

# *Takumi Karate Do*

## *Club Constitution*

### **1. Name**

The name of the club shall be “*Takumi Karate Do*”, herein referred to as the Club.

### **2. Aims and Objectives**

The aims and objectives of the Club shall be the following:

- a) the advancement of Karate Do within the Club for the benefit of its members.
- b) to maintain an amateur status at all times.
- c) to promote a non political approach to Karate, and other associated Martial Arts within Great Britain.
- d) to promote a greater understanding of Karate Do within the wider spectrum of society, by means of publicity, training and other organised events.
- e) to promote a policy of equal opportunities in all the activities of the Club and its members.

### **3. Powers**

The Club shall have the power to do anything which will properly and lawfully further the aims and objectives of the Club, in particular:

- a) to raise, spend and hold funds in a bank or similar financial establishment.
- b) to employ staff and do anything necessary or appropriate in relation to such employment.
- c) to promote and provide for the dissemination and exchange of knowledge and information.
- d) to acquire, build, alter and dispose of any property.
- e) to form or promote the formation of charitable limited companies or other charitable legal bodies.
- f) to join and / or make representation to other clubs or associations, local, national and international.

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#### **4. Membership**

a) There shall be two forms of membership to the club :

**i) Junior Membership**

Junior membership is available to male and female children between the ages of 8 years to 15 years (inclusive).

**ii) Senior Membership**

Senior membership is available to male and female adults of 16 years and above. As the club operates an equal opportunities policy, there is no upper age limit, although elderly students are recommended to seek medical advice before the commencement of training.

b) There shall be no annual membership fee for the Club, but members are required to pay a membership fee for the use of training facilities (Community Centre Membership etc).

*Amendment: due to re-location an annual membership scheme has been introduced, details are available from the Club's Treasurer.*

c) All forms of membership are subject to the approval and scrutiny of the Clubs Management Committee.

d) The Instructors / Management Committee may terminate the membership of any member should their conduct be prejudicial to the interests of the Club (e.g. consistent lack of dojo etiquette, committing a criminal offence etc.)

If an action of this nature arises, the member or their representative shall be invited to a meeting with the Management Committee. They shall be entitled to put forward their own point of view regarding the action after which the Management Committee may do one of the following:

- i) Allow the membership to continue.
- ii) Allow the membership to continue, but issue the member with a verbal warning.
- iii) Allow the membership to continue, but issue the member with a written warning.

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- iv) Terminate the membership immediately.

### 5. *Management Committee*

- a) Due to the size and nature of the club, the Management Committee shall consist of the following

- i) One representative from the Instructors (deemed to be the Chairperson).
- ii) The Club Treasurer.
- iii) One representative from the Senior Students.
- iv) One representative from the Junior Students (over the age of 10 years).

Should the membership of the club exceed a total of fifty members, then the student's representatives shall be doubled.

- b) A student representative must be selected by the other students and also be a current licence holder with the appropriate association.
- c) The **election** of members onto the Management Committee shall be completed at the stated Annual General Meeting of the Club, which will be held in accordance with clause 7 of the constitution. All **elected** members shall serve for a period of one year and are eligible for re-election at the AGM.
- d) The committee shall have the power to co-opt up to a maximum of three individuals in the role of advisors. These advisors need not be members of the Club and are therefore not entitled to any voting rights affecting the Club or the implementation of its policies.
- e) The Management Committee shall have the power to appoint sub-committees when necessary and the terms of reference regarding these sub-committees shall be stated at their time of appointment.
- f) Notice of Management Committee meetings shall be given in writing by the Club Secretary to all the members of the committee at least once month prior to the intended meeting date.
- g) The Management Committee shall convene a minimum of TWO times per year.

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### **6. Office Bearers**

Office Bearers shall be elected at the first full Club Management Committee meeting. Office Bearers must be voting members of the Management Committee.

These Office Bearers shall be:

**a) Chairperson (Instructors Representative) – who shall:**

1. Chair all meetings of the association.
2. Provide an Annual Report to be submitted at the Annual General Meeting.

**b) Club Secretary – who shall:**

1. Undertake the duties of the Instructors Representative in his / her absence.
2. Keep minutes of all meetings of the Clubs Management Committee and Annual General Meetings.
3. Issue due notice of all meetings as per clauses 5(f) & 7(b).
4. Deal with all club correspondence of a non-financial nature.

**c) Club Treasurer – who shall:**

1. Be responsible for all financial statements held in the name of the Club.
2. Ensure that an annual financial report is available for presentation to the members at the Annual General Meeting.
3. Ensure that an annual financial report is made available for presentation to third parties concerning the matter of fund raising for the Club.
4. Organise the operation of a bank account for the maintenance of Club funds.
5. Be responsible for the detection of fraud of a financial nature that may affect the Club

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### *7. Annual General Meetings*

- a) There shall be an Annual General Meeting of the Club held within fifteen months of the previous AGM. All individual members of the Club will be entitled to attend the AGM, which is held for the purpose of receiving the Annual Report and Financial Statements of the Management Committee and for the election / re-election of members to the Management Committee.
- b) Notice of the AGM shall be posted in the Clubs main Dojo at least twenty-eight days before the AGM.
- c) An Extraordinary General Meeting of the Club may be called by the Management committee or by a written request signed by 66% of the individual members of the Club. The written request should be addressed to the Club Chief Instructor and clearly state the purpose of the meeting. Provided the purpose stated is legitimate, the Extraordinary General Meeting shall be called and conducted according to the rules for an Annual General Meeting.

### *8. Rules of the Club:*

- a) **Voting:** subject to the provisions at clauses 9 & 10, all questions arising at any meeting of the Club shall be decided by a simple majority vote of those members who are present and eligible to vote. In the case of equality of vote's costs, and subject to the provisions of clause 9 & 10, the Chairperson of the meeting shall have the power to use a casting vote.
- b) **Quorum:** Two thirds of the members shall form a quorum at Management Committee meetings and one quarter of individual members shall form a quorum at Annual General Meetings.
- c) **Licences:** as a condition of membership, all Club members must ensure that they are fully licensed with the appropriate Association. All new Club members must apply for a licence within 30 days of joining the Club. The ruling Association shall set the licence fees.

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- d) **Gradings:** All gradings up to 1<sup>st</sup> Kyu may be conducted within the Club. However, at least one grading in every three may be conducted using a panel of judges, one of which can be contain an Instructor from another club within the Association.

All gradings for 1<sup>st</sup> Kyu must be taken by an Instructor who is two grades above the grade being sought. (E.g. a Nidan black belt must be on the panel of a member trying to attain the rank of 1<sup>st</sup> Kyu.) unless dictated by the current association.

The minimum period between each grading will be set at four months except when being graded for 2<sup>nd</sup> and 1<sup>st</sup> Kyu at which point the minimum period will be six months (unless conditions merit otherwise and all club instructors are in agreement). The grading period from 1<sup>st</sup> Kyu to 1<sup>st</sup> Dan shall be an interval of no less than one year.

Grading fees will be set by the Management Committee and are revisable at the start of each financial year.

The grading syllabus will be set down by the Club Instructors and is subject to revision whenever they deem it necessary.

### **9. *Of The Constitution***

Alterations to the constitution may be made by resolution of a general meeting of the Club passed by a majority of not less than two third of the members present and voting at the general meeting convened for this purpose.

A resolution to alter the constitution shall not be effective unless notice has been given in the terms of Clause 7 (b).

### **10. *Dissolution***

The Club may dissolve by dissolution of a general meeting passed by a majority of not less than two thirds of the members present and voting at a general meeting convened for this purpose.

All members of the Club must be received not less than twenty-one days notice (stating the terms of the resolution to be proposed there at). Notice of the meeting shall also be posted in a conspicuous place or places, in all of the Clubs dojos and at all training sessions during the period of notice.

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On dissolution, those present and voting at the meeting shall have the power to dispose of any assets, fixed or other, of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given to a charitable institution (s) as decided at the meeting.

*This constitution was adopted as the constitution of the Takumi Karate Do (aka the Club) at a meeting duly convened at St Ann's Community Centre, Edinburgh on Saturday 31<sup>st</sup> January 1998.*

*Signature: .....* (Chairperson of the Meeting)

*Signature: .....* (Secretary of the Meeting)

CONFIDENTIAL