

**Northbrook Kyu Shin Kai Judo Club Constitution
(Trading as Northbrook Judo Club)**

Version 4.0 – Adopted 10 January 2026

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1. Name and Affiliation

1.1 The Club shall be known as Northbrook Kyu Shin Kai Judo Club (the “Club”), trading locally as Northbrook Judo Club.

1.2 The Club shall be affiliated to the British Judo Association (BJA) and will operate in accordance with the BJA’s rules, policies and procedures as amended from time to time.

1.3 The Club is a not-for-profit, volunteer-run community sports club.

2. Aims and Objectives

2.1 The aims and objectives of the Club are to:

- foster, promote and develop the practice and spirit of Judo within the communities served by the Club, with particular emphasis on the Kyu Shin theory of Kenshiro Abbe Sensei;
- provide safe, enjoyable and progressive coaching, recreation and competition opportunities for members of all ages and abilities;
- promote the Club within the local community and contribute positively to community wellbeing;
- ensure a duty of care to all members, participants, visitors and volunteers;
- provide all services in a way that is fair, inclusive and accessible, and to celebrate the diversity of the communities served by the Club.

2.2 The Club operates sessions in the London Boroughs of Lewisham and Bromley (or other venues as agreed by the Committee).

3. Membership

3.1 Membership of the Club is open to anyone interested in participating in, promoting, coaching or volunteering in Judo, subject to this Constitution and the Club’s policies.

3.2 The Club may offer introductory/trial sessions. Continued participation beyond the Club’s trial period requires (a) acceptance of membership and (b) payment of the relevant Club fees.

3.3 For insurance and safeguarding reasons, all participants must hold an appropriate BJA membership (or equivalent cover recognised by the BJA) within the timeframe required by the BJA and before taking part in activities where BJA membership is mandatory (including competitions).

3.4 The Annual General Meeting (AGM) shall determine session fees, subscriptions and any concessions for the following year.

3.5 The Club reserves the right to refuse or withdraw membership where an individual has acted, or is likely to act, contrary to the spirit of Judo or in a way that is detrimental to the Club, its members, or public safety. Decisions will be made fairly and in line with the Club’s disciplinary and complaints process (see Section 10).

3.6 Categories of membership may include (and may be amended by the AGM):

- Adult (Kyu) Member (16 years and over)
- Junior (Mon) Member (under 16)
- Sho Member (as defined by the Club for younger children)
- Associate Member (non-participating volunteers and supporters)

3.7 All members and connected participants (including parents/carers and volunteers) are expected to follow the BJA Code of Conduct and the Club's codes and policies (Appendix A).

4. Equality, Diversity and Inclusion

4.1 The Club is committed to providing an environment in which all individuals are treated with respect and dignity.

4.2 The Club will not unlawfully discriminate on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other characteristic protected by law.

4.3 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. Any incident of discriminatory behaviour will be treated seriously and addressed under the Club's disciplinary process.

5. Safeguarding and Welfare

5.1 The Club adopts the BJA Safeguarding policies and procedures ("Safelandings") and will implement them locally. Any safeguarding concern will be acted upon promptly.

5.2 The Club shall appoint a Club Welfare Officer (CWO) who will be the lead contact for safeguarding and welfare concerns for children, young people and adults at risk, and a point of liaison with the BJA Safeguarding Team.

5.3 The CWO will have a formal role on the Club's management committee and will be appropriately trained in line with BJA requirements.

5.4 All coaches and volunteers working with under-18s and/or adults at risk must meet BJA safeguarding requirements, including (where required) DBS checks and safeguarding training.

5.5 The Club will have procedures for managing concerns, low-level concerns, allegations and complaints, and will refer matters to the BJA and statutory agencies when appropriate.

6. Management Committee and Officers

6.1 The affairs of the Club shall be conducted by a Management Committee elected at the AGM.

6.2 The Management Committee shall include, as a minimum:

- Chairperson;
- Secretary;
- Treasurer;
- Club Welfare Officer;

6.3 The Club may appoint additional officers/roles as required (for example: Vice Chair, Fundraising Officer, Publicity/Communications Officer, Health & Safety Representative, Youth Development Officer, Events Officer). Such roles may be elected or co-opted as determined by the AGM or Committee.

6.4 The Club may also appoint an Honorary President/Patron as a non-executive role. If appointed, this role is not required to be part of the voting committee.

6.5 Committee members must be members (or associate members) of the Club and, where applicable, must hold valid BJA membership.

6.6 The Committee shall be responsible for adopting and maintaining Club policies, procedures and codes of practice, including those required by the BJA, and ensuring these are communicated to members.

7. Elections and Term of Office

7.1 Officers and Committee members (except any Honorary President/Patron, if appointed) shall be elected at the AGM from, and by, members entitled to vote.

7.2 Each adult member and each associate member is entitled to one vote. Where the member is under 16, one parent/carer may vote on behalf of their child(ren); each parent/carer has one vote regardless of the number of children.

7.3 Officers are elected for a period of one year and may be re-elected.

7.4 If a Committee position becomes vacant between AGMs, the Committee may co-opt a suitable person to fill the vacancy until the next AGM.

7.5 The Club will ensure that those in regulated roles meet the relevant safeguarding and suitability requirements before appointment.

8. Meetings (Committee, AGM and EGM)

8.1 The Committee shall meet at agreed intervals, but not less than four times per year, and may meet in person or by electronic means.

8.2 Quorum for Committee meetings shall be 40% of the voting officers, including at least two of the following: Chair, Secretary, Treasurer.

8.3 Decisions shall be made by simple majority. In the event of a tie, the Chair shall have the casting vote.

8.4 The AGM shall be held not later than the end of June each year. At least 21 clear days' notice shall be given to members by email/website notice and/or other written communication.

8.5 The business of the AGM shall include:

- approval of minutes of the previous AGM and any General Meetings held since;
- receipt of the annual report(s);
- receipt of audited/independently examined accounts;
- election of officers and Committee members;
- appointment of an independent auditor/examiner (where required);
- review and setting of Club fees and subscriptions;
- consideration of constitutional amendments and any other properly notified business.

8.6 An Extraordinary General Meeting (EGM) may be called by the Committee or on receipt of a written request from no fewer than twenty (20) members entitled to vote. At least 21 clear days' notice shall be given.

8.7 Quorum for an AGM/EGM shall be ten (10) voting members, including at least three Committee members.

9. Finance and Accounts

9.1 The Treasurer shall be responsible for maintaining accurate financial records and presenting an annual statement of accounts to the AGM.

9.2 The financial year shall run from 1 January to 31 December unless amended by the AGM.

9.3 All monies shall be banked in an account held in the name of the Club. Any cheques or payments from Club funds should be authorised by the Treasurer and one other Committee officer (or as set by the Committee) and may be made by electronic banking.

9.4 The Club is a not-for-profit organisation. All surpluses shall be used to maintain or improve the Club's facilities or for the furtherance of the Club's objectives. No surplus shall be distributed to members.

9.5 The Club will comply with legal and regulatory requirements relevant to its finances, including maintaining appropriate records for audit/independent examination.

10. Discipline, Complaints and Appeals

10.1 The Club shall maintain a fair complaints and disciplinary procedure consistent with BJA policies. Complaints should normally be made in writing to the Secretary or, where appropriate, to the Club Welfare Officer.

10.2 Safeguarding concerns and allegations must be reported to the Club Welfare Officer without delay and will be managed in accordance with BJA Safeguarding policies. Where necessary, matters will be referred to the BJA and/or statutory agencies.

10.3 The Committee may convene a disciplinary panel to hear complaints and has the power to take appropriate action, including warnings, suspension or termination of membership, in line with the Club's procedures and natural justice.

10.4 There shall be a right of appeal. Appeals must be submitted in writing within 14 days of notification of any disciplinary decision, and will be heard by a panel not involved in the original decision, where practicable.

10.5 Where a matter falls within the remit of the BJA Conduct and Complaints Policy or safeguarding disciplinary processes, the Club will cooperate with BJA processes and may defer local action where appropriate.

11. Amendments to the Constitution

11.1 This Constitution may only be amended at an AGM or EGM.

11.2 Proposed amendments must be submitted in writing to the Secretary with the meeting notice requirements and must be approved by a simple majority of votes cast unless a higher threshold is required by law or BJA policy.

12. Dissolution

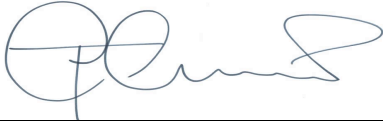

12.1 A resolution to dissolve the Club may only be passed at an AGM or EGM through a two-thirds majority of votes cast.

12.2 In the event of dissolution, the Committee will realise the assets of the Club and discharge all debts and liabilities.

12.3 Any remaining assets shall not be distributed amongst members, but shall be transferred to another voluntary or not-for-profit organisation with similar objectives, or otherwise as determined by the BJA Southern Area (or successor body) in accordance with applicable law.

13. Declaration and Signatures

The Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed: 	Date: 10 th January 2026
Name: Gary Currier	Role: Club President
Signed: 	Date: 10 th January 2026
Name: Scott Graham	Role: Club Vice President

Appendix A – Club Policies and Reference Documents

The Club’s Committee will maintain and make available the following key documents (as amended from time to time):

- BJA Safeguarding policies and procedures (“Safelandings”) and supporting policies (including low-level concerns and allegations policies).
- BJA Code of Conduct for Members and Connected Participants.
- BJA Conduct and Complaints Policy.
- Club Complaints and Disciplinary Procedure (including appeals).
- Club Safeguarding / Welfare information (including contact details for the Club Welfare Officer).
- Club Health & Safety arrangements (risk assessments, first aid provision, incident reporting).
- Data protection and privacy information, including GDPR compliance and data retention.