

Constitution of the University of Cambridge Kendo Society

March 17, 2024

1 Name

The name of the Society shall be "University of Cambridge Kendo Society".

2 Objectives

As said by the All Japan Kendo Federation:

The concept of Kendo is to discipline the human character through the application of the principles of the *katana*.

The purpose of this Society shall be to promote the art and spirit of Kendo. To this end, the Society shall run a kendo dojo, whose name shall be "Tsurugi Bashi", where members can practice and learn kendo and, through sincere and dedicated practice, understand its cultural roots.

The dojo shall be licensed by the relevant national body recognized by the International Kendo Federation (currently the British Kendo Association).

The Society shall promote interaction with other kendo dojo, participation in seminars and competitions, visits by other kendoka, participation in national squad training, organization of training camps, organization of open days and demonstrations and any other activities coherent with its stated main purpose.

Kendo tuition shall be given by licensed instructor(s) whose credentials are issued by a national body recognized by the International Kendo Federation.

All members shall be covered by insurance at all practice sessions in which they take part.

The Society shall run a low traffic mailing list, kendo-current, for the purpose of allowing the Committee to broadcast announcements to all current members.

The Society shall run a web site containing at least information about fees, training times and venues, and a copy of the Constitution.

3 Membership

Membership of the Society shall be open to all members of the University and any others that have an interest in kendo.

The Committee may impose further reasonable and fairly applied restrictions on membership (e.g. "over 18"), provided that they do not violate the law or the University's anti-discrimination provisions. Any such restrictions shall be listed on the web site. Any changes in such restric-

tions must be approved by majority vote at the next General Meeting and shall only take effect after that.

The fees due by members for the following academic year shall be set by the outgoing Junior Treasurer and approved by majority vote at the Annual General Meeting (AGM).

The Club is committed in its pursuit of sporting [participation, achievement, 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.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

The Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be subject to approval by majority vote at the next General Meeting, but may take effect immediately (if provisionally) in consultation with the Dojo Leader. Details may be found in the "Disciplinary Processes" in the club constitution. Should any members have disagreement on the decision, please follow the "Complaint Processes" section in the club constitution.

All current members of the Society must subscribe to kendo-current; no one else may.

4 Committee

The day-to-day management of the Society's affairs shall be in the hands of the Committee. The composition of the Committee may only be changed at a General Meeting of the Society.

The Committee shall consist of three **Core** committee members (Captain, Secretary and Junior Treasurer), two **Senior** committee members (Dojo Leader and Senior Treasurer) and from zero to five **Auxiliary** committee members (e.g. Armourer, Venue Officer, Social Secretary, Deputy Treasurer, Webmaster. . .). At least two thirds of the Core members shall be full time students of the University of Cambridge. The dojo leader is the head of the sub-committee which is appointed by the Core committee to be responsible for all the training. The Dojo Leader shall be a licensed kendo instructor. The Senior Treasurer shall be a resident member of the Senate of the University or other person approved by the Junior Proctor.

From an administrative viewpoint the Society will be run by the Core Committee, with advice from the Dojo Leader. It is expected that the Core Committee and the Dojo Leader will work in harmony and agree on all significant decisions. In case of conflict, the Dojo Leader and the Senior Treasurer, acting jointly, may exercise the power of veto.

Core members shall be elected at a General Meeting of the Society among all the qualifying Society members who offer themselves for election. All Core members shall retire at each AGM but may offer themselves for re-election.

The Core members and the Dojo Leader acting together may, at any time during their mandate, create or eliminate any Auxiliary posts, within the constraints above, in the best interest of the effective management of the affairs of the Society. For newly created posts, they shall invite (but may not oblige) named members to serve, without election. Such changes in the composition of the Auxiliary members do not require the approval of a GM but must all be reported on

kendo-current, on the web site and formally at the next GM.

Normally, no member shall serve in more than one role. Where necessary it is exceptionally permissible for a Core or Auxiliary member to serve in two roles, provided that they are not both Core roles. The Dojo Leader and Senior Treasurer cannot serve in any other role.

The Senior Treasurer shall be appointed at a GM by a majority of those present and entitled to vote.

The Dojo Leader shall normally continue to serve year after year without being elected, providing leadership and continuity to the dojo. In exceptional circumstances, a motion to change the Dojo Leader may be put forward at a General Meeting. Such motion must be approved by 2/3 of voters.

There will be no remuneration for serving on the Committee. In addition all members of the Committee, except the Senior Treasurer if he or she is serving without practicing kendo, shall pay membership fees like any other members for the whole academic year in which they serve.

The Society may have arbitrarily many licensed kendo instructors other than the Dojo Leader. They will deliver kendo tuition as appropriate under the general guidance of the Dojo Leader. Such instructors do not automatically become members of the Committee by virtue of being instructors, although nothing stops them from getting elected to such posts.

5 General Meetings

There are two types of General Meeting (GM): the Annual General Meeting (AGM) and the Extraordinary General Meeting (EGM). Both have the same powers; the main difference is that the AGM takes place every year, while EGMs are called only when needed. GMs are the only occasions in which Society members can vote on the matters discussed in this Constitution.

Those entitled to attend and vote at a GM are the Society's members who have been paid up for at least the whole term immediately preceding that GM (Michaelmas, Lent or Easter, each term deemed to include the subsequent vacation), have practiced at least 3 times during that term, and are still fully paid up at the time of the GM. Notice of any GM, including full details of any issues on which members will be called to vote, shall be posted on kendo-current at least 14 days before the date of the meeting. No vote will be valid unless all the voting options were mentioned in the notice. Every motion at a GM shall be proposed by one member and seconded by another member. Voting shall be by show of hands. A motion will pass if voted upon favourably by at least 1/2 of those present and entitled to vote, except for special cases (mentioned explicitly elsewhere in this constitution) that require the favourable vote of at least 2/3 of those present and entitled to vote. **In the absence of the Dojo Leader, the Leader will receive the minutes of the AGM / Committee meeting within 48 hours of the meeting.**

The Dojo Leader or, in his or her absence, the Captain shall take the Chair at any GM. In the absence of both the Dojo Leader and Captain, the meeting shall elect a Chairperson for that meeting. The quorum for a GM shall be five members and a written record of the meeting shall be kept by a meeting secretary designated by the Chair (possibly but not necessarily the Society's Secretary). Within 7 calendar days of the GM the meeting secretary shall circulate on kendo-current the minutes of the meeting. The attendees shall then have another 7 calendar days to suggest any changes to the minutes. In the absence of any comments from attendees within 7 calendar days of the minutes' circulation on kendo-current, the minutes shall be deemed

approved. If any changes were made to the minutes, the meeting secretary shall circulate the new version of the minutes on kendo-current no later than 15 calendar days of the GM. Should any disagreement arise over proposed changes to the minutes, a supermajority (3/4) of the attendees will be required to give their written consent on kendo-current for the changes to be adopted. In the absence of any comments from attendees within 7 calendar days of the amended minutes' circulation on kendo-current, the minutes shall be deemed approved.

The Society shall hold an AGM in Cambridge during the Lent Full Term of each academic year. The AGM shall approve the Society's Accounts for the preceding year, set the fees for the following year, elect the Committee for the following year, and conduct such other business as is necessary.

An EGM may be held at any time. It shall be held in Cambridge and may be called by the Committee or the written request of at least ten members. Fourteen days written notice (on kendo-current) shall be given to members before an EGM is held.

6 Financial Matters

The Society shall maintain two banking accounts with a suitable Bank or Building Society to hold the Society's funds, a Current account and a Savings account.

The Current Account is intended to hold only a relatively modest amount, of the order of a thousand pounds (this threshold to be set annually at the AGM on the recommendation of the outgoing Junior Treasurer), suitable for day-to-day bill-paying. The signatories and cardholders on the Current account shall be the Junior Treasurer and Deputy Treasurer; they each have independent authority to spend up to the balance of the account, provided this does not take the account into overdraft. The Savings Account is intended to hold any remaining cash reserves. It does not have a card nor a chequebook nor any other facilities to pay money out: it can only transfer funds into the Current Account. The signatory on the Savings Account shall be the Dojo Leader. All incoming payments go into the Savings Account. Whenever the Junior Treasurer or Deputy Treasurer anticipate having to spend more money than is in the Current Account, they ask for a transfer from the Savings Account, which the Dojo Leader must authorise and effect. As an additional fraud deterrence and detection measure, the full bank statements for both accounts shall be audited twice per year, once by the Secretary at the AGM and another by the Senior Treasurer at the time of the annual submission to University of Cambridge Sports Service.

It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for and that the Society's financial records are kept in good order. This includes both accounts. It also includes keeping track of "virtual compartments" for such conceptually separate purposes as reimbursing bogu deposits, subsidizing the gasshuku and so forth.

The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances.

The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless he or she has personally authorised such a debt in writing.

For so long as the Society shall be Registered with the Junior Proctor, it shall be the duty of the Committee to ensure that the Society complies with the requirements for Registration as a

University Society.

7 Changes to the Constitution

The Constitution may be amended at a General Meeting with the favourable approval of 2/3 of the voters. Any changes are subject to approval by the Sports Service and must be received by the Sports Service within fourteen days of the vote.

8 Complaint Processes

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 Committee, Club Welfare Officer or relevant team 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 the "Complaint Processes" in constitution.

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.

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

- The Core Committee will acknowledge receipt of any written complaint within 7 days.
- The Core Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Core 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.
- Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Core Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.

Complaints against a member(s) 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.

The Core Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

9 Disciplinary Processes

Subject to the remainder of this section, the Core Committee, in consultation with the Dojo Leader, 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.

The Core Committee, in consultation with the Dojo Leader, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.

In line with "Complaint Processes" section, written notice of any investigation by the Dojo Leader will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club Core Committee, in consultation with the Dojo Leader, may suspend a member pending the outcome of the investigation.

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 Core Committee members.

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.

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/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

10 Dissolution

The Society may be dissolved at a General Meeting provided that at least twentyone days written notice of the intention to dissolve the Society has been given to all members on kendo-current, and that both the notice and the General Meeting occur during Full Term. The notice must be prominently displayed on the front page of the Society's web site from the date of issue until the General Meeting. At least 2/3 of the voters must vote in favour for the motion of dissolution to be effective.

11 History

This Constitution was drafted in April 2007, approved with one minor amendment at the AGM of 15 June 2007 and filed with the Junior Proctor of the University of Cambridge in July 2007, to replace the previous one dated 16th May 1990. Two minor amendments were passed in October 2014. Two more amendments were passed in May 2019. Four further amendments were passed in November 2021. One amendment were passed in March 2023. Eight amendments, introduced at the request of the Sports Service, were passed in March 2024.