



Kōdo Kai

Constitution



# Constitution

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# Constitution

## 1.0 Name, Legal Structure and Aims

### 1.1 Name and Legal Structure

The association's name is 'Kōdo Kai' and herein will be referred to as 'the association'.

The association will take on the legal structure of a non-profit unincorporated association.

The adoption of this constitution establishes the founding of the association.

### 1.2 Aims

The association has been founded with the following aims:

- Practice Karate (with a focus on Wadō Ryū style).
- Promote the culture of Karate.
- Encourage members to achieve their full potential within their desired work / education / hobby balance.
- Promote self-discipline and respect for others.
- Create a positive environment where members feel self-motivated to improve.
- Provide tuition, venues, and equipment for its members.
- Provide regular gradings.
- Provide a syllabus appropriate to members age and ability.
- Ensure open and easy communication between instructors, parents and children.



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## 2.0 Membership

### 2.1 Enrolment Requirements

Membership is open to individuals aged 8 to 17 without prior martial arts experience and from ages 18+ if they are at least a 3<sup>rd</sup> Kyu in Karate (or have some other proficient martial arts training recognised at the chief instructor's discretion). Members must also be approved by the officers at the officer's discretion.

There will be various forms to complete in order to enrol as these are required to be sent to the governing body so as to register said member as well as for insurance and medical purposes. As the association is a non-profit, to cover costs, there may also be an enrolment fee.

### 2.2 Membership Types

There will be two types of memberships: students and instructors.

Students are required to contribute at an agreed price in the form of a session fee and will be provided with a student licence book and student insurance (separate cost). When a student attains a dan grade, they do not automatically become an instructor. They may then be eligible for a black belt licence book but will still only require student insurance. Students may be required to instruct as part of the syllabus during a session that has at least one qualified instructor present, but this does not make them an instructor.

Instructors are not required to contribute a session fee but will be required to instruct and will be responsible for ensuring they comply with our governing body's instructor requirements (such as valid certifications and up-to-date insurance etc.). They will be provided with a instructors / black belt licence book and insurance. Instructors must be aged at least 18, have a dan grade in Wadō Ryū Karate and be approved by the officers at the officer's discretion.

### 2.3 Termination of Membership

The association reserves the right to refuse / revoke any membership for any lawful reason at the discretion of the officers (such as where a members conduct no longer aligns with the associations aims and objectives laid out in this constitution).

Memberships will automatically be terminated if the members annual licence with the governing body expires as it is a legal requirement for insurance purposes.

### 2.4 Information Stored on Members

The officers must keep a register of names and addresses of its members, or, where its members are below the age of 18, must also keep a register of names and addresses of their parents / guardians. In addition, the officers must keep a record of any members medical notes which are relevant to the activities carried out by the association and where its members are below the age of 18, must also keep additional contact information of their parents / guardians.

No Personally Identifying Information (PII) that is not legally or operationally required to run the association will be collected or stored.



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## 3.0 Officers

### 3.1 Roles

The roles for the association are listed as follows:

- **Chair** – who shall chair both general and committee meetings.
- **Secretary** – who shall be responsible for the taking of minutes and the distribution of all papers.
- **Treasurer** – who shall be responsible for maintaining accounts.

Part or all of the above roles may be delegated to committee members at the officer's discretion.

### 3.2 Names and Signatures

Officer Name: Lee Grant  
Title: Chief Instructor  
Roles: Chair, Secretary, Treasurer

Signature

.....

Date:

The signatories above establish the adoption of this version of the constitution and shall supersede all previous versions.



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## 4.0 Management Committee

### 4.1 Members

The management committee will be elected by the officers and will comprise of all officers and any additionally elected members.

The management committee members are as follows:

Member Name: Lee Grant  
Title: Chief Instructor

Signature

.....

Date:

Member Name: Stephen McRae  
Title: Senior Instructor

Signature

.....

Date:

### 4.2 Additional Members (Co-Opting)

The committee may choose to co-opt other people to serve on committee. These members can be other members from within the association or people from outside of the association. Co-opted members will not have any voting rights.



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## 5.0 Meetings

### 5.1 Annual General Meeting (AGM)

The association will hold (AGMs) during the school summer holidays and will be called by the Chair.

Committee members will be notified in writing of a meeting at least one week in advanced giving the venue, date, time, and agenda by way of an email or text message sent to all invited committee members.

A quorum will be formed when at least all officers are able to attend.

### 5.2 Committee Meetings

There is no minimum number of committee meetings required.

Committee meetings can only be called and attended by committee members.

Committee members will be notified in writing of a meeting at least one week in advanced giving the venue, date, time, and agenda by way of an email or text message sent to all invited committee members.

A quorum will be met when at least all officers and the member who called the meeting are able to attend.

### 5.3 General Meetings

There is no minimum number of general meetings required.

General meetings can only be called by committee members but can be attended by all members.

All members will be notified in writing of a meeting at least one month in advanced giving the venue, date, time, and agenda by way of an email or text message sent to all invited committee members.

Members must submit all items they would like added to the agenda to the Chair in writing at least one week in advanced.

A quorum will be met when at least all officers and the member who called the meeting are able to attend.

### 5.4 Special General Meetings

There is no minimum number of special general meetings required.

Special general meetings can be called and attended by any member.

All members will be notified in writing of a meeting at least one month in advanced giving the venue, date, time, agenda, voting rights by way of an email or text message sent to all invited committee members.

Members must submit all items they would like added to the agenda to the Chair in writing at least one week in advanced.

A quorum will be met when at least all officers and the member who called the meeting are able to attend.



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## 5.5 Voting

Only committee members (excluding those which have been co-opted) will have voting rights for AGMs, committee meetings and general meetings. All other members (excluding those which have been co-opted) may be given voting rights on specific agenda items at special general meetings at the discretion of the committee.

All members eligible to vote will have equal voting rights.

When a motion is put forward, the motion will be carried or rejected by way of a simple majority for or against the motion by the management committee respectively.

In the event of a tie-vote, the chairperson will have casting vote.





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## 6.0 Finances

All finances will be managed solely by the treasurer who will have a bank account taken out in their name used solely for the purposes of managing the association's finances and therefore does not have to be declared to HMRC as part of the treasurer's tax return.

No monies will be paid out to members by way of dividends or otherwise by way of profit. This does not prevent a member from receiving reasonable and proper remuneration for any goods or services supplied to the association.

The association does not employ any instructor nor generate revenue and as such is not responsible for any taxation.

An annual statement of accounts will be presented during the Annual General Meeting by the treasurer.

*Note: monies collected by members in the form of a session fee are classed as a contribution by members of the association to the association and thus not revenue (revenue is when monies are taken as part of a good or service supplied by the association to people or businesses outside of the association).*



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## 7.0 Amendments to the Constitution

Changes to the constitution can only be made by the officers. Any changes will be presented to the committee at either an AGM or committee meeting. Changes may be put to a vote at the officer's discretion.



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## 8.0 Dissolution

Only the officers can decide to invoke the dissolution process for the association. This will be announced via a special general meeting. The sole purpose of the meeting will be to dissolve the association.

At the meeting, the committee will aim to come up with an alternative to dissolution that is satisfactory to the officers (such as appointing new officers etc.). If no alternative can be agreed with the officers, the association will be dissolved. All remaining money and other assets, once outstanding debts have been paid, will be paid / distributed equally to all members.