

THE CAMBRIDGE UNIVERSITY AIKIDO SOCIETY

CONSTITUTION

1. NAME:

The name of the Society shall be “The Cambridge University Aikido Society” hereafter referred to as “the Society”.

2. OBJECTS:

- (1) The Society’s aims shall be:
 - a) the advancement of amateur sport through the promotion and development of Aikido at the University of Cambridge; and
 - b) the advancement of *budō* as a means of developing and maintaining physical vitality, mental acuity and wellbeing.
- (2) In pursuance of its aims, the Society:
 - 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.

3. MEMBERSHIP:

- (1) Membership of the Society shall be open to all members of the University;
- (2) There shall be a monthly fee for membership which shall be determined by the Society from time to time;
- (3) The Society may offer Life Membership and Honorary Membership on such terms as it may decide;
- (4) The Executive Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be undertaken in accordance with Section 8, and is subject to confirmation at the next General Meeting of the Society. Any person expelled shall have the right of appeal to the Senior Treasurer.

4. THE EXECUTIVE COMMITTEE:

- (1) The day-to-day management of the Society’s affairs shall be in the hands of the Executive Committee, which shall normally be elected at the Annual General Meeting (AGM);
- (2) The Executive Committee shall consist of a President, Vice-President, Secretary, and Junior Treasurer, who shall be elected by the members as in 4(1). In addition, there shall be a Senior Treasurer, who shall be a member of the Regent House, or other person approved by

the Junior Proctor. The Senior Treasurer shall be appointed by the elected members of the Executive Committee and shall be *ex officio* a member of the Executive Committee;

(3) A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University of Cambridge;

(4) Meetings of the Executive Committee shall be chaired by the President or if in absence the Vice-President. If neither the President nor Vice-President is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.

5. GENERAL MEETINGS:

(1) The Society shall hold an Annual General Meeting (AGM) during each Academical year. The AGM shall be held in Cambridge during *Easter Full Term*. All Members, other than Honorary Members, shall be entitled to attend and vote at any General Meeting. At least fourteen days written notice shall be given to members before the AGM;

(2) The AGM shall approve Minutes of the last General Meeting and the Society's Accounts for the preceding year, elect the Executive Committee for the year ahead and conduct such other business as is necessary;

(3) Candidates for election to office shall be proposed and seconded by two other members. Every motion at a General Meeting shall be proposed and seconded by two members. Voting shall be by secret ballot and if there are more than two candidates for a post or more than two options on a motion, voting shall be by Single Transferable Vote;

(4) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Twenty-one days written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM;

(5) The President or if in absence the Vice-President shall take the Chair at any General Meeting. In the absence of the President and Vice-President the meeting shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be five members and a written record of every General Meeting shall be kept.

6. FINANCIAL MATTERS:

(1) The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds;

(2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Society's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society;

(3) The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by themselves, or by some other person approved under University Ordinances;

(4) The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless personally authorised such a debt in writing;

(5) For so long as the Society shall be Registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Society complies with the requirements for Registration as a University Society.

7. CHANGES TO THE CONSTITUTION:

The Constitution may be amended at a General Meeting, with approval of at least two thirds of those present. No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be put to a vote without the prior written agreement of the Junior Proctor of the University of Cambridge.

8. DISCIPLINARY PROCESSES:

The Society's only disciplinary sanctions are to expel or to suspend a member whose actions are felt to be such as to bring the Society into disrepute, or to adversely affect the smooth running of the Society in a major way. Such expulsion or suspension can only be effected by a majority vote of all Executive Committee members, excluding the Senior Treasurer. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days. They will not be entitled to any full or partial refund of annual subscriptions;

If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.

9. DISSOLUTION:

(1) The Society may be dissolved at a General Meeting provided that at least Twenty-one days written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective;

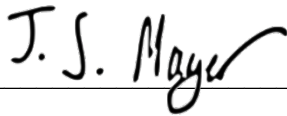
(2) Any motion for Dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Societies' Syndicate.

10. DECLARATION:

Cambridge University Aikido Society hereby adopts this and accepts this Constitution.

President:

Joel Mayer



22nd October, 2020

Senior Treasurer:

Michael Cresswell



22nd October, 2020

APPENDIX A

REGISTRATION & AFFILIATION

1. For matters of administration, including licencing and insurance, the Society shall be registered with the British Aikido Board (the BAB). The BAB is recognised by Sport England as the national governing body (NGB) for Aikido.
2. For insurance purposes, each current member of the Society must be registered with the BAB and their licence renewed on an annual basis by the Secretary. The cost of each annual licence shall be borne individually by the member.
3. For insurance purposes, each training venue must be registered with the BAB and its licence renewed on an annual basis by the Secretary. The cost of each venue licence shall be borne by the Society.
4. For matters of technical instruction and competition practice, the Society shall also be affiliated with Shodokan Aikido UK (SAUK), the organiser of the National Student Championships. Affiliation to SAUK shall be renewed on an annual basis by the Secretary and the cost of affiliation shall be borne by the Society.

APPENDIX B

ROLES & RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following roles:

1. PRESIDENT

The President shall be responsible for:

- a) Ensuring the Society's smooth running;
- b) Delegating incoming tasks, setting and keeping track of deadlines, and chairing meetings;
- c) Representing the Society to the University, including the University Sports Service;
- d) Securing qualified instructors to provide coaching for the Society;
- e) Ensuring that all Society coaches have in place valid, up-to-date coaching certification, public liability insurance and First Aid certification, and that they abide by the UK Coaching Code of Practice;
- f) Working with the Society coaches to ensure that the training environment is safe and that members comply with the Society's Safety Policy;
- g) Completing an annual Risk Assessment for each training venue, to be signed by the President and made publicly available via the Society's web presence;
- h) Maintaining a complete, accurate and up-to-date record of any accidents or injuries in the Society's Accident Book; and
- i) Attending the SAUK AGM and providing a report on the Society's activities. If the President is unable to fulfil this responsibility, they shall nominate an alternate from the Executive Committee to attend on their behalf.

2. VICE PRESIDENT

The Vice President shall be responsible for:

- a) Maintaining and updating the Society's web presence;
- b) Promoting the Society through its social media channels;
- c) Organising the Society's presence at the annual Sports Fair, including the stall and the demonstration;
- d) Maintaining a calendar of Society and national events;
- e) Encouraging participation in national seminars, gradings and competitions;
- f) Organising regular social events and, where relevant, making bookings and collecting payments from members;
- g) Organising the Society's annual photograph; and
- h) Providing an annual report on promotional activities and new member acquisition at the Society's AGM.

3. SECRETARY

The Secretary shall be responsible for:

- a) Securing hall/studio bookings for regular training sessions, seminars and competitions;
- b) Registering new and renewing members with the BAB;
- c) Providing a monthly report to the Junior Treasurer confirming the licence fees to be paid to the BAB;
- d) Maintaining a record of licences and providing copies to members at the time of issue and thereafter upon request;
- e) Maintaining a complete, accurate and up-to-date Membership Database, in compliance with Data Protection laws;
- f) Overseeing the Society's compliance with Data Protection Laws and ensuring that the Society's Data Protection Policy is accurate and up to date;
- g) Notifying the members of any upcoming Society meetings, including the AGM;
- h) Taking accurate minutes of any Society meetings;
- i) Providing an annual report on matters of licencing and registration at the Society's AGM; and
- j) Re-registering the Society with the Junior Proctor by 31st December each year by providing the following:
 - i. an up-to-date copy of this Constitution, with any changes from the previous year clearly highlighted;
 - ii. a complete list of the Society's officers; and
 - iii. a copy of the annual accounts produced in respect of the previous complete financial year and the year to date.

These documents should be audited by the Senior Treasurer before submission to the Junior Proctor.

4. JUNIOR TREASURER

The Junior Treasurer shall be responsible for:

- a) Collecting membership fees and other money owed to the Society;
- b) Paying the Society's bills, including venue hire, venue insurance, member licence fees (to be repaid to the Society by each member) and the annual Society affiliate fee to SAUK;
- c) Keeping up-to-date records of all the Society's financial transactions;
- d) Reporting quarterly to the Executive Committee on the Society's financial status;
- e) Organising fundraising or sponsorship for the Society and its activities;
- f) Maintaining an inventory of all equipment owned by the Society, including mats and training weapons;
- g) Inspecting the Society's equipment regularly to ensure that it remains fit for use and reporting any damage to the President;
- h) 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 Society; and
- i) Providing an annual report on equipment inventory at the Society's AGM.
- j) The members shall support the Junior Treasurer by:
 - i. Paying their membership fees in a timely manner;

- ii. Informing the Junior Treasurer in a timely manner should equipment be lost or damaged;
- iii. Treating the Society's equipment with respect, as if it were their own property.

5. SENIOR TREASURER

The Senior Treasurer shall be responsible for:

- a) Maintaining a Treasurer's bank account;
- b) Preparing a year-end Statement of Accounts;
- c) Auditing the re-registration information prior to its submission by the Secretary to the Junior Proctor;
- d) 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;
- e) As and when required, arranging for the Statement of Accounts to be independently audited; and
- f) Providing a report on matters of income and expenditure at the Society's AGM.

APPENDIX C

EQUALITY STATEMENT

1. Cambridge University Aikido Society 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, gender identity, sexual orientation, marital status, religion, age, ability or any other status protected by law (the 'Protected Characteristics').
2. The Society endeavours to ensure that everyone involved in its activities has the same opportunity to participate fully regardless of socioeconomic status or background.
3. The Society will not tolerate harassment, bullying or victimisation of any kind.
4. Everyone involved in the activities of the Society is required to have read, and to adhere to, the Society's Code of Conduct.
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 Society recognises that it has a duty to make reasonable adjustments for disabled persons. The Society will consider all requests and, where possible, implement adjustments that enable a person to participate more fully in its activities.
6. The Society considers Aikido to be a gender-affected sport under the Equality Act 2010.
7. The Society 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 Society will consider taking positive action or introducing special measures to assist any group with a Protected Characteristic which is currently underrepresented within the Society's activities.
8. Responsibility and Implementation:
 - a) The Executive Committee is responsible for ensuring that the Society's obligations under this Statement are implemented and reviewed as appropriate. The Executive Committee is also responsible for ensuring that any breaches are dealt with appropriately, in accordance with the Constitution.
 - b) All those involved in the activities of the Society share the responsibility to respect, follow and promote the spirit and intentions of this Statement.
9. Equality Complaints Procedure: Any person involved in the activities of the Society 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 Vice President.