

Northern Ireland Judo Federation

BYE-LAWS

(Adopted 30/11/2021)

These Bye-Laws were made by the Board of Directors under the authority of and by Article 6.2 of the Articles of Association of Northern Ireland Judo Federation. These Bye-Laws apply to all Member Clubs and Members, each of whom shall be bound by and subject to these Bye-Laws and shall be bound by and subject to the prevailing rules and regulations of Northern Ireland Judo Federation from time to time, including the Memorandum and Articles of Association, the Anti-Doping Control Regulations, the Equality Policy, the Conduct and Complaints Procedure (and any all disciplinary rules and regulations), the Child Protection Procedures, the National Squads Player's Agreement and Code of Conduct (where applicable) and such other codes and guidelines (including supplemental documents) as may be issued and/or updated by Northern Ireland Judo Federation from time to time. In addition, all such bodies referred to above shall be bound by and subject to the rules and regulations (as amended and/or updated from time to time) of the World governing body for Judo, the International Judo Federation (IJF), and (where appropriate) the European governing body for Judo, the European Judo Union (EJU).

1. MEMBER CLUB OF NORTHERN IRELAND JUDO FEDERATION

- 1.1. Club Membership of Northern Ireland Judo Federation shall be open to any group whose aim is to foster and develop the practice and spirit of Judo in the Northern Ireland by the Memorandum and Articles of Association of Northern Ireland Judo Federation.
- 1.2. Club Membership of Northern Ireland Judo Federation shall be on an annual basis and shall be subject to yearly renewal by Bye-Law 1.5 of the British Judo Association and on the first day of January each year.
- 1.3. **Category 'A' Club:** A BJA Registered Club is a club that has valid BJA Registered Club affiliation to operate. The following criteria must be met:
 - 1.3.1. Constitution in line with the BJA's current club Constitution;
 - 1.3.2. Board structure of a minimum: Chair, Secretary and Treasurer; which are positions that must be held by three different people who must adhere to the BJA's Safeguarding Policy and procedures, Equality Policy and Judo code.
 - 1.3.3. Minimum Level 2 Judo Coach

An eligible Registered Club is entitled to one vote at the Company's AGM and EGMs, provided it has been registered as a Registered Club at least 3 months prior to any vote taking place.

Category 'B' Club: 'A' BJA Registered Venue is a club associate with a Category 'A' Club and is not a standalone category.

A Category "B Club has no Company voting rights;

- 1.4. Application by any group for new Club Membership of Northern Ireland Judo Federation and acceptance of such application by Northern Ireland Judo Federation shall be subject to the following:
 - a) Completion of the appropriate application form and receipt of the same by Northern Ireland Judo Federation.

- b) Payment of the Club Membership fee as notified by them for the time being.
- c) Nomination of the registered Club venue or venues at which Judo practice takes place under the Club's authority, as authorised by Northern Ireland Judo Federation (in its discretion).
- d) The Club must be formally constituted, and a copy of the Club Constitution must accompany the application form.
- e) All individual officers of the Club must be members of Northern Ireland Judo Federation.
- f) Nomination of the registered Club Chair and Club Secretary who will be the recognised representatives of the Club or who will be empowered to appoint representatives of the Club. Any such individual representatives must be members of Northern Ireland Judo Federation.
- g) Nomination of the registered Club Coach(es) who must be a Membership Holder of Northern Ireland Judo Federation and must hold a valid, recognised Coaching Award and/or a legitimate, recognised. Judo coaching award from an equivalent body (identified by the IJF and accepted by the British Judo Association, in its discretion) or who undertake to achieve such award within six (6) months of acceptance of the Club into membership of Northern Ireland Judo Federation.
- h) Agreement to abide by the prevailing rules and regulations of Northern Ireland Judo Federation (including these Bye-Laws) and any subsequent amendments of the same.
- i) Any changes to the above and failures to comply with the requirements set out above at paragraphs (a) - (h) of this Bye-Law 1.4 by the prospective Member Club during the year following acceptance as a Member Club must be immediately notified, in writing, to the head office.
- j) A club is considered to be a full member club within the BJA (and Home Country) upon completion of above but is not eligible to vote in national or area meetings until it is delivering Judo sessions regularly.

1.5. Application for annual renewal of Club Membership and acceptance of such renewal by the British Judo Association shall be subject (on each separate occasion of renewal) to the following:

- a) Completion of the appropriate application form and receipt of the same by the British Judo Association.
- b) Payment of the Club Membership fee as notified by the British Judo Association for the time being.
- c) Nomination of the registered Club venue or venues at which Judo practice takes place under the Club's authority, as authorised by Northern Ireland Judo Federation (in its discretion).
- d) The Club must continue to be formally constituted, and any changes to the registered Club Constitution must be submitted for approval.
- e) All individual officers of the Club must be Members of Northern Ireland Judo Federation.
- f) Nomination of the registered Club Chair and Club Secretary who will be the recognised representatives of the Club or who will be empowered to appoint representatives of the Club. Any such representatives must be Membership Holders of Northern Ireland Judo Federation.
- g) Nomination of the registered Club Coach(es) who must hold a valid, recognised British Judo Association Coaching Award and/or a legitimate, recognised Judo coaching award from an equivalent body (known by the IJF and accepted by the British Judo Association, in its discretion) or at the time of application for renewal or who undertake to achieve such award within six (6) months of acceptance of such renewal by the British Judo Association.

- h) Agreement to abide by the prevailing rules and regulations of the British Judo Association and Northern Ireland Judo Federation (including these Bye-Laws) and any subsequent amendments of the same.
- i) Any changes to the above and failures to comply with the requirements set out above at paragraphs (a) - (h) of this Bye-Law 1.5 by the Member Club during the membership year must be immediately notified, in writing, to the head office.

2. NORTHERN IRELAND JUDO FEDERATION MEMBERSHIP

- 2.1. Membership issued by Northern Ireland Judo Federation shall be open to any person whose aim is to foster and develop the practice and spirit of Judo by the provisions of the Memorandum of Association of Northern Ireland Judo Federation.
- 2.2. Northern Ireland Judo Federation Membership is granted to individual persons for a one (1) year period and are subject to annual renewal except for Life Membership, which is issued to individuals in perpetuity at the discretion of the Board of Directors.
- 2.3. Membership is issued from Northern Ireland Judo Federation head office and comprise a Record Book with the initial application and an annual Membership card confirming membership of the Northern Ireland Judo Federation (in a form as determined by the Northern Ireland Judo Federation).
- 2.4. Any individual's application to be a new Membership Holder of Northern Ireland Judo Federation and acceptance of any such individual as a new Membership Holder by Northern Ireland Judo Federation shall be subject to the following:
 - a) Completion of the appropriate application form and receipt of the same by Northern Ireland Judo Federation.
 - b) Payment of the Membership Holder fee (for the appropriate category) as notified by Northern Ireland Judo Federation for the time being.
 - c) Agreement to abide by the prevailing rules and regulations of Northern Ireland Judo Federation (including these Bye-Laws) and any subsequent amendments of the same.
- 2.5. Application for annual renewal of a Membership by a Membership Holder and acceptance of such renewal by Northern Ireland Judo Federation shall be subject (on each separate occasion of renewal) to the following:
 - a) Completion of the appropriate application form and receipt of the same by Northern Ireland Judo Federation.
 - b) Payment of the Membership Holder fee (for the appropriate category) as notified by Northern Ireland Judo Federation for the time being.
 - c) Agreement to abide by the prevailing rules and regulations of Northern Ireland Judo Federation (including these Bye-Laws) and any subsequent amendments of the same.
- 2.6. Any individual refused a Membership (under an application under Bye-Law 2.4 or Bye Law 2.5 above) shall be entitled to appeal such refusal under the procedures set out for appeals in the Conduct and Complaints Procedure.
- 2.7. Should the conduct of any Membership Holder in the opinion of the Board of Directors be injurious to the objects and interests of Northern Ireland Judo Federation, the Board of Directors, having in their opinion given a reasonable opportunity to the Membership Holder to furnish an explanation to them either verbally or in writing, subject always to the Complaints and Conduct Procedure, shall be empowered to expel such Membership Holder

from Northern Ireland Judo Federation. Any person who has been suspended from being a Membership Holder or otherwise suspended from the Northern Ireland Judo Federation for any reason shall be prohibited from running for any elected office whatsoever within the Northern Ireland Judo Federation (including the roles of President, Chair and Director of the Company) for a period of four (4) years, such period to commence on the expiry of that person's suspension from the Northern Ireland Judo Federation.

2.8. The categories of Membership Holder and the eligibility of individuals for each type of Membership shall be as follows:

- a) Introductory Membership: Valid for twelve months and specifically designed for individuals to encourage the first step into the sport and then the transition to full membership.
- b) Junior Membership: Open to anyone over the age of five (5) years and under the age of eighteen (18) years.
- c) Senior Membership: Open to anyone over the age of fourteen (14) years.
- d) Life Membership: Open to anyone without limit of age as conferred by the Board of Directors.
- e) Volunteer Membership: Open to anyone over the age of fourteen (14) years.

Notes

A Junior Membership Holder may upgrade their Membership from Junior to Senior on application to Northern Ireland Judo Federation and payment of the appropriate fee.

A new Membership Card will be issued for the remainder of the year for which the Junior Membership applied. A Junior Membership Holder must upgrade their Membership from Junior to Senior on reaching the age of eighteen (18) years if he/she wishes to continue to hold a Membership.

3. BOARD OF DIRECTORS

3.1. The Board of Directors shall be elected by the Memorandum and Articles of Association of Northern Ireland Judo Federation to manage the business of the company.

4. BOARDS/COMMISSIONS

4.1. The Board of Directors by Article 6.2 of the Articles of Association may appoint Boards, Strategic Panels or Commissions as they consider appropriate to implement the policies of Northern Ireland Judo Federation throughout Northern Ireland. Also, the Board of Directors may appoint ad hoc or short-term Boards which shall be dissolved on completion of their specific task.

4.2. The Board of Directors shall appoint the members of each Board from within the general membership of Northern Ireland Judo Federation and shall nominate one such member of each Board to be chair of that Board. The Board of Directors may choose one Director to be the Board of Directors' representative in respect of each Board (save in circumstances where the Board of Directors has already appointed a Director to be a member of such Board). Such representative may attend Board meetings and act as a liaison between the Board of Directors and the Board, but shall not be entitled to vote at Board meetings or exercise any other powers of Board members. The Board of Directors may also appoint any other officer of each Board. The chair of each Board (but not such representative of the Board of Directors) shall be considered as a member of such Board to attain a quorum under Bye-Law 4.3 below.

- 4.3. Each committee shall generally have not more than six (6) members (including the Chair). However, the Board of Directors reserves the right to appoint more or less than six (6) members to any particular Board. The quorum for all Board meetings shall be two-thirds of the total members of such Board.
- 4.4. Each committee shall work to a budget provided by Northern Ireland Judo Federation and shall prepare proper minutes of each official meeting of the Board and shall ensure that a copy of such minutes is supplied to Northern Ireland Judo Federation's Head Office as soon as practicable.
- 4.5. The terms of reference and responsibilities of each committee shall be decided by the Board of Directors.

5. STANDING ORDERS FOR BOARD MEETINGS

- 5.1. No business shall be transacted at any meeting of any Board other than as specified in the agenda relating to such meeting, except where the Chair of such meeting considers the matter to be urgent.
- 5.2. The order of business for meetings of the Board shall be as follows:
 - a) Minutes of the last Board meeting which having previously been circulated shall be taken as read (subject to corrections).
 - b) Matters arising from those minutes.
 - c) Urgent business.
 - d) Resolutions and other items as set out on the agenda provided that the members of the Board may vote by a decision to vary the order to give precedence to matters of urgency.
 - e) Reports.
- 5.3. No resolutions which appear on the agenda of a Board meeting shall be preceded with at that meeting in the absence of the member in whose name it stands unless that member has requested some other member to take up the issue. The resolution, if not so taken up, shall be considered withdrawn and shall not be moved without new notice.
- 5.4. On any question of procedure or interpretation of standing orders at a Board meeting, the ruling of the Chair of such meeting shall be final.
- 5.5. Any member of a Board meeting is guilty of a breach of these standing orders if, at any Board meeting, such member:
 - a) Uses objectionable words and refuses to withdraw them or offer a satisfactory apology.
 - b) Uses offensive words in respect of another member of the Board meeting.
 - c) Wilfully disturbs the orderly conduct of business at the Board meeting.
 - d) Disobeys a lawful order from the Chair of the Board meeting.
- 5.6. Any member of a Board who commits a breach of order at any Board meeting may be ordered by the Chair of such Board to leave the meeting and may subsequently be suspended or dismissed from the Board by the Board of Directors.

6. DOPING CONTROL

- 6.1. Northern Ireland Judo Federation positively supports anti-doping measures, including drug testing and complies with the doping control policies of UK Anti-Doping (UKAD), the IJF and the World Anti-Doping Agency (WADA). The current version of Northern Ireland Judo

Federation Anti-Doping Control Policy shall be published on Northern Ireland Judo Federation website at www.nijudo.com

7. NORTHERN IRELAND JUDO FEDERATION COMPETITIONS. TOURNAMENTS AND MATCHES

- 7.1. All competitions, tournaments and matches shall be licensed by the British Judo Association and shall be held by the British Judo Association Tournament Handbook (latest edition).
- 7.2. Each Member Club, which hosts a Judo competition, tournament or match shall ensure that the appropriate British Judo Association Tournament Licence has been applied for and shall do so in accordance with the British Judo Association's Tournament Handbook latest edition and insurance guidelines and must ensure that, when its Members are competing in competitions, tournaments or matches nationally or internationally, such members are provided with the appropriate insurance coverage.

8. PROMOTIONS

- 8.1. All promotion examinations shall be held in compliance with the British Judo Association Grading Scheme and shall be registered with the Northern Ireland Judo Federation.

9. STANDING ORDERS FOR GENERAL MEETINGS OF THE NORTHERN IRELAND JUDO FEDERATION

- a) No business shall be transacted at a General Meeting of Northern Ireland Judo Federation other than that specified on the agenda relating to it.
- b) The order of business at Annual General Meetings of Northern Ireland Judo Federation shall be in the following order:
 - I. Minutes of the last meeting which previously having been circulated shall be taken as read (subject to corrections).
 - II. Matters arising from those minutes.
 - III. Elections (where appropriate)
 - IV. Reports (including the Balance Sheet and Annual Accounts of Northern Ireland Judo Federation)
 - V. Notices of Resolutions and other items as set out on the agenda.
- c) No resolution which has been duly proposed, seconded and circulated to Member Clubs by Memorandums and Articles of the Association may be amended other than by the same procedures and within the relevant time limit as those which applied to the original resolution.
- d) During the debate, speakers must announce their name and the Member Club which they represent after they have addressed the Chair.
- e) The Chair shall have the power to adjourn the meeting or to settle points of discussion not otherwise dealt with in Standing Orders.
- f) On any question of procedure or interpretation of Standing Orders, the ruling of the Chair shall be final.
- g) It shall be appropriate for any member to move without comment the resolution "that the question is now put". If such resolution is seconded and supported by a majority of members, the Chair shall call upon the proposer to make his reply after which the resolution shall be put forthwith without further debate.
- h) A person is guilty of a breach of Standing Orders who:
 - I. Uses objectionable words and refuses to withdraw them or offer a satisfactory apology.
 - II. Uses offensive words in respect of another person (iii). Wilfully disturbs the orderly conduct of business.
 - III. Disobeys a lawful order from the Chair.

- i) Any person who commits a breach of Standing Orders may, on being declared by the Chair to be guilty of a violation of Standing Orders, be penalised, on the resolution of the meeting:
 - I. By being ejected from the meeting
 - II. By being suspended for a fixed period from attending the meeting
- j) Notwithstanding Bye-Law 9 (a) above, in the case of a charge against a person under this Standing Order, the breach of Standing Order shall be distinctly stated and a resolution made thereon. The person so charged shall then be allowed to make an explanation if he wishes to do so before any penalty is inflicted. Having made his explanation or on refusing to do so, the offending person shall retire from the meeting room and await the result of the meeting about the charge.

10. DISPUTES

- 10.1. Any disputes and complaints relating to these Bye-Laws shall be dealt with by the Conduct and Complaints Procedure.