

This constitution provides the formal governance structure for BBTA Taekwondo Academy UK . It is designed to meet standard requirements for a non-profit sports club or association.

Constitution of BBTA Taekwondo Academy (UK)

1. Name and Objectives

Name: The organization shall be known as "BBTA Taekwondo Academy" (hereinafter referred to as "the Academy").

- Objectives: To promote and teach the martial art of Taekwondo in accordance with the standards of the relevant national governing body (e.g., British Taekwondo).
- To provide training, grading, and competition opportunities.
- To foster physical fitness, mental discipline, and community spirit.
- **To ensure the safeguarding and well-being of all members.**

2. Membership

- Eligibility: Membership is open to all individuals regardless of gender, race, or religion, subject to capacity and safety considerations.
- Subscription: Members shall pay fees as determined by the Committee. Failure to pay fees may result in suspension of membership.

Code of Conduct: All members agree to abide by the Academy's policies as outlined in the BBTA Policy Handbook.

3. Governance and Management

- The Committee: The Academy shall be managed by a Committee consisting of:
- Chairperson: Oversees general management and compliance.
- Secretary: Handles administration, records, and communication.
- Treasurer: Manages finances, accounts, and membership fees.
- Head Instructor: Oversees technical training and safety standards.
- Elections: Committee members shall be elected by the members at the Annual General Meeting (AGM).

4. Meetings

- Annual General Meeting (AGM): Held once per year to review the annual report, approve financial accounts, and elect the Committee.
- Extraordinary General Meeting (EGM): May be called by the Committee or by a written request from 25% of the voting members.
- Quorum: A quorum for any meeting shall be at least 50% of the Committee members.

5. Finance

- Funds: All funds raised by or on behalf of the Academy shall be applied only to further the objectives of the Academy.
- Bank Account: A formal bank account shall be maintained in the name of the Academy. All checks and bank transfers must be authorized by at least two designated signatories (Treasurer and one other Committee member).
- Liability: No member shall be personally liable for any debt or obligation of the Academy, provided the Committee has acted in good faith.

6. Child Protection & Safeguarding

- The Academy shall appoint a Child Protection/Safeguarding Officer .
- The Academy shall adhere to the safeguarding policies of the National Governing Body and UK legislation (including DBS checks for all instructors).

7. Dissolution

- In the event of the Academy closing, any remaining funds and assets, after all debts have been settled, shall be donated to a recognized Taekwondo-related charity or a local community sports organization as decided by the Committee.

8. Amendments to the Constitution

- This Constitution may only be altered or amended at an AGM or EGM. Any change requires a two-thirds majority of members present and voting.

Declaration of Adoption

This constitution was formally adopted on behalf of BBTA Taekwondo Academy.

Signed: *Phil Thomas* (Chairperson) Date: 7th July 2026

Signed: *Charlotte Thomas* (Secretary) Date: 7th July 2026

Implementation Notes for the UK:

- 1. Governing Body: Ensure you check the specific requirements of [British Taekwondo](<https://www.british-taekwondo.com/>) or your specific style association, as they may have mandatory clauses for affiliated clubs.*
- 2. Not-for-Profit Status: If you intend to seek grants or government funding, ensure you register as a "Community Amateur Sports Club" (CASC) with HMRC if applicable.*
- 3. Insurance: This document should be always kept alongside your Public Liability and Professional Indemnity insurance documents.*