



# Asoryu Aikido Club

For the Body, the Mind and the Spirit



## ASORYU AIKIDO CLUB CONSTITUTION

*(Adopted by the Club Members & Club Steering Committee on 01st, August 2012)*

### Section 1: Club Name:

The club shall be known as ASORYU AIKIDO CLUB and is hereinafter referred to as "the Club"

### Section 2: Definitions:

- The Club:** means ASORYU AIKIDO CLUB  
**Aikido:** shall be deemed to refer to the martial art founded/derived from O Sensei Ueshiba Morihei  
**NGB:** means National Governing Body for Aikido as recognised by Sport England  
**CSC:** means the Club Steering Committee  
**OOC:** means Officer of the Club  
**AGM:** means Annual General Meeting  
**CCC:** means Club Coaching Committee  
**TD:** means Club Technical Director  
**TA:** means Club Technical Advisor  
**CI:** means Club Chief Instructor  
**SI:** means Club Senior Instructor  
**CI:** means Club Instructors  
**DGP:** means Club Dan Grading Panel  
**KGP:** means Club Kyu Grading Panel

### Section 3: Club Type:

The Club is established in the United Kingdom as a Not-for-Profit, Community Amateur Sports Club; meaning that the Club is open for the benefit the whole community without any form of discrimination, see Appendix 1

### This means that:

membership of the Club is open to all without discrimination  
the Club's facilities are available to its members without discrimination

the Club contributions are set at a variety of levels that are designed not to pose a significant obstacle to Club membership or use of the Club's facilities while taking into account: the differing financial and other circumstances of the Club's membership for those from within the whole community considering Club membership and to encourage Club membership for the benefit of and social inclusion of Sanctuary Seekers and Refugees within the whole community:

#### **Section 4: Club Purposes & Objectives:**

The main purposes and objectives of the Club are to provide facilities for and to promote participation in the amateur sport of Aikido to the whole community in Huddersfield and West Yorkshire. To include:

Teaching, training and grading in Aikido.  
Promote the physical, spiritual and intellectual understanding of Traditional Aikido with a strong emphasis on Kihon (the basics of Aikido)  
Provide appropriate insurance cover for all Club members  
Promote social inclusion and social activities for Club members  
Realise funds to meet the financial responsibilities of the Club  
Operate as a *Not for Profit, Community Amateur Sports Club*, all income received shall be used for furthering the purposes and objectives of the Club

#### **Section 5: Club Membership:**

Membership of ASORYU AIKIDO CLUB is open to the whole community; this means that:

Membership of the club is open to all without discrimination  
The club's facilities are available to members without discrimination  
All club fees are set at a level that does not pose a significant obstacle to club membership or use of club facilities

***Please note*** that discrimination includes indirect discrimination and includes:

Discrimination on grounds of ethnicity, nationality, sexual orientation, religion or beliefs  
Discrimination on grounds of sex, age or disability, except as a necessary consequence of the requirements of the practice of Aikido

***Members shall comprise:***

##### **Senior Club Members;**

Fully subscribed members over the age of 18yrs: Such members shall have full voting rights, and may stand for office

### **Junior Club Members;**

Fully subscribed members under the age of 18yrs: Such members shall have full voting rights, and may stand for office

### **Associate Club Members;**

Shall be open to those who wish to maintain their association with the Club, but are not able to practice Aikido. Such members shall have full voting rights and may stand for office

All applications for Club membership shall be made on the Club Application Form available to download on the Club website. All applications for club membership must be approved by the CSC who must satisfy themselves as to the suitability of a person to practice Aikido (in regard to health and safety) and to support the objectives and principles of the Club and Aikido. The CSC may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or Aikido into disrepute. Where an application for Club membership has been refused or removed, the grounds for refusal or removal must be clearly stated and explained to the applicant/member and the applicant/member must be offered the right to appeal against the decision to refuse or remove membership to the Club members.

Membership shall imply acceptance and adherence to established Club standards of acceptable and ethical behaviour of Club members; rules of etiquette within the Dojo; any other conduct whether inside or outside the Club/Dojo which may be considered unreasonable and/or detrimental to the Club as well as any statutory requirements

### **Section 6: Non-Members:**

Club members introducing guests to Club activities shall accept full responsibility for the conduct of their guests

All visitors shall be fully liable for their actions

### **Section 7: Club Financial Year:**

For the purposes of preparing a financial statement the financial year shall be from 1<sup>st</sup> January to the 31<sup>st</sup> December of the same year.

### **Section 8: Club Affiliation:**

*The Club shall be affiliated to:*

A National Governing Body for Aikido (NGB) in the UK recognised by Sport England

## **Section 9: Club Structure & Benefits:**

**The Club is organised on an amateur basis; that is as follows:**

### ***Amateur Basis:***

The Club is not intent on making any profit from its operations which are run purely for the benefit of the Club; the Club membership and for the benefit of the whole community

**The Club is operated on a not-for-profit basis; that is as follows:**

### ***Not-for-Profit:***

Any surplus income or gains are to be reinvested in the Club. Surpluses or assets can't be distributed to members or third parties. This doesn't prevent donations by the Club to charities or to other clubs that are registered as community amateur sports clubs

Upon dissolution of the Club any remaining assets, after paying what the Club owes, shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports

**The Club is run for the benefit of the Club members and for the benefit of the whole community; that is as follows:**

### ***Benefits to the Club members and the local community:***

The benefits the Club can provide are, but not limited to:

Use of the Club's sporting facilities and equipment along with suitable Aikido coaching, training and development

Medical treatment on a First-Aid basis and appropriate Aikido training insurance cover in the use of income generated, the Club shall be aware of the need to maintain adequate reserves to ensure its long term viability

When appropriate and possible, the Club shall pay for some reasonable post course or post training refreshments

When appropriate, the sale of refreshments such as food and drink at events

When appropriate, the Club shall purchase allowable goods or services for the benefit of the Club membership from both Club members and external providers

When appropriate and possible, the Club can employ and pay approved coaching and administrative staff who are either Club members or external resources

## **Section 10: Club Management:**

## **The Club shall be managed as follows:**

The business of the Club shall normally be managed by a seven (7) member "Executive Committee" hereinafter known as the Club Steering Committee (CSC). Members of the CSC shall hereinafter be referred to as Officers of the Club (OOC)

### **Officers of the Club:**

Officers of the CSC shall be elected by majority vote at the Club's Annual General Meeting (AGM) to hold office for one or more years at the discretion of the Club membership

### **The Club Steering Committee (CSC) shall consist of the following Officers of the Club:**

- Club Chairman (with Treasury responsibility)
- Club Secretary
- Club Welfare & Liaison Officer
- Club Membership Officer
- Club Equality & Diversity Officer
- Club Social Secretary
- Club Webmaster

If any vacancy on the CSC occurs during any year this post shall be filled for the remainder of that year only, by a co-option. If any officer of the CSC who, in the opinion of a quorum of OOCs is absent from regular CSC meetings too often to fulfil their obligations as an Officer of the CSC, that OOC may be asked by a quorum of OOCs for his or her resignation from the CSC [a quorum must include a minimum of three (3) OOCs] and any such decision of the quorum shall be deemed final

### **Section 11: Club Meetings:**

#### ***These shall normally consist of:***

- Regular Club Steering Committee Meetings
- Annual General Meeting (AGM)
- Extraordinary General Meetings

### **Regular CSC Meetings:**

These shall take place on a regular basis [i.e. once every one (1) to three (3) months] as and when agreed by the OOCs

The CSC (Executive Committee) shall be responsible for all matters not otherwise provided for in the Constitution, subject to the CCC having direct responsibility for matters relating specifically to the teaching and practice of Aikido. The CSC (Executive Committee) may appoint a member of the organisation to fill any Officer vacancy, who will hold office until the next AGM

Each officer shall have one vote and in the event of a tie, the Club Chairman shall have the casting vote. The Club Chairman and Club Secretary are authorised to take any necessary action, in furtherance of the purposes and objectives of the Club, between meetings of the CSC (Executive Committee)

A quorum of OOCs [which must include at minimum of three (3) OOCs] must be present at regular CSC meetings for any decision of the CSC to be adopted and any such decisions of the quorum shall be deemed final provided such decisions are not related to Club constitutional changes or Club matters only for transaction at the AGM

### **The Annual General Meeting (AGM):**

These will normally take place each year during the month of February and will be called for by the CSC. Ten (10) clear days' notice of the meeting shall be given to all Club members

#### **At the AGM the following business shall be transacted:**

Consider and approve the minutes of the last AGM and deal with any matters arising

Presentation and adoption of the Club Secretary's annual report

Presentation and adoption of Club Chairman's annual report

Presentation and adoption of the Club's annual financial statement

Agree the level of annual membership and mat contributions for the coming year

election of Officers, as appropriate

Constitutional changes

Motions and proposals by Club members, which must be submitted in writing to the Club Secretary, at least seven (7) days before the meeting. Such motions to be proposed and seconded by senior members

A meeting shall be considered quorate when not less than 25% of the Club Membership is present. Voting shall be decided by a simple majority except that in the case of constitutional changes when a two thirds majority of those present and voting is required.

### **Extraordinary General Meetings:**

An Extraordinary General Meeting shall be convened at any time if called by two (2) OOCs or upon a requisition being made in writing to the Club Secretary, by at least 25% of current Club members

Seven (7) clear days' notice shall be given, to all members, of such a meeting, and the purpose thereof and only that business shall be discussed at that meeting

No such meeting shall be quorate unless at least 25% of Club members are present

At any such meeting only business not related to, Club constitutional changes; Club matters only for transaction at the AGM or matters the CCC has direct responsibility for, can be transacted

## **Section 12: Club Coaching & Grading:**

### **Club Coaching Committee (CCC):**

The CCC shall have direct responsibility only for matters relating specifically to the teaching and practice of Aikido. Members of the CCC shall hereinafter be referred to as Club Instructors or CIs. All club coaches have to hold a current Coaching Certificates and insurance and where appropriate a First Aid Certification

**The Club Coaching Committee (CCC) shall consist of the Following Club Instructors:**

Chief Instructor  
Senior Instructor  
Club Instructors

Any member of the CCC who is absent too often to fulfil their obligations, the CI and SI will have the right to withdraw their membership of the CCC

### **CCC Membership:**

Members of the Club Coaching Committee (CCC) shall be appointed by the CI and SI and shall hold their CCC status for one or more years at the discretion of the CI and SI

## **Section 13: Club Coaching Committee Meetings:**

*These shall normally consist of:*

Regular Club Coaching Meetings  
Special Club Coaching Meetings

### **Regular CCC Meetings:**

These shall take place on a regular basis [i.e. once every one (1) to three (3) months] as and when agreed by the CCC

Meeting shall be called for in writing by the SI

The SI must provide at least seven (7) days prior notice of the meeting

The meeting will transact only matters relating specifically to the teaching and practice of Aikido

The SI shall prepare the meeting agenda and will be required to present a brief coaching report to the meeting

### **Special CCC Meetings:**

These may be called for in writing by any two (2) members of the CCC as and when required

At least seven (7) clear days prior notice of the meeting is required and the purpose thereof and only that business shall be discussed at that meeting

#### **Kyu Grading Selection, Assessments & Awards:**

Kyu grading selection, assessments and awards shall be conducted by the Kyu Grading Panel (KGP) which shall ideally consist of, but not limited to the following:

- Chief Instructor (CI)
- Senior Instructor (SI)
- Club Instructors (CI)
- Other Invited Panel Participants

Kyu grading should only be undertaken once a Club member has acquired the correct number of hours between grades (as indicated in the Grading Syllabus available to view on the Club website) and has been invited to grade by either the CI or the SI. Kyu grade applicants must complete a Grading Application Form (available to download from the Club website) and have made the correct grading contribution to the Club well in advance of their grading assessment

#### **Dan Grading Selection, Assessments & Awards:**

Dan Grading Selection, Assessments and Awards shall be conducted by the Dan Grading Panel (DGP) which shall ideally consist of, but not limited to the following:

- Technical Director
- Technical Advisor
- Chief Instructor
- Senior Instructor
- Other Invited Panel Participants

Dan grading should only be undertaken once a Club member has acquired the correct number of hours between grades (as indicated in the Grading Syllabus available to view on the Club website) and has been invited to grade by either the CI or the SI. Dan grade applicants must complete a Grading Application Form (available to download from the Club website) and have made the correct grading contribution to the Club well in advance of their grading assessment

#### **Section 14:**

#### **Club Membership; Right to Practice; Disciplinary Action & Expulsion:**

Admission to Club membership and use of the Club facilities as a visitor are to be at the discretion of the Club Chairman and at least one (1) other member of the CSC. As members of the CSC they shall have the right to refuse an application for membership or for use of facilities as a visitor only on reasonable grounds and only without prejudice. Reasonable grounds might include, but not be limited to, the following reasons:



If any person be deemed of unsuitable character or of insufficient age  
If insufficient Club facilities are available  
Acting in the best interests of both Aikido and the Club membership  
In consideration of the good character, established reputation and in the best interests of the Club  
Acting in line with the Club Equality Opportunities Statement (Appendix 1)

This right may also be exercised in the case of Club members whose membership has lapsed and are wishing to re-join for a further term of Club membership

#### **Disciplinary Action:**

The Club Chairman and Club Secretary shall be responsible for taking appropriate disciplinary action against any Officer or Club member who fails to act in the best interest of the Club, including authorizing temporary suspension of membership, and may call a meeting of the CSC so that the matter may be fully transacted.

#### **Expulsion:**

If any member shall wilfully fail to comply with the requirements of the Club Constitution and its rules or in the opinion of the CSC shall:

- Have been guilty of misconduct
- Have brought the Club or Aikido into disrepute
- Be identified as injurious to the Club and its members

Then such members may, by a resolution of the CSC, be expelled from membership of the Club and shall forfeit any contributions made in advance.

The expulsion of any such Club member shall, if applicable, be reported to the Club's affiliate Organisation, who will in turn, if applicable, notify the NGB.

Any Club member so judged shall have the right to appeal the decision to the CSC and shall be entitled to appear before the CSC and present his/her case

#### **Section 15: Club Contributions:**

##### **These will be as follows:**

- An annual subscription & insurance payable to the Club or Affiliate (if applicable)
- Temporary annual subscription and/or insurance shall become due on the first day of practice (to obtain appropriate insurance cover)
- Mat contributions (payable by both Club members and Club visitors)
- Course contributions (payable by both Club members and Club visitors when attending Club organised events)

**Annual subscription & insurance:**

Shall be at rates agreed upon by the Club Steering Committee

**Temporary annual subscription and/or Insurance:**

Shall become due on the first day of practice (to obtain appropriate insurance cover)  
The balance of the annual subscription shall become due within one (1) month and renewable every twelve (12) months thereafter

**Mat contributions:**

Shall be payable monthly and at a rate agreed upon by the Club Steering Committee  
Mat contributions shall be payable by monthly bank standing order or if previously agreed by the CSC on the first occasion of practice each month  
All such contributions collected shall be used to finance Club activities and Club growth and shall not go to the individual profit of any Club member, Club Instructor or officer of the Club

**Club Bank Account:**

All Club monies as collected by the Treasurer are to be deposited in a Club Bank account  
All withdrawals shall be made by cheque, for the financing of all Club related activities, events and purchases  
Cheques shall be signed jointly by at least two Officers of the Club

**Section 16: Child Protection:**

All persons working with junior members either in a training, administrative or social capacity shall be DBS checked.  
The Club will comply with government approved Child Protection policy

**Section 17: Data Protection:**

The Club shall comply with government approved Data Protection policy  
It is the responsibility of each Club member to notify the Club Secretary of any change in personal circumstances relating to contact details; next of kin; change of address; injury and or criminal offences:

**Section 18: Dissolution:**

In the event of the Club ceasing to function, an Extraordinary General Meeting shall be convened, by the CSC, giving seven (7) days' notice of such meeting to Club members and notification of the intention to wind up the Club. The meeting shall not be quorate unless at least 50% of current Club members are present

Upon dissolution of the Club any remaining assets, after paying what the Club owes, shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports

**Section 19: General:**

The Club members will be expected to abide by established Club standards of acceptable and ethical behaviour of members as well as the Club rules of etiquette within the Dojo Neither the Club Steering Committee or the Club Coaching Committee shall have the power to contract any debt in the name of the Club on any pretext whatsoever The Club, if appropriate, shall be affiliated to an Aikido, National Governing Board recognised by Sport England

Each fully subscribed Club member shall be covered by appropriate insurance to the extent of appropriate insurance cover provided by a Club approved insurance provider Neither the Club, any of the OOCs or Club CIs shall be liable or responsible for any loss or damage to property occurring on the Club premises or at any class of instruction, exhibition or elsewhere (including, but not limited to any class of instruction, exhibition, course or show)

Any matters as they arise and which are not covered by the Club Constitution, Rules or Policies must be referred to the Club Steering Committee or the Club Coaching Committee as appropriate for any decisions that maybe necessary

Any additions to or alterations of this Club Constitution may only be made at an AGM and by a quorum as described in section 11 of the Club Constitution

Anyone having any queries or dissatisfaction with the operation of the Club shall make their concerns known to the Sempai (or whoever you consider appropriate) who will be responsible for progressing the matter

**ASORYU AIKIDO CLUB**

Constitution adopted at the General Meeting of the club on: 01<sup>st</sup> September 2013 and approved by the Club Steering Committee:

Club Chairman: Billy McAuley :



On the 01<sup>st</sup> day of September 2013

# ASORYU AIKIDO CLUB

## EQUAL OPPORTUNITIES POLICY STATEMENT

(Adopted by the Club Members & Club Steering Committee on 01<sup>st</sup> August 2012)

ASORYU AIKIDO CLUB; as a provider of facilities and instruction to promote the art of Aikido to the community; is committed to a policy which is intended to ensure equality of opportunity and treatment for:

All people who are in any way involved with ASORYU AIKIDO CLUB & its affiliates, whether as users or supporting the running of the various activities

In making this policy, ASORYU AIKIDO CLUB declares its opposition to people being discriminated against because of, but not limited to:

Ethnicity, nationality, sexual orientation, religion or beliefs  
Sex, age or disability - except when it's necessary for taking part in a particular sport/training activity

ASORYU AIKIDO CLUB can have different classes of membership that depend on:

The age of the member  
Whether the member is a student  
Whether the member is waged or unwaged  
Whether the member is a playing or a non-playing member  
How far from the Club the member lives  
Restrictions on the days or times when the member can use the Club's facilities

As long as ASORYU AIKIDO CLUB is not discriminating, the Club can refuse or remove membership in order to maintain:

The best interests of Aikido  
The good conduct and interests of the Club

ASORYU AIKIDO CLUB will promote this policy of equality, as both a legal and social obligation. The effectiveness of the policy will be monitored and action will be taken in the event of any discrimination being identified. There must be no discrimination of any kind, conscious or inadvertent, by those working for ASORYU AIKIDO CLUB in a paid or voluntary capacity, either in their working environment or in access to, or the provision of services

A commitment and adherence to this policy is a condition of membership of ASORYU AIKIDO CLUB: Failure to adhere to this policy will be treated as a serious breach of ASORYU AIKIDO CLUB principles and practices and is likely to result in club membership being removed

Any person who has a complaint about unfairness and/or discrimination in their dealings with ASORYU AIKIDO CLUB should contact an officer of the Club Steering Committee

Agreed, Accepted and Adopted by the Club Steering Committee:

ASORYU AIKIDO CLUB

Adopted at the General meeting of the club held on: 01<sup>st</sup> September 2013 and approved by the Club Steering Committee:



Club Chairman: Billy McAuley :

On the 01<sup>st</sup> day of September 2013



Asoryu Aikido Club, West Yorkshire

The Lighthouse Centre, 10 Linden Road, Birkby, Huddersfield, HD2 2TP  
Tel: 01484 536687; Mob: 07977 108966; E-mail: [contact@asoryuaikidoclub.net](mailto:contact@asoryuaikidoclub.net);

Website: [www.asoryuaikidoclub.net](http://www.asoryuaikidoclub.net)

