



P O Box 38032, London SW19 4YB UK
Phone: 020-8947 7247
Fax: 020-8946 7947
Mobile: 07860 248061
Email: support@aikido-aid.com
Website: http://www.aikido-aid.com

CONSTITUTION

1 AIKIDO AID

1.1 The Group shall be called Aikido Aid hereafter to be referred to as "The Group".

2 OBJECTIVES

2.1 Aikido Aid is a charitable group of similar minded friends and practitioners of Aikido, whose common aim is to help others less fortunate and in need.

Through the medium of the Internet The Group can raise awareness and help provide monetary donations to assist the established aid organisations.

The Group is a small yet significant organisation that will try to make a difference where they can.

3 FRIENDSHIP OF THE GROUP

3.1 Friendship of the Group shall be open to any person completing a friendship application form. (A modest donation to the group is optional.)

4 OFFICERS

4.1 The Officers of the Group shall be as follows:

Honorary President: Senta Yamada (Deceased)

Executive Officers:

Chairperson } –

Secretary } –

Treasurer } –

5 ELECTION OF OFFICERS

5.1 All Officers shall be elected at the Annual General Meeting of the Group, from, and by, the Friends of the Group.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6 GENERAL COMMITTEE

6.1 The affairs of the Group shall be controlled by a General Committee comprising of the Executive Officers of the Group. The General Committee shall meet at agreed intervals and not less than four times per year.

6.2 The duties of the General Committee shall be:

6.2.1 To control the affairs of the Group on behalf of the Friends of the Group.

6.2.2 To keep accurate accounts of the finances of the Group through the Treasurer. These should be available for reasonable inspection by the Friends of the Group and should be audited before every Annual General Meeting.

The Group shall maintain a bank current account and any two Officers shall be authorised to sign Group cheques.

6.2.3 To co-opt additional friends to the Committee as the Committee feels this is necessary. Co-opted friends shall not be entitled to a vote on the Committee.

6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

7 GENERAL MEETINGS

7.1 The Annual General Meeting of the Group shall be held not later than the end of December each year. 21 clear days written notice shall be given to Friends of the group of the Annual General Meeting by circulating a copy of the notice to every friend at their home address and posting the notice on the Group notice board.

Friends must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Friends of the group not less than 7 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the audited accounts for the year from the Treasurer.

7.2.3 Receive the annual report of the Committee from the Secretary.

7.2.4 Elect an auditor.

7.2.5 Elect the Officers of the Group.

7.2.6 Review Group subscription rates and agree them for the forthcoming year.

7.2.7 Transact such other business received in writing by the Secretary from Friends 14 days prior to the meeting and included on the agenda.

7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 2 Full Friends of the Group. At least 21 days notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.

Nominations can only be made by Full Friends of the group and must be seconded by another Full Friend of the group.

7.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Group or by Full Friends of the group attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Friends of the group attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

7.7 A quorum for a General Meeting shall be at least 5 Full Friends of the group including the Chairperson; Secretary and Treasurer.

7.8 Each Full Friend of the Group shall be entitled to one vote at General Meetings.

8 ALTERATIONS TO THE CONSTITUTION

8.1 Any proposed alterations to the Group Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Friend of the Group and seconded by another Full Friend of the group. Such alterations shall be passed if supported by not less than two-thirds of those Full Friends of the group present at the meeting, assuming that a quorum has been achieved.

9 DISSOLUTION

9.1 If at any General Meeting of the Group, a resolution be passed calling for the dissolution of the Group, the Secretary shall immediately convene a Special General Meeting of the Group to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Friends of the group present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Group and discharge all debts and liabilities of the Group.

9.3 After discharging all debts and liabilities of the Group, the remaining assets shall not be paid or distributed amongst the Full Friends of the Group, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Group.

Signed:..... **Chairperson**

Date:.....

Signed:..... **Secretary**

Date:.....