “Congress” means a general meeting where eligible members of the BAF participate.

14.1.5 “Club” means any Aikido body or institution registered with Registrar of Societies of Brunei Darussalam or the Registrar of Companies and Business Names and registered only to BAF.

14.1.6 “Executive Committee” means the Brunei Aikido Federation Executive Committee.

14.1.7 “IAF” means the International Aikido Federation.

Rule 15. RATIFICATION AND AMENDMENTS TO THE CONSTITUTION.

15.1 Members present in the AGC or in a special meeting shall ratify this constitution and rules called for that purpose.

15.2 The constitution and rules of AF may not be altered or amended except by a resolution at the Annual General Congress. Such alteration or amendment shall take effect from the date of approval by the Registrar of Societies.

15.3 All amended and ratified copies of the constitution shall be chopped “Certified True Copy” and signed on the last page and initialled on each page by the President and the General Secretary.

15.4 Amendment to constitution, rules and regulations of BAF shall require a two third majority vote of BAF EC members at the AGC.

Rule 16. CALENDER YEAR.

- 16.1 The calendar year begins on the “1st January and ends on 31st” of December of the year.
- 16.2 This constitution was discussed during the 1st meeting held on 26th February 2005 at the Bangunan SEAMEO VOCTECH Regional Centre, Gadong BSB, Brunei Darussalam attended and recognised by the following person:
1. Hj.Shahrum Hj.Kadir (I.C. No: 00044952)
 2. Pg.M.Alexandra S.P Pg Hj Md Don (I.C No: 00112200)
 3. Hj.Sabtu Hj.Awg.Besar (I.C. No: 00066885)
 4. Dk Norfaziah Major Pg Hj. Abas (I.C No:00301393)
 5. Abd. Morad Hj Rani (I.C No:00067345)
 6. Hamidon Abu Bakar (I.C No: 00051569)
 7. Pg.Mohammad Noor Sufian Pg Omar (I.C No: 00125908)
 8. Pg.Darwisy Pg Hj Murah (I.C No: 00121532)
 9. Borhanuddin Hj Mohammad (I.C No:00044064)
 10. Ibrahim Hj Mohammad (I.C No:00045922)
 11. Abd Ghani Hj Abd. Hamid (I.C No:00062013)

(Hj Shahrum Hj Kadir)
President
Brunei Darussalam Aikido Federation

(Hj. Abd. Hamid Dato Hj Abdullah)
Secretary General
Brunei Darussalam Aikido Federation