



Stevenage Taekwondo

Constitution

Written: 22 February 2022

Author: Andy Jeffries

1. NAME

The Club shall be called Stevenage Taekwondo, also known as Stevenage Taekwondo Club, Stevenage Taekwondo Changmookwan, and STC (the “Club”).

2. OBJECTS

The Objects of the Club are to provide facilities for, and to promote community participation in, the amateur sport of Taekwondo in Stevenage and surrounding districts.

3. STATUS OF RULES

These Rules (the “Club Rules”) form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best efforts to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of British Taekwondo to which the Club is affiliated (“National Association”) and Competitions in which the Club participates, for the time being in force.

(b) The Club will also abide by all policies set forth by the National Association include the Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. CLUB MEMBERSHIP

(a) The members of the Club from time to time shall be those persons listed as currently active in the online register of members (the “Membership Register”) which shall be maintained by the Club Secretary.

(b) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities or safety is allowable on a non-discriminatory basis.

(c) The Club may have different classes of membership on a non-discriminatory and fair basis.

(d) The Club Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute. Appeal against refusal may be made to members.

(e) Any person who wishes to become a member must apply via the National Association’s online Hub system (or any system they release that replaces this) and this will be automatically delivered to

the Club. Membership shall become effective upon an applicant's name being entered in the Membership Register by a Stevenage Taekwondo member.

(f) In the event of a member's resignation or expulsion, his or her account shall be marked as an ex-member in the Membership Register and they will therefore not be considered as a current member.

(g) The National Association shall be given access to the Membership Register on demand.

6. MEMBERSHIP FEES

(a) An annual fee for membership of the National Association that is payable by each member shall be determined from time to time by the Club Committee and set at a level not above 50% above that levied by the National Association to the club and that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for National Association membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee determines a further subscription fee from the members, which are reviewed by the Club Committee at the Annual Meeting, and these fees will not pose a significant obstacle to community participation and are as reasonably necessary to fulfil the objectives of the Club.

7. RESIGNATION AND EXPULSION

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual national association membership fee has lapsed or subscription fee is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to remove a member from membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against such a decision may be made to the adult members of the club, requiring at least 51% of those members to overturn.

(c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property"), nor any refund of any paid fees.

8. CLUB COMMITTEE

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer/Secretary and up to five (5) other members, all elected at an Annual General Meeting ("AGM").

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall

be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the **Chairman** or in their absence the **Vice-chairman**

The quorum for the transaction of the business of the Club Committee shall be 70% for in-person meetings or 51% for online decisions.

(c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold at least 1 meeting per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The Governing Body and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer shall be vacated if such a person is subject to a decision of The Governing Body that such person be suspended from holding office or from taking part in any activity relating to the administration or management of a Taekwondo club.

9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

(a) An AGM shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect members of the Club Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder (electronically by email or WhatsApp is acceptable), both of whom must be existing members of the Club, to the Club Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.

(c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

- (d) The quorum for a General Meeting shall be 70% of the Club Committee.
- (e) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
- (f) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the “Club Account”). Where possible, designated account signatories shall be the Club Chairperson and the Club Secretary/Treasurer. All monies payable to the Club shall be sent directly to the Club Account or via an online payment processor such as GoCardless.com.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. All surplus income or profits are to be reinvested in the Club. If the Club has any income, profits, gains or other funds which the Club committee considers not to be needed to meet the Club’s short term needs for providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice. The Treasurer will report back to members at least annually on the performance of any such investments and review the Club’s investments in the light of its financial needs for providing facilities and participation.
- (c) No surplus income, profits or assets shall be distributed to members or third parties.
- (d) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (e) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and Finance Act 2010.
- (f) The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality and expenses such as travel and accomodation for visiting teams and guests; and

(iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(g) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.

(h) The Club shall prepare an annual “Financial Statement” in such format as shall be deemed acceptable to HMRC.

(i) The Club Property, other than the Club Account, shall be vested in not less than 2 and not more than 5 custodians, one of whom shall be the Treasurer (the “Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

(j) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(k) On their removal or resignation, a Custodian shall execute a Conveyance to a newly elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians.

If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(l) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. DISSOLUTION

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered Charity or the sport’s Governing Body for use by them in related community sports.