

# Washi Do Karate Constitution 2019

## ● 1. Name and Objectives

- 1.1 The Organisation shall be called “Washi Do Karate” and shall have as objective the provision of Karate and other facilities for its members, as provided by Instructors (Adult Members of Black Belt Grade) of Washi Do Karate.
- 1.2 The Organisation is fully committed to safeguarding the well-being of its members. Each individual member of the Organisation should, at all times, respect the rights, safety, and welfare of him/herself and others and conduct him/herself in a way that reflects the Ethos of Washi Do Karate (see 2.4) and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport in Ireland, to be found at the following URL: <[https://www.sportireland.ie/Participation/Code\\_of\\_Ethics/Code\\_of\\_Ethics\\_Manual](https://www.sportireland.ie/Participation/Code_of_Ethics/Code_of_Ethics_Manual)>.
- 1.3 The Organisation shall have as an objective the promotion, development, and encouragement of Karate and related social activities within the Organisation.
- 1.4 The Executive Committee shall administer and employ the funds of the Organisation so as best to achieve objectives 1.1, 1.2, and 1.3 on behalf of the members past and present.

## 2. Constitution

- 2.1 The Executive Committee, created by Washi Do Karate to manage the data (membership and insurance details), funds (fundraising, membership fees and insurance fees), facilities and assets of the Organisation, is constituted by these Rules as a non-profit Committee.
- 2.2 In no circumstances during the period of the Committee’s existence, nor at or after its dissolution, shall any assets or surplus funds be distributed to any Member or other person or to any other organisation, except to an organisation which is constituted as non-profit or a charity.
- 2.3 The Executive Committee shall be the sole authority for the interpretation of this Constitution and of the by-laws thereunder, and the decision of the Executive Committee concerning any question of interpretation or any matter affecting the Organisation and not provided for by this Constitution shall be final and binding upon all members.
- 2.4 The Ethos of Washi Do Karate shall be defined in a document developed by Executive Committee, with the consultation of Washi Do Karate members, and ratified at an AGM.
- 2.5 Instructors of Washi Do Karate forming their own clubs within the Washi Do Organisation must adhere to this Constitution and the by-laws thereunder. (Clubs are further defined in section 4.5).

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### 3. Executive Committee

3.1 The Executive Committee shall comprise 5 Officers, designated as follows:

**Chairperson**

**Honorary Secretary**

**Honorary Treasurer**

**Adult Member Representative**

**Parent Representative**

3.2 All nominations for Officer positions (except the position of Chairperson) must be submitted in writing to the Honorary Secretary, Washi Do Karate at least seven days prior to the Annual General Meeting (AGM). Before such submissions are made, the proposer must obtain the written agreement of the nominee. All shall be elected for the term of one year at the AGM, except that the committee shall have the power to fill by co-option any vacancy that arises during the year (except vacancy of chairperson, which will be filled in accordance with section 4.3). No office may be held by the same member for more than five consecutive terms (except the position of Chairperson). Appointments to the position of Chairperson shall be made by the Panel of Instructors (see section 4.3), except as described below in 3.2.1.

3.2.1 An EGM (see section 5.2) shall be held to elect a temporary replacement Chairperson in the following exceptional circumstances:

1. To examine an alleged contravention against an Instructor (see section 7);
2. When an Instructor wishes to form a new organisation and bring their club from Washi Do into that new organisation;
3. After a period of three months in which the position of Chairperson has lain vacant and the Panel of Instructors has not appointed a new Chairperson.

The temporary Chairperson shall be required to endeavour to maintain impartiality through the process, and to communicate with all parties involved.

3.3 The Executive Committee shall have the power to decide any matter not provided for by the Constitution (except in matters relating to the Washi Do Karate syllabus and the instruction of Karate within a Washi Do Karate club). They shall meet at least six times each year, arranging further meetings as required. The quorum for a Committee meeting shall be four. Minutes of the proceedings of every meeting shall be recorded by the Honorary Secretary and the minutes shall be signed by the Chairperson at the next meeting.

3.4 The Executive Committee shall make and revise Washi Do By-laws to control the management of the Organisation and the conduct of its members, provided that the same would not be inconsistent with or opposed to this Constitution. Such By-laws shall be submitted for endorsement at the next General Meeting.

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Policies (see section 10) shall be considered By-laws and shall be subject to this rule.

- 3.5 All matters not agreed upon unanimously by the Committee shall be decided by a majority vote, and in the case of deadlock the Chairperson shall decide the issue with a casting vote.
- 3.6 The Executive Committee may delegate any part of its duties to one or more sub-committees. All sub-committees must be chaired by a member of the Executive Committee who will ensure that sub-committees operate within the Constitution and the By-laws of the Committee.
  - 3.6.1 These rules apply to the formation of a Junior Committee.
- 3.7 All complaints regarding club matters should be forwarded to the Honorary Secretary who must present them for consideration at the first subsequent meeting of the Committee.
- 3.8 The 3 Authorised Signatories for Washi Do Karate shall be the Hon. Treasurer, Hon. Secretary, and Chairperson for the current year, as indicated in the Appendix to this Constitution.
- 3.9 All cheques made on behalf of Washi Do Karate must be signed by two Authorised Signatories.
- 3.10 Any cash expenditures above €501 must be approved in writing by each member of the Executive Committee.
- 3.11 All Officers of the Executive Committee must be **Garda Vetted** and attend the “**Safeguarding 1 – Child Welfare & Protection Basic Awareness**” Course.

### 4. Washi Do Panel of Instructors

- 4.1 Any adult member of Washi Do Karate attaining the rank of black belt is entitled to join the Panel of Instructors as long as s/he remains a member of Washi Do Karate.
- 4.2 The Panel of Instructors is responsible for all matters relating to the Washi Do Karate syllabus and the instruction of Karate in any clubs within the organisation.
- 4.3 The members of the Panel of Instructors will appoint a Chairperson to the Executive Committee of Washi Do Karate (as stated in section 3.2). The decision must be made by unanimous vote at an Instructors’ meeting (see section 4.4).
- 4.4 The Panel of Instructors shall meet at least six times each year, arranging further meetings as required. The quorum shall be two thirds of the total Instructor membership, rounded up. Meetings shall be chaired by the Chairperson of the Executive Committee and any agreements shall be made in writing and signed by all members of the Panel of Instructors.

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### 4.5 “Washi Do Karate Clubs”

- 4.5.1 Instructors of Washi Do Karate may form their own clubs within the Washi Do Organisation. Such clubs must adhere to this Constitution and the By-laws of the Executive Committee thereunder, and such a club shall be known as a “Washi Do Karate Club”. Said club shall be financially independent of Washi Do Karate, except in regard to those financial agreements covered by rules 4.5.3 and 4.5.4.
- 4.5.2 The Instructors shall agree to teach the Washi Do Syllabus as agreed upon by the Panel of Instructors in any Washi Do Karate Club.
- 4.5.3 Instructors shall be responsible for collecting yearly membership/insurance fees and membership forms from their students and delivering them promptly to the Executive Committee.
- 4.5.4 The Executive Committee shall organise insurance cover for all Washi Do Karate Clubs.
- 4.5.5 Instructors shall be responsible for paying the rent of their own club (as per section 8.3). They will agree to charge students a standardised fee as agreed by the Panel of Instructors.
- 4.5.6 Should any Instructor decide to form a new organisation and bring their club from Washi Do into that new organisation (in which case rule 3.2.1 applies), that club shall no longer be considered a Washi Do Karate Club. Said Instructor will agree to the ruling of the Executive Committee with regards to any Washi Do assets, i.e. whether ownership of said assets shall be transferred to the new organisation.

### 5. General Meetings

- 5.1 An Annual General Meeting (AGM) shall be held each year between January 1<sup>st</sup> and January 31<sup>th</sup>.
- 5.2 The Committee shall call an Extraordinary General Meeting (EGM) at its discretion or within fourteen days of receipt by the **Honorary Secretary** of a requisition signed by one half of the voting membership, rounded up, stating the business to be transacted.
- 5.3 Any Adult Member wishing to propose a motion at the AGM must send a copy thereof, signed by the proposer and a second Adult Member, to the **Honorary Secretary** at least seven days before the meeting so that provision may be made on the Agenda.
- 5.4 The Honorary Secretary shall give each member (other than temporary members) at least fourteen days notice of any general meeting, with a copy of the agenda. The business of the AGM shall be the review of the minutes of the previous AGM, the consideration of the Committee’s report, the review of the Honorary Treasurer’s accounts for the year, the election of officers and Committee for the ensuing year, the appointment of an Honorary Auditor (who

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shall not be a member of the Executive Committee) and any items for which notice has been given and details included on the agenda.

- 5.5 The business of an EGM shall be in accordance with the requisition under which it was summoned and the agenda issued.
- 5.6 At the AGM further business may be accepted at the discretion of the Chairperson (or the chair defined by 5.10) provided that it does not call for an alteration to the Constitution, the dissolution of the Organisation, the borrowing of money, or any expenditure not within the immediate financial resources of the organisation.
- 5.7 Every adult member and junior member (accompanied by a parent) shall be entitled to be present and to speak at any general meeting. Each current Adult Member shall have one vote per item at any general meeting. Each family (i.e. one parent/guardian of a Junior Member) shall have one vote for the nomination of Parent Representative to the Executive Committee at a general meeting. Only eligible voters physically present at a general meeting may exercise a vote in respect of any motions or nominations: no absentee votes shall be entertained.
- 5.8 In the event of deadlock in any motion the Chairperson shall decide the issue with a casting vote, except if the case of any business outlined in Rule 5.11 below.
- 5.9 At any general meeting, the quorum shall be one half of the voting membership, rounded up.
- 5.10 In the absence of the Chairperson, general meetings shall be chaired by the Treasurer. In the absence of both the Chairperson and the Treasurer, a chair shall be nominated by a vote held by the present committee to preside for the duration of that general meeting.
- 5.11 Any business which calls for an alteration to the Constitution, the dissolution of the Organisation, the borrowing of money, or any expenditure not within the immediate financial resources of the Organisation must be voted on by members at a General Meeting, subject strictly to Rules 5.7 and 5.9 above. Particulars of any proposed motion must be communicated in writing to the Honorary Secretary at least fourteen days prior to such General Meeting. Such a motion shall only be considered passed if there is a two-thirds majority in favour of the motion. No casting vote shall be granted to the Chair in this case.

### **6. Membership & Subscriptions;**

6.1 There shall be the following classes of membership;

#### **6.1.1 Adult Membership**

Adult membership shall be open to an individual over the age of 18. An Adult Member shall have one vote at a General Meeting (all membership fees and

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forms must be returned before the date of the general meeting) and shall be considered when calculating the voting membership.

### 6.1.2 *Junior Membership*

An individual under the age of 18 years on the 1st of January in the Membership Year shall be eligible to be a Junior Member.

A Junior Member shall not have a vote, but one family member shall have a vote in the nomination of parent rep (see rule 5.7). A Junior Member shall only be entitled to attend general meetings if attending with a parent. A Junior Member shall be subject to such additional restrictions on membership rights as the Executive Committee shall impose at its discretion.

### 6.1.3 *Instructors*

Upon obtaining the rank of black belt, an Adult Member shall be considered an Instructor of Washi Do Karate. (Junior Instructors, of rank 1st and 2nd kyu, will not have full rights as Instructors until they attain their black belt).

Instructors are automatically members of the Panel of Instructors (see section 4).

All Instructors must be **Garda Vetted** and complete the “**Safeguarding 1 – Child Welfare & Protection Basic Awareness**” Course.

Instructors shall be exempt from paying membership fees and individual club training fees (as may be required by individual Washi Do Karate Clubs). Instructors shall agree to help the primary Instructor of any club they attend in return.

### 6.1.4 *Volunteers*

Volunteers are Adult Members or parents of Junior Members who have been employed on a volunteer basis to help supervise classes attended by Junior Members.

All Volunteers must be **Garda Vetted** and attend the “**Safeguarding 1 – Child Welfare & Protection Basic Awareness**” Course.

6.2 The Membership year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.

6.3 In pursuance of best practice in children’s sport, the Club will comply with the Code of Ethics and Good Practice for Children’s Sport in Ireland, as promulgated by Sports Ireland (formerly the Irish Sports Council).

## 7. **Suspension and Expulsion:**

7.1 The committee shall have powers to suspend the Membership of any member or to exclude from Washi Do facilities, up to expulsion from the Organisation, any member or visitor whom it considers guilty of a breach of this Constitution, of club By-laws, of misconduct or offensive behaviour, or of any

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unethical or improper conduct toward any other member, visitor or employee, whether within a Washi Do Karate Club's premises or elsewhere.

- 7.2 Such alleged contravention of the Organisation's Constitution/By-laws shall be examined by the Executive Committee, which shall have the final say on these matters.
- 7.3 If rule 7.1 is invoked regarding an alleged contravention by an Instructor Member, a temporary Chairperson shall be elected (as described in section 3.2.1).
- 7.4 The Executive Committee shall communicate the details of a ruling to the Member in question in writing. Said Member shall then have the right to appeal before the Executive Committee. Application for an appeal must be made in writing within 2 weeks of receipt of a ruling. Appeals shall be examined by the Executive Committee within one month of application and any further rulings shall be final.

### 8. Accounts

- 8.1 The Executive Committee shall cause to be kept true accounts of membership fees, insurance and fundraising monies received and expended for and on account of the Club and of the assets, credits, and liabilities of the Organisation.
- 8.2 The accounts shall be closed the last day of December and report presented to the members at the next AGM.
- 8.3 The Executive Committee will **not** be held to account for the finances of individual Instructors or Clubs running under the umbrella of Washi Do Karate (as in defined in section 4.5), or be liable for any debts owed by individual Instructors or Clubs (e.g. rent) to any other organisation (e.g. facility management).

### 9. Dissolution

- 9.1 Any motion for the dissolution of the Organisation is subject to rule 5.11 of this constitution.
- 9.2 In the event of confirmation of dissolution, the Executive Committee shall proceed to dissolve the Organisation in an appropriate manner.
- 9.3 Any property or assets remaining after debts have been paid should be donated to a non-profit organisation in accordance with rule 2.2.

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## 10. Policies

10.1 Washi Do Karate shall have the following policies:

1. Child Protection Policy
2. Health and Safety Statement
3. Data Protection Policy

10.2 The Executive Committee shall review each policy on an annual basis.

10.3 Policies shall be made available for all members to access.

## APPENDIX

By signing below, Officers of the Executive Committee (for the current term of office) agree to abide by this constitution and uphold it in full.

Term of Office: January 1st 20\_\_\_\_\_ to December 31st 20\_\_\_\_\_

	<b>Signature</b>	<b>Name (PRINT)</b>	<b>Date</b>
Chairperson:	_____	_____	_____
Honorary Secretary	_____	_____	_____
Honorary Treasurer	_____	_____	_____
Adult Member Rep.	_____	_____	_____
Parent Rep.	_____	_____	_____