

TRAFFORD AIKIDO CLUB CONSTITUTION

Introduction

This is a constitution for Trafford Aikido Club and will be also known as Trafford Aikido hereinafter referred to as the Club. An Executive Committee appointed by a Annual General meeting shall administer the Club.

Aims and Objectives

- a) To provide opportunities to practise Aikido and support the development and practise of Aikido.
- b) Improve the quality of practice, the depth of understanding, the spirit and etiquette on the mat, and thus promote Aikido as a high level martial art.
- c) To further Aikido in all its true aspects and principles
- d) To ensure that the club is professional in its dealings & built on a firm foundation by expanding membership through good publicity and financial viability.
- e) To maintain the position of the club as a member of Lancashire Aikikai and support it in its own endeavours and aims.
- f) To ensure its members follow the policies and regulations made by the governing body - the British Aikido Board and those of the Lancashire Aikikai

Membership

- a) Members of the Club are those who either:-
 - 1) have paid for a trial period, and whose trial period has not yet expired or
 - 2) are members of the Lancashire Aikikai, and who:-
 - i. pay a monthly mat fee to the Club or
 - ii. are Juniors who have paid a mat fee in the last 3 months or
 - iii. are volunteer helpers approved as such by the Executive
- b) Membership is available to those approaching their eighth birthday or over. For the purposes of the Constitution only, those under 16 years of age are to be regarded as junior members.
- c) Renewal of Aikikai membership is due annually before 1st January. A period of grace for renewal of this is effective till 25th January during which time they would be regarded as fulfilling that part of the criteria a) above as regards Aikikai membership.

Organisation

The Club is organised in a traditional hierarchal structure common to the martial arts. Technical matters concerning Aikido and it's teaching are the responsibility of the Club's Dan Grades who hold a current British Aikido Board's Coaching Award and are members of the Club. This constitution does not alter that structure.

The Club's General meetings and Executive will deal with matters outside the scope of the preceding paragraph excepting providing feedback to the Dan Grades. The Club's General meetings will be those where the normal business of the club shall be transacted.

At the AGM an Executive consisting of Chairman, Secretary & Treasurer will be appointed normally for a term to the next AGM and are the officers of the Club. Executive members would not normally be permitted to hold two Executive appointments. The Chairperson would normally be a senior Dan Grade of the Club.

The AGM and the Executive may appoint other members to posts (Officers); committees or working parties to assist the Executive to out carry its functions under the aims and objectives of the Clubs. All appointees will be members of the Club and will run the Club in accordance with its stated aims and objectives, its policies and the members' mandates passed at meetings. The Executive may appoint advisors to assist should it be necessary who are not necessarily members.

The Executive:-

- a) will handle day to day business in line with the Club's rules, aims and objectives and policies and matters that the Club has given them authority to deal with.
- b) may conduct its business as it sees fit - remotely by its 3 members agreeing – but shall meet formally if warranted in which case the quorum is two.

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- c) The Executive or its Chairman may if an emergency situation arises and it is considered/deemed in the best interest of the Club make a decision outside its normal operating powers – which will be reported to the next meeting of the Club.
- d) The Executive would normally consult with officials, committees or working parties for their recommendations or views when their specific areas of responsibilities, which would be affected by an Executive decision or recommendation; and similarly the converse would apply with access rights to the Executive.

Meetings (Non Executive)

- a) The venue, date and time of General Meetings shall be determined at the preceding General Meeting – there shall at least one per year.
- b) Dates and venue of an AGM or any general meeting will be displayed on the Club's website.
- c) The Secretary shall make available at least ten days before the date of each AGM or General Meeting an agenda to be circulated by email using the Club's distribution list.
- d) Members or officers wishing to raise an item on the agenda of a General Meeting shall send details, in writing, of this to the Club's Secretary at least three weeks before the date of the meeting.
- e) Emergency items may be raised under "Any other Business" at the end of any General Meeting other than the Annual General Meeting. The Secretary shall be notified, in writing, of such items before the start of the meeting.
- f) The Chairperson shall have absolute discretion to permit items not raised appropriately under (e) but may consider it appropriate to defer it to the next meeting or for consideration by the Executive Committee or a working party.

The Annual General Meeting will be held within 4 months of the beginning of April and will: -

- a) Receive reports from the Executive and Dan Grades.
- b) Consider and approve accounts presented for the previous year
- c) Elect/Appoint the Executive
- d) Review club fees

The Club at its first general meeting following an AGM shall elect or re-elect Club Officials and review and confirm membership of working parties, which are needed. (*Practise has been to hold such a meeting immediately after the AGM*)

Members are entitled to one vote in person - after their first month of joining. Members under the age of 16 years may be represented by their parent or carer at a meeting and may vote on their behalf. For the majority of business at a meeting a simple majority would be sufficient. For amendments to this constitution or dissolution a two-thirds majority is required and a quorum of 8 members.

An extra-ordinary general meeting of the Club may be called by the Executive or requisitioned by the lower of (i) one third of the members prevailing at that time or (ii) 10 members – to conduct specific business – 21 clear days notice of such a meeting shall be given.

Finance

- a) The Treasurer will be responsible for the finances of the Club.
- b) All Club monies will be banked in an account held in the name of the Club.
- c) The financial year of the Club will end annually on 5th April.
- d) The Treasurer at the Annual General Meeting will present a statement of annual accounts.

Disciplinary Matters

Where a member has brought Aikido or the Club into disrepute, has acted in a unbecoming way or manner, infringed any Club rules, regulation, constitution or code of conduct (or that of the British Aikido Board or Lancashire Aikikai) then action falls within this section. Disciplinary outcomes may include sanctions, conditions, reprimands, termination of membership, suspension or other measures.

The Executive may decide to act of its own volition or when matters are brought to its attention. The Executive shall convene a panel who are unconnected with the subject matter of concern, to consider /investigate the matter and decide the outcome. For the avoidance of doubt membership may include Executive members. The member will be asked to attend a meeting of the panel prior to any decision made. A member for support may accompany them.

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The panel will progress each investigation and appeal with due diligence. In cases where a Club investigation or appeal may prejudice the outcome of any investigation or appeal process being undertaken by another organisation the Club investigation or appeal may in the discretion of the panel be delayed pending the outcome of the other organisation's proceedings.

The Chairman may suspend membership of an individual and hence practise – if it appears to him there are justifiable reasons to do so based on information before him with immediate effect pending investigation. For avoidance of doubt suspension is regarded as independent to matters referred to in the preceding paragraph.

In this section notices/correspondence will be sent to members using addresses held by the Club in its records. Information and outcomes may be shared with other bodies in appropriate instances.

Appeals

Any member dissatisfied with any outcome arising from action taken under previous paragraphs in this section may appeal to the Club by setting out the circumstances within 6 weeks by writing to the Secretary – the Chairman will convene a 'special panel' – to hear the appeal they will determine their own procedure and timescale. The panel members appointed will consist of 3 senior Lancashire Aikikai Dan Grades unconnected with the case previously. The panel may quash the appealed outcome, confirm it or vary it.

The rules of natural justice will be borne in mind in following best practise, which will include the rights of the individual.

Dissolution

Upon dissolution of the Club, any funds or assets remaining after the Club's debts or liabilities shall be directed, as far as is possible, to purposes specified by the Club at the meeting passing the resolution to dissolve the Club. It is hoped that such funds would be given to opportunities to develop Aikido.

Operating Principles

- a) The Club is committed to ensuring that equity and equality is incorporated in what it does and will influence others wherever possible to do likewise.
- b) The Club and members are encouraged to practise in a dojo in safe environment in accordance with any code of conduct it adopts, or is subject to, or is regarded as best practise; Health & Safety regulations and with specific regard/respect to the needs of those under 18 years of age & vulnerable adults. The participation of people with special needs is encouraged, within the practical constraints of health and safety and resources.
- c) The Club regards itself subject to all codes, policies, requirements etc of the national governing body the British Aikido Board and that of the Lancashire Aikikai and that it encourages best practice to be followed
- d) The Club will ensure only suitably qualified and insured coaches conduct classes.
- e) Data Protection - the Club is committed to abide by the 1998 Act and any subsequent amendments.
- f) Members and those practising in our Club shall not bring the Club or Aikido into disrepute through any act or omission and are governed by the Constitution.
- g) The Club is non-profit making - surplus funds are to be devoted to the Club's long term objective to provide the club with its own premises to operate from. For the avoidance of doubt funds would not be returned to members.
- h) Finance – that no member or Club shall incur debts on behalf of the Club without authorisation.

Functions

- a) The Club shall arrange practices for all grades and specialist classes.
- b) The Club shall administer registration and renewal of membership, fees and insurance.
- c) The Club shall encourage, support and provide opportunities for higher grades who wish to put their experience into helping others in the club coaching.
- d) The Club will publish on its website – policies, codes and best practise that the Club have originated and approved.