

BJA HAMPSHIRE COUNTY JUDO

# THE BRITISH JUDO ASSOCIATION HAMPSHIRE COUNTY

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## Constitution



Version 2

As agreed at Annual General Meeting 13<sup>th</sup> May 2014

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# THE BRITISH JUDO ASSOCIATION HAMPSHIRE COUNTY

## CONSTITUTION

ADOPTED BY THE ANNUAL GENERAL MEETING ON 26<sup>th</sup> April 1992  
Last amended 14<sup>th</sup> May 2013

### 1. The Organisation

- a. The Organisation shall be called the British Judo Association Hampshire County (hereinafter referred to as the BJA Hants County).
- b. In this constitution Hampshire shall be taken to the existing geographical County of Hampshire plus those parts of adjacent Counties that were in Hampshire prior to Local Government re-organisation in 1974, and including the Channel Islands

### 2. Acknowledgements

- a. The Constitution and Rules of the BJA Hants County shall in no way oppose or be contrary to the Constitution and Rules and Bye Laws of the British Judo Association National Body or Southern Area.
- b. The British Judo Association Hampshire County Child Protection Policy as adopted May 2003 (Issue 1) be formally adopted by all member clubs.

### 3. Aims

The Aims of the BJA Hants County shall be:-

- a. to foster and develop the practice and spirit of Judo within the framework and constitution of the BJA to the highest possible standard and with that aim in view
- b. to promote the teaching of Judo in clubs, schools and elsewhere throughout the County of Hampshire
- c. to organise suitable training courses for players and officials throughout the County of Hampshire
- d. to provide opportunities for players of all levels to take part in competitions and grading within the county.
- e. to provide the opportunity for everybody to participate in judo without discrimination.

### 4. Membership

- a. Membership of the BJA Hants County shall be open to all other Member Clubs of the BJA who elect to belong to the County of Hampshire. The BJA Hants County reserves the right to refuse membership or to expel any club which it deems undesirable after full consultation with the BJA Southern Area Committee and the BJA.

## 5. Committee

- a. The BJA Hants County organisation shall consist of the Management Committee plus a maximum of one voting representative from each member club, all of whom must be holders of current BJA Individual Memberships.
- b. The Executive Committee shall consist of:-
  - Chairperson
  - Secretary
  - Treasurer
- c. The Management Committee shall consist of the following roles:-

Executive Committee +

- Grading Co-Ordinator
- Coaching Co-Ordinator
- Competitions Co-Ordinator
- Refereeing Co-Ordinator
- Table Officials Co-Ordinator
- County Welfare Officer
- County Senior Examiner
- Special Needs Co-Ordinator
- Representative to Southern Area Judo

The Management Committee shall have the right to amend any of the roles within this group, with the exception of the Executive Committee.

- d. Any one of the Management Officers will act as Vice Chair to be voted at the first committee meeting following the elections
- e. Management Committee members shall be elected at the Annual General Meeting biennially and subject to termination of office by resignation or otherwise shall remain in office until their successors are elected. The elections shall take place in odd numbered years e.g. 2013, 2015, 2017 etc.

Executive Committee members (Chairperson, Treasurer and Secretary) can only be elected at a General Meeting. In the event that an executive post becomes vacant outside of a General meeting, an interim appointment can be made by the Committee before an election at a General Meeting.

- f. Any of the above posts on the Management Committee can be held by more than one person, if this is deemed appropriate at the AGM or as a co-opted position appointed as per 5(i)
- g. A retiring Committee Member shall be eligible for re-election without nomination.
- h. The Management Committee shall have the power to fill any vacancy on the Management Committee, which may occur between the biennial General Meetings.

The Executive Committee members (Chairperson, Treasurer and Secretary) to be elected on a three year cycle with a post becoming vacant each year in strict rotation. Starting with the Secretary in 2014, the Treasurer in 2015 and the Chair in 2016.

- i. At Management Committee Meetings 6 members shall form a quorum.
- j. At Executive Committee Meetings 2 Members shall form a quorum.

- k. The Management Committee shall have the power to appoint an Auditor in any case where none shall have been appointed at the Annual General Meeting or any Auditor so appointed is for whatever reason unable to act in that capacity.
- l. Any Management Committee Member who fails to attend 3 consecutive Management Committee meetings and who fails to tender a reasonable apology for absence shall be deemed to have resigned his or her position on the Management of the BJA Hants County
- m. Any management Committee Member can be nominated by the Management Committee to represent the BJA Hampshire County on the BJA Southern Area Committee.

## 6. Nominations of Committee Members

- a. Nominations of individuals to sit on the Management Committee shall be sent in writing to the Secretary not later than 14 days before the biennial General Meeting together with the written consent of the individual to serve if elected. Nominations shall be made and seconded by Member Clubs. Such nominations are to be circulated to constituent clubs and to be received by the constituent clubs no less than 7 days prior to the Annual General Meeting.
- b. In the absence of any nominations made in accordance with 9a above, nominations will be accepted from those persons attending the Annual General Meeting. Individual self-nominations will be accepted, provided the self-nomination is seconded from the floor.
- c. Nominations made in accordance with 6a above will ALWAYS take preference over procedures in 6b above which will ONLY BE ACCEPTED in the absence of any nominations made in accordance with 6a above.

## 7. Termination of Positions

- a. At the termination of office of any Officer or Committee Member he or she shall be required to hand to his or her successor all books, documents, cash or keys or any other property of the BJA Hants County.

## 8. Annual General Meetings

- a. A General Meeting shall be held in every year not later than May 31<sup>st</sup> to deal with the following business:-
  - i. to receive and if approved adopt a statement of the accounts of the BJA Hants County to the end of the preceding financial year.
  - ii. to elect members of the Management Committee biennially
  - iii. to elect an Auditor
  - iv. to deal with any specific matter which the Management Committee wishes to bring before the members and to receive proposals from Member Clubs for consideration by the Management Committee.
- b. At General Meetings 10% of Member Clubs shall form a quorum. A member club is (using the BJA definition) a club being entitled to vote at a BJA General meeting)
- c. Member Clubs shall have the right to send representatives to the Annual General Meeting, only one of whom shall be entitled to speak and vote on behalf of the Club represented. Only clubs who are entitled to vote at a BJA General Meeting shall be eligible to vote. (At time of writing April 2014, these are known as Category A Clubs.)

All club representatives shall be holders of current British Judo Association Individual Memberships and shall produce a written authority from the Chairperson or Secretary of the Club represented for the inspection of the Secretary or other authorised person at the Annual General Meeting.

Member clubs may appoint the representative of another member club to speak and vote on their behalf, by completing a valid proxy form, duly authorised by the chair or secretary of the club.

- d. Notice covering the Annual General Meeting shall be sent to Member Clubs not less than one calendar month before the date of the meeting.
- e. Proposals for consideration at an Annual General Meeting shall be made and seconded by Member Clubs and sent to the Secretary in writing not later than 14 days before the date of the General Meeting.
- f. If within thirty minutes from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened at the request of Member Clubs, shall be dissolved. In any other case it shall stand adjourned until a time and place as determined by Hampshire Judo's Committee.

If at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the Member Clubs present shall be a quorum.

## 9. Extra-Ordinary General Meetings

- a. Extra-Ordinary General Meetings may be called at any time by the Management Committee and shall be called by the Management Committee within one month of receiving a requisition in writing signed by not less than 10 Member Clubs specifying the object of the Meeting.
- b. Notice covering the Annual General Meeting shall be publicised not less than one calendar month before the date of the meeting.

This can be in the form of emails or announcement on the Hampshire Judo website or via other social media.

## 10. Running a Meeting

- a. At Management Committee Meetings and at General Meetings the Chairperson shall preside.
- b. Any proposals received prior to an AGM and within the recognised period shall be circulated and these can be voted on either by post or by proxy vote, as well as by the Member Clubs present at the meeting.
- c. For any proposals raised at an AGM only Member Clubs present are eligible to vote.
- d. All questions arising shall be decided by a simple majority of the votes cast.
- e. No matter how the vote for each Member Club is made i.e. post, proxy or direct vote, there will only be one vote per Club.
- f. The elected Chairperson shall have the additional or casting vote in the event of an equality of votes.

## 11. Treasury

- a. The funds of the BJA Hants County shall only be drawn from the bank with a payment agreed by 2 of the 3 Committee members who shall usually be the Chairperson, Secretary and Treasurer.

## **12. Disputes**

- a. The Management Committee shall have the power to pass on to a higher authority (e.g. the BJA Southern Area Committee or BJA) any disputes arising which it feels should be dealt with by them.

## **13. Constitution Amendments**

- a. The Management Committee shall have the power to make rules for the BJA Hants County provided they do not conflict with this Constitution but no alteration of this Constitution may be made, except at a General Meeting.

## **14. Dissolution of Committee**

- a. If the Management Committee by a simple majority of its members decides at any time that it is advisable on the ground of expense or otherwise to dissolve the BJA Hants County Organisation it shall call an Extra-Ordinary Meeting of all the Member Clubs but giving at least one calendar months notice of the date of such a meeting and the purpose and place of the meeting.
- b. The decision shall be confirmed by a simple majority of those present and voting being at least one half in numbers of the Member Clubs of the BJA Hants County entitled to vote the Committee shall have the power to dispose of any assets held by or in the name of the BJA Hants County.
- c. Any assets remaining after the satisfaction of any proper debts or liabilities shall be transferred to the BJA Southern Area in trust until such time as the BJA Hants County re-forms.