

DAO LU CIC CONSTITUTION

1 Name

The organisation will be called Dao Lu Community Interest Company (Dao Lu CIC).

2 Aims and objectives

The aims and objectives of the organisation are:

- to promote Tai Chi, Qi Gong, other internal martial arts, and other activities to the whole community for a healthier and calmer mind, body, and lifestyle.
- to organise training classes, regular or one-off events including seminars and demonstrations or performances, and projects through partnerships or contracts to deliver understanding and benefits of Tai Chi, Qi Gong, other internal martial arts and activities to the wider community.
- to promote the organisation, network with other institutions and groups to reach out to the local and wider communities.
- to exercise a duty of care to all instructors, members, and students of Dao Lu CIC.
- to provide services in a way that is fair, accessible, and inclusive, regardless of abilities.
- to ensure that all present and future members receive fair and equal treatment.

3 Membership

Membership consists of present and past officers and members of the Executive Board. Past members who are still active or involved with Dao Lu may still exercise their vote. All members will be subject to the regulations of the constitution and by joining the organisation, will be deemed to accept these regulations and codes of conduct the organisation has adopted.

4 Annual Student Fees (ASF) and Class Fees

Annual Student Fees and Class Fees will be set annually and agreed by the Executive Board or determined at the Annual General Meeting. Fees will be paid annually for ASF. Class fees will be paid weekly or monthly at a rate set by the Executive Board.

5 Officers of the Executive Board

The officers of Dao Lu CIC Executive Board (EB) include:

- **Chair**, who is overall lead, oversees the effective functioning of the Executive Board and lead external representative of Dao Lu CIC to other institutions and agencies.
- **Treasurer**, who is responsible for keeping the accounts of Dao LuCIC, settling invoices, ensuring all members and students pay their annual and class fees, and financial reporting to the Executive Board and Companies House.
- **Secretary**, who is responsible for ensuring Dao Lu CIC has updated policies and procedures, submits necessary reports to Companies House and other bodies, ensures agenda are set and supporting documents are distributed to quarterly Board and Students meetings, and regularly reports to the Executive Board on the state of student numbers and members.
- **Fundraising Coordinator**, who is responsible for alerting the Executive Board on fundraising opportunities in line with the Board's fundraising priorities, for assisting and coordinating Executive Board members' contributions towards timely production of successful applications, and for regular reporting to the Board on the state of fundraising.
- **Communications Coordinator**, who is responsible for the clarity, quality and timeliness of content across Dao Lu's communications channels, for maintaining regular communication with Dao Lu members and students, and for regularly reporting to the Board on the state of Dao Lu communications.
- **Learning and Development Coordinator**, who is responsible for ensuring there is consistent and good quality of teaching and training from all Dao Lu instructors through seminars, coaching training and other forms of Continuing Professional Development (CPD), and for introducing topics to deepen students' understanding of the theory and associated practices that influence Tai Chi, Qigong and other internal martial arts and its health benefits.
- **Project Development Coordinator** (or combine with position of **Vice-Chair**), who has lead responsibility for identifying and developing opportunities for training/class projects in partnership with other agencies and institutions according to the priorities set out in Dao Lu's 5-year Business Plan and yearly priorities set out by the Board.

6 Election and Terms of Office of Executive Board

The organisation will be managed through the Executive Board (EB), with a minimum of 5 members, maximum of 9 members. The Executive Board will have up to 7 officers

consisting of: Chair, Treasurer, Secretary, Fundraising Coordinator, Communications Coordinator, Learning and Development Coordinator, Project Development Coordinator/Vice Chair.

The members of the EB are elected at an Extraordinary General Meeting (EGM) that include participation of students and other past members of the Board. During these meetings, past and present members of the EB and students are allowed to vote for candidates to the Executive Board.

Members of the EB are elected for a minimum 3-year term, and a maximum 9-year term. At the end of 3 years or 6 years, each member can opt to stand down from the EB or to stand again, up to the maximum 9-year term.

After election, members of the EB will choose amongst themselves and decide on the officers of the EB, based on the expressed interest or prior experience of the members.

Where necessary, the EB, through a unanimous decision may recruit and co-opt an individual to fulfil such roles/officer positions where there is a vacancy. The person co-opted will be a de-facto officer of the Board, with no voting powers. However, if the individual is subsequently elected to the Executive Board, they will assume all rights and responsibilities as a member and officer of the EB.

The Executive Board will be convened by the Secretary of Dao Lu CIC and held no less than 4 times per year, ie, quarterly. In these quarterly meetings, past members of the EB and students are invited to participate and contribute to discussions that inform decisions. Only current and past Executive Board members can vote on decisions.

The quorum required for business to be agreed at these quarterly meetings will be 50%+1 of Executive Board and past members present.

The Executive Board will also convene every month in between quarterly meetings to discuss the business of the organisation and make decisions. The quorum required for decisions to be taken at these monthly meetings is a simple majority of 50%+1 (4, if there are 7 members, or 5, if there are 9 members). In case of a tie, the Chair has the deciding vote.

The Executive Board will be responsible for adopting new policy, codes of conduct and rules that affect the organisation.

The Executive Board will have powers to appoint sub-committees as necessary and appoint advisers to the EB as necessary to fulfil its business.

The Executive Board will be responsible for disciplinary hearings of members who infringe the organisation's rules/regulations/constitution. The EB will be responsible for taking any action of suspension or discipline following such hearings.

7 Finance

All organisation monies will be banked in an account in the name of Dao Lu CIC. The Treasurer will be responsible for the finances of the club. The financial year of Dao Lu CIC will end on 31st October.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Dao Lu CIC funds should hold the signatures of two officers and be overseen by Treasurer.

8 Annual General Meetings and Extraordinary General Meetings

Notice of the Annual General Meeting (AGM) will be given by Dao Lu CIC Secretary not less than 14 clear days' notice to be given to all members and students. The AGM will receive a report from officers of the Executive Board and a statement of the accounts.

Present members and all past members of the Executive Board who are still involved with or active in Dao Lu CIC have the right to vote at the AGM.

The Extraordinary General Meeting (EGM) will be held only for purposes of election of members to the Executive Board or to decide on any matter that will have a substantive impact on the future of Dao Lu CIC.

The Executive Board has the right to call an EGM. Procedures for EGMs will be the same as for the AGM, except as stipulated below. Notice of the EGM together with all supporting papers will be given by Dao Lu CIC Secretary to all members and students, not less than 14 clear days' notice. In the case of election of members of the EB, a short note on the candidate(s) explaining their interest and suitability, from the person nominating them or from the candidate him/herself will be circulated with other supporting papers for the meeting.

Nominations for members of the Executive Board will be sent to the Secretary prior to the EGM. Where elections will be held at EGMs, all members and students are able to vote.

The quorum for AGMs will be 50%+1 of the Dao Lu members who are present.

9 Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Executive Board will meet to hear complaints within 14 days of a complaint being lodged. The EB has the power to take appropriate disciplinary action including the termination of membership.

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

There will be the right of appeal to the EB following disciplinary action being announced. The EB should consider the appeal within 14 days of the Secretary receiving the appeal.

10 Dissolution

A resolution to dissolve Dao Lu CIC can only be passed at an EGM through a majority vote of the membership.

In the event of dissolution, any assets of Dao Lu CIC that remain will become the property of the local community of students to distribute to other clubs at their discretion. The Executive Board, on behalf of the students will facilitate distribution of any remaining assets.

11 Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM.

12 Declaration

Dao Lu CIC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Chair Name:

SIGNED: _____ DATE: _____

Treasurer Name:

SIGNED: _____ DATE: _____

Name:

SIGNED: _____ DATE: _____

Name:

SIGNED: _____ DATE: _____

Dated: 20 March 2024