

## Club Constitution

### Name of the Club

- The name of the club shall be the Kyoshin Shotokan Karate Club (hereafter referred to as the club).

### Affiliation

- The club shall be affiliated to the Karate Union of Great Britain (hereafter referred to as the KUGB) for insurance purposes. This affiliation also allows the club to be recognised at regional, national and international level for competition events and provides access to courses and gradings for the club members.

### Aims and Objectives

- In accordance with the guidelines as laid out by the KUGB, the primary objective of the club shall be to safely and successfully foster and develop the spirit and practice of Karate-do.
- To provide quality Karate training to the community at affordable rates. This shall include excellent instruction in all aspects of traditional Karate-do, as a science, art and mental/physical discipline.
- To co-operate with other bodies having similar aims.
- To maintain an active social side to the club for all its members and friends of the club.
- To obtain, collect, receive and administer money and funds for these purposes on a "not for profit" basis.

### Membership

- Membership shall be open to all persons who subscribe to the aims and objectives above and who shall abide by the club constitution and KUGB constitution and rules.
- Membership shall be obtained by completing the club membership application form, paying the appropriate club fees and attending regular classes or meetings.
- As with any physical activity, members must be in good health or have a physician's approval to engage in Karate training. Members are encouraged to consult with a physician prior to starting Karate training.
- The committee in accordance with the Data Protection Act shall keep a central register of membership details along with members grading records.
- The club reserves the right to refuse membership without explanation.

## Club Officials

- The club shall have an elected governing committee.
- The committee shall operate the club in accordance with the aims and objectives of the club, its constitution on behalf of the membership.
- Majority voting shall make committee decisions final.
- A quorum shall be three committee members.
- The committee shall consist of the following members:
  - Chair person - This will be the senior instructor at the club
  - Secretary
  - Treasurer
  - Two persons nominated from the membership (one to represent the interests of each class)
- The committee members shall be nominated and duly elected at the Annual General Meeting (AGM).
- The term of office of the elected committee members shall be three years.
- Duties of the committee:
  - To chair all meetings
  - To officiate at meetings of the club
  - To co-ordinate the activities of the committee and the club
  - To organise class instruction and training schedules
  - To promote the club

- The Secretary's functions shall include:
  - To deal with all correspondence and records
  - To inform the membership of events and activities of the club
  - To co-ordinate the organisation of all club events, excluding training
  - To administer the intake of new membership
  - To promote the club
  
- The Treasurer's functions shall include:
  - To administer the funds and assets of the club
  - To maintain accounts and budgets
  - To collect membership fees
  - To maintain an attendance register
  - To promote the club
  
- The two nominees from the general membership will have no specific duties other than to safeguard the interests of the club and the general membership.
  
- All committee members must either be members of the club as previously defined or the parent / guardian of a club member.

## **Meetings**

- There shall be an AGM held each year, the first AGM shall take place before the end of June 2001 at a date set by the committee to discuss the forthcoming year.
  
- Business meetings with the club officials will be scheduled at least once a quarter. The chair of the committee will be in charge of setting the meeting times and locations.
  
- Decisions brought before the committee are made by simple majority of the committee members in attendance.
  
- Vote by "proxy" will be accepted at the discretion of the committee members in attendance.
  
- Notice of all committee meetings shall be given to the membership at least one week in advance.

## **Financial Matters**

- The treasurer will be responsible for regulating the finances of the club. The club committee subject to guidance from the KUGB will decide club fees and any subsequent increases in club fees.
- Members will be advised of any changes in fees in writing at least one month in advance.
- Fees will be paid one calendar month in advance at the first training session of the month and will be deposited into the club's account.
- Club instructors will be exempt from paying fees.
- Dual signatory will be required for withdrawal from the club's account.
- Any member of the club may, subject to written notice, inspect the club accounts. The committee will comply within fourteen days of any such request.
- The club will not provide monetary gain, incidentally or otherwise to its officials, instructors or membership.
- Club finances may be used for the following expenditures:
  - Organisation of liaison meetings
  - Expenses for guest instructors / lecturers
  - Expenses for club instructors attending courses approved by the club committee
  - Direct publicity through advertising
  - Any other expenses approved by the club committee
- The committee will be responsible for applying for sponsorship or grant funding from any bodies the committee deems appropriate.
- In the event that the club dissolves leaving residual assets, the club will donate the said assets to the KUGB nominated charity for that year.

## **Ratification**

- The committee held the first meeting on the 27th day of April in the year 2001. It was the unanimous view of all the members of the committee that the proposed constitution is brought into effect from the 1st day of June in the year 2001. This first meeting will also be the first AGM.