

# Clydebank Aikido Club Constitution



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# Clydebank Aikido Club Constitution



## 1.00 Name & Objectives

- 1.01** The name of the club shall be the **Clydebank Aikido Club**, henceforth referred to as the '**Club**'.
- 1.02** The purpose of the **Club** shall be to encourage and promote interest in the martial art of Aikido within the community by:
- (a) providing first class instruction in Aikido
  - (b) encouraging students to participate in Aikido-related events in Clydebank & surrounding areas (such as seminars and by visiting other clubs).
- 1.03** The **Club** is non profit making. All monies gathered will contribute to the hall hire, equipment, administration, Cobra Martial Arts Association, (henceforth referred to as the 'CMAA') requirements on Instructors National Training Programme qualification requirements, First Aid & any other required legal activities required to function in the community or additional training agreed by the committee.

The **Club** bank book shall be available to all members on request.

The **Club** Instructors are volunteers who have no personal financial interest & do not receive payment from the **Club**.

## 2.00 Compliance

- 2.01** The **Club** shall be administered in accordance with the regulations for the CMAA.

The **Club** will be registered with the CMAA and will be covered with regard to Public Liability insurance. The **Club** will also seek to procure that all the **Club's** registered members will be covered by personal accident and public liability insurance.

The **Club** shall ensure that all its instructors & coaches are registered with the CMAA and hold approved coaching qualifications.

The **Club** shall observe the Code of Conduct on Safety matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the **Club**, and follow a procedure for risk assessment which is acceptable to the Playdrome, Clydebank & other locations where a class practice may occur.

Prior to the teaching of children (persons under 18yrs) & vulnerable adults, all instructors & coaches must be reviewed under the Enhanced Disclosure Scotland application process.

No persons aged eight or under shall be taught at the **Club** unless the instructor is suitably qualified & has a current paediatric first aid certificate.

## 2.02 Membership

The members of the **Club** shall be those who apply for membership of the **Club**, who are admitted to and maintained in membership by the Committee, and who have paid the relevant **Club** Subscription. The **Club** member at any time who has trained longest in Aikido is hereinafter referred to as the Senior Member.

All members will be subject to the regulations of the constitution and by joining the **Club** will be deemed to accept these regulations and codes of conduct that the **Club** has adopted.

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. Fees will be paid: monthly / weekly / per session.

The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal in writing to the Secretary or Senior Member. Refer to [paragraph 8](#) for discipline & appeal procedures.

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### 3.00 Officers of the Club

3.01 The officers of the **Club** will be:

- President
- Secretary
- Treasurer
- Child Protection Officer
- any other relevant position

Officers will be elected annually at the Annual General Meeting by the **Club's** members. All officers will retire each year but will be eligible for re-appointment.

### 4.00 The Committee

4.01 The **Club** will be managed through the Management Committee consisting of:

- President
- Secretary
- Treasurer
- Child Protection Officer
- any other relevant position

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the **Club** and will meet no less than one meeting per year.

The quorum required for business to be agreed at Management Committee meetings will be at least three Officers.

Two of the Management Committee members must have attained the grade of 1<sup>st</sup> Dan (black belt) & be qualified instructors, to which one of these must be the president.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the **Club**.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the **Club** rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

4.02 If during the period between the annual elections to Offices any vacancies occur amongst the members of the Management Committee, the Management Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-option.

4.03 Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the **Club** nominated by the Management Committee) all official documents and records belonging to the **Club**, together with (on request from the Management Committee) any other property of the **Club** which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the **Club's** bank accounts, building society accounts, or other financial affairs.

4.06 No member of the Management Committee shall be removed from office except by the approving votes of two-thirds of those present in person at a General Meeting.

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### 5.00 Indemnity

- 5.01** So far as may be permitted by law, every member of the Committee and every officer of the **Club** shall be entitled to be indemnified by the **Club** against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the **Club** and in which judgment is given in his or her favor (or otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.
- 5.02** So far as may be permitted by law, the **Club** may purchase and maintain for any member of the Committee or Officer of the **Club** insurance cover against liability which by virtue or any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the **Club** and against all costs charges, losses and expenses and liabilities incurred by him or her and for which or she is entitled to be indemnified by the **Club** by virtue of [paragraph 5.01](#).

### 6.00 Finance

- 6.01** A bank/building society account shall be opened in the name of the **Club**, as the Management Committee shall decide.  
The Management Committee shall authorise, in writing, two members of the Management Committee, one of whom shall be the Treasurer, to sign cheques on behalf of the **Club**.  
The financial year of the **Club** will end on: **31<sup>st</sup> March**.
- 6.02** Any cheques drawn against **Club** funds should hold the signatures of the Treasurer plus one other Officer.
- 6.03** A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 6.04** The **Club** accounts will be made available for Independent examination.

### 7.00 Annual General Meetings

#### 7.01 Meetings of the Members

There shall be an Annual General Meeting for all members of the **Club** in a location to be confirmed, convened by the secretary on not fewer than **14 days** notice.

#### 7.02 The Annual General Meeting will:

- (a) receive the annual reports of the Committee for the previous year and the annual accounts of the **Club** for the previous year, the report of the accounts having been approved by the Committee;
- (b) receive a report from the Committee on the **Club's** compliance with [paragraph 2.01](#) above;
- (c) elect Members of the Committee in accordance with [paragraphs 3 & 4](#) above: the Committee's nominations for the Officers shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than **7 days** before the date of the Meeting;
- (d) consider any motions of which due notice has been given, and any other relevant business.
- (e) all members have the right to vote at the AGM.

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- 7.03 An Extraordinary General Meeting may be called by the President, the Secretary or the Treasurer on not fewer than seven days' notice; or on a written requisition by six or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than **14 days** before the date of the Meeting.
- 7.04 Prior to all General Meetings notice of the agenda shall be distributed by post or by hand with notice of the Meeting.
- 7.05 The quorum for a General Meeting shall be at least four members present in person of whom two must be members of the Committee.

### 8.00 Discipline and Appeals

- 8.01 All complaints regarding the behaviour of members should be submitted in writing to the Secretary or Senior Member.
- 8.02 The Management Committee will meet to hear complaints within **14 days** of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 8.03 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **7 days** of the hearing.
- 8.04 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within **14 days** of the Secretary receiving the appeal.

### 9.00 Dissolution

- 9.01 The **Club** may be dissolved at any time by the approving votes of the two-thirds of those present in person at a General Meeting.
- 9.02 In the event of the **Club** being dissolved, its assets shall not be distributed amongst the members, but shall be retained & administered by the committee for the purposes of the promotion of Aikido through some other club with similar objectives to those of the **Club**.

### 10.00 Amendments to the Constitution

- 10.01 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

# Clydebank Aikido Club Constitution



## 11.00 Declaration

**Clydebank Aikido Club** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: ..... DATE: .....

Name: .....

### Club President

SIGNED: ..... DATE: .....

Name: .....

### Club Secretary

<u>Rev</u>	<u>Description</u>	<u>Date</u>
01	Section 3.06: The Child Protection Officer section added. Section 2.01: Compliance, child age restriction outlined.	20/01/08
02	Section 1.03: Affiliation revised from the BNMAA to the CMAA. Section 2.01: Affiliation revised from the BNMAA to the CMAA. Section 2.02: Cross reference to section 5 added. Section 2.04 (c): Referred to paragraph 3.06, revised to 3.07 Section 3.06: Affiliation revised from the BNMAA to the CMAA. Section 5: Discipline & Appeals added. Dissolution revised from Section 5 to Section 6. Interpretation revised from Section 6 to Section 7. Section 8: added.	15/06/08
03	Sections 3, 4, 6, 7, 8, 9, 10 & 11 reorganised/added to match MASA & WDCVS recommendations.	07/12/08