



# Jiu Jitsu Club Constitution

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### 1.0 **Name**

- 1.1 The Club's name shall be the King's College London Students' Union Jiu Jitsu Club. Referred to as the "Club".

### 2.0 **Aims and Objectives**

- 2.1 The aim of the Club is to teach self-defence in the Japanese martial art of Jiu Jitsu, to promote Jitsu and convey it to a larger group of members in the Union.

### 3.0 **Membership**

- 3.1 Membership of the Club will be open to all members of the Union in accordance with the Union constitution.
- 3.2 Individuals who are not members of the Union may only participate in Club activities in a coaching capacity or through associate membership.
- 3.3 Club members (including coaching members) must act according to the Union's Equal Opportunities Policy.

### 4.0 **Subscriptions and Finance**

- 4.1 A membership fee is required from all Club members. The Club committee will determine this fee (in line with the set minimum) and are responsible for its collection.
- 4.2 Union members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with Club business.
- 4.3 Members shall not pay individual drivers of minibuses, as we cannot provide transport for Hire or Reward. Approved drivers (on the student's union driver's list) shall drive voluntarily and not receive payment.

## 5.0 **Club Officials**

- 5.1 An elected committee will conduct administration. This committee shall not operate autonomously. Planning activities, buying equipment and administering other club matters must be processed through KCLSU.
- 5.2 The committee will consist of the following officers who shall be full members of the Union:

- President
- Treasurer
- Secretary
- Safety Officer
- Training Officer

- 5.3 The committee will serve for one complete academic year.

## 6.0 **Duties of Club Officials**

- 6.1 The Club President is responsible for:

- Ensuring that all Good Practice Guidelines are followed.
- Providing adequate provision for all members in the program of events.
- Providing a high standard of instruction and leadership for the members.
- Appointing suitable Activity and Trip leaders in conjunction with the Club Safety and Training Officers.
- Ensuring the good behaviour of members during Club related activities.
- Other duties as agreed by the committee.

- 6.2 The Club Treasurer is responsible for:

- Administering the finances in accordance with Union procedures.
- Producing a financial plan for the academic year.
- Producing an annual budget proposal.
- Other duties as agreed with the committee.

### 6.3 The Club Secretary is responsible for:

- Administering the membership of the Club.
- Providing secretarial support to the committee and issuing the minutes of meetings to members.
- Ensuring affiliation to the relevant National Governing Body.
- Compiling introductory material for new members in conjunction with the committee.
- Other duties as agreed with the committee.

### 6.4 The Safety Officer is responsible for:

- The welfare of all members
- The completion of the annual Risk Assessment form.
- The completion of the Trip and Activity form when a trip is organised.
- Facilitating the integration of the novice within the Club, and their access to relevant information and advice.
- Ensuring that participating novices understand all aspects of an activity, paying particular attention to skill levels required, risks involved and equipment requirements.
- Advising the novice on their suitability for certain trips. Promoting safe practice at all times
- Promoting the benefits of further training for all members; and providing the Club with the relevant information.
- Liaison with the relevant bodies over all matters concerning safety.

## 7.0 **Meetings**

7.1 An annual general meeting is required towards the end of the second term.

7.2 The Club President must call regular ordinary general meetings.

7.3 Regular committee meetings are required to discuss all Club matters. The Secretary should make minutes available for ratification.

## 8.0 **Voting**

8.1 This will take place for the election of Officials and any other issue that the Club deem of importance.

8.2 Only members will be entitled to vote.

## 9.0 **Constitutional Changes**

- 9.1 Changes can be implemented if approved by a two-thirds majority obtained at an annual or ordinary general meeting of the Club and consent from the VP Student Activities.

## 10.0 **Club Complaints Procedure**

- 10.1 This procedure has been created to allow members to raise complaints about issues which might include the following:

- The safety of activities.
- Poor standards of instruction or leadership.
- The standards of equipment used for all activities.
- Poor administration.
- Disregard to the Union's Equal Opportunities policy.

- 10.2 Complaints concerning safety or operational matters should initially be addressed to the Club President. If this does not prove satisfactory, a written complaint should be made to the VP Student Activities.

## 11.0 **Union Commitments**

- 11.1 The President and Treasurer from the Club are required to attend all Student Activities Council meetings. All incoming Presidents and Treasurers are required to attend the Student Activities Council AGM along with their outgoing officer.
- 11.2 Further commitments are outlined in Regulation F, which the Club must abide by.

## 12.0 **Discipline**

- 12.1 The Club shall have disciplinary regulations that are in line with the Union's Constitution.
- 12.2 The VP Student Activities shall be notified of all disciplinary action and, where appropriate, will convene an Appeal Committee.