

Constitution of Ko En Kendo Kai

Name

The name of the organisation shall be Ko En Kendo Kai. This can be abbreviated to Ko En Kai.

Aims

The aims of the organisation are:

To promote community participation in healthy recreation in particular by the provision of facilities for the practice of kendo

To encourage diligent training in line with the purpose of kendo, as defined by the All Japan Kendo Federation (ZNKR)

Powers

In furtherance of the aims but not otherwise the Committee may use the following powers:

- a) To raise funds and to invite and receive contributions, that in raising funds the Committee shall conform to any relevant requirements of the law.
- b) To foster and encourage co-operation and communication between similar organisations, societies and statutory authorities and to represent the views of members of the organisation
- c) Such other actions as are necessary to further the organisation's aims

Membership

Membership is open to any person wishing to participate in kendo training or to support the organisation.

There will be a membership fee, the rate and format of which will be decided by the committee at the Annual General Meeting (AGM).

A list of all members will be kept by the membership secretary

Termination of Membership

Any member who has not paid their membership fee for two months will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

The committee shall have the right, for good and sufficient reason, to exclude from meetings a member. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

Committee

The business of the organisation will be carried out by a committee elected at the AGM. The committee shall be made up of the officers of the organisation and up to 5 representatives of the general membership. Vacancies on the committee may be replaced by election at the next General Meeting (GM) of members. The committee will meet at such times as the Secretary may decide or at the request of a member of the Committee.

The AGM shall elect the following officers:

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

Head Coach, who shall ensure training quality is of a sufficient standard. An individual may hold the Head Coach role in addition to another officer role. The role of Head Coach shall be nominated by the club officers at a committee meeting rather than by the membership at an AGM.

The AGM may also elect the following officers:

Membership Secretary, who shall be responsible for keeping records of members. If a dedicated Membership Secretary is not elected, the Secretary shall take on this responsibility. Membership Secretary shall also be also responsible for club publicity and recruitment of new members.

Welfare Officer, who shall be responsible for ensuring that the guidelines set out in the club's Safeguarding Policy and Risk Assessment are followed by all members and for revising these policies where appropriate. If a dedicated Welfare Officer is not elected, the Head Coach shall take on this responsibility.

Meetings

Annual General Meeting

There shall be an AGM held once per calendar year and no later than 15 months after the previous AGM. The AGM will be held for the purpose of receiving the annual report of the committee, receiving the annual statement of accounts and electing the officers and other members of the committee. Also, whenever necessary, considering proposals to amend this constitution and other business of which due notice has been received.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting. The club committee shall be elected by a majority vote of organisation members.

Extraordinary General Meetings

An extraordinary general meeting open to all members of the organisation may be called by the secretary at the request of a majority of the committee or at least 4 other members giving a written request to the chair or secretary stating the reason for their request. The meeting will take place within 21 days of the request.

Organisation members will be given two weeks' notice, including the date, time, venue and agenda of the meeting.

General Meetings

A GM may be called by the secretary at the request of a majority of the committee. The GM will be open to all members.

All members will be given two weeks' notice, including the date, time, venue and agenda of the meeting.

Committee Meetings

Committee Meetings may be called by the chair or secretary. Committee members must receive at least 7 days' notice before the meeting.

Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

Any under 18 members of the club may be represented at any meeting which they are entitled to attend by a parent or guardian or other relative chosen by the member.

If a consensus cannot be reached a vote will be taken and a decision will be made by simple majority. If deemed preferable, the meeting attendants may agree to decide matters by a two-thirds majority. If it proves necessary, the chair of the meeting shall have an additional deciding vote.

Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer).

All payments will be signed by the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All monies raised by or on behalf of the organisation shall be used to further the aims and for no other purpose.

Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

Dissolution

If the committee by a simple majority decides that it is necessary or advisable to dissolve the organisation it shall call a meeting of all members of the club who are entitled to vote. At least 14 days notice of the meeting must be given. If the decision to dissolve is confirmed by a two-thirds majority of those present then the remaining monies and assets must be donated either to the BKA or to another BKA-affiliated organisation, or a combination of the above. The organisation(s) will be agreed at the meeting which agrees the dissolution.

Signed:



Thomas "Dave" Yates
Chair, Head Coach