Cambridge University Taekwondo Club Constitution

This Constitution must remain in the Public Domain, such as on https://cutkd.soc.srcf.net/, and physical copies will be made available to Club members on request.

1. NAME

The name of the Club shall be the "Cambridge University Taekwondo Club", hereafter referred to as "CUTKD", or simply "the Club".

2. AIMS AND OBJECTS

The aims and objects of the Club will be:

(1) To teach Taekwondo in the style of World Taekwondo (WT); and

(2) To provide opportunities for members to improve their abilities, fitness and general well-being; and

(3) To organise gradings to assess members' abilities in Taekwondo; and

(4) To provide the opportunity for members to participate in competitions of all levels

The Club shall seek to achieve these aims whilst avoiding unreasonable interference with members' academic performance. 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

(1) Membership of the Club shall be open (regardless of age, creed, race, colour, sex, sexual orientation, gender identity, socioeconomic status, disability, national origin, religion, or status as a veteran, this list not being exhaustive) to all Student Members of the University and, subject to 3(2), to other individuals by arrangement with the Executive Committee.

(2) The Committee can deny membership to any member whose actions bring the reputation of Taekwondo or the Club into disrepute. Following is a non-exhaustive list of such actions: ill- discipline in class; misuse of Taekwondo; abuse of Club equipment.

(3) Membership shall consist of the following categories:

(a) Student Membership
(b) Non-student membership
(c) Alumni (honorary) membership

(4) The Executive Committee may admit to membership individuals who are not Student Members of the University provided that, 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, determines that the composition of the membership of the Club is in the best interests of the Student Members of the Club.

(5) There shall be fees for membership, which are reviewed and determined by the Executive Committee before the start of each Academic Year.

(6) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that the Club has adopted.

(7) Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 10. Membership terminates automatically upon graduation, unless a member graduating writes to the Executive Committee expressing a wish to become an Alumni Member.

4. EQUALITY OF OPPORTUNITY

(1) The Club is committed, in its pursuit of sporting participation, achievement, and excellence, to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

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

(3) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

(4) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. THE EXECUTIVE COMMITTEE

(1) The day-to-day management of the Club's affairs shall be conducted by the Executive Committee. The whole Committee shall be elected annually 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.

(2) The Executive Committee shall consist of a President, Secretary, Junior Treasurer, Captain and possibly a Vice-President. In addition there shall be a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Junior Proctor. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club. They shall be appointed by the elected members of the Executive Committee and shall be *ex officio* a member of the Executive Committee;

(3) All Executive Committee members (except 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 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.

(4) A majority of the members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.

(5) Meetings of the Executive Committee shall be chaired by the President, or, in their absence, the Secretary. If neither the President nor Secretary is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.

(6) The Committee will be responsible for adopting new policy and codes of practice, and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.

(7) Only Executive Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.

(8) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.

(9) Any action or inaction of a Committee member may be called into question and may be revoked and overruled by a Committee meeting with quorum of 80% of the Committee by a two-thirds majority vote.

(10) A Committee member may have their voting rights and Committee powers suspended by a unanimous vote of the other Committee members for a period of fourteen days, during which an EGM must be held to discuss and vote on the potential dismissal of the Committee member in question.

(11) In the case of resignation of a member of the Executive Committee, an EGM shall be held with an election, in accordance with 6(5). In the case of the resignation of another committee member, the Committee shall appoint a suitable replacement, at the Committee's discretion. The Secretary shall announce the change immediately to the entire Club, and the change shall have immediate effect.

6. GENERAL MEETINGS

(1) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Lent Term. All those with Student Membership shall be entitled to attend and vote at any AGM. At least fourteen days' written notice shall be given to members before the AGM, containing the date, time, and place of the meeting.

(2) The AGM shall be called to:

- Approve Club Accounts for the preceding year;
- Receive and review reports from Committee members;
- Elect the Committee for the year ahead;
- Consider any proposed changes to the Club Constitution;
- Respond to queries from members;
- Conduct such other business as is necessary.

(3) Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 8 and Reserved Matters referred to in clause 11, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the outgoing Executive Committee.

(4) The President, or, in their absence, the Secretary shall take the Chair at any AGM. In the absence of the President and Secretary the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be 6 members, or 20% of the membership, whichever is fewer. A written record of every AGM shall be kept.

(5) 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. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

7. FINANCIAL & LIABILITY MATTERS

(1) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.

(2) 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.

(3) 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.

(4) 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.

(5) 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. Non-Executive 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.

(6) When entering into contractual arrangements pursuant to clause 7(5), 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.

(7) All monies drawn against Club funds should be authorised by at least two members of the Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.

(8) 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.

(9) 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 (whether in negligence, contract or otherwise) which is not covered by insurance, then 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, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, 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.

(10) 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.

8. CHANGES TO THE CONSTITUTION

Subject to clause 12 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present, or voting. 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.

9. COMPLAINTS PROCESSES

(1) Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee, a Welfare Officer or the Captain so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause 9.

(2) Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.

(3) Where a club level complaint is indicated, this must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.

(a) The Executive Committee will acknowledge receipt of any written complaint within 7 days.
(b) The Executive Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Executive Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.

(c) Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Executive Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.

(4) Complaints against a member of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.

(5) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct**.**

10. DISCIPLINARY PROCESSES

(1) Subject to the remainder of this clause 10, the Executive Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or materially harm or present a risk of material harm to the interests of its members.

(2) The Executive Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.

(3) In line with clause 9, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.

(4) The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Executive Committee members**.**

(5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.

(6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to this clause wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

11. DISSOLUTION:

(1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 12.

(2) 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.

12. RESERVED MATTERS:
The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

(1) 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.

(2) The dissolution of the Club.

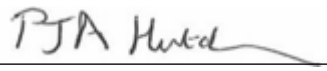
(3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.

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

13. 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 from time to time, 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 to the Charities Act 2011 or otherwise.

14. DECLARATION:
Cambridge University Taekwondo 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	Jude Borgan	Position	President
Sign		Date	24/03/2025

Name	Peter Hutchinson	Position	Senior Treasurer
Sign		Date	25/03/2025