



Constitution of Shiraoka Kendo Kai

Adopted: 08-05-2026

1. Name

1.1 The name of the Club shall be **Shiraoka Kendo Kai** (hereinafter referred to as "the Club" or "Shiraoka").

2. Objects

2.1 The objects of the Club are to:

- (a) promote, foster and develop the practice of Kendo;
- (b) provide regular training, instruction and practice opportunities for its Members;
- (c) encourage Members to take part in gradings, seminars, competitions and events organised by the British Kendo Association ("the BKA"), the European Kendo Federation ("the EKF") and the International Kendo Federation ("the FIK"), and by other recognised bodies;
- (d) uphold the etiquette, traditions and standards of conduct (*reigi*) of Kendo;
- (e) promote participation in Kendo across the wider community without discrimination.

3. Affiliation

3.1 The Club shall be affiliated to the British Kendo Association and shall conduct its activities in accordance with the rules, byelaws and policies of the BKA, including its safeguarding, equality and disciplinary policies, as amended from time to time.

3.2 All practising Members of the Club shall hold current individual BKA membership before participating in armoured practice (*bogu*), gradings or competitions sanctioned by the BKA.

4. Membership

4.1 Membership shall be open to any person who supports the objects of the Club and who agrees to abide by this Constitution and any rules made under it, regardless of age, sex, gender identity, disability, ethnicity, nationality, sexual orientation, religion or belief, or social or economic status.

4.2 There shall be the following classes of membership:

- (a) **Full Member** – a person aged 18 or over admitted to ordinary membership.
- (b) **Junior Member** – a person under the age of 18, admitted subject to the written consent of a parent or legal guardian. Junior Members may not vote, hold office, or stand as proxy at meetings.
- (c) **Honorary Member** – a person on whom the Club has, by resolution of a General Meeting, conferred honorary membership in recognition of distinguished service to Kendo or to the Club. Honorary Members may attend meetings and contribute to discussion but, unless they also hold paid Full membership, may not vote.



4.3 Applications for membership shall be made in such form as the Committee may prescribe. The Committee may, by majority decision and giving its reasons in writing, refuse an application or impose conditions on it.

4.4 Membership shall cease upon:

- (a) written resignation submitted to the Secretary;
- (b) expulsion under Clause 10 (Conduct and Discipline);
- (c) lapse of the Member's BKA membership, until reinstated;
- (d) at the committees discretion following a prolonged period of non-attendance;

4.5 The Secretary shall maintain a register of Members.

5. Subscriptions and Fees

5.1 The Club may offer membership on a monthly subscription basis and may, in addition, accept payment on a per-session basis. The applicable rates, training fees, and any other charges payable to the Club shall be set by the Committee and reported to the Members at the next Annual General Meeting ("AGM").

5.2 Different rates may be set for the different classes of membership and for concessionary categories (e.g. students, unwaged, junior).

5.3 At the discretion of the committee, fees may be waived in conditions of financial hardship.

5.4 Fees collected by the Club are not refundable except at the discretion of the Committee in exceptional circumstances.

5.5 Fees and subscriptions due to the BKA, or to any other affiliated body, shall be paid individually by Members.

6. Officers and Committee

6.1 The affairs of the Club shall be managed by a Committee comprising the following Officers:

(a) **Chairperson / Head Instructor**

(b) **Secretary**

(c) **Treasurer**

(d) **Welfare / Safeguarding Officer**

6.2 In addition, the Committee may co-opt up to two (2) further Members to act as ordinary Committee members for the remainder of the term of office, where additional support is required.

6.3 All Officers, with the exception of the Chairperson / Head Instructor, shall be elected by the Members at the AGM and shall hold office for a term of one (1) year. Outgoing Officers shall be eligible for re-election.

6.4 The position of Chairperson / Head Instructor shall be held by the most senior dan-graded Kendo practitioner regularly teaching at the Club, or by such other person as the Committee, in



consultation with the active dan-graded Members, may appoint. The Chairperson / Head Instructor's appointment shall be confirmed annually at the AGM.

6.5 No Elected Officer may hold more than one Officer position at the same time, save that in exceptional circumstances the Committee may resolve that one person may temporarily hold two positions until the next General Meeting.

6.6 An Officer may resign by giving written notice to the Secretary (or, in the case of the Secretary, to the Chairperson). The Committee may fill any casual vacancy until the next AGM.

6.7 The Committee may, by a two-thirds (2/3) majority of all current Officers, remove a fellow Officer from office for serious or persistent failure to discharge their duties, subject to that Officer being given written notice of the grounds and an opportunity to respond at a meeting of the Committee.

6.8 Any office shall be automatically vacated upon the holder ceasing to be a Member of the Club.

7. Duties of Officers

7.1 The Chairperson / Head Instructor shall provide overall leadership of the Club, chair General Meetings and Committee meetings, and represent the Club externally. They shall also be responsible for the technical direction and conduct of training, the maintenance of standards of safety and etiquette in the dojo, and the supervision of any other instructors or assistant instructors.

7.2 The Secretary shall arrange meetings, prepare and circulate agendas and minutes, maintain the Club's records and register of Members, and conduct the Club's correspondence.

7.3 The Treasurer shall receive and account for all monies of the Club, maintain accurate financial records, present a statement of accounts at each AGM, and ensure timely payment of all sums due.

7.4 The Welfare Officer / Club Safeguarding Officer shall act as the first point of contact in relation to welfare and safeguarding concerns, in accordance with Clause 11 and the BKA Safeguarding Policy.

8. Meetings

8.1 Annual General Meeting

An AGM shall be held once in each calendar year, and not more than fifteen (15) months after the previous AGM. The Secretary shall give all Members not less than twenty-one (21) clear days' written notice (which may be by email) of the date, time, place and agenda.

The business of the AGM shall include:

- (a) receipt of the Chairperson's report;
- (b) receipt of the Treasurer's report and statement of accounts;
- (c) ratification of subscriptions and fees;
- (d) election of Officers;



(e) consideration of any motions duly notified to the Secretary at least ten (10) clear days before the meeting;

(f) any other business permitted by the Chair.

8.2 Extraordinary General Meeting

An Extraordinary General Meeting ("EGM") may be convened at any time by the Committee, or shall be convened by the Secretary upon a written request signed by not fewer than one-third (1/3) of the Full Members. Not less than fourteen (14) clear days' written notice shall be given. Only the business specified in the notice may be transacted.

8.3 Quorum and Voting

The quorum for any General Meeting shall be one-third (1/3) of the Full Members entitled to vote, or six (6) Full Members, whichever is the greater.

Save where this Constitution provides otherwise, decisions at General Meetings shall be made by simple majority of those present and voting. Each Full Member and Honorary Member who is also a Full Member shall have one (1) vote. The Chairperson shall not have a casting vote and, in the event of a tied vote, the motion shall be deemed not to have passed.

Voting shall normally be by show of hands or online poll, but a secret ballot shall be conducted if requested by any three (3) Members present.

8.4 Committee Meetings

The Committee shall meet not less than three (3) times in each calendar year. The quorum for a Committee meeting shall be three (3) Officers, of whom at least one shall be the Chairperson, Secretary or Treasurer. Decisions shall be by simple majority; the Chairperson shall have a casting vote.

8.5 Meetings of the Committee or General Meetings may be held in person, remotely by audio or video link, or by a combination of both, provided all participants can hear and be heard by all others.

9. Finance

9.1 The Club shall be a non-profit-making organisation. All surplus income or profits shall be applied to the furtherance of the Club's objects and shall not be distributed to the Members other than as bona fide reimbursement of expenses or payment for services rendered.

9.2 The Club shall open and operate a bank account. Cheques and electronic payments shall require the authorisation of the Treasurer together with one other Officer (Chairperson or Secretary).

9.3 The Club's financial year shall run from 1 May to 30 April.

9.4 The Treasurer shall prepare an annual statement of accounts, which shall be presented at the AGM. The attending members shall vote on their acceptance.

9.5 No Officer or Member shall enter into any financial commitment on behalf of the Club without the prior authorisation of the Committee.

10. Conduct and Discipline



10.1 All Members are required to conduct themselves at all times in a manner consistent with the etiquette and traditions of Kendo, the rules of the BKA, the policies of the Club, and the requirements of safety and respect for others.

10.2 Any Member, parent or guardian of a Junior Member, or other interested person may make a written complaint to the Secretary regarding the conduct of a Member.

10.3 The Committee shall consider any such complaint and may, after giving the Member concerned written notice of the complaint and an opportunity to respond:

- (a) take no action;
- (b) give a written warning;
- (c) suspend the Member from training and Club activities for a specified period;
- (d) expel the Member from the Club.

10.4 A Member subject to suspension or expulsion shall have a right of appeal by raising the issue to the BKA's complaints procedure.

10.5 Matters falling within the BKA's jurisdiction shall be referred to the BKA in accordance with its disciplinary procedures.

11. Safeguarding

11.1 The Club is committed to safeguarding the welfare of children, young people and adults at risk participating in its activities.

11.2 The Club adopts the safeguarding policy and procedures of the BKA, which shall apply to all Members, instructors, volunteers and visitors.

11.3 The Welfare Officer / Club Safeguarding Officer shall:

- (a) be the first point of contact for any safeguarding concern;
- (b) maintain familiarity with current BKA and statutory guidance;
- (c) ensure that all individuals required to do so hold an appropriate enhanced DBS check.

11.4 Any safeguarding concern shall be reported promptly to the Welfare Officer and, where required, to the BKA Lead Safeguarding Officer and/or to the relevant statutory authorities.

12. Equality, Diversity and Inclusion

12.1 The Club is committed to ensuring that everyone who wishes to be involved in Kendo is able to participate in a safe, welcoming and inclusive environment.

12.2 The Club shall not discriminate, in the admission of Members or in the conduct of its activities, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other characteristic protected under the Equality Act 2010.

12.3 The Club adopts the Equality Policy of the BKA.



12.4 The Club reserves the right to limit membership where medical conditions or disabilities may constitute a health and safety concern, provided all reasonable attempts have been made to reduce this concern through adaptation of training.

13. Health and Safety

13.1 The Committee shall take all reasonable steps to ensure that training facilities, equipment and practices meet the standards expected by the BKA and applicable health and safety law.

13.2 Members are responsible for ensuring that their personal equipment (*bogu*, *shinai*, *bokuto*) is maintained in safe condition. The Head Instructor or a delegated instructor may inspect equipment and may prohibit the use of any item considered unsafe.

13.3 An accident and incident log shall be maintained by the Club and reviewed periodically by the Committee.

14. Amendments

14.1 This Constitution may be amended only at an AGM or EGM.

14.2 Notice of any proposed amendment, together with the text of the proposed amendment, shall be given to the Secretary in writing not less than twenty-eight (28) days before the meeting, and shall be circulated to all Members with the notice of the meeting.

14.3 An amendment shall be carried only if approved by not less than two-thirds (2/3) of those Members present and entitled to vote.

15. Dissolution

15.1 The Club may be dissolved by a resolution passed at an EGM convened for that purpose, supported by not less than two-thirds (2/3) of those Members present and entitled to vote.


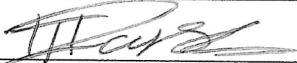
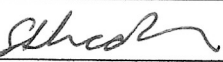

15.2 In the event of dissolution, after settlement of all outstanding liabilities, any remaining assets shall not be distributed amongst the Members but shall be transferred to:

- (a) the British Kendo Association; or
- (b) one or more other clubs affiliated to the BKA having objects similar to those of the Club; or
- (c) such other body with similar charitable or sporting purposes as the Members may resolve.

**16. Adoption**

16.1 This Constitution was adopted at a General Meeting of the Members of Shiraoka Kendo Kai held on the date set out below and shall take effect from that date, superseding any previous constitution or rules.

Signed:

Role	Name	Signature	Date
Chairperson	Gareth Spiers		08-05-2026
Secretary	TARIA HASSAM		08-05-2026
Treasurer	Sarah Allwood-Spiers		08/05/2026
Welfare / Safeguarding Officer	DANIEL LAFFERTY		08-05-2026