

Cambridge University Karate Club

Extraordinary General Meeting - Meeting Minutes

June 20, 2020

Opening

The Extraordinary General Meeting of the Cambridge University Karate Club (CUKC) was called to order by Alex Russell at 2.00 PM (London time) and took place online via Zoom.

Present

Alex Russell, President

Abby Wheeler, Vice-President

Danielle Ball, Women's Captain

Chris Hamilton, Men's Captain

Maeve Brittle, Social Secretary

Millie Morgan, Welfare and Safety Officer

Christoph Hess, Secretary

Olivia Lavigne, Junior Treasurer

Eleanor Lee, Publicity Officer

Daoyuan Qian, Webmaster

Paul Smith, Old-Karateka Association Officer

Richard Poole, Chief Instructor

Tegwen Ecclestone, Club Member

Michael Jones, Club Member

Putu Agus Khorisantono, Club Member

Matthew Penner, Club Member

Freya Robson, Club Member

Ismael Sierra del Río, Club Member

Bence Kasza, Club Member

Camille Fontaine, Club Member

Jamie Lowenthal, Club Member

Daniel Hopper, Club Member

Tanmay Anand, Club Member

Sam Hill, Club Member

Agenda

The President suggested eight topics for discussion, in the following order:

1. Changes to the Constitution
2. Budgets and accounts
3. Announcement of women's Blues awards
4. Welfare and safety

The order was approved by the participants.

Ad 1) Changes to the Constitution

A number of changes that were deemed uncontroversial were proposed by Alex for approval without further discussion. The suggested changes, as well as a draft of the new Constitution had been circulated to the Club by Alex 20 days in advance, by e-mail on 1 June 2020. All these changes were approved unanimously. The uncontroversial changes thus approved were as follows (the numbers in brackets referring to the relevant Clauses of the Constitution draft, which can be found in Annex A): -
“Safe and healthy” removed from objects (2.i).

- Requirement for Club Members to abide by the rules of the governing association (3.vii).
- Senior Treasurer has been added to the Executive Committee explicitly in the Constitution (5.d)

- Removal of the waiving of fees for Committee members during their year in office (previously found in Clause 5).
- Should an Executive or Peripheral Committee position fall vacant or be unfilled after an Annual General Meeting, the Executive Committee shall have power to fill the vacancy until the next Annual General Meeting (5.v).
- Graduate Representative changed to the Non-Student Representative to reflect this role more (5.ii.b).
- Quorum for Committee meetings has been changed to 50 percent of its membership, excluding the Senior Treasurer (5.viii)
- The Chief Instructor being the chair of the Technical Committee, and a requirement added that new instructors attend the next available instructors' course (6.ii).
- E-mail votes allowed at General Meetings (8.v).
- Some clarifications to do with the Complaints Process; where appeals should be lodged in relation to conflicts of interest (11.ii)
- Clarification of what suspension means in relation to training, competitions, and other club privileges (12.iii).

The following changes and amendments were presented by Alex for further discussion among the meeting's participants:

1. Age limit of 18 for membership of the Club, with the exception of children of club instructors who may be members and train provided their instructor parent is present (3.i)

Decision: Approved following a poll, with a majority of 15 votes in favour of an age limit of 18 and 5 votes in favour of an age limit of 16.

2. Requirement for committee meeting minutes to be circulated and uploaded to the website within

two weeks of the meeting (5.viii).

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Decision: Approved following a poll, with a majority of 17 votes approving (1 negative vote and 1 abstention).

3. Honorary and Life Memberships. The options discussed among the participants were as such:

Option A: Not included.

Option B: Included, using 2013 definition in clause 3: “The Club may offer Life Membership and Honorary Membership on such terms as it may decide”.

Option C: The above with a more specific procedure, following the requirement of the Sports Service that Sports Clubs outline a procedure for awarding Honorary Memberships: “The Club may award Life Membership and Honorary Membership on such terms decided by the Executive Committee. Any Member may nominate someone for Honorary Membership or Life Membership, which shall be discussed and voted on by the Executive Committee. Such an award shall only be made following the ratification of the Executive Committee decision at a General Meeting of the Club”.

Decision: Option A, unanimous decision. Honorary Memberships will not be included in the future Constitution.

4. Relating to behaviours expected of members. The options discussed among the participants were as such:

Option A: Not included.

Option B: Included as a sub-clause within clause 3: “Members of the Club are expected to behave with respect towards others within all club-organised activity, upholding the values of Karate and spirit of good sportsmanship.”

Option C: “All Members shall abide by the Club Code of Conduct.”

Decision: Option C, unanimous decision. All members will be required to abide by the Club Code of Conduct, which has thus been linked to the Constitution as the central document of the Club.

5. Relating to the definition of members. The options discussed among the participants were as such:

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Option A: Definition as follows within Clause 3: “A person shall be defined as a Member of the club if they fulfil one or more of the criteria within this sub-clause, provided their membership has not been terminated in accordance with sub-clause 3.x.: (i) They have paid membership fees within the current Academic Year; (ii) they are a member of the Executive Committee; (iii) they are a member of the Peripheral Committee; (iv) they are a regular instructor of the Club; (v) they have been training sufficiently within the previous year to warrant definition as a Member of the Club, as decided by the President”.

Option B: The above with the following addition: “They hold a licence with the Club’s governing association, provided through the Club”.

Option C: Option A, but with the Executive Committee deciding who has trained sufficiently to qualify.

Option D: Option B, but with the Executive Committee deciding who has trained sufficiently to qualify.

Discussion: Tegwen voiced the concern that Option B might be open to abuse, as the Club has currently no control over who licenses through the Club, this being decided by the KUGB. Another discussion centred on the criterion (v), i.e. that membership might be given to people who “have been training sufficiently within the previous year to warrant definition as a Member of the Club, as decided by the President”. Jamie suggested to remove the word “sufficiently”, as it would be within the President’s/Executive Committee’s jurisdiction to interpret this term in any case. Both Bence and Tegwen pointed out that there should nevertheless be a criterion such as “sufficiently” that would bar the Executive Committee from arbitrarily conferring membership rights on non members. Alex suggested the wording for (v): “they have trained or competed with

the Club sufficiently to warrant definition as a Member of the Club, as decided by the Executive Committee”.

Jamie proposed the addition of “within the previous year” as the bar for “sufficiently” by itself might potentially be too low.

Decision: Option C, with the modification of (v) that “they have trained or competed with the Club sufficiently within the previous year to warrant definition as a Member of the Club, as decided by the Executive Committee”.

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6. Relating to the procedure for the setting of membership fees. The options discussed among the participants were as such:

Option A: Within Clause 3: Set by the Executive Committee: “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”.

Option B: Within Clause 3: Approved at a General Meeting: “Membership fees shall be reviewed annually by the Junior Treasurer, who shall make recommendations to the Executive Committee as to the appropriate level for fees to be set. A resolution to alter the membership fees of the Club shall only take effect following a Simple Majority vote at a General Meeting of the Club”.

Discussion: Regardless of option A or B being chosen, Bence was in favour of inserting the condition of setting fees “annually” to prevent the Committee/Junior Treasurer from changing fees in the middle of the year. Alex suggested to change the relevant clause in option A to “following *annual* financial review by the Junior Treasurer”. Bence agreed. Tegwen pointed out that, on a practical basis, the accounts are usually finalised by the outgoing Junior Treasurer shortly before the Annual General Meeting. It might thus happen that the setting of membership fees would fall to the new and potentially inexperienced Committee elected at the Annual General Meeting. Jamie seconded Teg’s concern, suggesting omitting the condition of an *annual* financial review.

Decision: Option A, following a poll with a majority of 17 votes in favour of option A and 1 vote in

favour of option B.

7. Relating to the number of Social Secretaries, their tasks and their position within the Committee.

The options presented for discussion were as follows:

Option A: One Social Secretary on the Executive Committee. A possible wording of the relevant Clause (5.ii.g) would be: “Social Secretary - responsible for ensuring that the

Club maintains a healthy social life across the year, encouraging an involvement of all members, including the organisation of an Annual Dinner”.

Option B: Two Social Secretaries on the Executive Committee. A possible wording of the relevant Clause (5.ii.g) would be: “Social Secretaries – There shall be two Social Secretaries, responsible for ensuring that the Club maintains a healthy social life across the year, encouraging an involvement of all members, including the organisation of an Annual Dinner”.

Option C: Two Social Secretaries on the Executive Committee, one a Student and one a non student. One possible wording of the relevant clause (5.ii.g), removing the Non-Student Representative and re-designating the position as a second Social Secretary, would be (option C1): “Social Secretaries – There shall be two Social Secretaries, one of whom shall be an ordinary member, and one who shall be a non-student Member. They are together responsible for ensuring that the Club maintains a healthy social life across the year, encouraging an involvement of all members, including the organisation of an Annual Dinner”. A second option (option C2) would retain the Non-Student Representative and the relevant clause in the Constitution (5.iii.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”

Option D: One Social Secretary on the Executive Committee, and a deputy on the Peripheral Committee. One option (D1) would put the Social Secretary in a leading role vis-à-vis the assisting functions of a Non-student Representative. Clause 5.ii.g would then be: “Social Secretary - responsible for ensuring that the Club maintains a healthy social life

across the year, encouraging an involvement of all members, including the organisation of an Annual Dinner”. The Non-Student Social Secretary’s tasks would be as such (5.iii.b): “Non-Student Social Secretary - assists the Social Secretary in their role and represents non-student members of the Club and is the main point of contact between the Club and the Executive Committee during the vacations”. Another possible variant of option D (option D2) would be to keep the Social Secretary as well as the Non-Student Representative, and create the new role of a deputy Social Secretary. The relevant clauses in the constitution would then read as follows: “Social Secretary - responsible for

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ensuring that the Club maintains a healthy social life across the year, encouraging an involvement of all members, including the organisation of an Annual Dinner” (5.ii.g); “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” (5.iii.b); “Deputy Social Secretary – assists the Social Secretary in their role and deputises for them where necessary” (5.iii.e).

Discussion: Paul suggested the option of “at most two Social Secretaries”. Tegwen made the point that two Social Secretaries, a student and a non-student, could effectively target different age groups. This was seconded by Alex. Dan expressed doubts about the necessity of making the second Social Secretary forcibly a non-student, whom the circumstances might have pushed into this role. Maeve expanded on Dan’s suggestion by demanding more flexibility with the number of Social Secretaries, as there might not always be two people willing to take on the role. Paul seconded this. Dan suggested that putting one of the two Social Secretaries in a deputy role might make communication easier, seconded by Jamie and later Bence. Tegwen and Paul strongly disagreed with the notion of a “deputy” Social Secretary.

Decision: The participants unanimously agreed on the wording: “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” for sub-clause 5.ii.g.

8. Regarding the timetable for the re-election of members of the Peripheral Committee. The following options were presented for discussion:

Option A: Only the Old Karateka Association (OKA) Officer has an indefinite period of office. Clause following 5.iii: “The peripheral committee shall be re-elected annually following the same procedure as that of the Executive Committee. This is with the exception of the Old Karateka Association Officer whose post has no fixed term of office and shall be re elected when necessary.”

Option B: The OKA Officer and the Non-Student Representative are indefinite offices: Sub clauses 5.iii.a and 5.iii.b are followed each by the words: “This position has no fixed term of office and shall be re-elected when necessary.”

Option C: The Peripheral Committee are all indefinite offices: “In addition there shall be a Peripheral Committee who shall have no fixed term of office and shall be re-elected when necessary. The Peripheral Committee may be invited to attend Executive Committee meetings and shall consist of: (...)”

Discussion: Tegwen suggested an annual review (but not necessarily a new election) of the Peripheral Committee members by the Executive Committee. Millie seconded this. Paul added that it might not be necessary to elect members of the Peripheral Committee at an Annual General Meeting but that it might be sufficient to have them appointed by the Executive Committee. Jamie and Tegwen agreed to this.

Decision: Unanimous agreement on option C, with the addition that there be an annual review. A poll was called to settle the question of how Peripheral Committee members should be appointed. The options presented were: (1) Executive Committee decide; (2) Executive Committee decide with subsequent ratification at a General Meeting; (3) election at a General Meeting. Option (1) was chosen by a narrow majority of 12 participants (8 votes for option (2) and 1 vote for option (3)). The final wording of the relevant clause was thus: “In addition there shall be a Peripheral

Committee who shall have no 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: (...)"

9. Regarding the voting rights of Peripheral Committee members. The choice was between giving Peripheral Committee members voting rights in Committee meetings if they attend on the one hand and giving them no voting rights even if they are in attendance on the other hand.

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Decision: This item was discussed in conjunction with Point 8. It was agreed that Peripheral Committee members should not have voting rights if their term of office is infinite. Following the decision on Point 8, it was therefore agreed to deny voting rights to members of the Peripheral Committee.

10. Relating to the affiliation to the Club's governing association and the procedures to change this.
The options laid out for discussion were as such:

Option A: The Club's governing association is mentioned in the same Clause as the Chief Instructor (procedure to change would be the same as a Constitutional Amendment).

The relevant clause (7.i) would then read: "The Club shall aim to engage a senior Karate Instructor from its current governing Karate Association, the Karate Union of Great Britain (KUGB) as a Chief Instructor."

Option B: A new Clause would be added after Clause 6: "7. Club Affiliation – (i) The Club is affiliated to the Karate Union of Great Britain (KUGB). (ii) Any changes to the Club's affiliation shall require an amendment to this Constitution and thus shall follow the procedure for this outlined in clause 13. (iii) Any proposed changes to the Club's affiliation shall be circulated to the Club X months in advance of the General Meeting at which this change is to be discussed."

Option C: As in B, but not directly mentioning the KUGB. This option would allow a

different process to be followed that does not require an amendment to the Constitution: “7. Club Affiliation: (i) The Club shall be affiliated to a governing karate association. (ii) Any proposed changes to the Club’s affiliation shall require a Simple-majority at a General Meeting, provided that such proposed changes have been circulated to the club at least X months before the General Meeting in question, and sufficient steps have been taken to allow input from all interested Members prior to the vote.

Discussion: Following Alex’ explanation of the options, Paul pointed out that whatever procedure might be laid out in the constitution for changing the governing association of the Club would ultimately always boil down to a change of the Constitution. It might therefore make sense to align the procedure for changing the Club’s governing association with changes to the Constitution of

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the Club. Jamie commented on this that the point of having such a process laid out in the constitution would be that of speeding up the process of changing the Club’s affiliation rather than slowing it down. The following discussion revolved around the minimum duration of discussion in the Club before its affiliation could be changed (“X” in the options outlined above). A duration of 12 months, 6 months and 3 months were discussed. As pointed out by Richard, 12 months would have the advantage of spanning two Committees but would risk locking the Club into its governing association. Jamie brought up the idea that a shorter period of 6 months or 3 months might be sufficient if a large enough quorum be set. Richard seconded Jamie’s point by asking to discuss the quorum, i.e. the constitutional definition of a “Supermajority”. The discussion of the present point was therefore interrupted at this stage and only continued after Points 11 and 12 had been dealt with.

Decision: Option B was presented for a vote among the participants, with the three options of X being (1) 12 months; (2) 4 months; (3) 6 months; (4) 9 months and (5) 3 months. Options (2), (4) and (5) were eliminated in a first round of voting, while the final decision between (1) and (3) went for (1), with a majority of 11 participants voting in favour of this option, against 8 votes for option (3). The minimum period of discussion before changing the Club’s governing association will be 6 months.

11. Regarding the General Meeting quorums and the quorum for Constitutional changes. The following options were presented for discussion:

Option A: 10 for a General Meeting, 20 to change the Constitution. The relevant clauses would then be: (8.vii, relevant section): “The quorum for any General Meeting shall be 10 members”, and (10.i): “The Constitution may be amended at a General Meeting, with a Supermajority required for such amendments to take effect. A minimum of 20 members should have registered a vote on the amendment for the change to be implemented.”

Option B: 20 for both. The relevant clauses would then become: (8.vii, relevant section): “The quorum for any General Meeting shall be 20 members,” and (10.i): “The Constitution may be amended at a quorate General Meeting, with a Supermajority required for such amendments to take effect.”

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Discussion: (this point was discussed together with Point 10 on the Club’s governing association). Chris argued in favour of defining a Supermajority as being 75 percent of the participants in a General Meeting because the timing of the Meeting might bias the composition of the participants towards one side of the argument (specifically, an overrepresentation of student on Meetings held on workdays). Jamie seconded this. Tegwen also agreed and added that the quorum for a General Meeting should be higher than 10. Paul intervened and asked for a discussion of Point 12, i.e. the length of notice for changes to the Constitution. After Point 12 had been settled, the discussion returned to Point 11 again. Putu brought up the idea that the quorum for General Meetings might be defined in relation to the Club’s membership rather than in absolute terms (e.g. two thirds of current Club members). Tanmay added to this that a future clause might specify “either 15 (20 for changes to the Constitution) Club Members, or two thirds of the current membership of the Club, whichever is the higher”. Richard supported this. However, Tegwen pointed to the difficulty of keeping accurate records of Club membership and that an unexpected rise in membership that would warrant a quorum defined in proportional terms would be unlikely. Paul supported this.

Decision: A poll was called, with four options: (1) 15 as a quorum for a General Meeting, 20 for changes to the Constitution; (2) both being 20; (3) either 15 (20 for changes to the Constitution) Club Members, or two thirds of the current membership of the Club, whichever is the higher (4) 20 in both cases, or 50 percent of membership. The voting proceeded in three rounds of voting, (2) being eliminated in the first round, (3) in the second round, and (1) being passed in the third round, with 11 participants voting for option (1), against 9 votes in favour of (4). The future quorums will be defined in absolute terms, with 15 as a quorum for a General Meeting, 20 for changes to the Constitution.

12. Relating to the length of notice for changes to the Constitution (Clause 10.ii). Options discussed here were those of changing the relevant figure in Sub-clause 10.ii amended to (A) 14 days, (B) 1 month, or (C) 2 months.

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Discussion: Paul made a case for having a sufficiently long period of notice and uploading the results of any discussion relating to Constitutional changes on the website but also brought attention to the difficulty that spontaneous changes to proposed amendments are, and should be able to be, made at the General Meeting at which they are to be passed. Tegwen suggested that there might be a sub-clause that “minor amendments might take place on the day provided that a formal vote takes place and supermajority agrees”. This suggestion was largely agreed to, but the necessity of requiring a supermajority was questioned by Jamie and Paul.

Decision: Tegwen’s suggested amendment was approved, but without the specification of a Supermajority. A poll was called to decide between the options (1) 14 days, (2) 1 month, or (3) 2 months, in which a majority of 11 participants voted for option (2), against 7 votes for option (1) and 3 votes for option (3). The length of notice for changes to the Constitution will be 1 month.

13. On the question of those running for a position should be required to nominate themselves in

advance of the General Meeting in question. The options suggested were as follows:

Option A: no, but nominations are encouraged. The relevant clause (8.iii) would then be:

“Candidates for election to the Executive Committee or Peripheral Committee shall be encouraged to nominate themselves prior to the elections”.

Option B: nominations must be submitted 7 days in advance. The relevant clause (8.iii)

would then be: “Candidates for election to the Executive Committee or Peripheral Committee shall be required to nominate themselves 7 days in advance of the election”.

Option C: nominations must be submitted 14 days in advance. The relevant clause (8.iii)

would then be: “Candidates for election to the Executive Committee or Peripheral Committee shall be required to nominate themselves 14 days in advance of the election”.

Discussion: Alex suggested opting for option A, in line with the recommendations of the Sports Service. This was seconded by Chris.

Decision: Unanimous approval of option A.

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14. Relating to the methods for election. The options laid out for discussion among the participants were as such:

Option A: Secret ballot against Re-open Nominations with most votes being the winner. The relevant clause (8.iv) would then be: “Elections shall be conducted by secret ballot, with re-open nominations being a candidate in all elections and the candidate with the largest number of votes being deemed the successful candidate. Should re-open nominations be deemed the successful candidate, the position shall be unfilled at the General Meeting in question and the procedure in sub-clause 5.v. followed, with any candidates that were unsuccessful against RON being ineligible to take this office”

Option B: Secret ballot only for contested positions. The relevant clause (8.iv) would then be: “If there is more than one candidate for a position, an election shall be held, by secret ballot.”

Option C: Single transferable vote for contested positions, with re-open nominations (RON).

The relevant clause (8.iv) would then be: “Elections shall be conducted by a secret ballot, single transferable vote system, with re-open nominations (RON) being a candidate in all elections. Should RON be deemed the successful candidate, the position shall be unfilled at the General Meeting in question and the procedure in sub-clause 5.v. followed, with any candidates that were unsuccessful against RON being ineligible to take this office.”

Discussion: Tegwen argued in favour of secret ballot (option A) as being the least corruptible method. Secret ballot should also be used for positions that are not contested. Jamie pointed out that elections by simple show of hands, which would have the advantage of being easier to organise, should in any case be carried out with eyes closed, although Jamie also clarified that he was for secret ballot in any case. Tegwen, Paul and Eleanor seconded this. Millie brought up the idea of setting up an online voting system to have elections take place digitally. However, Alex and Jamie stressed the organisational difficulties of setting up and administering such an online system.

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Decision: The participants were invited to take part in a poll with the options (1) secret ballot, for contested positions only, or (2) secret ballot, for all positions. Option (2) was chosen by a majority of 20 participants, against 1 vote for option (1). All Committee positions will be elected by secret ballot.

15. On the Definition of “Regular Instructor” in the “Definitions” section (Clause 16). Three options were initially offered for discussion:

Option A: “Someone who instructs for the Club on at least a twice-termly basis.” Option B: “Those that are defined on the Club website as its instructors.”

Option C: No definition, allowing the “Interpretations” Clause 16.ii to be used flexibly for this purpose.

Discussion: Richard argued against option B, as the website might often be out of date,

seconded by Paul. Putu raised the concern that on the basis of option A, an instructor who has been injured and is hence unable to train might thus no longer be considered a Regular Instructor. To avoid this problem, Eleanor suggested that the definition of a Regular Instructor in the Constitution might include a provision that somebody who has instructed the club for one or two years before their injury might nevertheless still be considered a Regular Instructor. Tegwen proposed a definition, along the lines of “a Regular Instructor will be agreed by the Executive Committee but would usually be expected to instruct the Club on at least a twice-termly basis”. Eleanor seconded this.

Decision: Unanimous approval of Tegwen’s suggestion.

17. Relating to Interpretations of Constitutional terms. The suggested options for the relevant Clause 16.ii in the Constitution were as follows:

Option A: “If any dispute arises regarding the interpretation of this Constitution, it shall be settled by the President. An appeal of this decision may be lodged with the Senior Treasurer, whose decision shall be final”.

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Option B: “If any dispute arises regarding the interpretation of this Constitution, it shall be settled by the Executive Committee. An appeal of this decision may be lodged with the Senior Treasurer, whose decision shall be final”.

Discussion: Alex suggested to opt for option B, to which none of the participants objected. Richard pointed out that the Senior Treasurer must not be part of the meeting that decides on the interpretation so as to keep the Senior Treasurer as a veritable instance of appeal. Tegwen suggested to add a clarification that “it shall be settled by the Executive Committee *excluding the Senior Treasurer*”.

Decision: Unanimous approval of option B, with the addition suggested by Tegwen: “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”.

The Constitution was presented to the participants for final approval. After minor alterations concerning the wording of individual clauses, the Constitution was passed in the form outlined in Annex B by a majority of 20 votes in favour against 1 negative vote.

Ad 2) Budgets and accounts

Discussion: The most recent accounts had been circulated to the Club by e-mail on 9 June 2020. No questions or complaints had been addressed to the President or the Junior Treasurer regarding these accounts before the Extraordinary General Meeting. Olivia shortly presented the Accounts. Regarding a recent application for sponsorship from a bank, Olivia updated the meeting participants that this application did not pass. Alex then took over, clarifying that the Club has no expenditure for the rest of the 2019/2020 academic year, with the Club’s bank account sitting at about GBP 600-700. Alex also updated the participants about recent grants received by the Club. The grant from the Sports Centre amounts to GBP 1,720 this year, more than the previous year.

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The Sports Centre suggested to revisit membership fees, making sure that all core costs can be covered by income from membership fees. The Sensei Bob Memorial Fund currently stands at GBP 1,000, but a future challenge for the club will be to maintain a steady stream of donations.

Decision: No decisions were necessary regarding this point.

Ad 3) Welfare and safety

Discussion: Millie updated the meeting participants that the Welfare and Safety Review has been concluded. She also reminded everybody to send in their contribution for a short CUKC film clip by this coming Friday (26 June 2020)

Decision: No decisions were necessary regarding this point.

Ad 4) Blues awards

Discussion: Alex announced that the following women's Blues awards have been confirmed: Danielle Ball – Full Blue; Beth Noble – Half-Blue; Olivia Lavigne – Half-Blue. The Men's Captain will update the Club on the men's Blues awards at a later date.

Decision: No decisions were necessary regarding this point.

The Extraordinary General Meeting was closed at 4.30 PM by the Club President.

Minutes submitted by:

Christoph Hess

CUKC Secretary

2020/2021

(Approval: pending)

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Annex A: Draft Constitution (as circulated to the Club on 1 June 2020)

The 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 in the Shotokan style at Cambridge University
- ii) To represent Cambridge University Karate annually at the Varsity Games.
- 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, provided they are aged 16 or over. Children of the instructors of the Club are exempt from the latter age restriction, provided their parent who is also an instructor is in attendance with them at training.
- 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 the University of Cambridge)
- iii) **Discussion Point 1.**
- iv) **Discussion Point 2.**
- v) **Discussion Point 3.**
- vi) **Discussion Point 4.**
- vii) 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

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Treasurer, should determine that the composition of the membership of the Club is in the best interests of the Student Members of the Club.

- viii) All Members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations.
- ix) 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.
- x) Membership of the Club is terminated if the member resigns by written notice to the Club.

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 under-represented 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 of 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 disciplinary procedures described

in Clause 12.

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 at the end of every term 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 **Discussion Point 5.**

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- 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 may be invited to attend Executive Committee meetings, consisting of: **Discussion Point 5 + 6.**
- 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 or Peripheral 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. A written record shall be kept of each meeting, which shall be emailed to the club membership within two weeks of the meeting in question taking place. The Executive Committee shall endeavour to meet at least twice a term.
- viii) **Discussion Point 7.** 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.

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 the Chief Instructor, or in their absence, by the Men's Captain or Women's Captain.
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- 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.

Discussion Point 8.

7 Tuition/Guest Instructors

- i) The Club shall aim to engage a senior Karate Instructor from its Governing Association, **Discussion Point 8.** as a Chief Instructor.
- ii) The Club shall nominate a range of guest instructors for the purpose of broadening the Club's training content.
- iii) Guest instructor courses should aim to be self-financing, and therefore may not be included in termly fees, carrying their own attendance fee.

iv) Non-members may be permitted to attend at guest instructor courses, but Club members should be given priority.

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 Review and agree membership fees, in accordance with Clause 3.iv; f Conduct such other business as necessary.

iii) **Discussion Point 9.**

iv) **Discussion Point 10.**

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 President or, in their absence, the Vice President shall take the chair at any General Meeting.

Discussion Point 11. Written records shall be kept.

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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

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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 **Discussion Point 11**. General Meeting, with a Supermajority required for such amendments to take effect.
- ii) Proposed changes must be circulated at least **Discussion point 12**, prior to a General Meeting.
- 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 Processes

- i) Any complaints must be submitted in writing to the Executive Committee. Complaints should be

treated confidentially and must not be distributed publicly, though may be shared amongst members of the Executive Committee where necessary.

- ii) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- iii) The Executive Committee will meet to hear any member complaints within 28 days of a complaint being lodged.

12 Disciplinary Processes

- i) The Executive Committee 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 gravely harm the interests of its members.
- ii) The Executive Committee may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence. The Executive Committee may take action as a result of member behaviour within any Club-organised activities.
- iii) Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Executive Committee may suspend a member pending the outcome of the investigation. If a Member is suspended, they shall attend any Club organised activity and shall not be permitted to use official Club communication channels to communicate with other Members.
- iv) The expulsion of a member can only be effected both following a majority vote of all Executive Committee members and in circumstances where:
 - a) The member has been given at least twenty-one days' notice in writing of the meeting or the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed;

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- b) The member or, at the option of the member, a representative (who need not be a member of the Club) has been given the opportunity to make representations to the meeting.
- v) In the event of an expulsion, the excluded member will not be entitled to any refund of membership subscriptions.
- vi) If a member who has been excluded, suspended or subject to other disciplinary action wishes to appeal the decision, that appeal should be made to the Sports Club Registration Sub-Committee which will assess the appeal.
- vii) University members subject to disciplinary action have the right to lodge a further formal complaint with the University.

13 Dissolution

- i) The Club may be dissolved at a General Meeting provided at least 21 days written notice is given of the intention to dissolve the Club has been given to the members. At least two thirds of those present and voting at the Meeting must vote in favour of the motion for Dissolution

for it to be effective.

- 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 Supermajority of the Members 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.

14 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.

15 Charitable Status

On the grounds of association with the University, the Club endeavours to meet the following criteria for linked charitable status:

- i) The Club has exclusively charitable objects and does not allow for private distribution of assets;

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- ii) The Club's objects fall within the broad educational objects of the University;
- iii) The Executive Committee is governed by a majority of student representation;
- iv) The Club has a Senior Treasurer, who is a member of the Regent House;
- v) The Club is in close communication with the University concerning the Club's activities,

and grants the University participation in governance of the Club through representation at an appropriate level;

- vi) The Club entitles the University to approve amendments to the Club's constitution;
- vii) The Club entitles the University to grant permission for use and refusal of use of the University's name.

16 Definitions and Interpretations

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

Term	Definition
General Meeting	An Annual General Meeting or Extraordinary General Meeting of the Club, as defined in Clause 8.

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.
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.
Supermajority	<u>Discussion Point 13.</u>
Constitution	This Constitution of the Club.
Regular Instructor	<u>Discussion Point 14.</u>

ii) **Discussion Point 15.**

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		Position	President
Sign		Date	

Name		Position	Senior Treasurer
Sign		Date	

Annex B: New Constitution (as approved at the Extraordinary General Meeting of 20 June 2020)

The 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 in the Shotokan style at Cambridge University
- ii) To represent Cambridge University Karate annually at the Varsity Games.
- 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, provided they are aged 18 or over. Children of the instructors of the Club are exempt from the latter age restriction, provided their parent who is also an instructor is in attendance with them at training.
- ii) A person shall be defined as a Member of the Club if they fulfil one or more of the criteria within this sub-clause, provided their membership has not been terminated in accordance with sub-clause 3(ix):
 - a They have paid membership fees within the current Academic Year.
 - b They are a member of the Executive Committee.
 - c They are a member of the Peripheral Committee.
 - d They are a Regular Instructor of the Club.
 - e They have trained or competed with the Club sufficiently within the previous year to warrant definition as a Member of the Club, as decided by the Executive Committee.
- iii) Membership shall consist of the following categories:

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- a Ordinary Membership
- b Non-student Membership (members who are not current full/part-time students of the University of Cambridge)
- iv) All Members shall abide by the Club Code of Conduct.
- v) 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.
- vi) 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.

- vii) All Members will be subject to the regulations of this Constitution and by joining the Club will be deemed to accept these regulations.
- viii) 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.
- ix) 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 Clause 13.

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 under-represented 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 disciplinary procedures described in Clause 13.

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 at the end of every term 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 shall have no 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.

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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 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 the Chief Instructor, or in their absence, by the Men's Captain or Women's Captain.
- 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 is affiliated to the Karate Union of Great Britain (KUGB).
- ii) Any changes to the Club's affiliation shall require an amendment to this Constitution and thus shall follow the procedure for this outlined in Clause 11.
- iii) Any proposed changes to the Club's affiliation shall be circulated to the Club 6 months in advance of the General Meeting at which this change is to be discussed.

8 Tuition/Guest Instructors

- i) The Club shall aim to engage a senior Karate Instructor from its Governing Association, the KUGB, as a Chief Instructor.
- ii) The Club shall nominate a range of guest instructors for the purpose of broadening the Club's training content.
- iii) Guest instructor courses should aim to be self-financing, and therefore may not be included in termly fees, carrying their own attendance fee.
- iv) Non-members may be permitted to attend at guest instructor courses, but Club Members should be given priority.

9 General Meetings

- 29
- 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 sub-clause 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 15 Members.
- 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 within two weeks of the meeting in question taking place.

10 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.

11 Changes to the Constitution

- i) The Constitution may be amended at a General Meeting, with a Supermajority required for such amendments to take effect. A minimum of twenty Members 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

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General Meeting and the motion to accept the minor amendment is approved by a Supermajority.

- 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.

12 Complaints Processes

- i) Any complaints must be submitted in writing to the Executive Committee. Complaints should be treated confidentially and must not be distributed publicly, though may be shared amongst members of the Executive Committee where necessary.
- ii) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where further conflict of interest arises, with the Sports Service who will

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- iii) Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Executive Committee may suspend a Member pending the outcome of the investigation. If a Member is suspended, they shall attend any Club organised activity and shall not be permitted to use official Club communication channels to communicate with other Members.
- iv) The expulsion of a Member can only be effected both following a majority vote of all Executive Committee members and in circumstances where:
 - a) The Member has been given at least twenty-one days' notice in writing of the meeting or the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed;
 - b) The Member or, at the option of the Member, a representative (who need not be a Member of the Club) has been given the opportunity to make representations to the meeting.
- v) In the event of an expulsion, the excluded Member will not be entitled to any refund of membership subscriptions.
- vi) If a Member who has been excluded, suspended or subject to other disciplinary action wishes to appeal the decision, that appeal should be made to the Sports Club Registration Sub-Committee which will assess the appeal.
- vii) University members subject to disciplinary action have the right to lodge a further formal complaint with the University.

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14 Dissolution

- i) The Club may be dissolved at a General Meeting provided at least 21 days written notice is given of the intention to dissolve the Club has been given to the Members. At least two thirds of those present and voting at the Meeting must vote in favour of the motion for Dissolution for it to be effective.
- 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.

15 Reserved Matters

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and a

Supermajority of the Members voting at a General Meeting at which any of the following matters require approval:

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- iv) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

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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.

17 Charitable Status

On the grounds of association with the University, the Club endeavours to meet the following criteria for linked charitable status:

- i) The Club has exclusively charitable objects and does not allow for private distribution of assets;
- ii) The Club’s objects fall within the broad educational objects of the University;
- iii) The Executive Committee is governed by a majority of student representation;
- iv) The Club has a Senior Treasurer, who is a member of the Regent House;
- v) The Club is in close communication with the University concerning the Club’s activities,

and grants the University participation in governance of the Club through representation at an appropriate level;

- vi) The Club entitles the University to approve amendments to the Club’s Constitution;
- vii) The Club entitles the University to grant permission for use and refusal of use of the University’s name.

18 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.
Supermajority	Where the number of votes cast in favour of a motion outnumber those that are cast against the motion by a ratio of three to one
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.

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.

19 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		Position	President
Sign		Date	

Name		Position	Senior Treasurer
Sign		Date	