

# CONSTITUTION OF THE UNITED KINGDOM KYUDO ASSOCIATION

1. The name of the Organisation is the United Kingdom Kyudo Association (UKKA) and in Japanese Dai Ei Kyudo Renmei.
  
2. The headquarters and official address of the UKKA shall be at the domicile of the incumbent Chairperson or at such other address as the UKKA may in general meeting determine.
  
3. AIMS AND OBJECTIVES
  - 3.1. UKKA is a non-political and amateur organisation, its sole objective being the practice and diffusion of kyudo amongst its members, irrespective of nationality, race, religion, sex, disability or any other difference.
  - 3.2. It is the recognised governing body, nationally and internationally, for Kyudo in the United Kingdom, through membership of the European Kyudo Federation (E.K.F.) and its recognition by the All Nippon Kyudo Federation (A.N.K.F.)
  - 3.3. To promote and encourage the knowledge and the practice of Kyudo in the United Kingdom as accepted by the A.N.K.F.
  - 3.4. To strengthen the bonds of friendship amongst members and Kyudo practitioners worldwide.
  - 3.5. To organise and/or host the EKF Seminars, and Examinations led by the A.N.K.F. as well as other national and international Kyudo Events.
  - 3.6. To keep the records of all graded persons in the United Kingdom. Gradings shall be considered valid by UKKA only if sanctioned by the A.N.K.F.

- 3.7. To co-ordinate and disseminate all information between members.
- 3.8. To be the only representative body for kyudo in the United Kingdom at E.K.F. meetings in accordance with Statute 3 of the E.K.F. Constitution.

#### 4. MEMBERSHIP

- 4.0 Full and Junior Membership is by payment of an annual subscription the amount to be decided annually by committee.
- 4.1 Full membership entitles the individual to a vote in any general meeting or committee elections of the UKKA
- 4.2 Junior Membership (under 18 years of age) subscription shall be half that of full membership, and has no voting rights.
- 4.3 A member wishing to withdraw from the Association must give notice in writing to the secretary. Any monies already paid are non-refundable.

#### 5. OFFICES OF UKKA

- 5.1. All offices are honorary
- 5.2. The officers are the administrative body (executive committee) of UKKA and also the ruling body which must be democratically elected by the members
- 5.3. At the annual general meeting the membership shall decide matters by electing the officers of UKKA who will serve for two years
- 5.4. The vote of a member may be cast by proxy with no member carrying more than one proxy vote
- 5.5. The administrative body will consist of a Chairperson,
- 5.6 Secretary, Treasurer/Membership Secretary
- 5.7 For the purposes of public relations and overseas communications the Chairperson shall be referred to as President

## 6. MANAGEMENT

- 6.1. The UKKA is managed by an executive committee of 3 members, consisting of the honorary offices Chairperson, Secretary, and Treasurer/Membership Secretary.
- 6.2. The committee must be elected at the annual general meeting in every other year, and, subject to the termination of office by resignation, removal or otherwise, the members remain in office until their successors are elected at the second annual general meeting following their election, alternatively at a special general meeting.
- 6.3. Retiring members of the committee may be re-elected.
- 6.4. Wherever possible the officers of the committee should be elected from members of different dojos.
- 6.5. The committee is the administrative and ruling body of the UKKA and each officer has authority to act on behalf of the members as detailed below in section 6 "Duties of Officers".
- 6.7 For the purposes of public relations and overseas communications the Chairperson shall be referred to as President.

## 7. DUTIES OF OFFICERS

- 7.1. General duties - to administer current affairs and to execute the decisions of the membership.
- 7.2. The Chairperson
  - 7.2.1. represents UKKA
  - 7.2.2. is responsible for all monies entrusted to his or her administration
- 7.2.2 establishes the agenda for the annual general meeting or for any special general meeting, subject to the suggestions and requirements of members

- 7.2.4 presides over official meetings of the UKKA (in the event of the Chairperson being absent the membership will elect a Chairperson for that meeting)
- 7.2.5 calls ordinary meetings of the membership every year (annual general meeting) with notice given one month in advance
- 7.2.6. calls extraordinary general meetings with notice given one month in advance
- 7.2.7 fixes the maximum delays of receipt of voting by any postal vote
- 7.2.8. takes all necessary steps to implement the decisions taken at the general meetings
- 7.2.9. communicates 7.2.3. - 7.2.8. above through the office of the secretary
- 7.2.10. The Chairperson can nominate a member of the executive committee to represent the Chairperson in their absence.

### 7.3. The Secretary

- 7.3.1. is responsible for the archives of the UKKA entrusted to or generated by the current administration of minutes of meetings as well as official correspondence between UKKA and the E.K.F. and/or the A.N.K.F. or any other bodies or members
- 7.3.2. communicates to all members the results of votes, agendas or meetings and any other communication relating to membership and as requested by the Chairperson

### 7.4. The Treasurer/Membership Secretary

- 7.4.1. administers monies generated by and for UKKA by the membership is responsible for the finances of the UKKA and the keeping of the Association's accounts
- 7.4.2. is responsible to the Chairperson for all monies

- 7.4.3. renders the accounts to the membership at the annual general meeting
- 7.4.4. records and maintains lists of members
- 7.4.5. arrange insurance cover for the membership
- 7.4.6. receives all membership fees

## 8. SUBSCRIPTIONS

- 8.1. The annual subscription shall be decided by the membership at the annual general meeting.
- 8.2. The Chairperson shall ensure that the UKKA only makes use of such funds as are available from subscriptions.
- 8.3. The subscription is to be paid before the 1st June of each year. A member whose subscription has lapsed by one month or more shall cease to be a member.
- 8.4. Levies paid to the E.K.F. out of the total annual subscription will cover ordinary expenses. Extra-ordinary expenses, such as travel or representation, need the approval of the membership in advance, as agreed at a general meeting.

## 9. SAFETY REGULATIONS

All members will abide by the safety regulations of UKKA and such regulations will be prominently displayed in any dojo where UKKA members may regularly practice

- 9.1. All members will abide by the Dojo Safety Rules, annexed hereto, under Schedule 1.
- 9.2. These safety regulations will be prominently displayed in any dojo where UKKA members may regularly practice.

## 10. EXPULSION

- 10.1. The committee may expel any member who offends against the rules of the Association as set out herein in the constitution, or whose conduct, in the opinion of the committee, renders him/her unfit for membership.
- 10.2. Before any such member is expelled, the secretary must give them twenty-eight days written notice to attend a special general meeting of the members and must inform them of the complaints made against them.
- 10.3. No member may be expelled without the opportunity to appear before the said special general meeting and answer the complaints made against them, and at least two-thirds of the voting membership including postal votes received and proxies vote in favour of expulsion.

## 11. AMENDMENTS

Further amendments may be added to the Articles of Association

- 11.1. The constitution may be altered and amended by the committee but no such alteration takes effect until it has been confirmed at the next annual general meeting or at a special general meeting convened for the purpose.

## 12. NEW OFFICERS

- 12.1. New officers may be appointed for the day to day running of the UKKA

### 13. BYLAWS

- 13.1. The Committee may make byelaws (not inconsistent with the constitution) to regulate the conduct and affairs of the Association.
- 13.2. The bylaws must be communicated to all members by the secretary as soon as is practicable, and are binding on all the members.

### 14. GENERAL MEETINGS

- 14.1. A general meeting of the Association must be held in every year not later than [time to insert] and must:
  - 14.1.1. receive and, if approved, adopt a statement of the UKKA's accounts to the end of the preceding year;
  - 14.1.2. consider and, if approved, sanction any duly made alteration of the constitution;
  - 14.1.3. every other year to appoint the officers of the committee;
  - 14.1.4. deal with any special matter which the committee desires to bring before the members and received suggestions from the members for consideration by the committee.
- 14.2. Notice convening the general meeting must be sent to members not less than one month before the meeting and must specify the matters to be dealt with.

### 15. SPECIAL GENERAL MEETINGS

- 15.1. A special general meeting may be convened at any time by the committee or Chairperson and must be convened within one month from receipt of a

requisition in writing signed by not less than ten members specifying the object of the meeting.

15.2. A special general meeting may be convened:

15.2.1. to consider and, if approved, sanction any duly made alteration of the constitution;

15.2.2. to deal with any special matter which the committee wishes to place before the members;

15.2.3. to remove any member or members of the committee from office and to fill any vacancy caused by the removal;

15.2.4. to approve any new office of the committee;

15.2.5. to deal with any special matter which the members requiring the meeting wish to place before the Association.

15.3. A special general meeting **must** be convened to consider the matter of an expulsion from membership of UKKA.

15.4. Notice convening a special general meeting must be sent to members not less than one month before the meeting and must specify the matter to be dealt with.

## 16. CHAIRMAN'S CASTING VOTE

16.1. At committee meetings and at general meetings the Chairman shall preside and he may have a casting or additional vote in the event of an equality of votes.

## 17. QUORUMS

- 17.1. Members who are not present at general meetings may vote by way of a postal vote, duly signed by the member, and received no later than one day in advance of the meeting, or by proxy, the form of which is annexed hereto.
- 17.2. The following numbers are required to form a quorum:
  - 17.2.1. at committee meetings, 2;
  - 17.2.2. at general meetings and special general meetings, two-thirds of the voting membership including postal votes received and proxies.
- 17.3. Junior members may attend general meetings, but they are not entitled to vote, and must not be counted as part of the necessary quorum.
- 17.4. Any vote at a general meeting shall be taken by ballot unless the members present decide that it should be taken by a show of hands.
- 17.5. In such a vote the membership shall decide by a majority of two-thirds of the votes cast, including postal and proxy votes, for extraordinary matters and by a simple majority of the votes cast including postal and proxy votes for ordinary matters.
- 17.6. In the case of a postal ballot the same majorities as are set out in 17.5 above shall apply.

## 18. EXCLUSION OF LIABILITY

- 18.1. Neither the Association nor any officer thereof shall be liable to any member or guest of a member for any injury loss or damage sustained by said member or guest whilst participating in or viewing the practice of kyudo.
- 18.2. Neither the Association nor any officer thereof shall be liable for the actions of its members, nor for any injury, loss or damage sustained by whomsoever as a result of said actions.

19. DISSOLUTION

19.1. In the event of the following:

19.1.1. the number of ordinary members of the Association shall at any time fall below ten; or

19.1.2. if at any time the Association shall pass, in a special general meeting convened for the purpose, by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution of its intention to dissolve;

19.2. the committee shall take immediate steps to convert into money all property and assets of the Association.

19.3. Out of the proceeds of such conversion the committee shall discharge all debts and liabilities of the Association, including the expenses of such conversion, and any balance remaining shall be divided equally between the members, and thereupon the Association shall for all purposes be dissolved.