

# **Club Constitution**

## **Name of the Club**

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

## **Affiliation**

- The club shall be affiliated to the Japan Karate-Do Ryōbu – Kai UK (hereafter referred to as the JKR-UK) 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 JKR-UK, 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/spiritual 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 JKR-UK 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:
  1. Chair person - This will be the Dojo Cho (Chief Instructor) at the club
  2. Vice Chair – This will be one of the adult Karateka
  3. Secretary
  4. Treasurer
  5. Student Representatives - Two persons nominated from the club membership if available
  6. Club Photographer
- 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. The same may stand for re-election.
- Duties of the committee. The chair person shall be the chief officer of the club whose functions include:
  1. To chair all meetings
  2. To officiate at meetings of the club
  3. To co-ordinate the activities of the committee and the club
  4. To organise class instruction and training schedules
  5. To administer the intake of new membership
  6. To promote the club
  7. To maintain an attendance register
- The Secretary's functions shall include:
  1. To deal with all Management Committee correspondence and records
  2. To co-ordinate the organisation of all club events, excluding training
  3. To help promote the club
- The Treasurer's functions shall include:
  1. To administer the funds and assets of the club
  2. To maintain accounts and budgets. This person does not have to be a Karateka but must observe and abide by the etiquette that members of the club adhere to.
- The Student Representatives from the general membership will have no specific duties other than to safeguard the interests of the club and the general membership.

## Motions & Voting

All motions must have a proposer and a seconder from within the Management Committee. All members present will have one vote. Absent members may vote through email, letter or by proxy. In the event of a tie, the Chair shall have the casting vote.

## Meetings

- There shall be an AGM held each year, the first AGM shall take place before the end of April 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 two week in advance.

## Financial Matters

- The treasurer will be responsible for regulating the finances of the club. The club committee 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.
- Single signatory (Chair Person) 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 equipment deemed necessary by the Chief Instructor
  - 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 equally distribute the monetary assets between all the members. Any remaining equipment should be given to the students. Should any equipment be left over, it can be donated to another Dojo in the area, or sold off and the money generated equally distributed to the club membership.

One of the other financial aims of this dojo is to send a student, when the funds allow, to Japan for some training. The student must have achieved Shodan through training with Meiyō Karate Club. Dan grades that achieved Shodan before joining this dojo may be eligible for this training if no other person is eligible, should the funds allow – this will be at the discretion of the Dojo Cho. This does not cover parents or guardians, just the student. Parents and/or Guardians will have to make their own travel arrangements etc.

## **Meiyō Karate Club Policies & Confidentiality**

All members of the management committee should be aware of the club's policies and must adhere to them. In addition, Management Committee must be sensitive to the issues of people seeking Political Asylum and people that are escaping abusive relationships or other physical harm. Their confidentiality must be maintained. We must ensure that we know whose photographs and names can be used on Social Media etc – a warning must be given at public photoshoots so that they may remove themselves from the photoshoot.

## **Ratification**

- The committee held an AGM on the 20th day of January in the year 2018. It was the unanimous view of all the members of the committee that this amended constitution is brought into effect from the 20th day of January in the year 2018.