

Constitution of the British Judo Association Southern Area

July 2015

1. NAME

The name of the Organisation shall be the British Judo Association Southern Area (hereinafter referred to as 'the Area')

2. OBJECTS

- a) To foster, encourage and develop Judo in accordance with the aims and objectives of the British Judo Association
- b) To promote and organise the teaching, practice, competition and development of Judo within the Area
- c) To operate the Area in accordance with the following British Judo Association policies and any changes to these policies in the future.
 - i. Equity Policy
 - ii. Child Protection Policy
 - iii. BJA Byelaws
 - iv. BJA Complaints Procedure

3. MEMBERSHIP

The membership of the Area shall be member clubs in good standing of the British Judo Association within the counties of Hampshire, Kent, Surrey and Sussex together with the Isle of Wight and Channel Islands, and any club which has applied and been accepted to join the Area, (hereafter known as 'member clubs').

4. AREA COMMITTEE

An Area Executive Committee comprising not more than seven members, including the offices of Chairperson, Deputy Chairperson, Treasurer plus one representative from, each of the four counties of Hampshire, Kent, Surrey and Sussex, shall conduct the administration of the Area. The offices of Chairperson, Deputy Chairperson and Treasurer shall be elected for a four (4) year term with one office becoming vacant each year in strict rotation.

The rotation to be phased in with effect from the 2015 Annual General Meeting the office of Chairperson in 2019, the Deputy Chairperson in 2018 and the Treasurer in 2016.

The office of President shall be elected for a four (4) year term, the rotation to be phased in with effect from 2017.

The Executive Committee has the power to appoint an Honorary Secretary who will have voting rights similar to other members.

Each County must notify the Area of the name of their County Representative for the following year at the preceding AGM. Such representatives must be members of their respective County Executive Committee.

Note: The term of office of the County Representatives shall be decided by the county that they represent.

All Committee members shall be holders of current British Judo Association Individual Membership Certificates. Decisions will be taken by simple majority vote of those committee members present. The Chairperson will have an additional casting vote for use in the event of a tied vote.

The Committee shall meet a minimum of six (6) times per year and shall be empowered to make appointments and establish Commissions as may be deemed necessary for the efficient and effective conduct of the Area's business. It shall also have powers to co-opt non voting members.

The Executive Committee will appoint a Chairperson to each commission, and shall also have powers to co-opt non voting members.

Job Descriptions for each of the appointments are detailed in Appendix A.

The advertising, application and appointment process for all these posts will be open and within the spirit of the BJA Equity Policy, so that all BJA members within the Area have the opportunity to apply, and have their applications considered fairly.

Honorary Vice-Presidents may be proposed by the Area Committee for life or any other term and confirmed by an Annual General Meeting.

5. ANNUAL AND EXTRA-ORDINARY GENERAL MEETINGS

- a) There shall be an Annual General Meeting of the Area, which shall be held not later than the 31st July each year.
This meeting shall receive a written report of the Committee's activities from 1st April to 31st March annually, and a Financial Report for the same period. It shall elect Officers and Committee for the following year, according to the rotation specified.
- b) Member Clubs in good standing 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. All representatives shall be holders of current British Judo Association Individual Membership Certificates and shall produce a written authority from the Chairperson or Secretary of the Club represented for the inspection of the Area Secretary or other authorised person at the Annual General Meeting.
- c) 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. Proxy votes shall not apply to

the election of officers for the Area Association, which shall be carried out by a secret majority vote of authorised representatives attending the meeting.

- d) The Area secretary shall notify member clubs of the date of the AGM at least 56 days in advance.
- e) Resolutions and nominations for the attention of the Annual General Meeting shall be proposed and seconded by two Member Clubs in good standing and shall be received by the Area Secretary at least twenty eight (28) days before the date of the Annual General Meeting. Both clubs to be represented as in 5 b and c above at the Annual General Meeting. All such resolutions, nominations and reports mentioned in 5a above shall be circulated at least fourteen (14) days in advance of the meeting.
- f) An Extra-Ordinary General Meeting may be called at the discretion of the Committee or within **28 days** of the receipt of a written request from at least ten (10) Member Clubs. The Area secretary shall notify member clubs of the date and details of any such EGM at least **14 days** in advance. Representation and voting rights shall be the same as for an Annual General Meeting.
- g) Decisions will be confirmed by a simple majority of those entitled to vote, apart from amendments to the constitution, which shall require a two-thirds majority.

6. COMMISSIONS

Chairpersons for each Commission shall be appointed annually at the discretion of the Committee as provided for in Section 4, but there shall be appointed Standing Commissions to be known as the Coaching, Competitions, Development, Finance, Promotions & Examiners, Public Relations & Marketing, and Refereeing. These shall be responsible for the Area's programme in the relevant spheres.

There shall be an ad-hoc commission known as the awards, discipline and general purposes commission.

Applications for membership of commissions shall be considered and ratified by the Executive Committee at the first meeting after the AGM. The advertising, application and appointment process will be open and within the spirit of the BJA Equity Policy, so that all BJA members within the Area have the opportunity to apply, and have their applications considered fairly.

Terms of Reference for Standing Commissions - see Appendix .

The recommendations of all such Commissions shall be subject to the approval of the Area Committee before such recommendations are put into effect, except where delegated authority has been given.

All Commission members shall be holders of current British Judo Association Individual Membership Certificates. (ie Licence)

Decisions of commissions shall be decided by a simple majority vote of those present. The Chairperson will have a casting vote for use in the event of a tied vote.

7. QUORUM

- a) The quorum for Area Committee Meetings shall be a four (4) voting members and for Commissions a majority of members appointed to each.
- b) The quorum for Annual General Meetings and Extra-Ordinary General Meetings shall be 10% of the member clubs in good standing in the Area.

8. REMUNERATION

- a) Authorised representatives of the Area conducting the business of the Area shall be entitled to claim expenses on production of a receipt, or for travel paid on the basis of a scale determined from time to time by the Area Committee.

9. GRIEVANCE PROCEDURE

See 'Code of Conduct' - BJA

10. ALTERATIONS TO THE CONSTITUTION

The Constitution shall only be altered or amended at an Annual General Meeting, or Extraordinary General Meeting, either upon recommendations of the Committee or upon Resolutions proposed and seconded by two (2) Member Clubs in good standing and submitted in writing to the Area Secretary at least twenty eight (28) days before the date of the General Meeting. Both clubs to be represented as in 5 b and c above at the meeting. Such recommendations must receive at least a two-thirds majority when voted upon. (See section 5g)

12. DISSOLUTION

- a) If at any General Meeting of the Area, a resolution be passed calling for the dissolution of the Area, the Secretary shall immediately convene a Special General Meeting of the Area to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that Special General Meeting, the resolution is carried by at least two-thirds of those entitled to vote, the Area Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Area and discharge all debts and liabilities of the Area.
- c) After discharging all debts and liabilities of the Area, the remaining assets shall not be paid or distributed amongst the Members or Clubs, but shall be

given or transferred to another of the British Judo Association Areas, with similar objects to the Southern Area, or to the BJA National Governing Body.

Signed:..... Chair

Date:.....

Signed:.....

**Job Title: (Must be a full Committee
Member of the Area**

Date:.....