

# LEEDS UNIVERSITY UNION JIU JITSU CLUB CONSTITUTION

## **Terminology**

Activities Executive (The Activities Sub-committee of Union Council)

Activities Assembly (The sub-committees of the Activities Executive)

## **1 Name, Aim and Objectives**

1.1 The name of the Activity Group shall be Leeds University Union Jiu Jitsu Club, hereafter referred to as the Activity Group.

1.2 The aims and objectives of the Activity Group shall be:-

1.2.1 To provide a non-discriminatory, safe and welcoming environment for any prospective student to partake in the studying of the art of *Shorinji Kan Jiu Jitsu*.

1.2.2 To provide a centre of excellence for the quality of the instruction of Jiu Jitsu throughout all of the instructing grades within the club.

1.2.3 Whilst competitions and gradings will be promoted, the focus for the club will be the personal development of its members in terms of technique, attitude and conduct.

## **2 Membership**

2.1 All members shall be required to pay a group membership fee decided by the Activity Group committee. This fee is £10 per year. All fees from membership and session fees are used to subsidise transport for competitions, courses and gradings. The Activity Group is a non-profit group.

2.2 All prospective members must read and adhere to the club rules (see Appendix B – Individual Member Responsibilities).

2.3 All members who wish to become a registered member of the club must fill in a licence application form before taking part in a class. Within two weeks this must be paid for and sent off to the governing body as per the insurance rules laid down by the governing body.

2.4 All forms must be passed back to the primary instructor for validation and submission to the governing body. The form must also include the licence fee made payable either to the governing body or to the club (who will write a cheque for the licences to be sent to the governing body).

2.5 Sessions are free for everybody in the first week of the first semester and the first session for any prospective member is always free.

2.6 Session fees are £2 per session but session cards are offered for each term which entitle the holder entry to all sessions at 75% of the cost of paying on a session by session basis

2.7 The club is required by the governing body to have a senior instructor visit the club on at least an annual basis. These pre-arranged visits (through the governing body) will incur a fee, but this is paid to the governing body by invoice. For such

visits, the club reserves the right to charge an extra £2 for the session. All members will be made aware in advance if the session will cost extra.

2.8 Anybody who trains at the club but is not a member of Leeds University Union and consequently has to pay £5.50 to gain entry into the sports centre will not have to pay a session fee.

2.9 The Activity Group is responsible for ordering gi's (training uniform) and members wishing to purchase one shall pay the club in advance who will then order a gi for them.

2.10 All members shall be entitled to the relevant Membership Privileges.

2.11 Any member may be suspended or expelled from any or all of the privileges of the Activity Group, including membership of it, for any period by a decision of the Activity Group Committee.

2.12 Full Membership may be granted to current students at the University of Leeds who are members of Leeds University Union (LUU), and they shall be entitled to privileges 2.17.1 to 2.17.5 inclusive.

2.13 Associate Membership may be granted to other students, subject to the approval of the Activity Group's committee and they shall be entitled to privilege 2.17.1 only.

2.14 Honorary Life Membership may be granted to a person that the Activity Group wishes to honour for services to the Activity Group and they shall be entitled to privilege 2.17.1 only.

2.15 The Activities Officer shall be ex officio a Full Member of the Activity Group and shall act as signatory to the Activity Group's cash office mandate.

2.16 The Activities Executive Chair and the Activities Executive Representative shall be ex officio Associate Members of the Activity Group.

### **2.17 Membership Privileges**

2.17.1 To attend all meetings.

2.17.2 To vote on all questions of policy within the Activity Group.

2.17.3 To propose or second candidates for election to the Activity Group committee.

2.17.4 To vote for such officers as are nominated for election.

2.17.5 To hold office on and stand for election to the Activity Group committee.

### **2.18 Expulsion and Suspension**

2.18.1 The committee of the activity group can expel or suspend any member of the group so long as there is good reason.

2.18.2 The Activity Group committee shall notify the Activities Executive of any expulsions or suspensions.

2.18.3 Expelled or Suspended members may submit a written appeal to the Activities Executive.

2.18.4 The Activity Group committee shall be notified of the appeal and may submit a written explanation of their decision within ten working days.

2.18.5 If no explanation is received within ten working days of notification, the appeal shall proceed.

2.18.6 A simple majority vote by the Activities Executive shall decide the appeal and, in the event of a tie, the Chair shall have the casting vote.

## **2.19 Exclusions to membership/training**

2.19.1 Exclusion by syllabus.

The syllabus of techniques dictated by the governing body and the terms of the club's insurance mean that some techniques may not be taught to those with lower experience.

2.19.2 Exceptional cases of disability.

Where possible all attempts will be made to accommodate people with a disability. However in some cases the primary instructor has the right to refuse membership. This refusal may only be made when the disability would potentially carry an exceptionally high safety risk for the person and/or other persons within the club. Some members with disability may also be excluded from carrying out particular techniques where there is a potential safety issue incurred by the disability. This remains at the discretion of the session's instructor, but a general exclusion for all sessions can be nominally imposed by the primary instructor.

2.19.3 Exclusion by action.

In some cases it may be necessary to exclude members or prospective members based upon their actions. People who refuse to adhere to the etiquette inherent in teaching the martial art of jiu jitsu, and are disruptive to the class to the point of being a safety risk may be excluded from the club. Again this is at the discretion of the primary instructor. Such exclusion should follow the procedure set out in 2.18.

2.19.4 Exclusion by complaint.

A member of the club may request that another club member be excluded from the club for inappropriate conduct. Such exclusion should follow the procedure set out in 2.18. The reason for exclusion must be one for which there is no other resolution. Examples would be things such as bullying (if it could not otherwise be resolved), inappropriate actions of a sexual nature. If the complaint is serious enough to be considered a legal issue, the committee or primary instructor must inform the appropriate authorities eg. the police

2.19.5 General exclusion by location.

It may become necessary that should the club grow to a size where new members cannot be accommodated, or a class size becomes too large that there is a significant safety issue, people may be temporarily excluded from training. In such cases, an upper limit will be set on the class by the primary instructor, and members will be allowed to take part in the class on a first come first served basis. Should such a situation arise, the committee will be responsible for rectifying the situation by finding an alternate training location and/or creating an additional class or set of classes to meet the growing demand.

### **3 Committee**

3.1 The committee shall consist of three Core Officers, and any Additional Officers required.

3.2 Officers must be full Activity Group members who are also Student Ordinary Members of LUU.

#### **3.3 Committee Duties**

3.3.1 To attend Committee Meetings.

3.3.2 To ensure the Activity Group's LUU webpage, notice board and, if applicable, own website, are maintained.

3.3.3 To ensure the good running and proper financial running of the Activity Group.

3.3.4 To inform any suspended or expelled member of their rights of appeal through LUU structures.

#### **3.4 Committee Powers**

3.4.1 To manage the Activity Group on behalf of its members and in accordance with its stated aims and objectives.

3.4.2 To suspend or expel any member from any or all privileges of the Activity, including membership of it, for any period, subject to appeal.

#### **3.5 Core Officers**

##### **3.5.1 Core Officer Duties**

3.5.1.a To attend the Annual General Meeting.

3.5.1.b To be a signatory of the Activity Group's Cash Office account.

3.5.1.c To attend the relevant Activities Assembly.

3.5.1.d To attend committee training.

3.5.1.e Failure to fulfil these duties may result in a motion of no-confidence and removal of office by an EGM or the Activities Executive.

The Core Officers shall be:-

##### **3.5.a President/Captain/Chair**

3.5.a.1 The President/Captain/Chair should organise and oversee the running of the Activity Group.

3.5.a.2 The President/Captain/Chair should chair Committee Meetings.

3.5.a.3 The President/Captain/Chair should produce an annual report.

3.5.a.4 The President/Captain/Chair should provide an entry for inclusion on the Activity Group's LUU webpage.

##### **3.5.b Secretary**

3.5.b.1 The Secretary should maintain membership records containing at least the name and Student card number, if applicable, of all the Activity Group's members.

3.5.b.2 The Secretary should produce agenda documents for all meetings.

3.5.b.3 The Secretary should maintain a written record of all meetings.

3.5.b.4 The Secretary should maintain an up-to-date copy of the Activity Group constitution.

##### **3.5.c Treasurer**

3.5.c.1 The Treasurer should be responsible for the finances of the Activity Group.

3.5.c.2 The Treasurer should maintain up-to-date accounts with the LUU Cash Office only.

3.5.c.3 The Treasurer should submit subsidy applications to Activities Executive.

3.5.c.4 The Treasurer should produce a termly report and yearly budget.

3.5.c.5 The Treasurer should submit a detailed statement of accounts for the year to the Activity Group's Annual General Meeting.

### **3.6 Additional Officers**

The Additional Officers shall be:-

#### **3.6.a Weapons and Safety Officer**

3.6.a.1 The Weapons and Safety Officer should look after the key to the weapons locker, collect the weapons bag and first aid box for each session and put them back afterwards.

3.6.a.2 The Weapons and Safety Officer should ensure the first aid kit is fully stocked and order supplies when necessary.

#### **3.6.b Social Secretary**

3.6.b.1 The Social Secretary should organise social events.

3.6.b.2 The Social Secretary should be responsible for the safety of new members on club socials

3.6.b.3 The Social Secretary should produce/print advertising material.

3.6.b.4 The Social Secretary should organise the promotion of the club and encourage other members of the club to participate in this promotion.

3.6.b.5 The Social Secretary should update any websites associated with the Activity Group

### **3.7 Elections**

3.7.1 Elections shall take place at the AGM or the EGM.

3.7.2 Candidates for positions on the Activity Group committee shall be proposed and seconded by full members of the Activity Group.

3.7.3 Candidates may neither propose nor second themselves.

3.7.4 Members may only propose or second one candidate for each committee position.

3.7.5 Notification of opening of nominations shall be at least ten working days before the date of the AGM or EGM.

3.7.6 Nominations shall open at least five working days before the date of the AGM or EGM.

3.7.7 Newly elected Activity Group Committee members must assume their responsibilities within ten working days of their election.

### **4 Meetings**

4.1 The Activities Executive may, at its discretion, send an observer to any Meetings.

4.2 If any member moves no confidence in the Chair, a vote shall be taken immediately.

4.3 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by the meeting.

4.4 Voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority.

4.5 No member shall have more than one vote.

### **4.6 Committee Meetings**

4.6.1 The time, date and location of Committee Meetings must be posted on the Activity Group LUU webpage or a member accessible web source, at least two working days in advance.

- 4.6.2 Committee Meetings shall be open to all members of the Activity Group.
- 4.6.3 The agenda for Committee Meetings should be made available at the start of the meeting.
- 4.6.4 The quorum for all Committee Meetings shall be two thirds of all officers, or three officers, whichever is greater.
- 4.6.5 The minutes of any decisions made at the meetings must be displayed on the LUU webpage or a member accessible web source, once ratified as a true and accurate record of the meeting.
- 4.6.6 Minutes may additionally be posted on the Activity Group's LUU notice board.

#### **4.7 Annual General Meeting**

- 4.7.1 The Annual General Meeting (AGM) shall be held within 395 days of the previous AGM.
- 4.7.2 Notice of the AGM must be posted on the Activity Group LUU webpage or a member accessible web source, at least ten working days in advance.
- 4.7.3 The agenda for the AGM must be posted on the Activity Group LUU webpage or a member accessible web source at least five working days in advance.
- 4.7.4 The order of business shall be:-
- 4.7.4.a President's/Captain's/Chair's report
  - 4.7.4.b Financial report
  - 4.7.4.c Constitutional Amendments
  - 4.7.4.d Elections
  - 4.7.4.e Any other business
- 4.7.5 The quorum for the AGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 4.7.6 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.
- 4.7.7 If a reconvened AGM is declared inquorate, the Activity Group shall report this to the Activities Executive.
- 4.7.8 The Activity Group must submit the full agenda and minutes of their AGM to the Activities Executive, if requested by the Activities Executive.
- 4.7.9 Ratified minutes shall also be provided at a later date if there are any amendments.

#### **4.8 Extraordinary General Meetings**

- 4.8.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the full members or 20 full members, whichever is the lesser.
- 4.8.2 Notice of the EGM, together with their agenda, shall be posted on the Activity Group LUU webpage or a member accessible web source within two working days of the meeting being called.
- 4.8.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.
- 4.8.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 4.8.5 If an EGM is declared inquorate it may not proceed.
- 4.8.6 The Activity Group must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities Executive.
- 4.8.7 Ratified minutes shall also be provided at a later date if there are any amendments.

## **5 Instructors**

5.1 All mandated instructors may train at the club with no session fee, but they may be called upon by the primary instructor to teach for part of the session (though this is not a requirement).

5.2 The club has a policy of voluntary instruction. Instructors are not paid for the sessions that they teach, but reasonable travel expenses should be reimbursed by the club. It is the responsibility of the committee to help the club instructor obtain an instructor card which allows them free entry into the sports centre. (See Appendix A for instructor definitions)

## **5 Miscellaneous Provisions**

### **5.1 Constitution**

5.1.1 The interpretation of this constitution is the responsibility of the Activity Group committee.

5.1.2 In case of dispute over a particular interpretation of this constitution, the Activities Executive shall be the final arbiter.

5.1.3 The assets or liabilities of the Activity Group shall remain with the Activity Group regardless of any changes to committee, group structure or constitution.

5.1.4 The Activity Group shall be a constituent part of LUU and thus subject to the rulings of Union Council.

5.1.5 In the event of dissolution or abolition of the Activity Group its assets will revert to LUU.

### **5.1.6 Constitutional Amendments**

5.1.6.1 Constitutional amendments may be approved either by an Annual General Meeting or Extraordinary General Meeting of the Activity Group.

5.1.6.2 Constitutional amendments contravening or significantly altering the Activity Group Sample Constitution must be submitted to the Activities Executive for approval.

5.1.6.3 If constitutional amendments contravening or significantly altering the Activity Group Sample Constitution are not submitted to the Activities Executive, such amendments shall be invalid.

5.1.6.4 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any other business'.

5.1.6.5 Constitutional amendments shall come into effect immediately unless otherwise stated in the motion.

### **5.2 Administration and Finance**

5.2.1 The Activity Group finances and accounts shall be under the ultimate control of Union Council.

5.2.2 The Activity Group must produce within 24 hours, a detailed statement of accounts to the Activities Executive if requested by the Activities Executive.

5.2.3 The Core Officers shall accept full administrative and financial responsibility for the Activity Group.

5.2.4 Committee members may not receive financial payment or profit as a result of their position on the committee.

5.2.5 Committee members may be reimbursed for any expenditure on behalf of the Activity Group only after submitting a receipt to the Treasurer.

### **5.3 Cash Office**

5.3.1 The Activity Group shall have bank account(s) with the LUU Cash Office only.

5.3.2 At least two Core Officers' signatures shall be required to make payments from the Activity Group account.

5.3.3 The Activity Group shall keep full, up-to-date accounts of its finances through the LUU Cash Office.

5.3.4 LUU Subsidies allocated to the Activity Group may not be spent on perishable goods such as food, drink or tobacco.

5.3.5 The Activity Group Subsidy account shall be zeroed at the end of each academic year and Activity Group Union account shall not.

## **Appendix A – Instructor Qualifications**

### **A.1 Assistant Instructor**

#### **Requirements:**

- Attainment of 6th kyu (orange belt).
- Attendance of a *governing body* assistant instructor course.

#### **Roles:**

- To provide constructive basic feedback to other students when training in order to help improve technique.
- To provide instruction to small groups and individuals as directed by a more senior instructor.
- To identify and where possible rectify issues of safety within the training environment.
- To take warm-ups and cool downs for the club as requested by a more senior instructor.
- To act as a role model for lower grade members of the club.

### **A.2 Instructor**

#### **Requirements:**

- Attainment of 4th kyu (purple belt).
- Attendance of a *governing body* instructor course.

#### **Roles:**

- To carry out all of the responsibilities of an assistant instructor.
- To provide instruction to groups (up to the size of a full class) as directed by a more senior instructor.
- In the absence of a primary, secondary, or visiting instructor, an instructor may temporarily take charge of a class as long as it is believed that an appropriately qualified instructor will arrive/return in time to take on the running of the class. This is accounted for within the legal cover provided through the governing body.

### **A.3. Club Instructor**

#### **Requirements:**

- Attainment of 3rd kyu (light blue belt).
- Attendance of a *governing body* club instructor course.

#### **Roles:**

- To carry out all of the responsibilities of an instructor and assistant instructor.
- To provide instruction to entire classes for extended periods.

## Appendix B – Individual Member Responsibilities

Every member has a responsibility to ensure the safety of themselves and of others. You must comply with the following requirements and with the membership rules of The Jitsu Foundation, Leeds University Union Jiu Jitsu Club and the etiquette of the dojo.

It must be borne in mind that Jiu Jitsu is a contact martial art and that its study does involve the acceptance of certain risks. Simulating both armed and unarmed attack situations can be physically demanding for both attackers and defenders.

Occasional injuries such as bruises and sprains are to be expected.

However, it is the aim of Leeds University Union Jiu Jitsu Club and The Jitsu Foundation to ensure that so far as is reasonably practicable, training is carried out in a safe environment and manner. Suitable control and supervision must be exercised at all times.

Every member must ensure that they:

- Disclose to the club instructor any new medical condition, change in health status or injury that may affect or restrict their training.
- Keep finger and toenails short and clean.
- Do not wear jewellery (including watches, friendship bands, etc.) whilst training. Any jewellery that cannot be removed (e.g. body piercings, tight fitting rings) should be appropriately covered with tape to ensure that it is not caught during training.
- Do not consume food or drink (including chewing gum) within the dojo. Diabetic jitsuka may keep a sugary drink by the side of the mat whilst training should they feel it necessary - but where possible this should be consumed outside the dojo.
- Do not smoke within the dojo.
- Do not smoke outside the dojo whilst wearing a gi (jiu jitsu uniform).
- Use only appropriate force when training and exercise restraint where required, especially when these involve techniques where joints are locked and/or where breathing may be restricted.
- Do not use full power kicks or punches to the head or heart whilst carrying out finishing off or weakening techniques.
- Maintain a high standard of personal hygiene.
- Keep their gi clean and in a good state of repair.
- Do not consume any substances with intoxicating or sedative effects (e.g. alcohol, medication) prior to training.
- Obey the rules of The Jitsu Foundation and the etiquette of the dojo.
- Apply for a licence to train within two weeks of joining the club.
- Maintain a valid licence - i.e. renew the licence each year.
- Follow the directions of the instructor or a nominee.
- Immediately follow the advice of more senior students where it relates to safety.
- Draw to the attention of the club instructor anything that may affect the safety of yourself or other jitsuka.
- Do not engage in free practice without the presence of an instructor.
- Do not attempt techniques which they have not been instructed to do.
- Do not leave the mat or the dojo during training sessions without notifying the club instructor.
- Rei (bow) into and out of the dojo, rei when leaving the mat and wait for the instructor to rei you back onto the mat.
- Do not carry sharp weapons in their training bags.

- Carry all weapons, particularly bokken, bo, jo, and katana (swords) in suitable cases and avoid the attentions of the public.
- Maintain any personal training equipment or weapons that may be used within the club in good and safe condition.
- Prior to commencing training, rei to your training partner to ensure they are prepared - observing dojo etiquette.
- Leave a suitable period between eating and the start of training.
- Maintain an even temperament throughout training.

## Constitution Change Log

**Key:** I-Instructor  
 C-Captain  
 S-Secretary  
 T-Treasurer  
 W-Weapons Officer  
 P-Press & Publicity  
 SS-Social Secretary

Version	Date	Amendments	Proposals By	Approved By
0.1	03/03/2010	Initial Draft	Ranvir Singh Kalare (C)	N/A
0.2	04/03/2010	Amended Draft		Ranvir Singh Kalare (C) David Yates (I) Zoe Camp (W) Jo Brocklesby (S) Simon Pickersgill (T)
0.3	05/03/2010	Revised Draft Social Secretary role to incorporate Press & Publicity	David Yates (I)	David Yates (I) Ranvir Singh Kalare (C) Jo Brocklesby (S) Simon Pickersgill (T) Zoe Camp (W)
1.0	15/03/2010	Final Version		Voted in at AGM
1.1	14/06/2011	Final Version – only change was sports centre cost	Simon Pickersgill (C)	Simon Pickersgill (C) Juniata Bellham (S) Giada Asiha Suleri (T)