



UNIVERSITY OF MANCHESTER  
ATHLETIC UNION

## **CLUB CONSTITUTION**

**This club constitution of the MUSKC shall be openly published and available to all members on request to the Club secretary.**

### **1. Name of the Club**

The club's name shall be Manchester University Shotokan Karate Club (MUSKC), and will be referred to as 'the Club' in this constitution.

### **2. Membership of the Club**

- i. Membership of the Club will be open to all students of the University of Manchester in accordance with the AU Constitution.
- ii. Individuals who are not students of the University of Manchester may only participate in Club activities following payment of the AU membership fee.
- iii. All members are subject to the regulations of the constitution, and by joining the Club, will be deemed to have accepted these regulations and codes of conduct that the Club has adopted.

### **3. Club Officials**

- i. A Club Committee will be responsible for the management and delivery of club activities, in conjunction with Directorate of Sport staff and in consultation with club members.
- ii. The committee will consist of at least the following members, who shall be full-time students at The University of Manchester:
  - Captain
  - Secretary
  - Finance officer
  - Health and safety officer
  - Social Secretary
- iii. The Club committee will serve for one complete academic year (August 1<sup>st</sup> until July 31<sup>st</sup>).
- iv. Democratic committee formation will be completed before the end of April. At least one meeting of the incoming and outgoing committees will be held before the end of June to promote the efficient 'hand-over' of the Club and to provide guidance and information to the new committee.

### **4. Duties of Club Officials**

- i. The **Club Captain** is responsible for:

- Ensuring that the Club constitution is upheld
  - Ensuring a high standard of instruction and leadership for all members irrespective of grade
  - Ensuring that the Club's committee includes the officers named in Clause 3(ii) of this constitution
  - Ensuring the ongoing development of the Club and that AU prescribed targets are met
  - Ensuring that AU meetings are attended in accordance with section 9 of this constitution
  - Other duties as agreed with the Club committee
- iii. The **Club Secretary** is responsible for:
- Ensuring that an up-to-date members list is maintained and available to the AU throughout the course of the year.
  - Ensuring affiliation to the KUGB (and/or any other governing body as requested by MUSKC's Chief Instructor) in conjunction with the financial officer
  - Administering the Club's insurance policies in conjunction with KUGB (and/or any other governing body as requested by MUSKC's Chief Instructor)
  - Compiling introductory material for new members in conjunction with the Club committee
  - Other duties as agreed with the Club committee
- iv. The **Club Finance officer** is responsible for:
- Administering the Clubs finances in accordance with the University's and the Athletic Union's Financial Regulations and Procedures (as stated in the treasurer's handbook)
  - Other duties as agreed with the Club committee
- v. The **Club Health and Safety Officer** is responsible for:
- Ensuring that a minimum of 1 committee member holds a current valid basic first aid certificate
  - Ensuring that the Club has an adequate first aid kit
  - Ensuring that the Club has completed a risk assessment form and handed it in to the AU
  - Other duties as agreed with the Club committee
- vi. The **Club Social Secretary** is responsible for:
- Ensuring a good club atmosphere and team camaraderie is fostered and maintained
  - Ensuring that club members are kept informed of all upcoming club events
  - Overseeing the organisation of club social events
  - Other duties as agreed with the Club committee

## 5. Club Subscriptions and Club Finance

- i. A membership fee of £25 is payable by all Club members. From this fee, £20 shall be paid to the athletic union in order to affiliate each member. All memberships must be paid by mid-October.
- ii. Club fees will be reviewed annually before the commencement of the academic year; membership fees in reference to the AU, and training fees in consultation with the Club's Chief Instructor.

- iii. Club members may not receive any direct or indirect payment from Club funds, except for legitimate expenses incurred in connection with club business.

## **6. Meetings**

- i. An annual general meeting will be held before the end of April each year. This will take place for the election of incoming club officials and any issue that the Club deems to be of importance.
- ii. The Club members must be given at least one week's notice of the AGM.
- iii. Only Club members who are University of Manchester students will be entitled to vote.
- iv. The AU representative must be informed immediately, by way of a copy of the meeting minutes, of the results of all elections or voting at the Club's AGM.

## **7. Clubs Complaints Procedure**

- i. Complaints concerning club safety or operational matters should initially be addressed to the Club Captain, for discussion at the next committee meeting. If this does not prove satisfactory a written complaint should be made to the Sports Sabbatical Officer;
- ii. Any other complaint should be addressed to an appropriate committee member for raising at the next committee meeting or EGM if required.

## **8. Changes to Club Constitutions**

- i. Changes to the club constitution can be implemented if approved by the AU forum following a two-thirds majority being obtained at an annual or ordinary general meeting of the Club.

## **9. Athletic Union Commitments**

- i. Two representatives from the Club are required to attend AU forums.
- ii. The Club shall send at least two representatives to the AU Annual General Meeting; at least one of whom must be a current committee member.

## **10. General conduct of club members and Disciplinary Procedure**

- i. All club members are expected to understand that they are at all times representing MUSKC and by association the University of Manchester. As such they are expected to conduct themselves with decorum and behave in a polite and courteous manner. The committee will be responsible for ensuring the good conduct of its members, and for taking necessary action against members who infringe the Club or Athletic Union constitution in accordance with the disciplinary procedure in Clause 10 (ii) of this constitution.
- ii. Where members are deemed to have conducted themselves in an inappropriate manner, they will be subject to the following disciplinary procedure:
  - a. The club member concerned will be called before the committee to explain their actions.

- b. The committee will address this matter and if it is deemed a sufficiently serious issue either an informal warning or a formal written warning copied to the AU may be issued.
- c. In the event of a formal written warning being issued, the MUSKC committee may invoke the AU's formal disciplinary procedure and revoke club membership; under these circumstances any paid membership and training fees will not be refunded.
- d. Should any external body or the MUSKC committee choose to bring a formal complaint against one of its members before the AU this will be subject to the AU's formal disciplinary procedure.
- e. The club member has the right to invite any other club member to attend a disciplinary meeting.

## 11. Declaration

**As a Club Official I agree to abide by and enforce the rules of the Club Constitution and office which I serve.**

|                                    | <u>Signature</u> | <u>Date Signed</u> |
|------------------------------------|------------------|--------------------|
| <b>Captain</b>                     |                  |                    |
| <b>Secretary</b>                   |                  |                    |
| <b>Finance Officer</b>             |                  |                    |
| <b>Health &amp; Safety Officer</b> |                  |                    |
| <b>Social Secretary</b>            |                  |                    |