

# Constitution of Glasgow HEMA

## 1. Name

The club will be called Glasgow HEMA

## 2. Aims

The aims and objectives of the club will be:

1. To promote and study Historical European Martial Arts (HEMA)
2. To promote Glasgow HEMA as a professional organisation involved in the HEMA community worldwide
3. To run as a not-for-profit group to best facilitate the above aims.

## 3. Membership and Fees

1. To become a member of Glasgow HEMA a person must provide their Full Name, Date of Birth, a valid Email address and a payment of £25. Membership of Glasgow HEMA will last one year from the time of payment and provision of aforementioned details. To renew membership for a further year, an individual must provide the aforementioned details and a payment of £25.

2. Membership of Glasgow HEMA shall be open to any member of the public over the age of 18 who has not been previously expelled from the group.

3. All members are subject to this Constitution, and by joining Glasgow HEMA will be deemed to have accepted all regulations and codes of conduct that the Glasgow HEMA has developed.

4. Membership of Glasgow HEMA is open to all individuals. No person shall be refused membership on grounds of race, colour or appearance, ethnic origin, nationality, religion or beliefs, gender, age, sexuality, marital status, employment status, financial status, social background, disability or health providing none of these pose a danger to themselves or another member of Glasgow HEMA.

5. Any individual may attend their first Glasgow HEMA regular session for free.

6. To attend regular sessions an individual must either be subject to s3 ss5 or be a member of Glasgow HEMA either pay £6 per session or £20 at the first session of the calendar month, in which case they are free to attend for that month without further payment.

## 4. Governance

1. The administration of Glasgow HEMA shall be under the control of its Executive Committee (hereafter referred to as EC).

2. Glasgow HEMA EC shall have the following office-bearers:

a) President

b) Vice president

c) Any number of general members. Glasgow HEMA must have at least one general member at any time, but there is no upper limit for the numbers of general members allowed on the committee.

3. Glasgow HEMA's EC will be responsible for the following tasks:

Booking any venues required for any events and regular training/meetings and ensuring that any relevant regulations of the venue are correctly adhered to; recording minutes of any EC meetings; creating any providing schedules of Glasgow HEMA activities; maintaining a register of Glasgow HEMA members including their membership and contact details, and ensuring that any information held by Glasgow HEMA follows data protection acts and regulations; passing pertinent information to members through a mailing list or any appropriate communication medium; keeping accurate and up to date accounts for income and expenditure; representing Glasgow HEMA members wishes to the best of their ability.

4. A vacancy arises when an office-bearers officially resigns their position by letting the rest of the EC know in written form, is banned from or otherwise leaves Glasgow HEMA. Any member of the EC may propose the removal of another member of the EC. The EC will have the duty to appoint a replacement office-bearer if the positions of president or vice president become empty, or if there are no general members.

5. Any member of Glasgow HEMA is eligible to fill vacancies in the EC, subject to the EC's consideration.

6. If either the presidency or the vice presidency become vacant, or there are no general members, the president or the vice president can appoint any Glasgow HEMA member to one of the empty positions. This does not require approval of the EC and does not have to be decided at an EC meeting.

7. Any member of the EC can nominate any member of Glasgow HEMA to become a general member of the EC and it shall be decided on the next EC meeting.

8. A valid meeting of the EC must have the president, vice president and at least one general member in attendance. If this condition is not met any decision taken at the meeting will be considered void. The president and vice president can appoint another EC member to represent them at a meeting.

9. Any issue that arises within the EC must be settled at a meeting of the EC by a vote where a simple majority will be required to resolve the issue. In the event of a split vote the President will have the final decision.

10. In the interest of engaging members of Glasgow HEMA an Annual General Meeting (AGM) should be held every 12 months. At the AGM the EC will give a report of the society's activities of the last year and members will be free to comment on the EC's performance and request any relevant information from the EC.

11. If any member of the EC is faced with ongoing disciplinary action, then the EC shall appoint a member to fill their role, until the disciplinary procedure is finished.

## 5. Instructors

1. Glasgow HEMA EC can appoint any Glasgow HEMA member to become a Glasgow HEMA recognized instructor. To be recognised as an instructor, the member should previously have been an assistant instructor at Glasgow HEMA or an instructor at another HEMA club.

2. The prospective instructor should understand and follow the code of conduct.

3. Any Glasgow HEMA instructor can ask any Glasgow HEMA member to act in an assistant instructor capacity.

4. An individual will no longer be considered an instructor if their membership lapses.
5. Any outside instructors are expected to follow the code of conduct.

## 6. Code of Conduct and Discipline

All members of Glasgow HEMA shall be expected to uphold the following code of conduct:

1. All members of Glasgow HEMA must act respectably to any other members of Glasgow HEMA or to the public.

2. Should not act in a dangerous or a threatening manner to any other members of Glasgow HEMA or to the public.

3. Must abide by Glasgow HEMA health and safety policy and any other safety rules at any HEMA practice or event.

4. Should use any HEMA equipment safely and responsibly in and out of Glasgow HEMA practice.

5. Must be inclusive to any members of Glasgow HEMA, independent of their race, colour or appearance, ethnic origin, nationality, religion or beliefs, gender, age, sexuality, marital status, employment status, financial status, social background, disability or health.

6. Should present a professional look when attending any HEMA practice or event and should not wear any attire that could be considered vulgar or insulting.

7. Should any member of Glasgow HEMA violate the code of conduct during a Glasgow HEMA practice or event, any member of EC, or any Glasgow HEMA recognised instructor may give the individual a verbal warning and may ask them to leave the premises if necessary. Details of any incidents that required a verbal warning shall be reported to the EC. At the next EC meeting, the EC can choose to provide a formal written warning to the individual in question or to ban them from any further Glasgow HEMA events or practice if necessary.

8. If a Glasgow HEMA member is considered to violate the code of conduct outside of Glasgow HEMA practice or event, the EC reserves the right to take disciplinary measures (as above) against them.

9. If an individual causes a serious harm to an individual or their property, or if they attempt to cause harm to an individual or their property, then any member of the EC or any Glasgow HEMA recognised instructor may ban them from Glasgow HEMA events and practice with an immediate effect. All details of the incident shall be reported to the EC and at the next EC meeting, the EC shall decide whether to uphold the ban or whether to withdraw it.

10. If a guest outside of Glasgow HEMA attends any event or practice held by Glasgow HEMA and violates the code of conduct, then any member of the EC or any Glasgow HEMA instructor may ask the individual to leave the premises.

11. Any individual affected by these disciplinary may appeal the decision and to provide any relevant information to the EC, and the EC may decide to uphold or withdraw the disciplinary actions.

## 7. Finances

1. The EC will seek to raise funds in order that we may carry out our objectives with as little financial cost to our members as possible. Members who lend out their own kit for society use may withdraw this loan at any time.

2. Funds are to be raised in a manner approved by the EC, for example via membership fees,

grants and approved fundraising. It is the responsibility of the EC to ensure that all money raised is kept safely and accounted for.

3. The EC must regularly review finances (at least once per year) and any discrepancies should be investigated. Any receipts should be made available to the EC upon request.

4. Purchases should be passed by the EC before being made. If this purchase was made with personal funds this may result in not receiving a reimbursement. If the purchase was made with club funds then this may result in disciplinary and/or legal actions.

## **8. The Dissolution of the Organisation**

1. In the scenario where Glasgow HEMA is ceasing to function and is to be dissolved any equipment owned by Glasgow HEMA will be sold to its membership at the discretion of the committee with any leftover equipment being disposed of. After any and all debts incurred by the Society are appropriately balanced and all fines, fees and standing charges are paid, any funds remaining to the Society will be donated to a charitable cause of the choosing of Executive Committee. Once all funds and equipment have been distributed appropriately, the Society shall formally cease to operate.