

# Constitution

## **WIRRAL UKTA TAEKWON-DO SCHOOL**

1. The club will be called *Wirral UKTA Taekwon-Do School* and will be affiliated to the *United Kingdom Taekwon-Do Association (UKTA)* and the *British Taekwon-Do Council (BTC)*.

### 2. Aims and objectives

The aims and objectives of the club will be:

- i) To offer Instruction and competitive opportunities in Taekwon-Do.
- ii) To promote the club within the local community and Taekwon-Do.
- iii) To promote ITF Taekwon-Do locally and further afield
- iv) To ensure a duty of care to all members of the club.
- v) To provide all its services in a way that is fair to everyone.
- vi) To promote and provide facilities for, and to promote & provide community participation in, the amateur sport of Taekwon-Do
- vii) To promote good health & fitness by encouraging an active lifestyle and providing education in nutrition and maintaining a balanced diet
  - a) Providing opportunities for young people to participate in sport & physical activity
  - b) Providing opportunities for families to participate in sport and physical activity
  - c) All club venues are non-smoking areas and actively promote no smoking
  - d) Encourage members to bring water to sessions and discourage sugary drinks
  - e) Do not provide sweets, crisps and other high energy foods
  - f) Actively promote healthy eating
  - g) Provide a designated person as a first point of contact to welcome new members
  - h) Provide links with schools through visits / information packs and lead contacts
  - i) Encourage and facilitate car sharing within the school
  - j) Provide a contact person to receive health & well being information to disseminate to school members and actively promote health campaigns

The club may also, in connection with its sports purposes:

- viii) Sell and supply food, drink & related sports clothing & equipment;
  - ix) Employ members (though not for playing) and remunerate them for providing goods & services, on fair terms set by the committee without the person concerned present;
  - x) Pay for reasonable hospitality for visiting teams and guests
  - xi) Indemnify the committee and members acting properly in the course of the running of the club against any liability incurred in the proper running of the club (but only to the extent of its assets
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### 3. Membership

To ensure all present and future members receive fair and equal treatment.

Membership will consist of officers & members. Members will be subject to the regulations of this constitution and those of the UKTA by joining the club, and will be deemed to accept the regulations & codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member (non-Training e.g. parent of junior member)
- Junior member
- Life member (Serving Instructors, past & present, unless deemed contrary to the club's interests by a majority vote of the committee)

i) Membership of the club shall be open to anyone interested in the sport on application, regardless of age, sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.

ii) The club may have different classes of membership and subscription at levels that will not pose a significant obstacle to people participating

iii) The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

### 4. Membership fees

Membership fees will be agreed annually by the Management Committee.

Fees will be paid: either monthly or on a session to session basis.

### 5. Officers of the club

The officers of the club will be:

- Chair.
- Secretary.
- Treasurer.
- Social Secretary
- Publicity/News Officer
- Child Welfare officer
- Extraordinary Member(s) – maximum of 2

Officers will be elected annually at the Annual General Meeting. Officers will retire each year but will be eligible for re-appointment. Any member may be nominated by any two other members, with his / her approval, as a candidate for any of the posts by notice in writing to the secretary at least two weeks before the date of the AGM. If the number of candidates for the post of any committee Officer is only one then that candidate shall be declared elected unopposed. If the number is more than one, ballot papers shall be prepared containing in alphabetical order all the names thus proposed: every eligible member may vote for each officer with the candidate to reach a majority elected. Please note; a Member can also mean a parent representative of a junior member.

### 6. Committee

The club will be managed through the Management Committee consisting of:

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- The Management Committee meetings will be convened by the Secretary of the club and held no less than 2 times per year.
- The quorum required for business to be agreed at Committee meetings will be: 2
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will be responsible for disciplinary hearings of members who infringe rules/regulations /constitution. The Management Committee will be responsible for taking action of suspension or discipline following such hearings.
- The Committee will have due regard to the law on disability discrimination & child protection.

## 7. Finance

All club monies will be banked in an account held in the name of Wirral UKTA Taekwon-do School. The Treasurer will be responsible for the finances of the club. The financial year of the club will end on: April 5<sup>th</sup>. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against club funds should hold the signatures of the Treasurer or one other officer.

## 8. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 4

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 9. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children & young people will be recorded and responded to appropriately & swiftly and in accordance with the club's child protection policy & procedures. The Welfare Officer is the lead contact for members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 21 days of a complaint being lodged and will have the power to take appropriate disciplinary action including the termination of membership.

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 14 days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee will consider the appeal within 21 days of the Secretary receiving the appeal.

Where there is any conflict between any of the above rules ("key rules") and any other rule or rules, the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASC (which means Community Amateur Sports Clubs as first

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provided for by the Finance Act 2002)

#### 10. Child Protection

Wirral UKTA adopts the child protection policy of its NGB, The British Taekwon-do Council and accepts all future amendments or additions to it.

#### 11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of members.

i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

ii) the Club may provide sporting and related social facilities, sporting equipment coaching, courses, insurance cover, medical treatment, away-event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

iii) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the committee shall dispose of the net assets remaining to one or more of the following:

- to another club with similar sports purposes which is a registered charity and / or
- to another club with similar sports purposes which is a registered CASC and / or
- to the governing body for use by them for related community sports

#### 12. Amendments to the constitution

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

#### 13. Declaration

*Wirral UKTA Taekwon-Do School* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:**

**Date:**

**Name:**

**Position:**

**Signed:**

**Date:**

**Name:**

**Position:**

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