

# CAMBRIDGE UNIVERSITY AIKIDO CLUB

## CONSTITUTION

### 1. NAME

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

### 2. AIMS AND OBJECTS

(1) The Club’s aims and objects 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 Club shall:

- a) organize 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.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of the University, but may additionally benefit other members of the University and/or residents of Cambridge and the surrounding area where the Executive Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

### 3. MEMBERSHIP

(1) Membership of the Club shall be open to all Student Members of the University.

(2) There shall be a monthly fee for membership which shall be determined by the Club and reviewed at each Annual General Meeting.

(3) The Club may offer Life Membership and Honorary Membership on such terms as it may decide.

(4) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that the Club has adopted.

(5) The Executive Committee may expel any member whose conduct seems likely to

bring the Club into disrepute. Such expulsion shall be undertaken in accordance with Section 8, and is subject to confirmation at the next General Meeting of the Club. 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 Club's affairs shall be in the hands of the Executive Committee, which shall be elected at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee.
- (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 Sports Club Registration Sub-Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
- (3) All Executive Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee.
- (4) A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University of Cambridge.
- (5) 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.
- (6) The Committee will be responsible for adopting new policy and codes of practice, and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.
- (7) Only Executive Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.
- (8) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.

## **5. GENERAL MEETINGS**

- (1) The Club shall hold an Annual General Meeting (AGM) during each Academical year. The AGM shall be held in Cambridge during the first half of *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 Club's Accounts for the preceding year, receive and review reports from Committee members, review and agree membership fees, elect the Executive Committee for the year ahead, consider any proposed changes to the Club's Constitution, 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 Club shall maintain a banking account with a suitable Bank or Building Society to hold the Club's funds.
- (2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Club'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 Club.
- (3) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited, either by themselves, or by some other person approved under University Ordinances.
- (4) For so long as the Club shall be Registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for Registration as a University Club.

- (5) The Executive Committee (acting by its members) is authorized 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. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorized in writing by the Executive Committee.
- (6) When entering into contractual arrangements pursuant to clause 6(5), 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 taking into account the nature of the contract and the circumstances.
- (7) All monies drawn against Club funds should be authorized by at least two members of the Executive Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- (8) 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.
- (9) 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 Club's realizable 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: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) 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.
- (10) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

## **7. CHANGES TO THE CONSTITUTION**

The Constitution may be amended at a General Meeting, with approval of at least two thirds of those present. Proposed changes must be circulated at least fourteen days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

## **8. COMPLAINTS PROCESSES**

- (1) Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee, Club Welfare Officer or relevant team captain so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause 8.
- (2) Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.
- (3) Where a club level complaint is indicated, this must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
  - a) The Executive Committee will acknowledge receipt of any written complaint within 7 days; and
  - b) The Executive Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Executive Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place; and
  - c) Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Executive Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.
- (4) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- (5) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

## **9. DISCIPLINARY PROCESSES**

- (1) Subject to the remainder of this clause 9, the Executive Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or materially harm or present a risk of material harm to the interests of its members.
- (2) The Executive Committee, in consultation with the Senior Treasurer, may also

take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.

- (3) In line with clause 8, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- (4) The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Executive Committee members.
- (5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- (6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to this clause wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

## **10. DISSOLUTION**

- (1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 11.
- (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 become the property of the University and shall be transferred to the Sports Service.

## **11. RESERVED MATTERS**

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- a) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
- b) The dissolution of the Club.
- c) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- d) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

**12. PROVISION OF INFORMATION**

The Executive Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

**13. DECLARATION**

Cambridge University Aikido Club hereby adopts this and accepts this Constitution, and will additionally comply with all relevant University and legal requirements.

*Signed:*

*Signed:*

Vlad Penzyev  
President

Mike Cresswell  
Senior Treasurer

## **APPENDIX A:**

### **REGISTRATION & AFFILIATION**

- (1) For matters of administration, including licencing and insurance, the Club 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 Club 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 Club.
- (4) For matters of technical instruction and competition practice, the Club 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 Club.

## APPENDIX B

### EQUALITY STATEMENT

- (1) Cambridge University Aikido 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, gender identity, sexual orientation, marital status, religion, age, ability or any other status protected by law (the 'Protected Characteristics').
- (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.
- (3) The Club will not tolerate harassment, bullying or victimisation of any kind.
- (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) 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 recognizes 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.
- (6) The Club considers Aikido to be a gender-affected sport under the Equality Act 2010.
- (7) The Club recognizes 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.
- (8) Responsibility and Implementation:
  - a. The Executive Committee is responsible for ensuring that the Club'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 Club 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 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 Vice President.