

# Cambridge University Judo Club

## Constitution

### May 2011

#### I. Name

1. The name of the society shall be “Cambridge University Judo Club”.

#### II. Aims of the Club

1. To promote and provide facilities for the practice of the sport of judo at all levels by the members of the University of Cambridge (“the University”) and the wider community.
2. To compete annually in the Varsity Match against Oxford and other Universities and BJA-affiliated clubs as determined by the Executive Committee of the club (“the Executive”).
3. To participate in the British Universities and Colleges Sport (BUCS) National Championships.
4. To support the activities of "Oxford and Cambridge Judo" in promoting and maintaining active relationships with Japanese university Judo and with 'Old Blues' of both Universities.

#### III. Membership of the Club

1. Ordinary membership of the Club shall be extended to all members of the University.
2. Any other person may apply to the Committee of the Club (“the Committee”) for the ordinary membership of the Club. The Committee shall not unreasonably refuse any such application for ordinary membership of the Club.
3. Ordinary membership of the Club may be on an annual or a termly basis.
4. There may be a fee for annual or termly membership of the Club, at a level to be determined by the committee.
5. The Committee shall have the power to offer honorary membership of the Club to any person as it may from time to time see fit.
6. The committee shall have the power to create, maintain and abolish any other class of membership of the Club, subject to any charge that it may see fit.
7. The Club may charge a fee for attendance at any event organised by the Club, at a level to be determined by the Committee.
8. The Committee may expel any member of any class on one or more of the following grounds:
  - (a) behaviour likely to bring the Club into disrepute;
  - (b) behaviour likely to cause injury to others;
  - (c) failure to act in accordance with the spirit of Judo.

#### IV. Officers of the Club

1. All committee members should be concerned with the success of the club and the development of its members. To this end they are expected to be regular participants at training sessions, to be actively involved with club activities and, where appropriate qualifications are held, to aid with class instruction.
2. Committee members must be members of the Club when elected and remain in good standing with the club for their tenure. Furthermore, executive officers must be members of the University (either students or senior members).
3. Executive Officers
  - (a) The Executive committee will decide on all matters concerning the running of the CU Judo Club and the Club's policies.
  - (b) The Executive Officers shall be:
    - i) President
    - ii) Men's and Women's Captains
    - iii) Junior Treasurer
    - iv) Senior Treasurer
    - v) Secretary
4. Non-executive Officers:
  - (a) City Captain
  - (b) Social Secretary
  - (c) Publicity Officer
  - (d) Website Officer
5. The roles of the officers shall be:
  - (a) President
    - i) The president shall have responsibility for the general well being of the club and its members. The president will be the public face of the club and take care of all external affairs. Specifically, this will involve:
      - a. Communicating with the British Judo Association to keep the Club in good standing and its registration and insurance up to date.
      - b. Communicating with OUJC and the Oxbridge Judo Committee with regard to events and joint funding.
      - c. Representing the Club to the University.
      - d. Chairing meetings.
      - e. Tour organisation
      - f. Keeping in contact with Alumni
    - ii) The president shall also have the power to appoint a sensei (instructor) to provide coaching for the Club. The Committee shall fix the level of any remuneration and expenses to be paid to the sensei.
  - (b) Captains (Men's, Women's and City)
    - i) The Men's, Women's and Non-student's captains are responsible for the male, female and non-student (male and female) members respectively and the weekly running of the club.

- ii) In particular they are responsible for the performance of their members at all competitions and gradings, including Varsity and BUCS, and the registration/entry for said events. Each captain shall train and select the squad and teams for competition, and arrange additional technical and fitness sessions if necessary, liaising with the coaches to determine the way in which the training sessions of the club are to be conducted.
- iii) Both student captains must be students of the University and eligible to compete at BUCS and the Varsity Match. It is also the responsibility of the student captains to apply to the Blue's committees on behalf of the team members eligible for half blues and discretionary full blues.
- iv) The captains must ensure that all club members hold a current BJA license.
- v) The captains must organise the engraving of any trophies that they win.

(c) Junior Treasurer

- i) The junior treasurer shall be responsible for the maintenance of any accounts (including the mat fund) held by the club, and for calculating budgets and subsidies for club events and club members attending events.
- ii) The junior treasurer shall keep a session Register and non-members attendance book, both updated after every session. He/she must ensure that another committee member can carry out these duties in his/her absence.
- iii) The junior treasurer shall be responsible for the collection of all membership fees and session fees from members and non-members respectively. He/she must ensure that another committee member can carry out these duties in his/her absence.
- iv) The junior treasurer must produce termly and yearly breakdowns of all income and expenditure to present to the rest of the committee.

(d) Senior Treasurer

- i) The senior treasurer shall audit the annual accounts of the Club. The Senior Treasurer shall not be liable for any debt or other obligation of the club or society except where they have personally authorised it in writing.

(e) Secretary - The secretary will be responsible for the following:

- i) Creating and maintaining the clubs email lists.
- ii) Training hall bookings for general training and competitions
- iii) Societies fair - stall booking and stall rota
- iv) Transport and accommodation to any events supported by the club and collecting payments for this from members
- v) Keeping the minutes of any meeting of the Committee or the members of the club

- vi) Health and safety – this includes ensuring coaching/first aid certificates remain up to date and coaches’ first aid kits are well supplied
  - vii) Booking and organising the annual Club Photo
  - viii) Organising, collecting payment for, ordering and distributing club Kit, varsity tops, judo suits, belts, knee pads and other training equipment, club badges and club ties. It is ultimately the secretary’s choice on what designs to get, but it is advised to make suggestions to committee before going ahead.
  - ix) Management of sponsorship. This includes grant applications, sponsorship deals and general fund raising. The secretary should actively sort out sources of funding for all club events, competitions and tours.
- (f) Social Secretary - The social secretary is responsible for booking, organising and collecting payments for:
- i) Christmas, Varsity and Annual Dinners
  - ii) Summer garden party
  - iii) All other social activities of the club
  - iv) It is up to the social secretary to create an exciting social calendar involving a variety of events and to encourage new and existing members to go to these events.
- (g) Publicity Officer - The Publicity Officer is responsible for:
- i) Submitting articles and photos to newspapers and magazines
  - ii) Keeping the club’s notice board up to date, including recent news, upcoming events and pictures of club members and events
  - iii) Promoting of the club – producing flyers, posters, freebies etc.
  - iv) Societies fair stall/display and fair promotion
- (h) Website Officer
- i) The website officer is responsible for maintaining and updating the website. This will include updating news, upcoming events and pictures and adding new features to the website.

## 6. Appointment of Committee Members

- (a) The committee shall appoint a returning officer who will preferably be an outgoing committee member, but who may not then stand for election.
- (b) An election shall be held in Easter Term, coordinated by the returning officer in a manner agreed upon by the committee. Candidates must be nominated and seconded by ordinary members. Nominations must be open for at least one week and elections must take place within a week of the close of nominations.
- (c) Only full ordinary university members are eligible for election to the Executive. All members are eligible for remainder of the Committee positions.

- (d) The senior treasurer must be a resident member of the senate, or an individual approved for the purpose by the Junior Proctor. The senior treasurer shall be appointed by the committee.
  - (e) In the event of a resignation or uncontested election, that position may be appointed by a majority of the executive.
7. All committee members shall be obliged to help where possible in the general running of the club, as directed by the executive officers

## V. The Committee

1. Membership
  - (a) The Committee shall consist of the President, the Men's Captain, the Women's Captain, the City Captain, the Junior Treasurer, the Secretary, the Social Secretary, the Publicity Officer, and the Website Officer.
2. Meetings
  - (a) The Committee shall meet at least once every term.
  - (b) Any member of the Committee may call a meeting of the Committee.
  - (c) The quorum for any meeting of the Committee shall be five.
  - (d) Any member of the Club may observe at the meetings.
  - (e) The committee may act by a majority of the Committee members present. In the event of a draw in any vote the President shall have an additional casting vote.

## VI. Annual General Meeting

1. The Committee shall call an Annual General Meeting at the end of every academic year.
2. All ordinary members of the Club shall be invited to the Annual General meeting
3. The junior treasurer shall present the accounts of the Club to the annual general meeting.

## VII. Mat Fund

1. The club shall have a saving account, here referred to as the 'mat fund'.
2. The purpose of the mat fund is to allow the club to save money for the complete replacement of the club's mats. At the end of every academic year, the committee will aim to add at least one eighth of the cost of new mats to the mat fund. At time of writing, new mats would cost about £6000. Mats were last replaced Summer 2010.
3. The committee can use the money in the mat fund to replace some or all of the mats. The decision on when to replace the mats is up to the committee. As a rule of thumb, the committee should aim to replace the mats once they are eight years old.

## VIII. Dissolution

1. The Society may be dissolved at a General Meeting provided at least twenty-one days notice of the intention to dissolve the Society has been given to the

members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective.

2. Any motion for Dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred to the British Judo Association.

## IX. Amendment of Constitution

1. The constitution may be amended by the Committee, subject to over half of the Committee's approval.