

## The Cambridge University Judo Club Constitution



### 1. NAME

The name of the Club shall be “Cambridge University Judo Club”, hereafter referred to as “CUJC”, or simply “the Club”.

### 2. AIMS AND OBJECTS

The aims and objects of the Club will be:

- 1) The advancement of amateur sport for the public benefit by encouraging and developing Judo within the University of Cambridge (“University”); and
- 2) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in Judo with the object of promoting health and wellbeing; and
- 3) The advancement of sports education by the provision of support, assistance and encouragement Judo in order to enable members to develop their capabilities and fulfil their potential; and
- 4) To compete annually in the Varsity Match against Oxford, other University teams and clubs; and
- 5) To participate in the British Universities and Colleges Sport (BUCS) National Championships.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of the University, but may additionally benefit other members of the University and/or residents of Cambridge and the surrounding area where the Executive Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

### 3. MEMBERSHIP

- 1) Membership of the Club shall be open to all Student Members of the University and (subject to clause 3(2)) other individuals by arrangement with the Executive Committee.
- 2) Membership shall consist of the following categories:
  - a) Ordinary Membership
  - b) Honorary Membership

The Committee shall have the power to offer Honorary Membership of the Club to any person as it may see fit.

- 3) The Executive Committee may admit to membership individuals who are not Student Members of the University provided that, should non-student membership constitute more than 10% of the total membership of the Club, the Executive Committee, with the approval of the Senior Treasurer, determines that the composition of the membership of

the Club is in the best interests of the Student Members of the Club.

- 4) There shall be fees for membership, which are reviewed and determined at the Annual General Meeting each year. In case of an unforeseen financial disruption including but not limited to the discontinuation of a recurrent grant or a substantial loss of ordinary members during the academic year, the fees for membership may be adjusted at an Extraordinary General Meeting.
- 5) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that the Club has adopted.
- 6) Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 10.

#### 4. EQUALITY OF OPPORTUNITY

- 1) The Club is committed in its pursuit of sporting participation to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
- 2) Aims:
  - a) The Club is committed to the principles of diversity, equality of opportunity, and promoting good relations for all, regardless a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion, or any other status protected by law (the 'Protected Characteristics').
  - b) The Club recognises that we live in a diverse society and will endeavour to ensure that all those involved in CUJC activities are given the same opportunities regardless of their socio-economic backgrounds.
- 3) The Club has produced this statement, using the British Judo Association's Equality Policy, in order to try to prevent and address any unlawful discrimination or unfair treatment, whether intentional or unintentional, direct or indirect, against all those involved in CUJC activities that may preclude them from participating fully in sports related activities.
- 4) The Club does not condone any unlawful discrimination, harassment, bullying, or victimisation. The stance of The Club on these behaviours is outlined in our Code of Conduct. All those involved in Club activities are required to adhere to standards of behaviour outlined in the Code of Conduct.
- 5) Reasonable Adjustments:
  - a) The only personal characteristics that may be taken in to account when making a decision about an individual will be those consistent with any relevant legislation, and relevant to the decision being made.
  - b) The Club recognises that it has a duty to make reasonable adjustments for disabled persons, and will consider all requirements and where possible accommodate reasonable requests to implement adjustments that enable a person to participate more fully in CUJC activities.
- 6) The Club considers that Judo is a gender affected sport under the Equality Act 2010. CUJC does not currently have a policy regarding transsexual athletes, however we will be adopting the BJA Policy once the International Olympic Committee releases guidance which will allow them to develop said policy.

7) Responsibility and Implementation:

a) The Committee is responsible for ensuring that this Equity statement is implemented, followed, and reviewed when appropriate. The Committee is also responsible for ensuring that the statement is enforced, and any breaches are dealt with appropriately.

b) The Committee will work alongside the Coaches to implement this statement and achieve any equality related actions resulting from it.

c) All those involved in Club activities have the responsibility to respect, follow, and promote the spirit and intentions of the Equity statement.

8) The Club recognises that, in some cases, in order to further the principle of equality, an unequal distribution of resources may be required. If appropriate and proportionate, The Club will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently underrepresented within any group of people involved in Club activities.

9) Complaints Procedures:

a) Any person involved in Club activities who believes that they have suffered inequitable treatment within the scope of this statement may raise the matter with the Welfare Officer.

b) Appropriate disciplinary action will be taken against any person involved in Club activities who violates this statement, under the Code of Conduct procedures.

5. THE EXECUTIVE AND NON-EXECUTIVE COMMITTEE

1) The day-to-day management of the Club's affairs shall be conducted by the Executive Committee, which shall be elected annually at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee.

2) The Executive Committee shall consist of:

Position Role(s)

Senior Treasurer

President

The president shall have responsibility for the general wellbeing and safety of the club and its members. The President oversees and supports all members of the Committee to fulfil their duties. This involves:

- (a) Delegating incoming tasks
- (b) Setting and keeping track of deadlines
- (c) Taking responsibility for the smooth running for the Club
- (d) Chairing meetings

The President will also be the public face of the club. This involves:

(a) Communicating with the British Judo Association (BJA) 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) Liaising with the University Sports Service

The President shall also have the power to appoint instructors to provide coaching for the Club.

The President is responsible to ensure cohesion between Members, the Committee and the instructors.

The President shall be responsible for Health and Safety matters of the Club. This involves:

- (a) Signing and enforcing the Club's Risk Assessment
- (b) Ensuring the Risk assessment is up to date;
- (c) Ensuring that coaching, first aid certificates and DBS checks remain up to date.

### Secretary

The secretary will be responsible for:

- (a) Hall/studio bookings for general training and competitions;
- (b) Transport and accommodation to any events supported by the club and collecting payments for this from members;
- (c) Ensuring the Club's policies and forms are up to date;
- (d) Undertaking all necessary steps to keep the Club registered with the University
- (e) Writing grant applications;
- (f) Submitting the end-of-year information
- (g) Societies fair stall booking and stall rota,
- (h) 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.
- (i) Keeping the minutes of any meeting;
- (j) Creating and maintaining the clubs email lists;
- (k) Booking and organising the annual Club Photo

### Junior Treasurer

(a) The Junior Treasurer shall be responsible for the maintenance of any accounts held by

including Varsity and BUCS, and the registration/entry for said events. The Captains shall train and select the squad and teams for competition, arrange additional technical and fitness sessions and liaise with the instructors to determine the way in which the training sessions of the Club are to be conducted.

#### Men's and Woman's Captains

the club, and for calculating budgets and subsidies for club events and club members attending events.

(b) The junior treasurer must produce termly and yearly breakdowns of all income and expenditure to present to the rest of the committee.

(a) The Men's and Women's Captains ("The Captains") are responsible for the male and female members respectively and the weekly running of the club. They must be students of University and eligible to compete at BUCS and the Varsity Match.

(b) In particular, they are responsible for the performance of their members at all competitions and gradings,

(c) The Captains shall be responsible for keeping track of the Club's Blues status. This involves attending Blue's committee meetings and applying for status reviews.

(d) It is also the responsibility of the Captains to apply to the Blue's committees on behalf of the team members eligible for Half Blues and Discretionary Full Blues.

(e) The Captains must organise the engraving of any trophies that they win.

(f) The Captains are responsible for writing the annual Varsity report.

#### Membership Officer

The Membership Officer is responsible for ensuring that all Members of the Club

- (a) are registered with the Club
- (b) hold a valid BJA licence
- (c) pay their membership fees

The Membership Officer shall keep a membership register, session register and non-members attendance book, both updated after every session. They must ensure that another committee member can carry out these duties in their absence.

The Membership Officer shall be responsible for the collection of all membership fees and session fees from members and non members respectively. They must ensure that another committee member can carry out these duties in their absence.

- 3) The non-Executive Committee supports the Executive Committee in fulfilling the Club's affairs. The non-Executive Committee shall be elected annually at the Annual General Meeting (AGM).

4) The non-Executive Committee shall consist of:

**Position Role(s)**

**Social Secretary** The Social Secretary is responsible for booking, organising and collecting payments for:

- (a) Christmas, Varsity and Annual Dinners
- (b) Summer garden party
- (c) All other social activities of the Club
- (d) 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 attend the events.

**Welfare Officer** The Welfare Officer is responsible for the promotion of welfare-centred practices within the Club. Specifically, this will involve:

- (a) Developing welfare-centred policies and procedures and ensuring that these are implemented;
- (b) Providing an initial point of contact for welfare related issues within the Club environment, ensuring confidentiality is maintained;
- (c) Signposting individuals to relevant University, College, and Community support systems when required.

It is not the Welfare Officer's role to provide individual counselling.

A more detailed role description shall be laid out in a Welfare policy.

**Publicity** The Publicity Officer is responsible for:

- (a) Submitting articles and photos to newspapers and magazines;
- (b) Promoting the Club and its events via social media and the Club website;
- (c) Producing flyers and posters for appropriate events;
- (d) Societies fair stall/display and fair promotion.

**Website Officer** The website officer is responsible for maintaining and updating the website. This will include:

- (a) Updating news, upcoming events and pictures;
- (b) Adding new features to the website.

**Women's City Team Captain and Men's City Team Captain**

They support the Men's and Women's Captains and are responsible in particular for the non-student teams competing in Varsity.

- 5) The Executive Committee may create up to two additional non-Executive roles and appoint up to two additional non-Executive Officers to support the Committee.
- 6) The Executive Committee shall also have a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
- 7) All Executive Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee or non-Executive Committee should remain or fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub Committee. The candidate shall be approved at a committee meeting by more than half of the quorum.
- 8) The Executive Committee shall fix the level of any remuneration and expenses to be paid to the instructors.
- 9) A majority of the members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.
- 10) Meetings of the Executive Committee shall be chaired by the President, or, in their absence, the Secretary. If neither the President nor Secretary is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be four members and a written record of each meeting shall be kept. Meetings must be held at least once per academic term.
- 11) The Committee will be responsible for adopting new policy and codes of practice, and making rules and by-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and by-laws shall be binding on all members.
- 12) Only Executive Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.
- 13) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfill its business.

## 6. GENERAL MEETINGS

- 1) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Easter Term. All Members shall be entitled to attend and vote at any AGM. At least fourteen days' written notice shall be given to members before the AGM, containing the date, time, and place of the meeting.
- 2) The AGM shall be called to:

- Approve Minutes of the previous AGM;
  - Approve Club Accounts for the preceding year;
  - Receive and review reports from Committee members;
  - Review and agree membership fees;
  - Elect the Executive Committee for the year ahead;
  - Consider any proposed changes to the Club Constitution;
  - Conduct such other business as is necessary.
- 3) Candidates for election to office shall be proposed and seconded by two other members. Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 8 and Reserved Matters referred to in clause 11, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the outgoing Executive Committee.
  - 4) The President, or, in their absence, the Secretary shall take the Chair at any AGM. In the absence of the President and Secretary the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be five members, or 10% of the membership, whichever is fewer. A written record of every AGM shall be kept.
  - 5) Only current, fully paid-up members are eligible to vote at an AGM.
  - 6) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

## 7. FINANCIAL & LIABILITY MATTERS

- 1) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.
- 2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- 3) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
- 4) For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- 5) The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. Non Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
- 6) When entering into contractual arrangements pursuant to clause 7(5), the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the



circumstances.

- 7) All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- 8) The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- 9) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.
- 10) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

## 8. CHANGES TO THE CONSTITUTION

Subject to clause 12 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present, or voting. Proposed changes must be circulated at least fourteen days prior to a General Meeting.

## 9. COMPLAINTS PROCESSES

- 1) Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee, Club Welfare Officer or relevant team captain so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause 9.
- 2) Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.
- 3) Where a club level complaints is indicated, this must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
  - (a) The Executive Committee will acknowledge receipt of any written complaint within 7 days.
  - (b) The Executive Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Executive Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the

meeting taking place.

(c) Where indicated by the University Sports Club Incident Pathway (Students/Adults) or when agreed by the Executive Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.

- 4) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- 5) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

## 10. DISCIPLINARY PROCESSES

- 1) Subject to the remainder of this clause 10, the Executive Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or materially harm or present a risk of material harm to the interests of its members.
- 2) The Executive Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.
- 3) In line with clause 9, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- 4) The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Executive Committee members.
- 5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- 6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to appeal the decision, that appeal should be made to the Club's Senior Treasurer Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

## 11. DISSOLUTION:

- 1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 12.
- 2) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall be transferred to a University of Cambridge College Judo Club or, if not existent, the British Judo Association (BJA).

## 12. RESERVED MATTERS:

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- 1) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.

2) The dissolution of the Club.

3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.

4) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

### 13. PROVISION OF INFORMATION

The Executive Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

### 14. DECLARATION:

CUJC hereby adopts and accepts this constitution as its current constitution regulating the actions of members, and will also comply with all University and legal requirements.

Name	Sarah Spencer	Position	President
Sign		Date	19/08/2024

Name	Malte Robert Grosche	Position	Senior Treasurer
Sign		Date	19/08/2024