



THE NORTHERN IRELAND JUDO FEDERATION

CONSTITUTION

1 NAME

The name of the organisation shall be the Northern Ireland Judo Federation and will be referred to hereafter as the Federation

2 OBJECTS

The objects of the Federation shall be:

- (a) to promote, foster and develop the sport of judo within Northern Ireland
- (b) to adhere to the spirit of any guide-lines laid down by the British Judo Association
- (c) to uphold the principle that all members whatever their age, culture, disability, gender, language, racial origin, religious belief and or sexual identity have the right to protection from abuse. The members, staff and volunteers of the Federation are committed to the welfare and protection of members so that they can enjoy sporting activities in safety without fear, threat or abuse and as such all said clubs, members, staff and volunteers of the Federation will adopt and adhere to the Northern Ireland Judo Federation's Child Protection Policy and Procedures and the Conduct and Complaints Policy and Procedures
- (d) To promote competitions, promotion examinations and social events amongst members of the Federation, and to encourage and further develop in any way possible, the sport of Judo
- (e) To buy, sell exchange or hire any goods, articles or machinery used or required for the promotion of the objects of the Federation and to enter into any contracts for the promotion of objects of the Federation and to make payments to and award prizes to competitors, performers or any other persons
- (f) To raise, borrow or secure the payment of money for the purposes of the Federation in such a manner as the Federation may determine
- (g) To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Federation, in the form of donations, annual subscriptions or otherwise or so to procure any such contribution, for the funds of any company, institution, society, association, club or person for any object altogether or in part similar to the objects of the Federation
- (h) To print and publish any newspapers, periodicals, books or leaflets that the Federation may think desirable for the promotion of its objects
- (i) To aid in the establishment and support of any other association or club formed for all or any objects of the Federation
- (j) To do all such lawful things as may be indicated or conducive to the attainment of the above objects.

The income and property of the Federation, whencesoever derived, shall be applied solely towards the promotion of the objects of the Federation as set forth in the Constitution and no portion thereby shall be paid or transferred directly or indirectly, by way of payment or profit to members of the Federation. This shall not prevent such payment in good faith of remuneration to any officers or servants of the Federation or any member or other persons in return for any service actually rendered to the Federation.

3 MEMBERSHIP

- (a) Membership of the Federation shall be open to individuals actively interested in playing, promoting and developing judo
- (b) Clubs shall apply in writing for affiliation to the British Judo Association through the Northern Ireland Judo Federation. Such applications shall be signed by the President or Chairperson and by the Secretary of the club and accompanied by a copy of its constitution.
- (c) Applications for club membership shall be sent to Headquarters and shall be considered at the next meeting of the Executive Committee
- (d) Persons wishing to apply for individual membership shall apply directly to the Federation. They must be a member of a BJA club located in Northern Ireland
- (e) Persons who have given outstanding service to judo, may be recommended for Honorary Life membership by the Executive Committee. Nominations shall be approved at the Annual General meeting
- (f) Each Northern Ireland located BJA club will receive, on admission, a copy of the constitution and Bye-Laws of the Federation
- (g) Acceptance of membership binds the applicant to observe the constitution and Bye-laws of the Federation and to pay the appropriate subscription
- (h) An individual member shall be deemed a member of the club through which he joined the Federation. He must notify Headquarters in writing of any change of club membership, accompanied by the appropriate form signed by the two club secretaries
- (i) All officers and officials of the Federation must be in current membership. Individuals whose membership has lapsed beyond the month stamped on their licence shall be excluded from all rites and privileges of the Federation. Lapsed members cannot be considered for NI squads or hold any posts of the Federation

4 RESIGNATION

Any individual resigning from membership shall do so in writing to Headquarters. Membership will not be transferable

5 SUSPENSION OF MEMBERS

- (a) Should the conduct of an individual be, in the opinion of the Executive, injurious to the character and interest of the Federation, the Executive Committee, having taken all reasonable steps to ascertain the facts, shall be empowered to suspend all rights and privileges of the club or individual, who must be notified in writing, of the Executive Committee's decision
- (b) In compliance with the NIJF Child Protection Policy, Procedures and Guidelines 2005 and the NIJF Conduct and Complaint Policy and Procedures, suspensions may also be applicable when conduct is found to be in breach of the said policy and guidelines
- (c) An individual member having such action taken against them, shall have the right of appeal to a General Meeting of the Federation, provided a written notice of appeal is received by the Secretary within twenty-one days of their receipt of the Executive Committee's decision. Notice of the General Meeting must be given twenty-one days before the appeal.

6 FINANCE

- (a) Fees shall be as stated in the Bye-laws of the Federation and shall be due on the first day of January each year
- (b) The financial year of the Federation shall run from the 1st January to 31st December and the accounts of the Federation shall be balanced on the 31st December each year, and submitted, after independent audit, to the Annual General Meeting
- (c) The accounts shall be audited by a chartered accountant in accordance with the requirements of the Companies Act
- (d) All financial records and documents shall remain confidential to the Executive Committee of the Federation. Inspection of such records by members of the

Federation can only be authorised by the Chairperson and officers of the Federation or by ordinary resolutions of the Federation

7 MANAGEMENT

- (a) The Office Bearers shall be elected at the Annual General meeting and all nominees must have been members of the Federation for one year prior to their nomination, or alternatively members of the British judo Association.
- (b) The Office Bearers elected at the Annual General Meeting shall consist of the Honorary Chairperson, Honorary Treasurer and Honorary Secretary
- (c) The Annual General Meeting may appoint an Honorary President who shall be ex-officio members of the Executive Committee, and who shall have no voting rights
- (d) The management and control of property, assets, liabilities and affairs of the Federation shall be vested in the Executive Committee which shall for the purposes of conducting business comprise of the officers elected by the Annual General meeting.

The position of any other representative (including those of BJS and NICPR) and membership of sub-committees, which the Executive Committee deems appropriate, shall be filled from elected members of the Executive Committee or any other members of the Federation. Such representation (excluding elected Committee members who hold these posts) shall not have voting rights.

The Executive Committee will have the power to second individuals who are not members of the Federation, to the Executive Committee or sub-committees for the purposes of using their expertise or advice. Such individuals will not have voting rights.

- (e) The Executive Committee shall comprise:

- Chairperson
- Vice- Chairperson
- Honorary Secretary
- Honorary Treasurer
- Two individual board members appointed by Executive Committee

Each of these members will have full voting rights. The Chairperson will have the casting vote. Employees of the Federation shall not hold any of the above positions and will not have voting rights. They may hold such representative positions as the Executive Committee sees fit to appoint them to.

8 POWERS OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall meet at such time as considered necessary for the transaction of business
- (b) The necessary quorum for the transaction of regular business shall be 3 voting members and the Chairperson and in the case of a suspension of the rights and privileges of a club or individual the quorum shall be one third of those entitled to vote. All matters shall be decided by a simple majority.
- (c) The Executive Committee shall be empowered to:
 - (i) Make changes to the bye-laws of the Federation
 - (ii) Delegate such authority as considered necessary to an officer or sub-committee of the Federation
 - (iii) Appoint and dismiss a coach/development officer, or any other full or part-time paid official. The duties of such employees will be those indicated in their Contracts of Employment, and as stated in the Bye-laws of the Federation.

- (iv) Appoint and disband Working parties of Sub-Committees with specific terms of reference in accordance with the objects of the Federation.
- (v) Ratify or rescind all recommendations and decisions of Working Parties or Sub-Committees.

9 MEETINGS

- (a) All general meetings other than Annual General Meetings shall be called Extra-Ordinary General meetings
- (b) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings of that meeting by any such party entitled to receive notice, must be provided to the satisfaction of the Executive Committee
- (c) The annual General Meeting shall be held in March, on a date to be fixed by the Executive Committee for the purpose of:
 - (i) Approving the Minutes of the previous year's Annual General Meeting
 - (ii) Receiving Annual Reports
 - (iii) Approving the Accounts
 - (iv) Making changes (if any) to the Constitution
 - (v) Electing officers of the Federation
 - (vi) Transacting any other business
- (d) Any resolution which proposes altering the constitution shall be submitted in writing to Headquarters by 1st February of that year and shall be signed by two clubs in current membership
- (e) Nominations for the offices of: President, Chairperson, Vice- Chairperson, Honorary Treasurer and Honorary Secretary shall be made in writing by 1st February after each term of office is over, duly signed by two member clubs, with the consent of the nominee.
- (f) Notice of the annual General Meeting shall be sent to each club in current membership 21 days prior to the meeting. The notice shall indicate the date, time and place of the meeting, and enumerate the items of business in the order in which they are to be transacted.
- (f) A General Meeting of the Federation may be convened at any time on the authority of the Executive Committee or within 28 days of a written request signed by a Region within the Federation. The purpose of the General meeting shall be specified in the form of resolutions and full details of these resolutions, together with the date, time and venue of the meeting, shall be sent in writing to all clubs in membership not less than 21 days before the meeting.

10 SUCCESSION PLANNING

- (a) To ensure best practice and corporate governance ‘fixed terms’ and ‘maximum terms’ (in any one post) must be agreed. The new Working Group of four EC members (Honorary Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer) will all be given a fixed term (2 years for the Vice Chairperson and 3 years for the other three). After this ‘fixed term’ (or if the post is vacated for any reason) it will require a majority vote at the AGM for re-election. There should be a maximum total time in any post of three times the fixed term time period (i.e. 3, 6 or 9 years). – see table below:

EC Position	Fixed term for this position	Maximum time in this post	Voted in by
Honorary Chairperson	3 years	9 years	AGM
Vice Chairperson	2 years	6 years	AGM
Honorary Secretary	3 years	9 years	AGM
Honorary Treasurer	3 years	9 years	AGM
President	5 years	No max	AGM
Board member	2 years	3 terms	EC
Board Member	2 years	3 terms	EC

- (b) The two external board members will be seconded to the Board based on skills audit review of the Executive Committee. Recruitment will be external to the organisation and will consist of an interview process. Selection will be at the discretion of a representation of the EC.
- (c) It had already been agreed that both the Conduct & Complaints Officer and the Child Protection Officer would be required to attend all EC meetings in an advisory (non-voting) capacity. Both of these appointments are made by the NIJF EC and therefore there is no fixed-term or maximum time in post. The NIJF EC can remove them from post at any time by a simple majority vote when at least 2/3 of the voting EC members are present.
- (d) The position of Honorary Treasurer is the only post which requires a period of ‘shadowing’ before the post is transitioned to a new Honorary Treasurer. No other posts have a level of complexity which would require a period of shadowing. It is recommended that this ‘shadowing’ period should not exceed 3 months and it should include the incumbent’s attendance at one scheduled NIJF EC meeting.
- (e) To ensure that all elected members of the NIJF EC continue to carry out their elected duties proficiently, effectively and with integrity, any other voting member of the NIJF EC will be able to call for a ‘vote of no-confidence’ in anyone they believe is not performing. This would require another voting member to ‘second’ the motion and for a simple majority of 2/3 of the total voting EC membership.
- (f) The above proposals should ensure that the NIJF EC is run as a true democracy, working for the interests of the diverse membership, and that no individuals or sub-groups have a monopoly of power and control. This can only be in the best interests of the Federation as a whole.

11 PROCEEDINGS AT GENERAL MEETINGS

- (a) Each member or individual member shall be entitled to attend and be heard. Only the official representative of each club shall be entitled to vote
- (b) The quorum shall be one quarter of voting representatives of the clubs in membership at the time of the meeting, or if that figure represents a fraction then the next highest whole number. No business shall be transacted at any meeting unless

a quorum is present. If such a quorum is not present within an hour from the time appointed for the meeting, or if during the meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such a day, time and place as the Chairperson may determine.

In the absence of the Chairperson some other member of the outgoing Executive Committee nominated by the members of that Committee shall preside as Chairperson of the meeting. But if neither the Chairperson nor member of the outgoing Executive is present within 30 minutes after the time appointed for holding the meeting, the meeting will be adjourned. In the event of no members of the outgoing Executive Committee being present within 30 minutes of the start of the adjourned meeting, the members present and entitled to vote shall choose one of their number to be Chairperson.

- (c) In the event of there not being a quorum at the reconvened meeting, the Executive Committee shall be empowered to take any appropriate actions and decisions in accordance with the Constitution and Bye-laws of the Federation
- (d) all resolutions, except those changing the Constitution or any part thereof, shall be decided by a majority of member clubs present and voting at the meeting. In the event of an equal division of the votes cast, the person taking the chair at the meeting shall have a casting vote.
- (e) Resolution changing the Constitution shall be decided by two-thirds majority of the member clubs present and voting at the meeting.
- (f) Postal votes and electronic voting shall be accepted at all general meetings. Terms of reference to include; NGB approved standard postal vote template, Verification by Executive Officer or Chairperson, Provision for he officer to approve voting when he/she is clear that the vote is legitimate.
- (g) A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result show of hands, a poll is duly determined. A poll shall be determined by:
 - (i) the Chairperson
 - (ii) by at least three members having the right to vote at the meetingUnless a poll is duly demanded a declaration by the Chairperson that a resolution has been carried or carried unanimously, or by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour or against the resolution.

The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the Chairperson and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

A poll shall be taken as the Chairperson directs and he may appoint scrutineers (who need not be members) and fix a time and place for determining the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson shall be entitled to a casting vote in addition to any other vote he may have made.

A poll demanded on election of a Chairperson or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the Chairperson directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn the meeting shall continue as if the demand had not been made.

- (h) No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not

disallowed at the meeting shall be valid. Any objections made in due time shall be referred to the Chairperson whose decision shall be final and conclusive.

- (i) The Chairperson shall cause minutes to be made in files kept for the purpose:-
 - i. of all appointments of Officers made at the Annual General Meeting
 - ii. of all proceedings at meetings of the Federation or of sub-committees, including the names of those present at each meeting

12 CONTESTS

The rules which shall apply to contests held by BJA clubs, shall be the rules drawn up by the appropriate governing body.

13 STANDARDS

The Federation will conform to the standards laid down by the British Judo Association with regard to promotion structure, Coaching Scheme and International Representation to it's best capabilities, but if the circumstances are such that departure from these standards are necessary, the Officers of the Federation will always act in the best interests of Judo.

14 INTERPRETATION

Authority for the interpretation of the constitution and Bye-laws of the Federation shall be vested in the Executive Committee of the Federation.

15 DISSOLUTION

If when after dissolution of the Federation there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members, but shall be given or transferred to such other institution or institutions have objects similar to the objects of the Federation as may be determined by the membs at or before a date of dissolution.

16 ANTI-DOPING

The Executive Committee of the Northern Ireland Judo Federation hereby resolves that the anti-doping rules of the Northern Ireland Judo Federation shall be:

(1) Anti-Doping Rules

In the area of anti-doping, the Northern Ireland Judo Federation defers to the jurisdiction of the British Judo Association

(2) Further to clause (1)

- a) The anti-doping rules of the British Judo Association (the 'Anti-Doping Rules') apply to the sport of Judo in Northern Ireland; and
- b) Persons participating in the sport of Judo under the jurisdiction of the Northern Ireland Judo Federation who qualify as 'Participants' (as that term is defined in the Anti-Doping Rules) are bound by and must comply in all respects with the Anti-Doping Rules.

Northern Ireland Judo Federation shall recognise and take all necessary steps to give full force and effect within its jurisdiction (a) to the Anti-Doping Rules; and (b) to any sanction(s) imposed under the Anti-Doping Rules

PROCEDURE AT MEETINGS

STANDING ORDERS

SPEAKERS

- (a) All speakers must address the Chair, the Chairperson shall use their discretion to close the discussion at any motion.
- (b) If two or more members indicate their desire to speak at the same time, the Chairperson shall decide to whom priority shall be given.
- (c) Whenever the Chairperson speaks, any members speaking shall desist.
- (d) No member may input improper motives or use offensive expressions in reference to any member of the meeting.
- (e) Members who speak shall confine their speech to the business under discussion.
- (f) The ruling of the Chairperson on a point of order shall be final and not open to discussion.
- (g) The Chairperson may call attention to any breach of order on the part of a speaker and may direct such member, if speaking, to discontinue or in the event of persistent disregard of the authority of the chair, to retire for the remainder of the meeting.
- (h) The mover of any motion shall have the right to reply at the close of the discussion.

ADJOURNMENTS

If the motion "that the matter be adjourned" is carried, the discussion shall be resumed at the next meeting, and the meeting will proceed to the next item on the agenda. If the motion "That the meeting do now adjourn" is carried, the remaining business on the Agenda shall appear on the Agenda of the next meeting, or of such meeting specified by the adjournment motion.

CLOSURE MOTIONS

If this motion "that the question be now put" is carried the question under discussion shall, subject to the right of reply of the mover be forthwith put.

SUSPENSION OF STANDING ORDERS

Standing Orders shall not be suspended, except upon a resolution of the meeting passed by a majority of two-thirds of the members present.

BYE-LAWS

FINANCE

1 FINANCIAL REGULATIONS

- (a) All money collected or received must be lodged through the appropriate account with any deductions fully itemised
- (b) Payments shall normally be made by official cheque
- © All official accounts should be forwarded to the Treasurer for payment. Claims for refund of expenses must be accompanied by receipts and ticket stubs where possible. In the unavoidable absence of a receipt an itemised list showing full details of the expenditure must be provided.
- (d) It is the responsibility of any claimant to obtain prior committee approval.
- (e) Maximum rates of expenses in journeys outside Northern Ireland to be in accordance with rates laid down by the Department of Education for Northern Ireland.
- (f) Debtors list to be compiled by Treasurer and presented at each EC meeting.
- (g) Procedures in annex 1 to be followed to reduce debts outstanding to the Federation.
- (h) Membership fees shall be set by the NIJF EC and shall be reviewed annually or at the discretion of the EC)
- (i) Booking of tickets for non-NIJF activities and activities outside normal NIJF arrangements must first be approved by the Finance and Management sub-committee before expenditure is incurred. Normally parents of players or senior players wishing to make such arrangements must make payment in advance of travel or else make travel arrangements themselves.
- (j) Only travel expenses will be paid for attendance at meetings, official expenses form must be completed).

2 REPRESENTATIVES TO THE EC

Areas must meet by the end of the month following the Annual General Meeting to elect their representative to the EC. Notification of the area representative must be made to the Hon Secretary within a week of such a meeting.

3 CONFIDENTIALITY AT EXECUTIVE COMMITTEE MEETINGS

At the start of business at EC meetings the Chairperson shall indicate which items they believe should remain confidential to the voting members and invited guests attending that meeting. A motion will be put to voting members asking them to vote by a show of hands if such items should remain confidential. If carried by a simple majority on a show of hands, it shall be deemed that indicated business will remain confidential. Any deliberate breach of agreed confidentiality will be considered a serious act and may attract appropriate disciplinary action including suspension from the EC and/or the Federation.

OVERDUE DEBTS

The Federation over a number of years has had a problem with overdue debts, most of which have been incurred by members. As a non-profit making organisation, such debts seriously over-extend our finances.

The Executive Committee of the NIJF has asked me to write to all club secretaries outlining the following procedures to be used to recover outstanding debts.

The Finance and Management Sub-Committee will be responsible for maintaining an overdue debts file to record the following stages. The Hon Secretary has been instructed by the EC to publish a list of debtors at each EC meeting, recording the monies outstanding against each.

- Stage 1 All monies owing to the Federation must be paid within 14 days
- Stage 2 A reminder to be sent to the debtor after 14 days of the debt becoming overdue
- Stage 3 A final reminder to be sent after a further 5 days

At this stage a member of the Finance and management sub-committee will contact the debtor to establish the reason for the debt and to explain if payment is not made within a further 5 days, that he/she will be called before the sub-committee to explain non-payment. The debtor will then be informed of further action to be taken if the debt is not cleared.

- Stage 4 Disciplinary action to be taken by the EC

All postage costs etc incurred by the Federation in this process will be charged to the debtor.

Any person / organisation which presents a cheque to the Federation which is subsequently returned by the Bank will be liable for the Bank charge. If the cheque is returned a second time, the individual / club / organisation will be asked to make payment in cash.

Under no circumstances will competitors be allowed to compete in competition or be examined at gradings until the full entry fee has been paid.

Junior / youth / senior players must pay all monies set by the EC before they travel to competition or squad training.

Updated 23/03/2016