



CAMBRIDGE UNIVERSITY KARATE CLUB

Cambridge University Karate Club CONSTITUTION

1 Name

The name of the Club shall be 'Cambridge University Karate Club', hereafter referred to as 'the Club'.

2 Aims and Objects

The aims and objects of the Club will be:

- i) To foster and encourage the study and practice of karate at Cambridge University
- ii) To represent Cambridge University Karate annually at the Varsity Matches.
- iii) To provide the facilities for the learning, teaching, coaching and practising of Karate, as well as the opportunity for Members to compete and attend external training courses.
- iv) To provide support, assistance and encouragement to allow Members to develop their capabilities and fulfil their potential in Karate.

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

- i) The membership of the Club shall be open to all members of the University and any others who have an interest in karate
- ii) Membership shall consist of the following categories:
 - a. Ordinary Membership
 - b. Non-student Membership (members who are not current full/part-time students of a university)

All Members shall abide by the Club Code of Conduct.
- iii) Membership fees shall be set by the Executive Committee, following financial review by the Junior Treasurer as to the appropriate level for these to be set. Changes to Membership fees shall require approval of the Senior Treasurer.
- iv) While non-student members are welcome, the Club shall aim to keep non-student membership under 10%. Should non-student membership constitute more than 10% of the total membership of the Club, the Executive Committee, with the approval of the Senior Treasurer, should determine that the composition of the membership of the Club is in the best interests of the Student Members of the Club.

- v) All Members will be subject to the regulations of this Constitution and by joining the Club will be deemed to accept these regulations.
- vi) All Members shall abide by the rules and regulations of the governing association to which they are affiliated. In the case of conflict between the rules and regulations of the Club and those of the governing association then the Club rules shall take precedence.
- vii) Membership of the Club is terminated if the Member resigns by written notice to the Club or is expelled from the Club in accordance with the Club's complaints and disciplinary procedures.
- viii) Only Executive Committee members will have the right to vote at committee meetings, Peripheral Committee members who are invited to attend shall not have the right to vote.

4 Equality of Opportunity

- i) The Club is committed to equality of opportunity for every Member and to a proactive and inclusive approach to equality, which supports and encourages all underrepresented groups, promotes an inclusive culture, and values diversity.
- ii) The Club is committed to everyone having the right to enjoy Karate in an environment free from threat or intimidation, harassment and abuse.
- iii) The Club has a responsibility to oppose discriminatory behaviour.
- iv) The Club will deal with any incidence of discriminatory behaviour seriously, according to Club the Club's complaints and disciplinary procedures.

5 The Executive Committee

- i) Day-to-day management of the Club's affairs shall be in the hands of the Executive Committee, which shall normally 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.
- ii) The Executive Committee shall consist of:
 - a) President - ultimately responsible for the well-being of the Club, its external representation and organisation of the executive committee.
 - b) Vice President - assists the President in the running of the Club, coordinates grading examinations and is responsible for kit orders, Club clothing orders and booking of training venues.
 - c) Secretary - responsible for the day-to-day operation of the Club, including notification of Club activities to its Members, taking committee meeting minutes, keeping track of attendance and the collection of membership fees.
 - d) Senior Treasurer - responsible for ensuring that there is in place proper finance, administration, and regulation of the Club.
 - e) Junior Treasurer - responsible for financial management, as described in section 9, and for applications for funding from the University.
 - f) Men's Captain and Women's Captain - responsible for organising the Club's training programme, encouraging and organising attendance of the team at competitions, and for ensuring that the Club's Aims and Objects are fulfilled, as outlined in Clause 2.

- g Social Secretaries – there shall be either one or two Social Secretaries, responsible for ensuring that the Club maintains a healthy social life across the year, encouraging involvement of all Members, including the organisation of an Annual Dinner. At least one of the Social Secretaries shall be a current student of the University of Cambridge.
- h Welfare and Safety Officer – responsible for the Club maintaining good health and safety practices, ensuring the welfare of the Club’s Members, and drawing up risk assessments for training and events organised by the Club in line with University Sports Service regulations.
- iii) In addition, there shall be a Peripheral Committee, who, like the Executive Committee, shall have a year’s fixed term of office, and shall be appointed by the Executive Committee following an annual review. The Peripheral Committee may be invited to attend Executive Committee meetings and shall consist of:
 - a Old Karateka Association Officer - responsible for ensuring that the Club maintains contact with ex-members.
 - b Non-student Representative - represents non-student Members of the Club and will be the main point of contact between the Club and the Committee during the vacations.
 - c Webmaster – responsible for maintenance and updating of the Club’s website.
 - d Publicity Officer – responsible for the running of social media platforms, and advertising and promotion of the Club.
- iv) The Executive Committee shall have 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.
- v) All Executive Committee members (excluding 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 be unfilled following the AGM, or 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.
- vi) A majority of the members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.
- vii) Meetings of the Executive Committee shall be chaired by the President or, in their absence, the Vice President. If neither of these officers is present then the remaining committee members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be half its membership, excluding the Senior Treasurer. Minutes shall be kept of each meeting, which shall be emailed to the Club membership and uploaded to the Club website, protected by a Raven login requirement, within two weeks of the meeting in question taking place. The Executive Committee shall endeavour to meet at least twice a term.
- viii) Questions arising at a meeting of the Executive Committee shall be decided by a Simple Majority of votes. In case of an equality of votes, the chairperson will have the casting vote.

- ix) Only Executive Committee members will have the right to vote at committee meetings, Peripheral Committee members who are invited to attend shall not have the right to vote.

6 Technical Committee

- i) This shall consist of the Chief Instructor, Men's and Women's Captains, and all other current Regular Instructors of the Club.
- ii) The technical committee shall be chaired by Men's Captain or Women's Captain, or in their absence, the remaining committee members shall elect a chairperson for the meeting in question.
- iii) Meetings of the technical committee shall assume an advisory function for issues of teaching, training, grading, competitions and the general standard of karate in the Club. The recommendations of such meetings shall be submitted to the Secretary to be considered at the next meeting of the Executive Committee.
- iv) The technical committee shall convene at the request of the Chief Instructor, the Men's Captain, the Women's Captain or at the request of the Executive Committee.
- v) It is a requirement that all new instructors attend the next available Club instructors' course.

7 Club Affiliation

- i) The Club will affiliate to an appropriate governing body.

8 General Meetings

- i) The Club shall hold an Annual General Meeting (AGM) during each Academic year. It shall be held during the Lent full term. All Members shall be entitled to attend and vote at any General meeting. At least 14 days' notice shall be given to Members before the AGM.
- ii) The AGM shall be called to
 - a) Vote on the approval of the minutes of the previous AGM;
 - b) Vote on the approval of the Club's accounts for the preceding year;
 - c) Elect the Executive Committee for the year ahead;
 - d) Review and amend the Constitution;
 - e) Conduct such other business as necessary.
- iii) Candidates for election to the Executive Committee shall be encouraged to nominate themselves prior to the elections.
- iv) Elections shall be conducted by secret ballot, with re-open nominations (RON) being a candidate in all elections and the candidate with the largest number of votes being deemed the successful candidate. Should RON be deemed the successful candidate, the position shall be unfilled at the General Meeting in question and the procedure in subclause 5(v) followed, with any candidates that were unsuccessful against RON being ineligible to take this office
- v) Should a Member be unable to attend a General Meeting, they may send their vote and any comments to the Chair by email in advance of the meeting in question. Should a Member do this and subsequently attend the General Meeting in question, the vote they register in person shall take precedence over any they cast via email.

- vi) 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 of an EGM.
- vii) The quorum for any General Meeting shall be 40% of the Members or 15 individual Members, whichever quantity is lesser.
- viii) The President or, in their absence, the Vice President shall take the chair at any General Meeting. Minutes shall be kept of each General Meeting, which shall be emailed to the Club membership and uploaded to the Club website, behind a Raven password, within two weeks of the meeting in question taking place.

9 Financial & Liability Matters

- i) The Club shall maintain a banking account with a suitable Bank or Building Society.
- ii) 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.
- iii) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
- iv) 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 Sports Club and has the relevant committee member in attendance at Sports Service briefings.
- v) The Executive Committee (acting by its members) is authorised 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. Peripheral Committee members are not entitled to enter into contractual arrangements for and on behalf of other Members unless expressly authorised in writing by the Executive Committee.
- vi) When entering into contractual arrangements 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.
- vii) All monies drawn against Club funds should be authorised by the Junior Treasurer and at least one other Member of the Executive Committee, and should be recorded against the Club account.
- viii) 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.
- ix) 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 which is not covered by insurance then they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets

from time to time, 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. 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.

- x) 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.

10 Changes to the Constitution

- i) The Constitution may be amended at a General Meeting, with a 2/3 majority vote required for such amendments to take effect. A minimum of 15 Members, or 40% of Membership (whichever is lesser) should have registered a vote on the amendment for the change to be implemented.
- ii) Proposed changes must be circulated at least one month prior to a General Meeting. Minor amendments may be accepted on the day provided that a formal vote takes place at the General Meeting and the motion to accept the minor amendment is approved by a 2/3 majority vote.
- iii) 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.

11 Complaints Process

- i) Prior to submitting a written complaint, members should, where possible, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee - including the Welfare and Safety Officer or Men's and Women's Captain - so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed upon, this member should then follow the complaints process identified in the remainder of this clause.
- ii) 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
- iii) Where a club level complaint is indicated, this must be submitted in writing to the Executive Committee in an appropriate manner. Complaints should be treated confidentially and must not be distributed publicly.

(a) The Executive Committee will acknowledge receipt of any written complaints within seven days.

(b) The Executive Committee will meet to review the complaint within 28 days of the receipt to determine what information, response or action is required. The

Executive Committee will also agree on an appropriate timescale for the process to be completed. This will be communicated to the complainant within seven days of the meeting taking place.

(c) Where indicated by the University Sports Club Incident Pathway (Students/Adults), or where 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

- iv) 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 Centre, who will advise on the appropriate procedures depending on the nature of the complaint.
- v) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

12 Disciplinary Processes

- i) Subject to the remainder of this clause, 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 risk of material harm to the interests of its members.
- ii) 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.
- iii) In like with Clause 11, 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 depending on the outcome of the investigation.
- iv) If a member is suspended, they shall not attend any Club organised activity. Moreover, they shall not be permitted to use official Club communication channels to communicate with other members.
- v) The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following a conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be executed following a majority vote of all Executive Committee members.
- vi) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within seven days. They will not be entitled to any full or partial refund to annual subscriptions.
- vii) 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.

13 Dissolution

- i) A resolution to dissolve the Club can only be passed at a General Meeting, where at least two-thirds of those present and voting must vote in favour of the motion for Dissolution.

A written notice must be given to the Club Members 21 days in advance, notifying them of the decision to dissolve the Club.

- ii) 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.

14 Reserved Matters

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and a 2/3 majority of the Members (out of a present 40% of total Members or 15 individual members, whichever is lesser) voting at a General Meeting at which any of the following matters require approval:

- i) 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.
- ii) The dissolution of the Club.
- iii) Any proposal which has a material impact on the Club, its Members, its assets, and/or its finances.
- iv) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

15 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 on a request basis, 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 of the Charities Act 2011 or otherwise.

16 Definitions and Interpretations

- i) In this Constitution the terms listed below shall have the following meanings:

Term	Definition
Academic Year	The period between the start of Michaelmas Term one year and the start of Michaelmas Term in the consecutive year, as defined by the University of Cambridge.
Constitution	This Constitution of the Club.
General Meeting	An Annual General Meeting or Extraordinary General Meeting of the Club, as outlined in Clause 9.
Members	Those who are Members of the Club, as defined in Clause 3.
Simple Majority	Where the number of votes cast in favour of a motion outnumber those that are cast against the motion.
Regular Instructor	A Regular Instructor will be expected to teach at least twice a term, but it is at the discretion of the Executive Committee as to whom it defines as a Regular Instructor.

Executive Committee	The collection of appointed Members who manage their respective allocated affairs of the Club day-to-day. They are elected annually between Lent and Easter term, and will serve the entire year. They shall meet at least twice a term, and shall be able to vote on any issues relating to the Club.
Peripheral Committee	The collection of appointed Members who manage their respective allocated affairs of the Club. They are appointed by the members of the Executive Committee, and shall also serve the entire year. They may be invited to Executive Committee meetings but shall not be able to vote.
Chief Instructor	An external instructor from the chosen affiliated organisation of the Club, appointed in consultation with the Sports Service. They will be deemed suitable by the Committee, Sports Service and University in helping to achieve and maintain the Aims and Objectives of the Club, as outlined in Clause 2.

- ii) If any dispute arises regarding the interpretation of this Constitution, it shall be settled by the Executive Committee (excluding the Senior Treasurer). An appeal of this decision may be lodged with the Senior Treasurer, whose decision shall be final. If the chair of the meeting is not the Senior Treasurer, the chair of the meeting shall not have the casting vote.

17 Declaration

Cambridge University Karate Club hereby adopts and accepts this constitution as its current constitution regulating the actions of Members, and will also comply with all University and legal requirements.

Name	Abigail McNally	Position	President
Sign		Date	23/03/2023

Name	Dr F J Blunt	Position	Senior Treasurer
Sign		Date	23/03/2023