



Huddersfield Jiu Jitsu

The University of Huddersfield Jiu Jitsu Club

Club Constitution

Constitution Change Log

Version	Date	Amendments	Proposal by	Agreed by
1.1	26.02.2007	First Draft	Jonathan Charnock	N/A
1.2	21.08.2007	Working version	Jonathan Charnock	Jonathan Charnock, Richard Clarke, Jo Wright, Will Meehan, Michael Crinnion, Samantha Tyrrell

Changes in the constitution

The constitution can be altered by the committee in the event of the committee voting and getting 2/3 support in the alteration. The Alteration must be recorded in the constitution log.

Overview

The purpose of this document is to outline the codes of rules, duties and responsibilities of the club and its members.

Name

The name of the club shall be The University of Huddersfield Jiu Jitsu Club (UHJJC).

Aims and objectives

The primary aim of the UHJJC is to provide quality instruction in art of Shorinji Kan Jiu Jitsu as practised by The Jitsu Foundation (TJF). By learning this art, students will develop practical self defence skills as well as self confidence.

To fulfil this aim the UHJJC will promote Jitsu and all its benefits to as many students as possible within the University of Huddersfield as well as surrounding areas.





Huddersfield Jiu Jitsu

The UHJJC will also aim to increase the clubs profile, both locally and nationally and in doing so increase the Universities profile by association.

Club members

A club member will be defined as a person who is up to date in payment of both their British Ju Jitsu Association Governing Body (BJJAGB) insurance via TJF as well as paying mat fees to the UHJJC. If a member has not renewed their mat fees payment, they shall still be entitled to be a club member till the 'period of grace' set by the current committee has expired.

If a club member does not fit the definition above, then it is up to the discretion of the committee to whether they should remain an official club member.

The roles of Club members:

1. All club members will obey the instructor and not talk back, once in the dojo.
2. All club members are required to purchase a judo gi and a TJF badge before their first grading.
3. All club members will make sure their gi is washed and in good repair before every training session.
4. All club members will maintain a high level of hygiene.
5. All club members will make sure all nails are trimmed and anything else that could cause harm to a fellow member whilst training will be removed or appropriately covered.
6. All club members will not argue with another club member whilst training or cause unnecessary aggravation during training.
7. All club members will follow all codes of conduct set down by the club and the Jitsu Foundation. Copies of these are available on the web site and printed copies can be obtained from the committee.
8. Disciplining action against other club members during training should not be given out without the knowledge of the instructor.

Failure to comply with these regulations could result in club members not being allowed to train or exclusion from the club

Committee

The purpose of the committee is to run the administration of the UHJJC and to make decisions on the future of the UHJJC.

President:





Huddersfield Jiu Jitsu

The function of the president is to maintain organisation between the committee members and liaise with the student union. The President is also responsible for checking each committee member carries out their appointed tasks.

Secretary:

The responsibility of the secretary is to maintain all the administration related to the UHJJC.

The primary responsibility of the secretary is to maintain accurate records of each club member. The secretary also has to liaise with the president, treasurer and the instructor and keep them informed about relevant changes to any club members' details, especially regarding members' insurance status.

Treasurer:

The treasurer is responsible for overseeing all UHJJC financial transactions. It is the function of the treasurer to make sure that the books are intelligible and the committee members understand the accounts. The treasurer has a fundamental role in seeing that the resources are distributed fairly and their uses are monitored and known.

Instructor:

The instructor is responsible for training the UHJJC and oversees all activity whilst 'on the mat' during regular sessions.

Equipment Officer:

The equipment officer is responsible for the purchasing and maintenance of the UHJJC equipment.

Media Officer:

The media officer is responsible for developing and maintaining the UHJJC website.

Social Secretary:

The social secretary is responsible for the recruitment and retention of club members.

Roles of Committee Members

The roles of the president:

1. To make sure a minimum of 2 members attend each AGM run by the Students' Union.
2. Work with the Students Union to maintain the equal opportunities policy.
3. Attends all sports and societies meetings.
4. Maintains the organisation and communication within the committee.



Huddersfield Jiu Jitsu

The roles of the secretary:

1. To make sure all new club members fill in the relevant forms e.g. the insurance form, emergency contact form and student union form (only for student) before their first session commences.
2. Ensures that all the relevant forms are given to the relevant bodies.
3. Responsible for maintaining up to date details of each member.
4. Ensures all club members are insured to go on the mat and if not, informs the instructor.
5. Takes minutes at each committee meeting.
6. Keeps an accurate register of club members.
7. Responsible for all other administration of the UHJJC.

The roles of the treasurer:

1. Keep up to date records of how such money is spent and where.
2. Devise and agree a budget which seeks to anticipate spending patterns for the organisation.
3. Always get receipts for money spent and give receipts (if required) for money received.
4. Arrange it so two signatures are needed on the cheque book and make its availability known.
5. Set budget limits and make the club's finances known.
6. Have regular financial information giving sessions at club meetings by the treasurer.
7. Pay surplus cash into the bank but keep a petty cash store.
8. To oversee and control the club's finances.
9. Check and pay the group's invoices and bills.
10. Make sure that members are reimbursed for any expenses they incur on the group's behalf.
11. Ensure that monies received are applied to the purposes for which they were obtained.

The roles of the instructor:

1. Responsible for health and safety of club members during training.
2. Responsible for discipline during the training session.
3. Responsible for the development of club members during training.
4. Responsible for deciding when and if club members should be entered for a grading.





5. Should keep up to date on any changes within the style (TJF) which may affect the club.

The roles of the equipment officer:

1. Submits the budget to the students union for the equipment purchases.
2. Organises the purchases of the equipment.
3. Passes all profits to the treasurer.
4. Takes responsibility for all equipment by taking open and closing inventories and monitoring the loss, breakage and damage to all equipment.
5. Maintains all equipment up to a reasonable standard so that its quality is not diminished.
6. Organises the cleaning of equipment i.e. mats.

The roles of the media officer:

1. Maintains the UHJJC website.
2. Maintains a centralised deposit of all UHJJC media.

The roles of the social secretary:

1. Responsible for organising social and training events outside 'regular' training.
2. Must liaise with the treasurer, passing all monies on to the treasurer.
3. Responsible for arranging and the collecting of any sponsorship deals.

Club Finance

Mat fees should be paid within 4 weeks of the due date or the member will not be able to train. This is the responsibility of the treasurer to collect mat fees and it is the responsibility of the president and the club instructor to enforce none payment rules.

All monies collected will be paid into the UHJJC account on a regular basis. This will be the responsibility of the treasurer.

Two committee member signatures are required to write any cheque from the UHJJC account.



Huddersfield Jiu Jitsu

Committee member election and terms

Once elected a committee member will hold the position until they choose to resign in writing or the rest of the committee calls a vote of no confidence.

To be nominated for a position on the committee a club member must be nominated and seconded by two other club members. This will be recorded by the secretary.

All club members will have the right to vote.

After a club member has been nominated for a committee position there will be a two-week period before the vote.

Voting will take place via a public vote at a pre-defined time and place.

The club member nominated for each position who receives the most votes will become a member of the committee.

There must always be at least three committee members at any one time.

Replacement of committee members

Committee members can be replaced at any time during their term, in the event of them resigning.

A committee member(s) can be replaced at any time if every other committee member supports a vote of no confidence in the committee member at a committee meeting.

No more than two members can be removed at any one time and a one week notice period must be given to all committee members before such a vote taking place. In the event of a committee member being unable to attend they can vote via proxy.

In the event of a committee member needing to be replaced an election will be called at an appropriate time decided by the committee; but no later than two months after the position becoming vacant.

Committee Meetings

Committee meetings will be held on the first Tuesday of every month.

In the event that a committee member cannot attend they must try to contact another committee member in advance to give their apologies.





Huddersfield Jiu Jitsu

Any committee member can call emergency committee meetings.

Minutes for the meeting must be taken and posted on the website.

Club AGM

The AGM will be held for all club members. As well as summarising the year's achievements of the club, this meeting will act as a forum for club members to raise any relevant issues concerning the running of the club. All topics to be raised should either, be posted on the club web-forum under the relevant thread or should be passed in writing to a committee member. This should be completed a week before the meeting is held. Failure to comply may entail your point not being raised.

Exclusion of club members

Club members can be excluded for any reason as long as the following guidelines are followed.

The member will firstly receive a verbal warning from the instructor. If it continues they shall receive a written warning from either the instructor or the president.

Two thirds of the committee must vote in favour of excluding the club member. The vote must be made at an official committee meeting with the minutes recorded. The votes of all the committee members can be kept anonymous in the minutes if any one committee members requests it, however the vote in the committee must not be made anonymously.

The president and instructor are responsible for informing the club member of their exclusion.

The club member who is excluded will have the right to appeal after a period of three months. If a majority of the committee vote in the excluded club members favour they will be allowed back into the club on a trial basis of one month during which the member is attending. After this trial period a second vote will be taken by the committee requiring a majority vote in favour of reinstating the club member. If this appeal fails at either stage the excluded club member will have to wait another three months to start the appeal process again.

The club member will be allowed back into the club in the event of the member obtaining the signatures of 80% of the registered club members in the form of a petition requesting their reinstatement.





Huddersfield Jiu Jitsu

Agreement

Date Submitted:.....

Signed: Club President.....

Club Secretary.....

Students' Union VP Sports and Societies.....

