

Barnet Judo Club Constitution

Name

The club will be called Barnet Judo Club and will be affiliated to the British Judo Council, which is an affiliate of the British Judo Association.

The club is a members' club. It is an unincorporated association.

Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Judo.
- To promote the club within the local community and Judo.
- To manage all of club locations.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- The club will arrange and pay for practice facilities, including hall hire, mats etc. The club will also pay for any costs deemed reasonable by the administration committee for the running of the club, including, but not limited to, training for club members and coaches, coaching insurance etc.
- The club is not a business to make profit from the members.

Membership

- To ensure all present and future members receive fair and equal treatment.
- Membership should consist of officers and members of the club.
- 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.
- Members will be enrolled in one of the following categories:
 - Senior member.
 - Associate member.
 - Junior member.
 - Life member.

Membership fees

- Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.
- Subscription fees will be paid by weekly subscription and in 10 week terms for Juniors, these funds are held by the club for the benefit of the members.
- Any surplus of fees over incurred costs will be retained and applied for the benefit of the members.
- Any deficit of fees under incurred costs will be subsidised by any earlier surplus or by loans from members. No loan from a member shall receive interest.

- The club will apply from grants from time to time. Any grants received will be applied for the benefit of the members.
- Any surplus of assets can be repaid to members by special resolution requiring 75% vote at an annual general meeting of the club members with 28 days notice of the meeting.

Officers of the club

The officers of the club will be:

- Chair.
- Vice Chair and assistant Treasurer
- Technical officer
- Treasurer
- Events Secretary
- Club Secretary
- Welfare Officer
- Minute Secretary
- Volunteer Coordinator
- Webmaster
- Plus up to 2 other committee members

All proposed Officers must be sponsored by a Club Member.

Officers will be elected annually at the Annual General Meeting, except the Technical Officer who will be the Senior Grade of the club.

All officers will retire each year but will be eligible for re-appointment.

All of the Officers of the club have a job description as an appendix to this constitution, and within these descriptions are included minimum qualifications and desired qualifications. All officers are elected subject to agreement to the job descriptions and seek appropriate qualifications.

Committee

The club will be managed through the Technical committee, being a committee of all the club Dan grades and the Administration Committee consisting of all of the Officers above. The technical committee will decide upon all technical matters regarding the club, and will forward these to the administration committee to perform.

At administration committee meeting only Officers of the club will have the right to vote at meetings, however any Senior club member or any parent of a Junior member may attend. At Technical committee meetings only Dan grade club members will be eligible to vote, with the Technical officer having power of veto, however all club coaches may attend.

The Administration Committee will be convened by the Chair, via the minute secretary of the club and held no less than 3 meetings per year.

The quorum required for business to be agreed at Administration Committee meetings will be: 4.

The Administration Committee will be responsible for adopting any new policy, codes of practice and rules that have been agreed by the Technical Committee of the club.

The Administration Committee will have powers to appoint sub-committees as necessary

and appoint advisers to the Administration Committee as necessary to fulfil its business. The Administration Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Administration Committee will be responsible for taking any action of suspension or discipline following such hearings.

Finance

All club monies will be banked in an account held in the name of the club.

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

The financial year of the club will end on 31st December.

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

Any cheques drawn against club funds should hold the signatures of either the Treasurer or the assistant Treasurer.

Annual General meetings

Notice of Annual General Meetings will be given by the Minute Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Administration Committee and a statement of the audited accounts.

Nominations for officers of the Administration Committee will be sent to the Minute Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All senior members of the club have the right to vote at the AGM.

The Administration Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club welfare officer is the lead contact for all members in the event of any child protection concerns. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Administration Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee 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 14 days of the hearing.

There will be the right of appeal to the Administration Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

Dissolution

