



SHODOKAN AIKIDO
CAMBRIDGE

CLUB CONSTITUTION

Shodokan Aikido Cambridge Club Constitution

1. Name

1.1. The name of the club shall be “Shodokan Aikido Cambridge” (the Club).

2. Affiliation

2.1. For matters of technical instruction, the Club shall be affiliated to Shodokan Aikido UK (SAUK).

2.2. For matters of administration, including licencing and insurance, the Club shall be affiliated to the national governing body for Aikido in the UK, the British Aikido Board (the BAB).

3. Aims and Objects

3.1. The aims of the Club shall be:

- a. the advancement of amateur sport through the promotion and development of competitive Aikido within Cambridge and the surrounding area; and
- b. the advancement of budō as a means of developing and maintaining physical vitality, mental acuity and wellbeing.

3.2. In pursuance of its aims, the Club shall:

- a. organise or provide facilities for the coaching and practice of competitive Aikido;
- b. maintain a safe and inclusive environment in which to practice;
- c. encourage and support participation in regional, national and international competitions and seminars; and
- d. support the development of its members to the level of shodan (first-degree black belt), as defined by the syllabus.



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4. Membership

- 4.1. Membership of the Club shall in principle be open to any person aged seventeen or above, typically but not exclusively living within Cambridge or the surrounding area, who:
 - a. provides accurate information about themselves sufficient for the Club to register them as members with the BAB; and
 - b. undertakes to pay the relevant membership fees.
- 4.2. The Executive Committee reserves the right to deny participation to any member who:
 - a. refuses, or fails repeatedly, to follow the Club's Code of Conduct;
 - b. suffers from a medical condition which puts them at increased risk of injury or death;
 - c. behaves in a manner which is disruptive or endangers other members.
- 4.3. Club membership fees shall be reviewed and agreed at the Annual General Meeting. In the case of unforeseen financial disruption to the Club, including but not limited to a substantial loss of ordinary members during the year, membership fees may be adjusted at an Extraordinary General Meeting.
- 4.4. Each current member of the Club must be registered with the BAB (via SAUK) and their licence renewed on an annual basis by the Secretary. The cost of licencing (currently £8.50 per year per adult member) shall be borne individually by the members.
- 4.5. The Club shall be registered with SAUK and its affiliation renewed on an annual basis by the Secretary. The cost of affiliation to SAUK (currently £10 per renewing adult member) shall be borne by the Club.
- 4.6. Each training venue must be registered with the BAB (via SAUK) and its licence renewed on an annual basis by the Secretary. The cost of each venue licence (currently £56.50 per year per location) shall be borne by the Club.
- 4.7. All members are subject to this Constitution and by joining the Club are deemed to have accepted the regulations contained herein, in addition to the rules and guidelines set out in the following documents:
 - a. Code of Conduct
 - b. Safety Policy



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c. Safeguarding Policy

d. Data Protection Policy

4.8. Membership of the Club shall cease under the following circumstances:

- a. When the member resigns by written notice to the Club; or
- b. If any sum due from the member to the Club is not paid in full within three months of it falling due; or
- c. If the member is expelled from the Club in accordance with Section 11.

5. Equality of Opportunity

5.1. The Club is committed to the principles of equality of opportunity, diversity and inclusion, and will not tolerate discrimination of any kind, whether on the basis of race, ethnicity, sex or gender identity, sexual orientation, marital status, religion, age, ability or any other status protected by law (the 'Protected Characteristics').

5.2. The Club endeavours to ensure that everyone involved in its activities has the same opportunity to participate fully regardless of socioeconomic status or background.

5.3. The Club will not tolerate harassment, bullying or victimisation of any kind.

5.4. Everyone involved in the activities of the Club is required to have read, and to adhere to, the Club's Code of Conduct.

5.5. Reasonable Adjustments:

a. The only personal characteristics that may be taken into account when evaluating a request for reasonable adjustments are those consistent with any relevant legislation and relevant to the decision being made.

b. The Club recognises that it has a duty to make reasonable adjustments for disabled persons. The Club will consider all requests and, where possible, implement adjustments that enable a person to participate more fully in its activities.

5.6. The Club considers Aikido to be a gender-affected sport under the Equality Act 2010.

5.7. Responsibility and Implementation:



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- a. The Executive Committee is responsible for ensuring that the Club's obligations under this Section 5 are implemented and reviewed as appropriate. The Executive Committee is also responsible for ensuring that any breaches are dealt with appropriately.
- b. All those involved in the activities of the Club share the responsibility to respect, follow and promote the spirit and intentions of this Section 5.

5.8. The Club recognises that, in order to further the principle and practice of equality, an unequal distribution of resources may in some cases be required. Where appropriate and proportionate, the Club will consider taking positive action or introducing special measures to assist any group with a Protected Characteristic which is currently underrepresented within the Club's activities.

5.9. Equality Complaints Procedures:

- a. Any person involved in the activities of the Club who believes that they have suffered unfair treatment with respect to equality of opportunity, diversity or inclusion is encouraged to bring their complaint to the attention of the Club Welfare Officer.
- b. Appropriate disciplinary action will be taken against any person involved in the activities of the Club who is found to have acted against the Club's commitment to equality of opportunity, diversity or inclusion. Further information may be found in the Club's Code of Conduct.

6. The Club Committee

6.1. The day-to-day management of the Club's affairs shall be carried out by the Executive Committee, which shall be elected annually at the Annual General Meeting (AGM).

6.2. The Executive Committee shall consist of the following roles:

- a. Club Secretary – The Secretary shall be responsible for:
 - i. Registering new and renewing members with SAUK;
 - ii. Providing a monthly report to the Treasurer on licence fees to be paid to SAUK;
 - iii. Maintaining a record of licences and providing copies to members at the time of issue and thereafter upon request;



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- iv. Maintaining a complete, accurate and up-to-date Membership Database, in compliance with Data Protection Laws;
- v. Notifying the members of any upcoming Club meetings, including the AGM;
- vi. Taking accurate minutes of any Club meetings;
- vii. Ensuring that the Club's Constitution is accurate and up to date;
- viii. Overseeing the Club's compliance with Data Protection Laws and ensuring that the Club's Data Protection Policy is accurate and up to date;
- ix. Providing an annual report on matters of licencing and registration at the Club's AGM; and
- x. Attending the SAUK AGM and providing a report on the Club's activities. If the Secretary is unable to fulfil this responsibility, they shall nominate an alternate from the Executive Committee to attend on their behalf.

- b. Events & Promotions Officer – The Events & Promotions Officer shall be responsible for:
 - i. Maintaining and updating the Club's website;
 - ii. Promoting the Club through its social media channels (Facebook, Instagram);
 - iii. Organising the printing and distribution of posters and flyers to promote the club in Cambridge and the surrounding area;
 - iv. Maintaining a calendar of Club and national events;
 - v. Encouraging participation in national seminars, gradings and competitions;
 - vi. Organising regular social events and, where relevant, making bookings and collecting payments from members;
 - vii. Notifying the members of any upcoming Club events; and
 - viii. Providing an annual report on promotional activities and new member acquisition at the Club's AGM.



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- c. Equipment & Safety Officer – The Equipment & Safety Officer shall be responsible for:
 - i. Working with the Head Coach to ensure that the training environment is safe and that members comply with the Club's Safety Policy;
 - ii. Completing an annual Risk Assessment for each training venue, to be signed by the Head Coach and made publicly available on the Club's website by the Events & Promotions Officer;
 - iii. Maintaining a complete, accurate and up-to-date record of any accidents or injuries in the Club's Accident Book;
 - iv. If the Head Coach is not present at any training session or other Club event where an injury occurs, informing the Head Coach at the earliest opportunity of the details of the incident;
 - v. Maintaining an inventory of all equipment owned by the Club, including mats and training weapons;
 - vi. Inspecting the Club's equipment regularly to ensure that it remains fit for use and reporting any damage to the Head Coach;
 - vii. Working with the Treasurer, arranging for the replacement of damaged or worn equipment that is past its useful life. Replacement items should represent good value for money and for the Club;
 - viii. Ensuring that the Club's Safety Policy is accurate and up to date; and
 - ix. Providing an annual report on equipment inventory and matters of safety at the Club's AGM.

The members shall support the Equipment & Safety Officer by:

- Informing the Equipment & Safety Officer in a timely manner should equipment be lost or damaged;
- Treating the Club's equipment with respect, as if it were their own property.

- d. Welfare Officer – The Welfare Officer shall be responsible for:
 - i. Working with the Head Coach to ensure that the Club provides an inclusive, welcoming environment for all its members;



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- ii. Ensuring that all members comply with the Club's Code of Conduct and Safeguarding & Welfare Policy;
- iii. Acting as the first point of contact for any and all members seeking to raise a concern relating to welfare, discrimination, poor practice or abuse of any kind, which shall be treated confidentially by the Welfare Officer;
- iv. Informing SAUK's Chief Welfare Officer of any serious welfare-related issues arising at club level and seeking their guidance as appropriate;
- v. Maintaining a record of contact details for key statutory agencies and signposting members to relevant support services when necessary. It is not the Welfare Officer's responsibility to provide counselling;
- vi. If appropriate, contacting Cambridgeshire County Council's Social Care team or the Police about concerns raised by a member or members;
- vii. Working with the Head Coach to ensure that all coaches have completed a DBS check and hold relevant Safeguarding credentials; and
- viii. Ensuring that the Club's Code of Conduct and Safeguarding & Welfare Policy are accurate and up to date.

The Welfare Officer must be over the age of eighteen and should as a minimum requirement hold a valid certificate from UK Coaching in the Safeguarding of Adults.

The Welfare Officer may not be a Club coach, nor should they be related to a Club coach.

- e. Club Treasurer – The Treasurer shall be responsible for managing the Club's finances, including:
 - i. Collecting membership fees and other money owed to the Club;
 - ii. Paying the Club's bills, including venue hire, venue insurance (BAB via SAUK), member licence fees (BAB via SAUK) and the annual Club affiliate fee (SAUK);
 - iii. Maintaining a Treasurer's bank account;
 - iv. Keeping up-to-date records of all the Club's financial transactions;
 - v. Reporting quarterly to the Executive Committee on the Club's financial status;



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- vi. Preparing a year-end Statement of Accounts;
- vii. Preparing and submitting (or arranging for the preparation and submission of) any required statements or other documents, such as tax returns or grant aid reports;
- viii. As and when required, arranging for the Statement of Accounts to be independently audited;
- ix. Organising fundraising or sponsorship for the Club and its activities; and
- x. Providing a report on matters of income and expenditure at the Club's AGM.

f. Head Coach – The Head Coach shall be responsible for:

- i. Securing hall/studio bookings for regular training sessions, seminars and competitions;
- ii. Coaching all regular training sessions. The Head Coach may also appoint other qualified instructors to provide coaching for the Club;
- iii. Ensuring that all Club coaches, including themselves, have in place valid, up-to-date coaching certification, public liability insurance and First Aid certification;
- iv. Ensuring that all Club coaches, including themselves, abide by the UK Coaching Code of Practice.

In addition to their coaching responsibilities, the Head Coach shall also support the Executive Committee by assuming the following administrative duties:

- v. Delegating incoming tasks;
- vi. Setting and keeping track of deadlines;
- vii. Taking responsibility for the smooth running of the Club;
- viii. Chairing meetings;
- ix. Attending the SAUK AGM and communicating regularly with SAUK to ensure that the Club remains in good standing.

The Head Coach shall be accountable for the safety and wellbeing of the Club's members. However, members are ultimately responsible for their own safety and that of their training partners.



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The Head Coach shall be supported by the Equipment & Safety Officer:

- In ensuring that the training environment is safe;
- In ensuring that members comply with the Club's Safety Policy;
- In completing an annual Risk Assessment for each training venue.

The Head Coach shall be supported by the Welfare Officer:

- In ensuring that the Club provides an inclusive, welcoming environment for all its members;
- In ensuring that members comply with the Club's Code of Conduct and Safeguarding & Welfare Policy.

- 6.3. All Executive Committee roles, except for the role of Treasurer, may only be held by active members of the Club and shall be eligible for re-election each year. If any Executive Committee role should not be filled, or should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM. Candidates must be approved at a Committee meeting by a simple majority of votes from those members present. The method of voting shall be a show of hands.
- 6.4. The Executive Committee shall be responsible for the adoption of any new policies or codes of practice, for defining rules and by-laws for the conduct of the Club's activities and for the management of its affairs. Any such policies, codes, rules and by-laws shall be binding on all members, and it is the responsibility of the Executive Committee to bring these to the attention of the Club's members.
- 6.5. Meetings of the Executive Committee shall be chaired by the Head Coach, or, in their absence, the Treasurer. If neither the Head Coach nor the Treasurer is present, the members in attendance shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be four members and a written record of each meeting must be kept.
- 6.6. Only Executive Committee members may vote at committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Each member of the Executive Committee shall have one vote on each issue, except for the chairperson of that meeting, who in the case of equal votes shall have a second or casting vote.



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7. General Meetings

- 7.1. The Club shall hold an Annual General Meeting (AGM) in Cambridge between 1st February and 31st March each year. All members of the Club shall be entitled to attend and to vote at any AGM. At least fourteen days' written notice shall be given to members before the AGM, containing the date, time and place of the meeting.
- 7.2. The AGM shall be called to:
 - a. Approve the minutes of the previous AGM;
 - b. Review and approve the Club's Accounts for the preceding year;
 - c. Receive and review reports from members of the Executive Committee;
 - d. Review and agree Club membership fees for the year ahead;
 - e. Elect the Executive Committee for the year ahead;
 - f. Consider any proposed changes to the Club Constitution; and
 - g. Conduct any other business deemed necessary.
- 7.3. The Head Coach or, in their absence, the Treasurer, shall chair General Meetings. In the absence of both the Head Coach and the Treasurer, the members present shall elect a chairperson for that meeting.
- 7.4. The quorum for a General Meeting shall be four active members.
- 7.5. A written record of every General Meeting must be kept.
- 7.6. Candidates for election to the Executive Committee shall be proposed and seconded by two other members.
- 7.7. Every motion shall be proposed and seconded by two members.
- 7.8. Except for changes to the Constitution referred to in Section 9 or the Reserved Matters referred to in Section 13, decisions made at a General Meeting shall be by a simple majority of votes from those members present, with each eligible member entitled to one vote. The method of voting shall be a show of hands.
- 7.9. Only active, paid-up members of the Club shall be eligible to vote at a General Meeting.
- 7.10. In the event of equal votes, the chairperson shall be entitled to an additional casting vote.



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7.11. An Extraordinary General Meeting (EGM) may be held at any time and may be called by the Executive Committee or at the written request of at least five active members. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above.

8. Financial and Liability Matters

- 8.1. The Club shall maintain a Treasurer's Bank Account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds. The Treasurer and the Secretary of the Club shall be authorised to make payments from this account.
- 8.2. It shall be the responsibility of the Treasurer to ensure that monies received are properly accounted for and that the Club's financial records are kept in good order.
- 8.3. The Treasurer shall arrange for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other approved person.
- 8.4. The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the Constitution and acting always in the best interests of the Club and its members.
- 8.5. When entering into contractual arrangements pursuant to clause 8.4, the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability considering the nature of the contract and the circumstances.
- 8.6. All monies drawn against Club's funds should be authorised by at least two members of the Executive Committee (including the Treasurer), either by signature or access to online banking.
- 8.7. The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- 8.8. As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the Constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the



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Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions:

- 8.9. Claims, penalties or other financial loss or liability incurred by a member or members:
 - a. as a result of criminal offences committed by such members; and/or
 - b. in connection with the use of motor vehicles by such members; and/or
 - c. which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.
- 8.10. The Treasurer shall not be held liable for any financial debt or other obligation unless either (a) they are also a member of the Club or (b) have not acted in accordance with the Constitution.

9. Changes to the Constitution

- 9.1. Subject to Section 13, the Constitution may be amended at a General Meeting with approval of at least two-thirds of those members present or voting. Proposed changes must be circulated at least fourteen days prior to a General Meeting.

10. Complaints Procedure

- 10.1. Members may wish to raise complaints about issues such as:
 - a. The safety of Club activities;
 - b. Poor standards of instruction;
 - c. Poor Club administration;
 - d. The lack of suitable activities for their level of participation; or
 - e. The behaviour of other members.
- 10.2. In the first instance, matters concerning safety or operational matters should be addressed to the relevant member of the Executive Committee.



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- 10.3. If this proves unsatisfactory, the matter should then be referred to the Welfare Officer who will in turn refer the issue to the Executive Committee. A meeting shall then be called for the Executive Committee to meet with the plaintiff.
- 10.4. If the plaintiff cannot be satisfied at this meeting, a formal written letter of complaint should be sent to SAUK.
- 10.5. Matters concerning Aikido content and practice should initially be addressed with the Head Coach; If this proves unsatisfactory to the plaintiff, the above procedure will apply.
- 10.6. The details of any complaint should be held in confidence and not publicly disclosed.
- 10.7. Complaints against a member or members of the Executive Committee may be lodged with the Club's Welfare Officer or, where this would constitute a conflict of interest, with SAUK, which will advise the plaintiff of the appropriate procedure to follow relative to the nature of the complaint.
- 10.8. The Executive Committee will meet to hear any complaint raised by a member of the Club within fourteen days of the complaint being raised in accordance with the procedures set out above.

11. Disciplinary Procedures

- 11.1. Subject to this Section 11, the Executive Committee shall have the authority to expel or to suspend a member or members whose actions are considered to have brought the Club into disrepute, or to have done substantial harm to the interests of its members.
- 11.2. The Executive Committee may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence. The Executive Committee may act as a result of member behaviour during or in relation to any of the Club's activities.
- 11.3. Written notice of any investigation will be provided within seven days of a complaint or decision. In the case of serious misconduct, the Club's Executive Committee may suspend membership pending the outcome of their investigation.
- 11.4. The expulsion of a member may only be enacted following a majority vote of all Executive Committee members and in circumstances where:
 - a. the member has been given at least twenty-one days' notice, in writing, of the meeting of the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed; and



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- b. the member or, at the option of the member, a representative (who need not be a member of the Club) has been allowed to make representations to the Executive Committee.
- 11.5. In the event of expulsion, the expelled member is required to return all equipment, documents and finances belonging to the Club within seven days. They shall not be entitled to any refund of fees paid to the Club.
- 11.6. Members subject to disciplinary action have the right to lodge an appeal with SAUK.

12. Dissolution

- 12.1. A resolution to dissolve the Club can only be passed at a General Meeting in accordance with Section 13.
- 12.2. In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall be transferred to the University of Cambridge Aikido Club or, if no such club exists, to SAUK.

13. Reserved Matters

- 13.1. The following matters (the "Reserved Matters") require approval by the Treasurer and at least two-thirds of the members voting at a General Meeting at which any of the following matters are tabled for approval:
 - a. Any amendment to the Constitution that materially affects the position of the members;
 - b. Any amendment to the Constitution that materially alters the relationship between the Club and the organisations to which it is affiliated;
 - c. The dissolution of the Club;
 - d. Any proposal that has a material impact on the Club, its members, assets or finances;
 - e. The application or use of Club assets other than for the benefit of the Club.



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14. Declaration

Shodokan Aikido Cambridge hereby adopts and accepts this document as its Constitution.

Club Secretary:

Tom Randall

1st July, 2020

Club Treasurer:

Michael Cresswell

1st July, 2020