



Wu Shi Taiji Quan & Qi Gong Association

20 Blackstock Road, Finsbury Park, London, N4 2DW

Constitution and Rules

1. Name

- a) The Club will be called: Wu Shi Taiji Quan & Qi Gong Association UK.

2. Aims and purpose

The purposes of the Club are:

- a) To provide facilities and qualified instruction for individuals and organisations to learn the amateur sport of Wu Shi Taiji Quan (Chinese Martial Arts and Therapeutic Practices).
- b) To promote and encourage individual fitness, health awareness and community participation in the amateur sport of Wu Shi Taiji Quan.
- c) To offer a local community based facility for local community group meetings and other activities.
- d) To ensure a duty of care to all members of the Club.
- e) To provide services in a way that is fair to everyone.

3. Powers

In order to achieve its aim the Club has the power to :

- a) Employ and pay staff and qualified instructors.
- b) Co-operate with other organisations such as local groups, voluntary bodies, charities and the statutory authorities.
- c) Raise funds by any lawful means except permanent trading.
- d) Accept gifts for specific purpose connected with the aims of the Club.
- e) Do anything else within the law that is necessary to carry out these aims.

4. Club equality statement

The Club is committed to ensuring that equality is incorporated across all aspect of its development. In doing so it acknowledges and adopts the following:

- a) The Club is about fairness, equality of access to everyone in society, and recognition of inequalities and taking steps to address them.
- b) The Club will respect 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 beliefs, sexuality or social status.
- c) The Club is committed to everyone having the right to enjoy their sports participation in an environment free from threat or 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 discipline and procedures.

5. Membership

- a) Application for membership must be made on the appropriate form and should be accompanied by the appropriate subscription fee.
- b) Membership of the Club shall be open to anyone interested in the amateur sport of Wu Shi Taiji Quan regardless of sex, age, ability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- c) The Club may have different classes of membership and subscription on a non discriminatory and fair basis.
- d) The Club will keep subscriptions at levels that will not pose a significant obstacle to participation.
- e) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee.
- f) The Club will provide safe and appropriate premises for members to attend coaching and undertake personal practice. These premises will either be provided directly by the Club or be hired from other individuals or organisations. Any premises used by the Club will be regularly audited for risk assessment.
- g) The Club will provide certified and insured instructors to deliver coaching and support members with personal practice. The instructors will adapt coaching and support to meet the needs and abilities of all members.
- h) The Club will ensure all present and future members receive fair and equal treatment.
- i) 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.
- j) Members will be enrolled in one of the following categories:

Adult membership
Concessionary adult membership
Life membership

6. Membership fees

- a) Membership fees will be set annually and agreed by the Committee or determined at the Annual General Meeting.
- b) An annual membership fee will be paid with each application for membership and thereafter yearly by 1 October.
- c) A monthly tuition fee (subscription) will be paid each month. This will entitle any member to a specified number of classes per month. These fees should be paid within the same calendar month as the Committee. Subscription fees will vary depending on the number of classes attended, fees will be regularly reviewed and set by the Committee, ensuring that classes are accessible.
- d) The Committee should have the power to expel any member of the Club whose monthly tuition fees are three months in arrears providing one month's notice in writing has been sent to such member informing him/her of the proposed action of the Committee.
- e) Any member wishing to resign should notify the Secretary in writing. Membership will cease in effect from the date of the notice unless the member is in debt to the club in which case resignation will not be accepted until any debt has been cleared. Acceptance of resignation will be acknowledged in writing.

7 . Property and funds

- a) The property and funds of the Club will only be used in the activities and promotion of the Club. They cannot be used for the direct or indirect private benefit of members.
- b) The Club is non-profit making and all surplus income or profits will be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.
- c) The Club may provide further related sporting and social facilities and services including equipment, insurance cover, healthcare treatment, travel expenses, refreshments and other ordinary benefits of Community Amateur Sports Clubs.
- d) The Club may also in connection with the sporting purposes of the Club:
 - i) sell and supply food, drink and related sporting clothing and equipment;
 - ii) pay for reasonable hospitality for visiting teams and guests;
 - iii) employ members as staff, or buy goods and services from members on an arms length basis as agreed by the Committee without the person concerned being present;
 - iv) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

8. Officers of the Club and governance

a) The Club will be run by a Committee comprising four officers:

Chair
Vice Chair
Treasurer
Secretary

If considered relevant to the running of the Club, other officers may be appointed (e.g. Club Welfare Officer).

Officers will be elected every three years at the Annual General Meeting.

All Officers will retire every three years but will remain eligible for re-election. The

Committee members will sign a declaration to confirm they are fit and proper persons.

b) The Committee will formally meet on a quarterly basis to discuss the affairs of the Club. Meetings will occur more frequently if there are emergency or exceptional circumstances.

c) The Committee will chair an Annual General Meeting (AGM) and all members will be invited to attend to discuss the affairs of the Club. The Committee may decide that certain matters will be put to the members to vote, and each member is entitled to a single vote.

d) The Committee will ensure that minutes of each Annual General Meeting are kept on record in an orderly way.

9. Finance

a) All Club monies will be banked in an account held in the name of the Club.

b) The Club Treasurer will be responsible for the finances of the club.

c) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against Club funds should hold the signature of preferably the Treasurer plus one other signatory or should the Treasurer be unavailable, any two Committee members registered as signatories with the bank.

d) Within 3 months of the end of the financial year, the club will prepare a full financial statement to be submitted to ACASC as an external Examiner of CASC Accounts)

e) No member of the Club or Committee can receive any payment or other benefit from the club except for reasonable out of pocket expenses and legitimate fees for services and instruction given for the benefit of the Club and its members.

10. Discipline and appeals

a) All concerns and allegations or reports of poor practice or abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the club rules and procedures and the Law.

b) All complaints regarding the behaviour of members should be submitted in writing to the

Secretary.

c) The Committee will meet to hear complaints within 28 days of those complaints being lodged. The committee has the power to take appropriate action including the immediate termination of membership.

d) The outcome of a disciplinary hearing should be notified in writing to the person who has lodged the complaint and the member against whom the complaint has been made within 7 days of the hearing.

e) There will be a right to appeal to the Committee within 7 days.

11. Dissolution

a) A resolution to dissolve the club can only be passed at an AGM or Emergency General Meeting through a two-thirds majority vote of the members present at the meeting.

b) In the event of dissolution, the Officers of the Club will remain responsible for the orderly winding up of the Club's affairs. Any assets of the club that remain after all debts and liabilities will be offered;

i) to another Club with similar sporting purposes which is a registered CASC
and/or

ii) to another Club with similar sporting purposes which is a registered charity
and/or

(iii) to the sport's governing body for use by them for related community sports.

c) On dissolution, no assets in cash or kind will be distributed to members or third parties.

12. Amendments

a) The Constitution will only be changed through agreement by a two-thirds majority vote at an AGM or EGM. No change may be made to Clause 2 (Aims and purpose) if they change the conditions for Community Amateur Sports Club status.

13. Priority

a) Where there is any conflict between any of the above Rules ("key Rules") and any other rules the key will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by Schedule 18 of the Finance Act 2002).

14. Declaration

a) The Wu Shi Taiji Quan & Qi Gong Association UK hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

15. Rules of welfare and conduct - members

As a responsible member you will:

- a) Treat others with the same respect and fairness that you would wish to receive. 5
- b) Ensure that your behaviour is appropriate and considerate at all times.
- c) Take great care to ensure you inform your instructor of any injuries, illness or disability that you have which may require special attention or adjusted methods of instruction.
- d) Uphold proper sporting values of fairness and safety in the practice, training and competing of Taiji Quan in all its aspects.
- e) Act with dignity at all times.
- f) Take great care of handling and using weapons to ensure the safety of those around you and yourself.
- g) Do not be intimidatory, aggressive or lose control either verbally or physically . h) Anticipate your own needs, be organised and on time for classes.
- i) Be appreciative, patient and respectful of all other participation.
- j) Aim to be co-operative and helpful.
- k) Do not respond if someone seeks private information unrelated to the training and practice.
- l) Notify the Instructor on your arrival and departure from the training.
- m) Ensure that your dress is appropriate and suitable for the practice and training of Taiji Quan.
- n) Speak out immediately if anything makes you uncomfortable or concerned about your or anyone else's well being or safety.

16. Rules of welfare and conduct - instructors

As a responsible instructor you will:

- a) Respect the rights and dignity and worth of every participant and treat everyone equally regardless of background or ability.
- b) Place the welfare of the members above the development of performance skills.
- c) Develop appropriate working relationships with the members based upon mutual trust and respect.
- d) Not exert undue influence to obtain personal benefit or reward.

- e) Encourage members to take full responsibility for their behaviour and performance.
- f) Avoid critical language or actions such as sarcasm, that may undermine a member's self esteem.
- g) Do not spend time alone with a young member unless clearly in view of others.
- h) Do not offer lifts or home visits to young members unless in the presence of acknowledged carer or parents.
- i) Never engage in sexually provocative banter or games or sexually suggestive language.
- j) Always seek consent before touching any member during instruction or establish a teaching practice that allows members to express an 'opt out' to any contact during such instruction.
- k) Always ensure that parents or guardians are present when instructing young members.
- l) Adopt safe training regimes appropriate to age and ability.
- m) Always co-operate with other colleagues and professionals in the area of members health and well being.
- n) Actively promote positive aspects of the sport with respect to personal health and fitness.
- o) Strictly maintain an appropriate boundary between friendship and intimacy with members.
- p) Challenge inappropriate behaviour or language amongst members.
- q) Report any accident, injury, distress or misunderstanding or possible misinterpretation in writing to the Committee and notify a parent or guardian if a young member is involved.