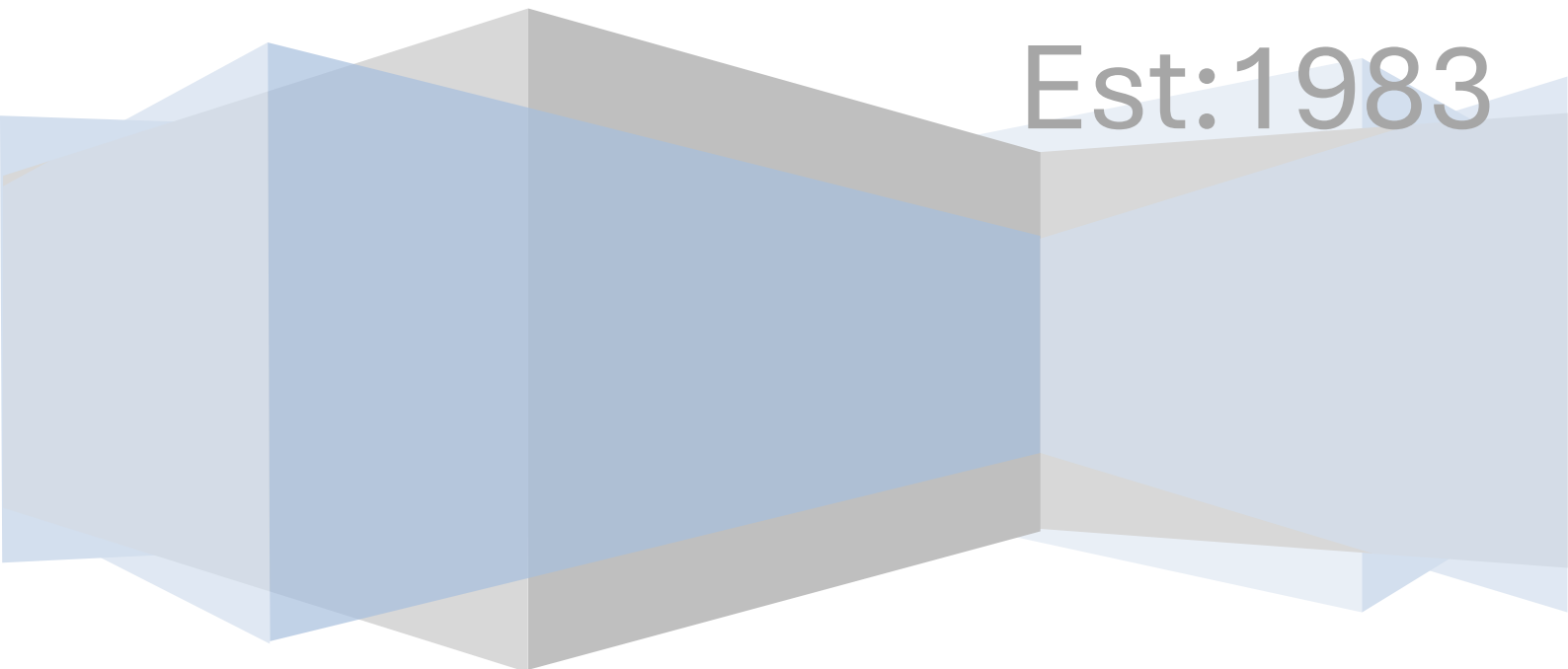


Mushin **Martial Arts Club**

Constitution



Est:1983



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Mushin Martial Arts Club

1. Name

The name of the organisation shall be **Mushin Martial Arts Club** (hereafter referred to as "the Club").

2. Objectives

The objectives of the Club shall be:

- a. To safeguard and promote the collective interests of members in their pursuit and practice of karate.
- b. To cultivate, sustain, and enhance both individual and shared knowledge, skills, and expertise in accordance with recognised standards of good practice.
- c. To uphold principles of equality by actively opposing discrimination, embracing diversity, and fostering an inclusive environment within the wider community.
- d. To establish, review, and maintain the standards necessary for the safe, effective, and ethically sound instruction and supervision of karate.
- e. To support, encourage, and oversee the development and expansion of the clubs.
- f. To coordinate and deliver training programmes and educational opportunities for members of the club.
- g. To ensure consistency, fairness, and transparency in the grading of members.
- h. To provide assistance and guidance to clubs or individual members in addressing operational or practice-related concerns.

3. Membership

1. The Club shall offer a single category of membership.
 - a. Membership shall be granted to individuals actively practising martial arts within the Club.
2. Membership must be renewed annually by the individual and recorded by the Membership Secretary.
3. Membership entitles individuals to the full benefits of the Club, including:
 - a. The right to vote at General Meetings.
 - b. The right to participate in Club activities.

4. Discipline

Any member may be subject to disciplinary action or expulsion if found to have breached the Club's objectives or rules. Such action will be mitigated by the club officers. An Extraordinary General Meeting (EGM) will be called with at least two weeks' notice to the member.

The member concerned shall be given full opportunity to present their case.

5. Club Management

The Club shall be governed by a Management Committee comprising of the elected Club Officers

The authority of the Club shall reside in the voting members of the General Meeting, who are entrusted with the following responsibilities:

a. Policy Development

To establish and oversee the policies of the Club, ensuring alignment with its stated objectives and the provisions of this Constitution.

b. Rule Formulation

To draft and maintain the rules governing the Club, ensuring consistency with its objectives and constitutional framework.

c. Legal Affairs

To authorise the Club Officers to initiate or respond to legal proceedings deemed necessary to protect the interests of the Club.

d. Officer Appointments

To appoint or co-opt individuals to fill vacancies among the Club Officers that may arise during their term of office.

e. Financial Oversight

To determine membership fees and any other charges levied by the Club.

f. Disciplinary Matters

To direct the Club Officers in matters of discipline concerning individuals or groups found to be in breach of the Club's objectives or regulations.

6. Martial Arts Practice

All matters relating to martial arts practice shall be under the authority of the Chief Instructor. The Chief Instructor may appoint members to assist in these matters.

Responsibilities of the Chief Instructor include:

- a. Maintaining the standard of martial arts practice among members.
- b. Advising and coaching members on all aspects of martial arts practice.

7. Sub-Committees

Sub-committees may be established or dissolved as required, by motion at an Annual or Extraordinary General Meeting.

8. Officers

The Officers of the Club shall include:

- a. Chairperson who will oversee the meetings
- b. Treasurer who will guide the club on matters relating to monies
- c. General Secretary who will take responsibility for clear notes and other duties assigned
- d. Any additional officers deemed necessary by the Management Committee
The Chairperson, Treasurer, and General Secretary shall represent the Club in any legal proceedings.

9. Finance

- a. **Accounts:** Proper financial records shall be maintained by the Treasurer, who shall advise the Officers on all financial matters.
- b. **Financial Year:** The Club's financial year shall commence on 6th April.
- c. **Banking:** All Club funds shall be deposited into a bank account in the name of Mushin Martial Arts Club, held at a bank approved by the Officers. Any of the following Officers—Chairperson, General Secretary, or Treasurer—may authorise the release of funds.
- d. **Internet Banking:** All authorised signatories may independently access internet banking facilities, including withdrawals, transfers, and standing orders.
- e. **Annual Accounts:** Financial accounts for the year ending 5th April shall be presented by the Treasurer at a General Meeting held no later than 1st September in that year.

10. Annual General Meeting (AGM)

The AGM shall be held no later than September each year, at a date and venue agreed by the Officers.

1. Meeting Procedures

- a. Notice of the AGM shall be issued by the Secretary or their deputy.
- b. Members shall receive advance notice and be invited to submit agenda items. The final agenda shall be circulated, and members unable to attend may vote by written proxy.
- c. The Chairperson shall preside over General Meetings. In their absence, a Vice Chairperson shall be appointed.
- d. All members are entitled to attend the AGM.

2. Voting Procedures

- a. Each member shall have one vote.
- b. Resolutions shall be passed by simple majority via a show of hands.
- c. The Chairperson shall hold a casting vote in the event of a tie.
- d. Proxy voting is permitted only with written instructions, via paper or electronic means to the secretary, specifying votes on defined motions.
- e. A quorum shall consist of at least two-thirds of voting-eligible members, as defined by the Officers.

3. Business of the AGM

- a. Approval of minutes from the previous AGM
- b. Matters arising from the minutes
- c. Chairperson's Report
- d. Treasurer's Report and presentation of accounts
- e. Secretary's Report
- f. Chief Instructor's Report
- g. Election of Officers
- h. Constitutional matters
- i. Any other business submitted by members and listed on the agenda

11. Management of the Club

General management shall be vested in the Officers, whose responsibilities include:

- 1. Formulating Club policy in alignment with its objectives and Constitution
- 2. Establishing and maintaining Club rules
- 3. Initiating legal action on behalf of the Club when necessary
- 4. Appointing or co-opting members to fill Officer vacancies during the term
- 5. Determining membership and other fees
- 6. Enforcing disciplinary measures for breaches of the Constitution or Club regulations

12. Complaints

Any member of the club is entitled to make a complaint if they feel:

- a. Any person or persons have brought the club into disrepute.
- b. a person or persons fail or deviate from the Aims & objectives as set out in part 2 of the Constitution.

All complaints should be made in writing to the General Secretary.

13. Extraordinary General Meeting (EGM)

An EGM may be called by the Officers or by written request from three or more members with valid reason.

- a. The agenda, including date, time, and location, shall be circulated in advance.
- b. A minimum of 14 days' notice shall be given, unless the Chairperson deems urgent circumstances require shorter notice.

14. Amendments to the Constitution

The Constitution may be amended, by resolution passed at a General Meeting by a two-thirds majority of members present and eligible to vote.

- a. **Notice:** A minimum of one month's written notice shall be provided, including a statement that constitutional matters will be addressed.
- b. **Agenda:** The agenda shall be circulated to all members prior to the meeting.

15. Disposal of Funds Upon Dissolution

Dissolution of the club can be acted upon at any time by the Chief Instructor. A minimum of 1 month notice must be given unless in extreme circumstances.

Upon dissolution, remaining assets will settle all liabilities including returning pro rata fees to the members. If any money is remaining it shall be applied to furthering objectives similar to those of the Club, as determined by the Officers. If this is not feasible, the assets shall be directed to a charitable purpose related to physical training or recreation.