



## CONSTITUTION

### Bolton Family Karate

#### 1. Bolton Community Family Karate

The provider will be called *Bolton Community Family Karate* and will be affiliated to Bolton Family Karate.

#### 2. Aims and objectives

The aims and objectives of the Provider will be:

- To offer opportunities in Karate
- To promote the Provider within the local community and *Local Schools*
- To manage the *Bolton Community Family Karate* To ensure a duty of care to all participant of the provider.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future participant receive fair and equal treatment.

### 3. Membership

Membership should consist of officers and participants of the Provider.

All participants will be subject to the regulations of the constitution and by joining the provider will be deemed to accept these regulations and codes of conduct that the provider has adopted. Participants will be enrolled in one of the following categories:

- full member
- associate member
- junior member
- life member.

### 4. Membership fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting.

Fees will be paid / monthly / by weekly subscription.

### 5. Officers of the Provider

The officers of the Provider will be:

- Chair: Damian Leonard
- Vice Chair: William Leonard
- Honorary Secretary: Dawn Edwards
- Treasurer: Dawn Edwards
- Fixtures Secretary: Katie-Leigh Edwards
- Publicity Officer: Emily Edwards
- Volunteer Coordinator: Dawn Edwards
- any other relevant position.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

## 6. Committee

The Provider will be managed through the Management Committee consisting of:

*Treasurer, Secretary, Chief Instructor.* Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the Provider and held no less than 2 per year.

The quorum required for business to be agreed at Management

Committee meetings will be: 2

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the provider of the Provider.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of participant who infringe the Providers rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Finance

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

The providers Treasurer will be responsible for the finances of the provider.

The financial year of the provider will end on: *31<sup>st</sup> December* .

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against provider funds should hold the signatures of the Treasurer plus up to two other officers.

## 8. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Secretary. Not less than 21 clear days' notice to be given to all participants.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All participants have the right to vote at the AGM.

The quorum for AGMs will be 3.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 9. Discipline and appeals

All complaints regarding the behaviour of participant should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 5 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of participation.

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 5 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 5 days of the Secretary receiving the appeal.

## 10. Dissolution

A resolution to dissolve the Provider can only be passed at an AGM or EGM through a majority vote of the participant.

In the event of dissolution, any assets of the club that remain will become the property of *Ippon Karate Academy*.

## 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 12. Declaration

*Bolton Community Family Karate* hereby adopts and accepts this constitution as a current operating guide regulating the actions of participant.

SIGNED: DAMIAN LEONARD

DATE:06/03/2026

NAME: DAMIAN LEONARD

POSITION: Chair

SIGNED: DAWN EDWARDS

DATE: 06/03/2026

NAME:D.EDWARDS

POSITION: Secretary

