

CLUB CONSTITUTION

AGHALEE TAEKWONDO CLUB

(As Approved by a Special General Assembly on 28 January 2016)

1 Name

1.1 The Club shall be called Aghalee Taekwondo Club hereafter to be referred to as “the Club and is a Member Club of the Taekwondo Association of Northern Ireland, which is the Sport Northern Ireland recognised governing body for Taekwondo within Northern Ireland.

2 Aims and Objectives

The aims and objectives of the club will be:

2.1 To provide the benefits that learning the Korean martial art of Taekwondo can give to the local community in Aghalee, Aghagallon, Ballinderry, and surrounding areas.

2.2 To foster and promote the Korean martial art and Olympic / Commonwealth Games combat sport of Taekwondo at all levels.

2.3 To offer coaching and competitive opportunities in Taekwondo.

2.4 To promote the club within the local community and Taekwondo sport.

2.5 To ensure a duty of care to all members of the club.

2.5 To provide all its services in a way that is fair to everyone.

3 Membership

3.1 Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.

3.2 To ensure all present and future members receive fair and equal treatment.

3.3 Membership should consist of officers and members of the club.

3.4 All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

3.5 Members will be enrolled in the following category:

- Full member.

4 Membership Fees

4.1 Membership fees will be set annually and agreed by the management committee or determined at the annual general meeting (AGM).

4.2 Fees will be paid by a monthly subscription using direct debit's form the members / guardian's account to Aghalee Taekwondo club's bank account.

5 Officers of the Club

5.1 The officers of the club will be:

- Chair
- Secretary
- Treasurer

5.2 All officers shall be elected at the Annual General Meeting of the club, from and by the full members of the club.

5.3 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6 Committee

6.1 The affairs of the Club shall be controlled by a General Committee comprising the Executive Officers of the Club and three other Members elected from, and by, the Full Members of the Club. The General Committee shall meet at agreed intervals and not less than two times per year. It may appoint sub-committees.

6.2 The duties of the General Committee shall be:

6.2 1 To control the affairs of the Club on behalf of the Members.

6.2 2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members. The Club shall maintain a bank current account and two people from the following list of Officers shall be authorised to sign Club cheques:

The Chairperson;
Treasurer,
Chief Club Instructor.

6.2 3 To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee, unless they have been co-opted to replace a member who has died or has resigned. They shall hold office until the next Annual General Meeting.

6.2 4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

7 Finance

7.1 All club monies will be banked in an account held in the name of the club.

7.2 The club treasurer will be responsible for the finances of the club.

7.3 The financial year of the club will end on 31st December each year.

7.4 An audited statement of annual accounts will be presented by the treasurer at the AGM.

7.5 Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

7.6 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

8 Annual General Meetings

8.1 The Annual General Meeting of the Club shall be held not later than the end of January each year. 21 clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

The business of the Annual General Meeting shall be to:

- 8.1.1 Confirm the minutes of the previous Annual General Meeting and any other General Meetings.
- 8.1.2 Receive the statement of accounts
- 8.1.2 Receive the annual report of the Secretary.
- 8.1.3 Elect the Officers of the Club (i.e. Chairperson; Secretary; Treasurer and other General Committee Members).
- 8.1.3 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.
- 8.1.4 Such other business except business for which a Special General Meeting is required (e.g. expulsion, dissolution or changes to the constitution) as by common consent of the meeting the Chairperson in his/her discretion admits.

NOTE: The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.

8.2 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 5 Full Members of the Club. At least 21 days notice of the meeting shall be given.

The business to be considered at the meeting to be specified in the notice convening the business.

8.3 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

In the absence of nominations prior to the meeting nominations may be taken from the floor. All nominations shall have the consent of the nominee.

8.4 At all General Meetings the chair will be taken by the Chairperson, or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

8.5 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote or alternatively in his/her discretion he/she may direct a written poll.

8.6 A quorum for a General Meeting shall be 2 Full Members and 2 Officers of the Club including 2 from the Chairperson, Secretary, Treasurer and Chief Club Instructor.

8.7 Each Full Member of the Club shall be entitled to one vote on any separate issue at General Meetings.

9 Discipline and Appeals

9.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children and young people policy and procedures. The club welfare/designated officer is the lead contact for all members in the event of any safeguarding concerns.

OR

A member who is found by vote carried at a Special General Meeting called in accordance with clause 7.3 to have behaved in a manner likely to bring the club into disrepute or cause substantial prejudice to it may be expelled from the club. Provided that:-

- A) The resolution must be carried by 4/5ths of those attending and voting.
- B) This is the only business at the meeting.
- C) Before putting the motion to the vote the member shall have a full opportunity to address the meeting.

9.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the secretary.

9.3 The management committee will meet to hear complaints within five days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

9.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within five days of the hearing.

9.5 The member expelled may appeal by notice in writing sent to the Secretary within 14 clear days who shall within 14 days thereafter convene a meeting of the Chairperson (or in their absence the Vice-chairperson) of the Council and two members who shall decide the appeal and shall not be required to give reasons. Following expulsion any subscription for the whole of that year that has been paid by that member shall be returned.

9 ALTERATIONS TO THE CONSTITUTION

9.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two thirds of those Full Members present at the meeting and voting, assuming that a quorum has been achieved.

10 DISSOLUTION

10.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that Special General Meeting, the resolution is carried by at least two thirds of the Full Members present at the meeting and voting the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. Abstentions shall be recorded but shall not count as a vote.

10.3 After discharging all debts and liabilities of the Club, the remaining net assets will be applied to a registered charity and/or registered CASC. The beneficiary charity and/or CASC will be selected at the Special General Meeting by a majority vote.

11 Safeguarding children

11.1 This sports club/organisation is fully committed to safeguarding the well being of its members. Every individual in the club/organisation should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body and contained in the code of ethics and good practice for children's sport.

12 Equity Policy

12.1 This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

12.2 The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

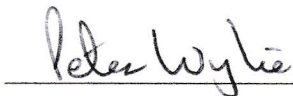
12.3 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

12.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

12.5 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Please refer to the club's Equity Policy for more information.

Signed: Club Chairperson, Mr Peter Wylie.

A handwritten signature in black ink, appearing to read 'Peter Wylie', is written over a horizontal line.

Dated: 28/1/16

Signed: Club Secretary, Mrs Susan McCavigan.

A handwritten signature in black ink, appearing to read 'S McCavigan', is written over a horizontal line.

Dated: 28.1.16