

CLUB CONSTITUTION

1. Name

The club shall be called *Budo Martial Arts* (hereinafter called the 'Club').

2. Affiliation

The club shall be affiliated to the *English Karate Federation*

3. Aims and Objectives

- 3.1 The club's aim is to benefit the inhabitants of Bracknell and its surrounding areas.
- 3.2 To provide for like minded individuals to train together for their mutual benefit and enjoyment. The club will positively promote Karate and related martial arts to its members and offer coaching and competitive opportunities to all those members who wish to participate.
- 3.3 To strive for the pursuit of excellence, greater knowledge, strength, speed and self confidence whilst upholding the values of traditional Japanese Martial Arts.
- 3.4 To behave with respect, care, help, encouragement and support for all irrespective of differences or ability.

4. Equality Statement

The club is fully committed to the principles of the equality of opportunity.

No participant, volunteer, or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly. The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

5. Welfare Statement

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality Karate in a safe environment by adopting the procedures and working practices of the *English Karate Federation*.

- 5.1 At the discretion of the Chief Instructor and Welfare officer young and vulnerable people may need to be accompanied by a supervising adult to train alongside side them.
- 5.2 The club official instructors will be required to hold current basic first aid and disclosure and barring (DBS) certificates.
- 5.3 In the event of none the clubs registered instructors being available for a scheduled training session any members who continue to train do entirely at own their risk and insurance cover may be invalid.

6. Membership

- 6.1 The club shall consist of the Officers and the members.
- 6.2 Membership of the Club is open to all persons over the age of 5 years.
- 6.3 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.
- 6.4 All members are also required to abide by the appropriate Policies of the *English Karate Federation*.
- 6.5 The Management committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.
- 6.6 Members under the age of eighteen shall be considered as junior members.
- 6.7 Junior members shall not have the right to vote at Committee meetings but are entitled to elect one representative who shall have the right to vote.
- 6.8 Membership of the Club shall terminate if:
 - 6.8.1. the Member dies;

- 6.8.2. the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committees discretion
- 6.8.3. the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.
- 6.8.4. the Member is in arrears to the Club and their subscriptions or any other payments are at least three months overdue;
- 6.8.5. the Member is removed from membership by a resolution of the Committee as a result of the application of the Club's (or England Athletics) disciplinary policy.
- 6.8.6. The Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that the Member shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove them from membership in accordance with rule below.
- 6.8.7. Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
- 6.8.8. In the event of a Member's resignation or expulsion, their name shall be removed from the Club's register of members.

7. Membership Fees

- 7.1 Membership fees shall be set at the Annual General Meeting. The Committee shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club.
- 7.2 Annual membership fees shall be collected in *February* of each year and are payable to the Club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the financial year.

7.3 Membership is not transferable to anyone else.

8. Management Committee

- 8.1 The Management Committee will act for the members of the club and shall be comprised of the Chairman and the following nominated Officers: Secretary, Treasurer, Welfare Officer
- 8.2 These nominated Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year but may seek re-election at the following year's AGM.
- 8.3 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.4 The Management Committee shall meet quarterly (or when determined by the Chairman) and the Secretary will convene all meetings.
- 8.5 The quorum necessary for Management meetings shall be *Three*. In the event of a tied vote the Chair will have the casting vote.
- 8.6 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.7 Responsibility for all property owned or leased by the club rests with the Management Committee.
- 8.8 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

9. Finance

- 9.1 A bank account shall be opened and maintained in the name of the Club (Club account). Designated account signatories shall be the Chair, the Secretary and the Treasurer. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee.
- 9.2 The club shall be run on a not for profit basis and all monies or annual surpluses raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.

- 9.3 The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable.
- 9.4 The financial year of the club starts on 1st April and ends 31st March each year.

10. Annual General Meeting and other meetings

- 10.1 The Annual General Meeting (AGM) of the club shall be held in April of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the statement of accounts up to the end of the financial year shall be presented.
- 10.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.
- 10.3 All elections of nominated Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- 10.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.
- 10.5 The quorum for general meetings shall be *Nine* members present who are eligible to vote.
- 10.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than *Four* members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

11. Voting Procedures for all meetings

- 11.1 All members entitled to vote at meetings shall have equal voting rights.

- 11.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.
- 11.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

12. Discipline and Appeals

- 12.1 The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.
- 12.2 Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the *English Karate Federation* will be informed.
- 12.3 All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.
- 12.4 Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.
- 12.5 An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 12.6 An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

13. Dissolution procedures

- 13.1 In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the *English Karate Federation*. No member shall obtain any asset from the club.
- 13.2 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by *Four* members of the club.

14. Review of the Constitution

- 14.1 This Constitution should be reviewed a minimum of once every two years.

- 14.2 Any amendments to the Constitution can only be agreed at the Club's AGM.
- 14.3 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
- 14.4 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.
- 14.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 14.6 Any alteration to the Constitution shall require a majority of members eligible to vote whether present or not (postal or proxy votes included).
- 14.7 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.