

# Blackburn Academy of Martial Arts CIC Constitution

## 1 Name of Club

The club will be called *Blackburn Academy of Martial Arts* CIC (hereinafter will be referred to as *The Club*), and may also be known as *Masters of Martial Arts Academy*. *Blackburn Academy of Martial Arts* CIC will be affiliated to the *British Ju Jitsu Association Governing Body*.

## 2 Main Purpose

The main purpose of the Club is to promote participation in the amateur sport of Ju Jitsu within Blackburn with Darwen, one of the largest boroughs in the wider Lancashire area. The borough's multiple deprivation indices, multicultural ethnicities and its relatively young age profile forms the basis of our mission to promote and develop an inclusive sport community that caters for the multi-facet characteristics of the local area.

Our strategy sets out an ambition to build an integrated sports community where people of all backgrounds, participate and progress in every avenue of the amateur sport, through shared rights, responsibilities and opportunities.

The Club will provide facilities for the purpose of training and development in the amateur sport of Ju Jitsu with the primary focus of improving participation amongst the most disadvantaged and vulnerable.

The Club will operate as an incorporated limited by guarantee Community Interest Company (CIC) - a not for profit social enterprise, with profits being invested to meet the aims and objectives below:

The Club's Vision and Mission is to:

- To promote participation in the amateur sport of Ju Jitsu within Blackburn with Darwen, with a particular focus on the vulnerable and disadvantaged within the local community.
- To offer (expose) young people and adults to opportunities in Ju Jitsu, namely;
  - Coaching
  - Volunteering
  - Work
  - Refereeing
- To offer (expose) young people and adults competitive opportunities in Ju Jitsu, namely;
  - Specific competition training sessions
  - In house competitions
  - Local, regional, national and international competitions

- To manage, maintain and improve the Masters of Martial Arts Academy
- To promote life skills using Ju Jitsu – empowering people through the development of knowledge and skills
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To retain Community Amateur Sports Club (CASC) status by adherence to HMRC rules

As well as providing facilities, there will be an emphasis on encouraging as many members of different abilities as possible to take part, with at least 50% of members participating in the weekly activities of The Club.

### **3 Membership - Open to the whole community without discrimination**

- (a) Membership of the club shall be open to anyone interested in Ju Jitsu on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Ju Jitsu. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or Ju Jitsu into disrepute. Appeal against refusal or removal may be made to the members.
- (b) Facilities will similarly be open to all members without discrimination.
- (c) The Club will ensure that fees do not represent a significant obstacle to membership or use of it's facilities, so it is affordable to the whole community. (HMRC rules are currently membership fees under £1,612 p.a with the training costs associated with being a member are no more than £520 p.a.)
- (d) The membership shall consist of the following categories:
- Adult Student – for all adult Ju Jitsu students
  - Junior Student - for Ju Jitsu students under 18yrs but with no voting rights
  - Associate – available for non-training members such as parents or ex-students
  - Honorary/Life member
- (e) 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.

- (f) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (g) Individuals shall be eligible to take part in the business of The Club, vote at general meetings or be eligible for selection of any Club activities unless the applicable subscription has not been paid by the due date as determined by The Club committee.

#### **4 Sports Equity**

- (a) 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 England 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.*

- (b) 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.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### **5 Committee**

- (a) The affairs of the Club shall be conducted by Committee of Directors, who will hold the roles of Chair, Vice Chair, Treasurer, Secretary, and who shall be elected at the Annual General Meeting.
- (b) All committee members must be members of The Club.
- (c) If required, the Committee shall elect a Vice Chair shall from among its number.
- (d) The term of office shall be for 4 years, and members shall be eligible for re-election. In order to provide continuity and wholesale change of the

management, a rolling programme of re-election will take place with a maximum of one quarter of the number of director posts (rounded up to a whole number) being up for election each year at the AGM/EGM.

- (e) If the post of any director or other member role should fall vacant after such an election, the Committee of Directors shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint and advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (j) Only the Committee of Directors will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Management Committee meetings will be 2

## **6 Finances**

- (a) The Director with responsibility for finance will be responsible for the finances of the club.
- (b) The financial year of the club will run from one year, ending on 30<sup>th</sup> September
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn or monies paid against club funds in excess of £500.00 should hold the signatures of at least two directors.

- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club to the sum of £1.
- (g) Non-distribution to members - All surplus income, profits or gains are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.' This does not prevent The Club making donations to charity.
- (h) The Club will provide the ordinary benefits of an amateur sports club to its' members and their guests. This may include
- the provision of sporting facilities
  - reasonable provision and maintenance of club-owned sports equipment
  - the provision of suitable coaching
  - provision for the reimbursement of coaching courses
  - insurance cover
  - provision of medical treatment
  - the reimbursement of necessary and reasonable travel and/or subsistence expenses incurred by members including students, coaches, officials, first aiders and accompanying persons
  - the provision of post event refreshments for coaches and officials
  - the sale and supply of food or drink\* as a social benefit which arises from the sporting purpose of the club.

\* Where a club sells food and drink, this should be a social benefit which arises incidentally from the sporting purpose of the club, for example when a bar is open for post-match refreshment.

Examples of incidental sale or supply would include the sale of:

- food and drink in a cafeteria to members of a multi-sports club as part of their participation in the sporting experience
- confectionery and snacks etc from a tuck shop to members of a gymnastics club as part of their gym session
- drink to members of a club in the bar before, during and after games and training
- food and drink to non-members in the bar after watching a game and being invited in for a drink by a member
- food and drink to visiting players and spectators using the bar after a game when invited to do so by members
- food and drink as part of a social event designed to encourage participation in the sport or to generate more regular sporting participation by club members

- (i) Paying members for good and services - The Club may enter into agreements with members to supply goods or services to the club, or employ

members. This means that the club can pay members for work done on a self-employed basis, or as staff for the club, provided that the arrangements are the same as if the people doing the work were unrelated to the club. Examples would include catering services, coaching and maintenance.

- (j) Gift Aid. The Club will seek and benefit from Gift Aid on qualifying donations and Gift Aid small donations payment on small cash donations (of £20 or less with no need to know the identity of the donors from street collections etc)

## **7 Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of January following the end of the annual accounting period of 30<sup>th</sup> September to:
- Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the Director(s) of the committee.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.
- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 10% of the membership
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the voting members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (j) All procedures shall follow those outlined above for AGMs.

## **8 Amendments to the constitution**

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

## **9 Discipline and appeals**

- (a) 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 child protection policy and procedures. The Director with responsibility for Welfare is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to any executive Director.
- (c) The Directors' Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) 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 7 days of the hearing.
- (e) There will be the right of appeal to the Directors Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **10 Dissolution**

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any club funds
- (c) Asset Lock : Upon dissolution of the club any remaining assets shall be given or transferred to the another registered CASC, a registered charity or the

sport's governing body, the British Ju Jitsu Association Governing Body for use by them in related community sports.

- (d) This does not prevent a club from repaying any unspent grant to a grant-making body where this was a condition of it being made.

## 11 Declaration

*Blackburn Academy of Martial Arts CIC* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	<b>S. Nightingale</b>	<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	06/12/2020

<b>Name</b>	<b>P.Turner</b>	<b>Position</b>	Director
<b>Sign</b>		<b>Date</b>	06/12/2020