



Northbrook Kyu Shin Kai Judo Club Constitution

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1. TITLE

- 1.1 The club shall be known as Northbrook Kyu Shin Kai Judo Club; hereinafter referred as 'the club' and shall be affiliated to the British Judo Association governing body.

2. OBJECTIVES

- 2.1 Northbrook Kyu Shin Kai is a non profit-making organisation.
- 2.2 The club aims to foster, promote and develop the practice and spirit of Judo within local communities along traditional lines, with particular emphasis on the kyu shin theory of Kenshiro Abbe.sensei
- 2.3 The club aims to provide opportunities for fun, healthy recreation and competition and places prominence on developing the potential of young people.
- 2.4 The club celebrates the diversity of the communities that it serves. Officers and members will not discriminate on grounds of age, race, gender, sexual orientation or ability.

3. MEMBERSHIP

- 3.1 Membership of the club shall be open to any person having attended and completed four judo sessions organised and administered by the club and having paid the appropriate annual membership fee.
- 3.2 The Annual General Meeting (AGM) of the club members shall determine session fees and club subscriptions.
- 3.3 The Club reserves the right to refuse or withdraw membership where it is deemed by the officers of the club that an individual has acted, or is likely to act, contrary to the spirit of Judo, is likely to or acts in away that is detrimental to the good order or name of the club and/or the health and safety of other club members and members of the public.
- 3.4 There shall be four classes of membership available. These are:
- Individual Adult Membership (16 and over)
 - Individual Junior Membership (under the age of 16)
 - Individual Kano Membership (under the age of 10)
 - Associate Members (volunteers)

4. ACCOUNTS

- 4.1 The income of the club shall be derived from dojo (mat) fees, donations, legacies, profits from functions and fundraising activities arranged by or on behalf of the club, and from the sale or hiring of instructional books, films, from instructional courses, clothing, equipment and all other things as the Executive Committee decides.
- 4.2 The funds of the club shall be kept by the club Treasurer under the supervision of, and in such a place and manner, as shall be determined by the Executive Committee. The Committee shall have the power to increase and expend the club's funds in such manner as they think fit in accordance with the objects of the club.
- 4.3 The club is a non-profit-making organisation. All profits and surpluses shall be used to maintain or improve the club's facilities or for the furtherance of the club's objectives. No profit or surpluses shall be distributed other than to another non-profit making body on winding up or dissolution of the club in accordance with section 9.1 of this constitution

5. OFFICERS

- 5.1 The officers of the club shall be as follows:
- President/Chair: Non-Executive officer
 - Secretary: Executive officer
 - Treasurer: Executive officer

- Fundraising Officer: Executive officer
- Publicity Officer: Executive officer
- Young Persons Development Officer: Executive officer
- Health and Safety Representative: Executive officer
- Child welfare officer: Non-Executive officer

6. ELECTION OF OFFICERS

- 6.1 All officers, with the exception of the President and Child welfare officer, shall be elected at the AGM of the club, from, and by, the valid members of the club on the basis of a single vote per member.
- 6.2 Parents of members under the age of 16 shall be deemed to be associate members and be entitled to cast a vote on their child's or children's behalf. Associate members shall be entitled to a single vote, regardless of how many children they have.
- 6.3 All candidates put forward for election must be members or associate members of the club.
- 6.4 Candidates for Chair and Secretary posts must be members of the BJA and hold a recognised sports coaching award..
- 6.5 All Officers are elected for a period of one year, but may be re-elected to the same or another office in subsequent years.

7. EXECUTIVE COMMITTEE

- 7.1 An Executive Committee comprising the Executive Officers of the club shall control the affairs of the club.
- 7.2 The Executive Committee shall meet at agreed intervals, but not less than four times per year. A quorum for a General Meeting shall be four.
- 7.3 The duties of the Executive Committee shall be:
- To control the affairs of the club on behalf of the members.
 - To keep accurate accounts of the finances of the club through the Treasurer. These should be available for reasonable inspection by members and should be independently audited before every AGM. The Club shall maintain a bank account with the Treasurer and Chair authorised to draw down from that account.
 - To co-opt additional members to the committee as and when the committee deems it necessary. Co-opted members shall not be entitled to vote on the committee.
 - To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall have a casting vote.

8. GENERAL MEETINGS

- 8.1 The Annual General Meeting of the club shall be held not later than the end of June of each year. Twenty-one (21) clear days written notice of the AGM taking place shall be given to members by circulating a copy of the notice to every attending member and by a posting on the club's Website. Members must advise the Secretary in writing of any business to be moved at the AGM at least fourteen (14) days before a meeting. The Secretary shall circulate or give notice of the agenda of the meeting to Members not less than seven (7) days before the meeting.
- 8.2 The business of the AGM shall be to:
- Confirm the minutes of the previous AGM and any General meetings held since the last AGM.
 - Elect an independent auditor.
 - Receive the audited accounts for the year from the Treasurer.
 - Receive the annual report from the Secretary
 - Receive reports from other Officers as appropriate
 - Elect the Officers to the Executive Committee of the club.
 - Review club subscription rates and other fees and charges and apply them for the year.
 - Transact any other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda.
- 8.3 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least fourteen (14) days in advance of the AGM date. Nominations must be made and seconded by adult members of the club or by the parents of junior and primary members, who shall be allowed to nominate and second on their behalf.
- 8.4 Decisions made at an AGM shall be by a simple majority of votes cast from those members entitled to vote and attending the meeting. In the event of equal votes the Chair shall have the casting vote.
- 8.5 A quorum for an AGM shall comprise ten (10) adult members including three Executive members. Primary or junior members are entitled to attend AGMs in a non-voting capacity; however, their parents may represent them in the function of associate members. Each member or associate member of the club shall be entitled to one vote at an AGM.
- 8.6 The Executive Committee may convene Extraordinary General Meetings (EGM), as necessary, as may the Secretary, on receipt of a request in writing from no fewer than twenty (20) members of the club. At least twenty-one (21) days notice of the meeting shall be given to members.
- 8.7 At all General Meetings shall be chaired by the Chair or, in his or her absence, by a deputy who shall nominally be the Secretary.

9. ALTERATIONS TO THE CONSTITUTION

9.1 Any proposed alterations to the club Constitution may only be considered at an AGM or EGM, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a bona-fide member and seconded by another bona-fide member. Such alterations shall be passed if supported by not less than two thirds of the valid membership of the club.

10. DISSOLUTION

10.1 If at any General Meeting of the club, a resolution were passed calling for the dissolution of the club, the Secretary shall immediately convene an EGM of the club, to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If, at that EGM, the resolution is carried by at least two thirds of the members of the club present at the meeting, the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all of its debts and liabilities.

10.3 After discharging all debts and liabilities of the club, the remaining assets shall not be paid or distributed amongst the members of the club but shall be given or transferred to some other voluntary organisation having objectives similar to those of the club. The final arbiter for the distribution shall be the BJA Southern Area Committee.

SIGNED _____
President

DATE _____

SIGNED _____
Club Secretary

DATE _____