

## Oxford University Judo Club

### **Constitution**

#### **1 Name and Objects**

The club is called the Oxford University Judo Club (OUJC). This is a federal name which incorporates the following University teams: the men's first team, the men's second team and the women's first team.

The objectives of the club are:

- (a) to organise, in collaboration with the Oxford City Judo Club, training and instruction in Judo for its members, both men and women, in the spirit originally defined by Judo's founder, Professor Jigoro Kano.
- (b) to compete annually against Cambridge University and, from time to time, with any other UK or overseas University as the Committee may determine to be appropriate;
- (c) to participate in the British Universities and Colleges Sport (BUCS) National Championships both at team and individual level;
- (d) to engage with the Oxford City Club in joint activities to the mutual benefit of both clubs including competing together, where appropriate, under the "Oxford Judo" team logo.
- (e) 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;

The Club shall be a non-profit making body and any surplus of subscription and grant income over expenditure that may arise from time to time shall be used for the maintenance and improvement of its facilities or for specific projects consistent with the objectives defined below.

#### **2 Compliance**

2.1 The Club shall be administered in accordance with the regulations for University Clubs and the property which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Club is designated by the Proctors as an established sport.

2.2 The Club shall operate under the auspices of the British Judo Association (BJA) and be affiliated to the BJA and make every effort to comply with all the safety procedures which the National body prescribes or recommends as good practice.

2.3 The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the Sports Federation; that all coaches are registered with any relevant national governing body; and that all coaches, whether paid or unpaid, are accredited by such body.

2.4 The Club shall observe the Code of Conduct on Safety matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow a procedure for risk assessment which is acceptable to the Proctors (through the Director of Sport).

2.5 No practice session of any form shall take place except under the overall direction of a full or associate member holding a currently validated coaching award of the British Judo Association or of the International Judo Federation and who has been individually approved by the Director of the University Sports Centre.

2.6 Practice sessions shall normally take place in the Iffley Road Dojo. Up to four sessions per a week shall be held during full University term, at times to be published in the Sports Centre notice board. Out of term sessions will be held on days and at times to be agreed in advance with the Director of the Sports Centre. All practice sessions and the appropriate coaching resources, may be shared with the Oxford City Judo Club under the auspices of Oxford Judo.

2.7. At least one practice session will be specifically designated for beginners.

### **3 Membership**

3.1 The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club Subscription.

3.2 All resident junior members of the University shall be eligible to become members of the Club. A junior member is a matriculated member of a College or Hall who is reading and registered for a recognised degree, diploma or certificate. A member is resident if during term the member satisfies the requirement for residence laid down by the University. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.

3.3 The Committee may also, at its discretion, admit to membership:

- (a) Junior members of the University's Permanent Private Halls who are not matriculated into the University;
- (b) Junior members of Ruskin College; Plater College; Ripon College, Cuddesdon; St Stephen's House; The Oxford Institute of Legal Practice and The Westminster Institute of Oxford Brookes University;
- (c) Other persons not being resident junior members of the University, or of one of the institutions listed in (b) above, provided that non-university members shall not constitute more than one-fifth of the total membership;
- (d) Members as specified under (c) shall inform themselves of the regulations regarding non-University use of the Sports Centre;

3.4. All members shall on joining, shall automatically become members of "Oxford Judo".

3.5 All members shall be required to sign a declaration accepting all responsibility for possible injury, loss of personal effects, etc. It will be communicated to members that the Club recommends BJA individual membership.

3.6. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

3.7. OUJC will under no circumstances place students under any pressure to take part in or pass any form of initiation as part of their membership of the club. Students must be able and encouraged to participate in activities in an atmosphere free from discrimination or fear.

### **4 Meetings of Members**

4.1 There shall be an Annual General Meeting for all members of the Club in Hilary Full Term, convened on the notice board of the Dojo by the secretary on not less than fourteen days' notice.

4.2 The Annual General Meeting will:

(a) receive the annual reports of the Committee for the previous year and the annual accounts of the Club for the previous year, the report of the accounts having been approved by the Committee;

(b) receive a report from the Committee on the Club's compliance with paragraph 2 above;

(c) elect/appoint Members of the Committee in accordance with paragraphs 19 to accounts of the Club for the previous year, the report of the accounts having been approved by the Committee; 21 inclusive below: the Committee's nominations for the Officers, the Captains (Men and Women), the Chairman and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting: nominations for other Committee Members may be taken from the floor of the meeting;

(d) consider any motions of which due notice has been given, and any other relevant business;

4.3 An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.

4.4 Prior to all General Meetings notice of the agenda shall be sent out with notice of the Meeting.

The quorum for a General Meeting shall be ten members present in person or by proxy, of whom four must be members of the Committee. When any financial business is to be transacted, there must be present the Treasurer, or a member of the Committees deputed by the Treasurer to represent his her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

4.5 Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting. Notice of intention to move a constitutional amendment shall be given to the Committee at least fifteen days before the relevant General Meeting.

## **5 The Committee**

5.1 The affairs of the Club shall be administrated by a Committee consisting of not more than ten persons, which shall determine the subscriptions payable by the members of the club, and have ultimate responsibility for the activities of the club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration. The Committee shall meet whenever necessary for the proper conduct of the Club's activities.

5.2 The quorum for a Committee meeting shall be four members present in person. When any financial business of the Club is to be transacted there must be present the Treasurer, or a member of the Committees deputed by the Treasurer to represent his or her views to the Meeting.

5.3 The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Officers"), the Captains (Men and Women), the Club Welfare Officer, the Chairman of Oxford Judo and the Senior Member. The Chairman of Oxford Judo and Senior Member may be the same person.

5.4 The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraphs 3.2 or 3.3(a) or 3.3(b) above or (with approval from the Proctors) a member of Congregation. If his or her eligibility stems from 3.3(a) or 3.3(b) above, on election to office he or she must

sign an undertaking to abide by the Proctors Memorandum and to accept the authority of the Proctors on Club matters. All members of the Committee (with exception of the Senior Member) shall be individual members of the BJA.

5.4 The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

5.5 The Secretary shall:

- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
- (b) give notice of meetings of the members and the Committee;
- (c) draw up minutes of those meetings and circulate them within twenty-four hours to all members of the Committee;
- (d) notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- (e) put all proposed constitutional amendments together with the name of those who have proposed them on the notice board;
- (f) advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
- (g) notify the Proctors (through the Director of Sport) not later than second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture);
- (h) provide the Insurance Section with full details of any insurance cover purchased inspection by the Proctors on request; to all members of the Committee; appointment and resignation or removal of Office Holders and other members of the Committee; who have proposed them on the notice board. the Constitution; every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture); from or through a national governing body pursuant to paragraph 2(b) above;
- (i) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.

5.6. The Treasurer shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimize the risk of financial exposure, such as procedures developed under 26(g);
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under 26(g);

(d) prepare an annual budget for the previous year and an estimate on income and current accepted accounting rules and practices; exposure, such as procedures developed under (b); developed under (b); expenditure for the forthcoming year before the end of September and regularly inform the Committee of progress against that budget. The budget shall be approved by the Committee and submitted to the OU Senior Treasurers' Committee with a request for an annual grant;

(e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;

(f) seek advice as necessary on tax matters from the University's Financial Division;

(g) develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibilities;

(h) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;

(i) unless the Club is designated by the Proctors as a 'recognised sport', forward to the Proctors (through the Director of Sport) by the end of the Second week of each Full Term in the Club's first year of operation a copy of the accounts for the preceding term signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward a copy of the signed annual accounts to 31st July as soon as possible after the year end (and in any event no later than the 1st October following the year end); and

(j) if the Club has a turnover in excess of £30,000 in the preceding year, or if Treasurer's responsibility; Member, the Proctor and Internal Audit; the Proctors (through the Director of Sport) by the end of Second week of each Full Term in the Club's first year of operation a copy of the accounts for the preceding term signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward a copy of the signed annual accounts to 31st July as soon as possible after the year end (and in any event no later than the 1 October following the year-end); and owing to a change in the nature of scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts of audit by the University's auditors (or other auditors approved in advance by the Proctors). Accounts are to be ready for audit within 4 months after the year-end and the costs of the audit shall be borne by the Club.

#### 5.7 The Captains shall:

(a) Be responsible, with the President and Coaches, for team selection for the annual Varsity match against Cambridge University;

(b) Be response, with the President and Coaches, for awarding Discretionary Blues;

(c) Attend all meetings of the men's and women's Blues' Committees;

(d) Attend all meetings of the Oxford University Sports Federation;

(e) Ensure that beginners' training, competitive and technical progression is being addressed;

(f) Support the Coaches in organising and running weekly training sessions;

(g) Organise, as appropriate, extra fitness and judo training sessions.

5.8 The President, Captains (Men and Women), Secretary and Treasurer shall be appointed annually by the outgoing Committee at the Annual General Meeting.

5.9 The Senior Member shall be elected at the Annual General Meeting every third year for a three year period. If the Club is designated by the Proctors as a 'recognised sport', the Director of Sport shall be the Senior Member. If the Club is not so designated, the members of the Club shall appoint a Member of Congregation (i.e. hold the degree of MA and be a college Fellow, Junior Research Fellow or be employed directly by the University in some capacity). The Senior Member shall be a member of the Committee ex officio. The Senior Member is specifically accountable to the University Proctors for the proper administration of the club with regard to finance, health and safety, public liability insurance and other matters laid down in the constitution.

5.10 The Chairman of Oxford Judo must be a member of the BJA and answers for the club to the BJA. His appointment is governed by the Constitution of the Oxford Judo Federation and is subject to veto by the President of the Oxford University Club and/or the Chairman of the Oxford City Judo Club. The Chairman of Oxford Judo acts in an advisory capacity to the committees of both clubs and, in accordance with the written agreement between them, acts as mediator in the event of any dispute arising. Chairman and Senior Member need to ensure good communication between each other and the remaining officers.

5.11 No Committee member, other than the Senior Member and Chairman, shall continue to hold the same position for more than one year except with the express permission of the Senior Member in writing.

5.12 The members of the Club shall not appoint several individuals to jointly hold any of the Offices, nor allow any individual to hold more than one Office at a time.

5.13 If during the period between the annual elections to Offices and vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.

5.14 Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Clubs bank accounts, building society accounts, or other financial affairs.

5.15 Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes subcommittees; which are made up exclusively of members of the Committee.

5.16 The Committee shall have the power to make regulations and by-laws, in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Committee decisions shall require a simple majority of Committee members present at the meeting, including those voting by proxy. The Chairman and Senior Member shall reserve their votes to be cast only in the event of a tied vote.

5.17 The Committee shall invite the Coaches and a representative of Oxford University City Club to attend and speak at meetings.

5.18 No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at a General Meeting.

5.19 The Committee shall have the power to award Honorary Offices at a Committee meeting to people of great importance to the club. Honorary Officers need to be approved by two-thirds of the Committee. Honorary Officers are not part of the Committee and have no votes unless they are paid up full members of the club. The position is held for lifetime.

## **6 Indemnity**

6.1. A general disclaimer clause will be appended to the notice board reading: "The OUJC, whilst taking every possible safety precaution, will not be responsible for any injury to persons or property, during the practice of Judo or the occupation of the premises. Neither will the Club accept responsibility for any loss of personal effects or valuables. All persons (whether members or visitors) should make sure they have adequate insurance cover."

6.2. So far as may be permitted by law, every member of the Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgment is given in his or her favour (or otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.

6.3. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or Officer of the Club insurance cover against liability which by virtue or any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs charges, losses and expenses and liabilities incurred by him or her and for which or she is entitled to be indemnified by the Club by virtue of paragraph 24.

## **7 Dissolution**

7.1 The Club may be dissolved at any time by the approving votes of the two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without need for any resolution of the members) by means of not less than thirty days' notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.

7.2. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to, or at the direction of the University.

## **7 Interpretation**

Any question about the interpretation of this Constitution shall be settled by the Proctors.

**Approved at the OUJC Annual General Meeting**

**18<sup>th</sup> May 2015**