

**NELSON MANDELA METROPOLITAN UNIVERSITY**  
**JUDO CLUB CONSTITUTION**

**1 DEFINITIONS**

In this constitution, except where incompatible with the context, the following terms shall have the meanings indicated:

- a) "Club": means the NMMU Judo Club.
- "NMMU" means the Nelson Mandela Metropolitan University;
- "Student" means a registered student at the Nelson Mandela Metropolitan University;
- "AGM" means the Annual General Meeting
- "Members" mean the paid up and registered members of the club
- "SGM" means Special General Meeting
- "SC" means the NMMU Sport Committee
- "FC" means the NMMU Finance Committee
- "EC" means the Executive Committee
- "EPJU" means Eastern Province Judo Association
- "JSA" means Judo South Africa
- "USSA" means University Sport South Africa
- "NMMM" means Nelson Mandela Metropolitan Municipality

**2 NAME**

- a) The name of the club shall be NMMU Judo Club.
- b) The headquarters will be at the NMMU South Campus.
- c) The club does not envisage profit for itself or its members.

**3 STATUS**

As a club registered at the University, the NMMU Judo Club has no legal standing and operates under the auspices of the University.

#### **4 MISSION**

The mission of the NMMU Judo club is

- 4.1 To provide the University community (students and staff members) ample opportunity to participate in the sport on a competitive and recreational level.
- 4.2 To use every opportunity to market the University positively through presenting professional programs and achieving excellent results.
- 4.3 To present and become involved in community outreach programs within the framework of the coordinated programme of the Sport Bureau.

#### **5 AIM AND OBJECTIVES**

The aims and objectives of the Club are:

- a) to administer and offer Judo at all levels to interested members in the NMMM.
- b) to promote the best interests of Judo and Judo players registered to the club.
- c) to strive and to ensure that there shall be no hindrance to participation in Judo on grounds of race, religious or political conviction in the affairs and activities of the club.
- d) to develop the sport of Judo at all levels both within and outside of the club.

#### **6 WAYS AND MEANS OF ACHIEVING OBJECTIVES**

The club may achieve its objectives by,

- a) being affiliated to the EPJA who on their behalf must be registered to JSA.
- b) providing suitable equipment and practice facilities to its members.
- c) acquiring such property moveable and immovable as may be required to achieve the aims and objectives of the club.
- d) entering into such negotiation and concluding such contracts as may be lawfully undertaken in order to promote the aims and objectives of the club.
- e) raising funds for any purpose deemed necessary.
- f) to have a development guidelines and act accordingly.

- 6.1 The Manager co-ordinates and arranges all general matters concerning sport, such as controlling and supervising the use of facilities, clubhouses in conjunction with the facility coordinator.
- 6.2 Participation of the Club in all tournaments, both locally and at tertiary level, shall be with the approval of and co-ordinated by the EC .
- 6.3 The Chairperson of the Club shall attend all the meetings of Chairpersons of all sports clubs. At such meetings, which are held at least four times a year, common sports matters are discussed.
- 6.4 The Manager will liaise with the fundraiser regarding sponsorships

## **7 MEMBERSHIP**

The following persons shall be eligible for membership of the Club:

- 7.1 All registered students at and all members of staff in the service of the University.
- 7.2 All NMMU Sport Clubs are in principle open clubs. The Club, however, has the right, by a majority vote at an Annual General Meeting, to determine whether non-bona fide students and community members may or may not become members of the Club. The nature and character of the Club, as a student club, must however always be retained.
- 7.3 Only bona fide students of the University may participate in intervarsity and USSA.

## **8 ORGANISATION**

The chief bodies of the Club are

- a) Annual General Meeting
- b) Special General Meeting
- c) Executive Committee

## **9 MEETINGS**

### **9.1 GENERAL MEETINGS**

- 9.1.1 The Club shall hold at least 4 general meeting during the course of the year, one during each semester, to inform members of activities.
- 9.1.2 Notice of a general meeting must be given seven days before the meeting. The agenda must accompany the notice.
- 9.1.3 A quorum at any of the members' meetings of the Club is constituted by 20% of the members.

### **9.2 SPECIAL GENERAL MEETINGS**

- 9.2.1 At the written request of 10% of the members an extraordinary meeting may be called.
- 9.2.2 Notice of such a meeting must be given 7 days prior to the meeting.

### **9.3 ANNUAL GENERAL MEETING (AGM)**

- 9.3.1 An AGM must be held by the 15 October of each year
- 9.3.2 Notice of an AGM must be given at least seven days in advance. The agenda must accompany the notice.
- 9.3.3 Copies of minutes of the AGM, annual report and financial report must be handed in to the Deputy-Director: Sport.
- 9.3.4 If a quorum is not present at the time of the duly convened AGM the meeting will be postponed for 30 minutes after which it will proceed as if a quorum were present.
- 9.3.5 Resolutions taken at an AGM are only binding if they are adopted by a majority vote and within the framework of the authority of the Club.

## **10 EXECUTIVE COMMITTEE**

- 10.1 The Club shall be controlled by an Executive Committee which shall be elected at the AGM and may consist of the following: -
  - 10.1.1 President
  - 10.1.2 Chairperson (either chairperson or vice chairperson must be a bona fide student.
  - 10.1.3 Vice-Chairperson
  - 10.1.4. Sport Manager performs the Secretary and treasurer duties.
  - 10.1.5 Additional members for marketing, social functions, players' representatives etc.
  - 10.1.6 The Sport Manager responsible for Survival, the Director of Sport and Deputy Director of Sport responsible for that particular sport at NMMU are ex officio members of all committees.

## **11 PROCEDURE AT ANNUAL GENERAL MEETINGS INCLUDE**

- a) The chairperson shall preside at all meetings of the Club and in his/her absence the Vice chairperson, should both be absent the secretary will lead the meeting.
- b) The business of the annual meeting shall proceeded within the following order
  - 1 a notice of meeting
  - 2 apologies
  - 3 to read and confirm with or without amendment the minutes of any special general meeting
  - 4 to read and confirm with of without amendment the minutes of the previous Annual General Meeting.
  - 5 consider matters arising out of minutes as enumerated in paragraph 4 and above.
  - 6 to read chairpersons report and all other reports to follow with financial last.
  - 7 to rule previous executive out of office.
  - 8 to elect new executive, namely:
    - 8.1 to accept nominations and motivations for honorary life members.
    - 8.2 to ratify registration fees
  - 11.1 Nominations for the various portfolios shall be called for two weeks prior to the meeting and will be closed one day before the meeting. If not enough nominations are received nominations may be called for and accepted at the meeting.
  - 11.2 Voting at the meeting shall be by secret ballot.

11.3 Fifty percentage of the executive must be bona fide students.

## **12 FUNCTIONS OF THE EXECUTIVE COMMITTEE**

12.1 The Executive Committee in accordance with the relevant Sport Manager shall organize and co-ordinate the activities of the Club.

12.2 The Executive Committee shall report regularly to the members at general meetings where decisions will be ratified.

12.3 All disciplinary matters in the Club and against its members while participating in any kind of matches must be reported to the Director of Sport for its information.

12.4 The SC shall have the power, in any disciplinary matter submitted to it, to take the matter up with the Club via the Executive Committee which will act as the disciplinary committee. Any matter may be referred to the Director of sport for settlement.

12.5 The Executive Committee shall hear, deal with, consider and decide upon protests or reports submitted by members.

12.6 The Sport Manager, Chairperson and Executive Committee shall be responsible for:

12.6.1 Determining policy for the Club, Sport Bureau

12.6.2 Provide guidance on needs within the Club and Club members on general managerial matters

12.6.3 Establish a strategic plan for the Club with the accompanying managerial guidelines for achieving the set objectives

12.6.4 Carry out normal managerial duties as contained in the constitutional provisions concerning offices and portfolios

12.6.5 Regularly evaluate to determine the success achieved by the Club

12.7 Vacancies on the Executive Committee may be filled by elections called by the Executive during the year or by co-opting members into the vacancies.

12.8 The Executive may appoint sub-committees as the need arises.

## **13 MEETINGS OF THE EXECUTIVE COMMITTEE**

13.1 At least four (4) meetings must be held per annum

13.2 Minutes of meetings and reports must be handed in to the Deputy-Director of Sport by the 5 of each calendar month.

13.3 Ex officio members of the Executive must receive formal notice of all meetings.

## **14 FINANCE**

14.1 Financial administration must be in accordance with the general guidelines of the Sport Bureau

## **15 COLOURS AND AWARDS (COLOURS COMMITTEE)**

Colours will be awarded according to

- 15.1 Members who have obtained full provincial colours at senior level, USSA National or National age group colours during the year will be nominated for NMMU colours.
- 15.2 Members who performed exceptionally during the year will be nominated for the various awards presented by NMMU Sport annually

## **16 SPONSORSHIP**

- a) All individual sponsorship of units must be approved by the Manager.

## **17 DUTIES OF GENERAL COMMITTEE MEMBERS**

### **17.1 CHAIRPERSON**

- a) The chairperson shall preside at the AGM, all special general meetings, all general committee meetings and all executive meetings. The chairperson shall also preside at all functions of club.
- b) The chairperson shall represent the club at all functions and meetings
- c) The chairperson shall deliver an annual address

### **17.2) VICE CHAIRPERSON**

- a) The vice chairperson shall preside at all functions of the club whenever the chairperson is absent.
- b) The vice chairperson is an ex-officio member of all commissions and sub-commissions.

### **17.3 GENERAL SECRETARY**

- a) The general secretary shall maintain an effective and efficient administration of the club and shall be responsible to the executive committee.
- b) The general secretary shall conduct the correspondence of the club.
- c) The general secretary shall keep in his / her possession a proper constitutions book and resolutions book.

### **17.4 STUDENT DEVELOPMENT**

- a) The student development officer will be responsible for the development of the sport on Campus.
- b) The officer will assist with Social Commission on regular Socials for the club.

### **17.5 HEAD COACH**

- a) Head coach will coordinate all coaching and liaise with the other coaches on matters relating to players conduct and problems.
- b) Head coach must assist development officer with social as well as development matches on campus.

### **17.6) TRUSTEE**

- a) The trustee will be responsible for all equipment belonging to the club.
- b) The trustee is an appointed person.

### **17.7 SOCIAL COMMISSION**

- a) The social commission will lead all fund raising, functions and awards

- night as instructed by executive.
- b) A social must be held at least twice a year.
- c) All members will be in attendance at one of the socials.

**16 CONSTITUTIONAL AMENDMENTS**

- 16.1 This constitution may be amended only at Special General Meeting preceding the AGM
- 16.2 An amendment shall be adopted only if at least two-thirds of the members present at the meeting vote in favour of such amendment.

**17 DISSOLUTION OF THE CLUB**

Should the Club be dissolved, all equipment, apparatus and documents shall be entrusted to the care of the Sport Bureau.

**This constitution and all amendments thereto are subject to the rules and regulations as determined by the Sport Bureau and should be inline with Provincial and National federations or Unions.**