



**CONSTITUTION OF THE  
WELLINGTON JUDO ASSOCIATION  
INCORPORATED**

November 2019

# WELLINGTON JUDO ASSOCIATION INCORPORATED

## Table of Contents

1.	Name	Page 3
2.	Definitions	3
3.	Objects	3
4.	Structure	3
5.	Membership	3
5.1.	Clubs	Page 4
5.2.	Members	4
5.3.	Honorary Members	4
5.4.	Life Members	Page 5
5.5.	Subscriptions	5
5.6.	Suspension of Membership	5
5.7.	Termination of Membership	Page 6
5.8.	Register of Members	6
6.	Administration	6
6.1.	Area Management Committee	6
6.2.	WJA Executive Officers	6
6.3.	Election of Executive Officers	Page 8
6.4.	Club Representatives	8
6.5.	Subcommittees	Page 9
7.	Meetings	9
7.1.	Area Management Committee Meetings	9
7.2.	Annual General Meeting	9
7.3.	Special General Meeting	Page 10
7.4.	Quorum	10
7.5.	Control of Meetings	Page 11
8.	Voting	11
9.	Finance	11
9.1.	Financial Management	11
9.2.	Application of Income	Page 12
10.	Discipline	12
11.	Disputes Resolution	13
12.	Events	Page 14
13.	Common Seal	14
14.	Alterations of this Constitution	14
15.	Matters not Provided for	Page 15
16.	Interpretation of Rules	15
17.	Dissolution	15
18.	General	15

# WELLINGTON JUDO ASSOCIATION INCORPORATED

## CONSTITUTION

### 1. Name

- 1.1. The name of the Society is "WELLINGTON JUDO ASSOCIATION INCORPORATED" hereinafter referred to as the "Wellington Judo Association" or "WJA".
- 1.2. The registered office of the Wellington Judo Association shall be at the place as determined by the Executive Committee.

### 2. Definitions

- 2.1. The Wellington Judo Association recognises Judo as the martial art that was created by Professor Jigoro Kano and which is controlled by the International Judo Federation (IJF) and regulated by the New Zealand Judo Federation Incorporated (NZJF).
- 2.2. The words "New Zealand Judo Federation", "NZJF" and "Judo NZ", where they appear in these articles refers to New Zealand Judo Federation Incorporated being the governing body of the sport of Judo in New Zealand.
- 2.3. The Wellington Judo Association is non-political with no discrimination as to race, religion, sexual orientation or gender.
- 2.4. The words "he", "she" and such designations as "Chairperson", "Spokesperson", etc., shall not be interpreted as precluding or inferring Members of any gender.
- 2.5. "Area" shall mean the localities within the geographical boundaries of Wellington Area as defined in Section 2.2.4 of the Bylaws of the NZJF and "Club" shall mean any group or organisation formed for the purpose of practising Judo and is currently affiliated with the WJA in accordance with Article 5.1 of this constitution.

### 3. Objects

- 3.1. The Objects of the Wellington Judo Association are to:
  - 3.1.1. Promote, develop, enhance, organise and control the sport of Judo in the Wellington Area to the benefit of all affiliated clubs and all members.
  - 3.1.2. Conduct the affairs of Judo within the Wellington Area in accordance with this constitution and the constitution of the New Zealand Judo Federation.
  - 3.1.3. Establish such funds and accumulate such properties and equipment as are deemed necessary for the progress of judo in Wellington.

### 4. Structure

- 4.1. The Wellington Judo Association is composed of affiliated clubs and members of those clubs.
- 4.2. The Area Management Committee is responsible for administration and day-to-day operation of the Wellington Judo Association in accordance with this constitution.

### 5. Membership

#### 5.1. Clubs

- 5.1.1. In order to establish a new club a written application for affiliation, signed by prospective new club officials, shall be sent to the Wellington Judo Association for approval at an Area Management Committee meeting. When approved

the club will pay WJA and NZJF annual affiliation fees for the current year and will then be registered on the NZJF database.

- 5.1.2. Clubs will pay WJA and NZJF annual affiliation fees for the ensuing year on, or before, 1<sup>st</sup> January each year.
- 5.1.3. The main practice hall (dojo) for each club will be located within the geographical boundaries of the Area as defined in Article 2.5.
- 5.1.4. Clubs and their members agree to abide by the constitutions, by-laws or any other rules or requirements of the WJA and NZJF during their affiliation.
- 5.1.5. Clubs will have their ongoing affiliation approved at the Annual General Meeting of the WJA each year.
- 5.1.6. Approval for affiliation may be withheld from any club that is liable for any overdue subscriptions or unpaid monies.
- 5.1.7. Clubs shall not become a member of, or become affiliated to, any other Judo organisation except with the written permission of the Executive Committee of the WJA.
- 5.1.8. The WJA reserves the absolute right to approve or decline any application for club affiliation.

## **5.2. Members**

- 5.2.1. Membership of the WJA shall be open to all persons who are registered members of an affiliated club.
- 5.2.2. All members of the WJA will be registered with NZJF in accordance with Section 2 of the Constitution of the NZJF.
- 5.2.3. Honorary or Life Members of the WJA do not automatically become Honorary or Life Members of Judo NZ, and vice versa.
- 5.2.4. Members' details will be recorded and maintained in the NZJF database.
- 5.2.5. Members will agree to abide by the by-laws or other approved rules or requirements under this constitution.
- 5.2.6. Members agree to pay all fees and subscriptions applicable to their membership type to their respective club, the WJA and NZJF, on or before the due dates specified by each organisation.
- 5.2.7. A member who is under 18 years of age may be represented at an Annual or Special General Meeting by a parent or legal guardian.
- 5.2.8. The WJA reserves the absolute right to approve or decline membership to the WJA.

## **5.3. Honorary Members.**

- 5.3.1. The title of Honorary Member may be bestowed on any person who has been or will be of service to the WJA.
- 5.3.2. An Honorary Member shall be deemed a financial member and will have all the privileges of a current member of the WJA but will not be liable for any annual fees, levies or subscriptions due to the WJA.
- 5.3.3. The nominee must be elected at an Annual General Meeting.
- 5.3.4. The period of honorary membership shall be for the term of service and be reconfirmed at each Annual General Meeting.

#### **5.4. Life Members**

- 5.4.1. The title of Life Membership may be bestowed on any person in recognition and appreciation of outstanding contribution of service to the WJA.
- 5.4.2. A Life Member shall be deemed a financial member and will have all the privileges of a current member of the WJA but will not be liable for any current or future annual fees, levies or subscription due to the WJA.
- 5.4.3. The nomination must be for service to WJA and not under any circumstance for monetary considerations.
- 5.4.4. The nominee must be elected by special resolution at an Annual General Meeting.
- 5.4.5. There shall be no more than five (5) Life Members at any one time.

#### **5.5. Subscriptions**

- 5.5.1. An annual club affiliation fee as determined by the Area Management Committee as appropriate to the needs of the WJA shall be paid by each club by the 1<sup>st</sup> day of January for the ensuing year.
- 5.5.2. An annual registration fee as determined by the Area Management Committee as appropriate to the needs of the WJA shall be paid by every individual member, except Life and Honorary Members, or Associate (Non-Financial) Members, at the time of registration with Judo NZ.
- 5.5.3. The WJA annual fees are in addition, to membership fees charged by NZJF. All fees due to the WJA and NZJF must be paid by the respective due date; otherwise, the club / member shall be deemed as 'suspended' until such fees are paid, or until membership terminates.
- 5.5.4. The Area Management Committee shall have the power in any special case to remit or defer the whole or any part of the WJA portion of the subscription of any affiliated club in any one year.

#### **5.6. Suspension of Membership**

- 5.6.1. 'Suspension' means the club / member shall not be entitled to any right, privilege or advantage of membership. Suspended members, or members of a suspended club, shall not participate in any activity sanctioned by the WJA, or NZJF until the suspension is lifted.
- 5.6.2. Members and clubs who have not paid the annual affiliation / registration fees to WJA and NZJF by the respective due date shall be deemed to be 'un-financial' and therefore suspended until the fees are paid in full, or until membership terminates.
- 5.6.3. Members and clubs alleged to have contravened the constitutions, by-laws, or any rules or requirements of the WJA and NZJF may be suspended pending the outcome of any disciplinary process prescribed in Article 10 of this constitution.
- 5.6.4. Members and clubs are prohibited under the NZJF Constitution from having, or continuing, sporting relationships with dissident organisations of a member country of the IJF, or with members of unregistered, unaffiliated clubs of NZJF, or with members of affiliated clubs that are suspended for any reason. Should any members or club do so, they will immediately be suspended and reported to NZJF who will take any necessary action. Any exceptions to this requirement must be approved by the President of the NZJF. Such approval must be received prior to commencing or continuing sporting relationships.

- 5.6.5. The WJA reserves the right to immediately suspend any club, or member, pending disciplinary procedures prescribed in Article 10 of this constitution. Such a decision must be made by majority vote at an Area Management Committee meeting, Executive Committee meeting, or Special General Meeting called for that purpose.

## **5.7. Termination of Membership**

- 5.7.1. Affiliation of any club, or individual member, shall terminate when:
  - 5.7.1.1. The Club Secretary notifies the WJA in writing that it is the desire of the majority of its membership for the club to disaffiliate.
  - 5.7.1.2. The individual member, or their Club Secretary, notifies the WJA in writing that the member wishes to resign.
  - 5.7.1.3. The club, or member's, annual fees remain unpaid after falling due.
  - 5.7.1.4. The club, or member, has been expelled based on the outcome of the disciplinary process prescribed in Article 10 of this constitution.
- 5.7.2. A club, or member, whose affiliation has been terminated may reapply to renew their membership, but must first pay any arrears and monies owing to the WJA and NZJF.
- 5.7.3. A club, or member, whose affiliation has been terminated shall continue to be liable for any fees, subscriptions or other monies and equipment (if any) due or unpaid as at the date of termination.

## **5.8. Register of Members**

- 5.8.1. A register of all clubs and members is maintained by NZJF in their database.
- 5.8.2. The Area Director shall keep and maintain a database with appropriate information specific to WJA members.

# **6. Administration**

## **6.1. Area Management Committee.**

- 6.1.1. The Area Management Committee will comprise the duly elected WJA Executive Officers and up to two (2) representatives from each affiliated club as prescribed in this constitution.
- 6.1.2. The Area Management Committee will:
  - 6.1.2.1. Be responsible for the overall supervision of the affairs of the WJA to achieve the objects of this constitution.
  - 6.1.2.2. Be responsible for the finances of the WJA in accordance with Article 9 of this Constitution.
  - 6.1.2.3. Appoint one (1) of its members to be the third signatory authorised to approve payments made on behalf of the WJA in accordance with Article 9 of this Constitution.
  - 6.1.2.4. At all times act in the interests of WJA members and Judo.

## **6.2. WJA Executive Officers**

- 6.2.1. The Executive Officers of the WJA shall be:
  - Area Director
  - Secretary

Treasurer

Two (2) club representatives

- 6.2.1.1 Two club representatives on the Executive Committee will be elected at the AGM and will not come from the same club.
- 6.2.1.2 The Executive shall have full power to determine and regulate its own procedures, provided that such determinations are not contrary to anything contained in this constitution.
- 6.2.1.3 All decisions taken at Executive Committee Meetings shall be reported and minuted at the next Area Management meeting.

6.2.2. **Area Director**

The duties of the Area Director are to:

- 6.2.2.1. Act as chairperson at all meetings of the WJA.
- 6.2.2.2. Represent the WJA before all third parties and at all NZJF meetings.
- 6.2.2.3. Be responsible for the general supervision of the affairs of the WJA.
- 6.2.2.4. Maintain current and historical records relevant to the WJA.
- 6.2.2.5. Ensure all WJA trophies are returned in good time and are available to be awarded at the appropriate trophy ceremony.
- 6.2.2.6. Assume or delegate the duties of the Secretary in their absence, or in the case of refusal or inability to perform their duties.

6.2.3. **Secretary.**

The duties of the Secretary are to:

- 6.2.3.1. Keep the minutes of all meetings of the WJA.
- 6.2.3.2. Circulate copies of minutes to all clubs within fourteen (14) days of the meeting where practical or as soon as possible thereafter.
- 6.2.3.3. Read and file all communications and other documents, issue notice of meetings when directed and conduct the correspondence of the WJA.
- 6.2.3.4. Retain in a safe place a true copy of this constitution, by-laws and any other rules of the WJA and update same as and when required by the resolutions passed at any Annual or Special General Meeting and register same with the Incorporated Societies Office or other body as required under current legislation.
- 6.2.3.5. Assist the Area Director in the execution of their responsibilities.

6.2.4. **Treasurer**

The duties of the Treasurer are to:

- 6.2.4.1. Supervise all the financial affairs of the WJA and advise on all financial matters wherever appropriate.
- 6.2.4.2. Ensure all monies received from any source are banked in the WJA bank accounts awaiting any decisions of the Area Management Committee or Executive Committee.
- 6.2.4.3. Keep and maintain all financial records of the WJA.

- 6.2.4.4. Maintain a record of all tangible equipment assets of the WJA.
- 6.2.4.5. Present a current financial statement of accounts at all Area Management Committee meetings.
- 6.2.4.6. Ensure an independent review by an appropriately qualified person, when requested and approved at an Area Management meeting, is carried out in accordance with the NZJF Bylaw 2.3.11.
- 6.2.4.7. Be responsible for submitting the Statement of Accounts for the previous financial year to the Annual General Meeting for acceptance and approval to file with the appropriate government department.

### **6.3. Election of Executive Officers**

- 6.3.1. All WJA Officers will be elected at an Annual General Meeting or Special General Meeting called for this purpose.
- 6.3.2. Nominations for election as a WJA Officer shall be in accordance with accepted meeting procedure. Nominations may come from any member of the WJA, but voting for candidates will be in accordance with Article 8 of this constitution.
- 6.3.3. Should any Executive Officer resign, or the office become vacant for any reason, the Area Management Committee may elect another member to temporarily fill the position until the next AGM.
- 6.3.4. Elections will be in the following order:
  - (1) Area Director.
  - (2) Secretary.
  - (3) Treasurer.
- 6.3.5. The office of any WJA Officer will be vacated if the holder:
  - 6.3.5.1. Gives notice in writing to the Area Director or Area Secretary tending their resignation.
  - 6.3.5.2. Becomes disaffiliated or is suspended from the WJA or NZJF for any reason.
  - 6.3.5.3. Becomes deceased.
  - 6.3.5.4. Absents themselves from three (3) consecutive WJA meetings without making apology acceptable to the Executive Committee.
  - 6.3.5.5. Is removed from office by special resolution at a properly constituted Special General Meeting called for that purpose.
  - 6.3.5.6. Is declared bankrupt or insane.

### **6.4. Club Representatives**

- 6.4.1. Each affiliated club may elect two (2) members to represent their club on the Area Management Committee.
- 6.4.2. Club Representatives will be authorised to speak and vote on behalf of their club.
- 6.4.3. Club Secretaries will advise the Area Secretary the names of their representatives at the beginning of each year and whenever there is a change. Any change must be notified within 14 days of the advertised pending meeting where practical.



## **6.5. Subcommittees.**

- 6.5.1. Subcommittees may be formed from time to time as deemed necessary for a specific task and duration.
- 6.5.2. Subcommittee members shall be appointed at Area Management Committee meetings, or by the Executive Committee in the case of a disciplinary or dispute process.
- 6.5.3. Subcommittees shall appoint one of their members to take the minutes of all meetings. A copy of the minutes will be passed to the Area Secretary.
- 6.5.4. The Area Director shall be "ex officio" on all subcommittees.

## **7. Meetings**

### **7.1. Area Management Committee Meetings**

- 7.1.1. The Area Management Committee will meet regularly, normally monthly or bi-monthly, to ensure the efficient organisation of WJA and judo.
- 7.1.2. Advanced notice of meetings will be published in the WJA Annual Calendar which will be sent to all Club Secretaries at the start of each year. The minutes of each meeting will confirm the date for the next meeting.
- 7.1.3. The proposed agenda, current financial report and registrations report will be sent by the Area Secretary to all Club Secretaries not less than fourteen (14) days before the date of the meeting.
- 7.1.4. Club Secretaries will be responsible for ensuring their club representatives have minutes of prior meetings and of the proposed agenda and other business matters before attending each meeting.
- 7.1.5. The Area Secretary will supply each Club Secretary with a copy of the meeting minutes within fourteen (14) days following each meeting where practical.

### **7.2. Annual General Meeting**

- 7.2.1. The Annual General Meeting shall be held each year after the first day of October but before the first day of December.
- 7.2.2. The business of the AGM shall be:
  - Accept the minutes of the previous AGM.
  - Accept the annual financial statement of accounts.
  - Accept the registrations report.
  - Accept the Area Directors Annual Report.
  - Accept reports from club representatives.
  - Reconfirm affiliation of clubs for the next year.
  - Election of WJA Executive Officers.
  - Election of Honorary and Life Members when thought appropriate.
  - Any motions proposing to alter the WJA Constitution (*Remits*).
  - Special business for which proper notice has been given.
  - General business pertaining to the AGM.
- 7.2.3. Advanced notice of the AGM will be published in the WJA Annual Calendar which will be sent to all Club Secretaries at the start of each year. If the AGM date changes for any reason, the Area Director or Secretary will advise Club Secretaries not less than one (1) month prior to the new AGM date.

- 7.2.4. Remits from affiliated clubs shall be submitted to the Secretary not less than one (1) month prior to the date set. If the AGM date changes for any reason, then late submissions will be accepted for consideration at the AGM.
- 7.2.5. The Treasurer shall obtain from the Auditor or Independent Reviewer the Financial Statement of Accounts for the previous year not less than one (1) month prior to the date set and submit to the Area Secretary.
- 7.2.6. The Area Secretary shall forward to each Club Secretary and WJA Executive Officer a copy of the agenda, previous minutes, financial statement of accounts and financial position, registrations report, remits and other special notices, not less than fourteen (14) days prior to the Annual General Meeting.
- 7.2.7. Every member of the WJA has the right to speak at the Annual General Meeting when recognised by the Chairperson.

### **7.3. Special General Meeting.**

- 7.3.1. Any affiliated club may request a Special General Meeting (SGM). Requests must be made in writing to the Area Director or Secretary and will clearly state the purpose for which the SGM is requested.
- 7.3.2. The Area Secretary will notify all Club Secretaries and WJA Executive Officers within seven (7) days of a request. The notice will state the business to be considered and the proposed date for the SGM.
- 7.3.3. The SGM will be held within one (1) month of a request being received except where the business involved requires audited / reviewed accounts when reasonable time, not exceeding two (2) months, shall be allowed to enable the Auditor / Reviewer to prepare the statement of accounts.
- 7.3.4. The SGM shall only deal with the business for which the SGM is requested, but any amendment thereof or other motion dealing with the same matter may be permitted.
- 7.3.5. Every member of the WJA has the right to speak at any SGM when recognised by the Chairperson.
- 7.3.6. In extra-ordinary circumstances the Executive Committee may call a SGM with a minimum of forty-eight (48) hours verbal notice to Club Secretaries and WJA Executive Officers.

### **7.4. Quorum.**

- 7.4.1. A quorum for all WJA meetings shall be a representation of at least 50% of affiliated clubs that are entitled to vote.
- 7.4.2. Should a quorum not be present within thirty (30) minutes of the scheduled start time for the meeting, no business may be discussed or dealt with and the meeting will be adjourned to such other day, time and place as determined by the Executive Committee.
- 7.4.3. A quorum must be present at all times. If it is pointed out to the Chairperson at any time that a quorum is not present, a check shall be made and if this is the case then the meeting will be adjourned.
- 7.4.4. If no quorum is obtained at a reconvened meeting then members present at that further meeting are deemed to constitute a valid quorum provided reasonable notice has been given to all clubs of the further meeting.

### **7.5. Control of meetings.**

- 7.5.1. The Area Director will be Chairperson at all meetings of the WJA.

- 7.5.2. If the Area Director is absent the Area Secretary will act as Chairperson.
- 7.5.3. If the Area Director and Secretary are both absent and there is a quorum present, then the members present may decide to either adjourn the meeting, or to proceed and elect a Chairperson from those present.

## **8. Voting**

- 8.1. Voting at all WJA meetings shall be on the basis of club membership as follows:
  - 8.1.1. Clubs with less than 5 registered financial members shall have no voting power.
  - 8.1.2. Clubs with 5 to 19 registered financial members shall be entitled to 1 vote.
  - 8.1.3. Clubs with 20 to 30 registered financial members shall be entitled to 2 votes.
  - 8.1.4. Clubs with 31 to 49 members shall be entitled to 3 votes.
  - 8.1.5. Clubs with more than 50 members shall be entitled to 4 votes.
- 8.2. Voting Rights for each Club will be established at the commencement of each meeting based on current financial registrations as recorded on the NZJF database.
- 8.3. Each club will have one (1) Voting Delegate who may cast vote(s) on behalf of their club. The Voting Delegate will be one of the two Club Representatives nominated pursuant to Article 6.4.3 of this constitution.
- 8.4. Neither the Chairperson, nor any WJA Executive Officer, may vote unless they have been appointed as the Voting Delegate for their club.
- 8.5. Voting at any meeting shall be by voice, show of hands, roll call, or secret ballot.
- 8.6. For elections, or when requested by a majority of that meeting, voting shall be by secret ballot.
- 8.7. The procedure for elections shall be the successive elimination of the candidate polling the least number of votes until there are only two candidates remaining. When there are only two candidates, a final vote will be taken to confirm the successful candidate.
- 8.8. There shall be no proxy votes.
- 8.9. Notwithstanding anything to the contrary in this constitution in the event of a tied vote the Chairperson may exercise a casting vote.

## **9. Finance**

### **9.1. Financial Management.**

- 9.1.1. Control of the finances of the WJA is vested in the Area Management Committee within the authority afforded by this constitution.
- 9.1.2. All monies belonging to the WJA received from any source shall be deposited into the WJA's bank accounts awaiting the decision of the Area Management Committee as to its purpose.
- 9.1.3. There will be a maximum of three (3) signatories to the WJA's bank accounts. The Area Director and Treasurer will be two (2) of these signatories. A third signatory will be appointed by the Area Management Committee.
- 9.1.4. All cheques or payments must be signed or authorised by any two (2) of the signatories after having been passed for payment at an Area Management

Committee meeting. When immediate payment is necessary, accounts shall be paid and the action endorsed at the next Area Management Committee meeting.

- 9.1.5. The financial year of the WJA shall close on 31 December of each year.
- 9.1.6. An audit or independent review of the WJA's statement of accounts and financial position for each financial year will be arranged by the Treasurer. The audited/reviewed statement of accounts and financial report will be disseminated in accordance with Article 7.2.5 and 7.2.6 of this constitution in readiness for the AGM.
- 9.1.7. The Auditor, or Independent Reviewer, shall be appointed by the Area Management Committee. The Auditor or Reviewer shall not be a President of an affiliated club, or a WJA Officer.

## **9.2. Application of Income.**

- 9.2.1. The WJA is not formed for pecuniary gain, and the income, assets and property of the WJA shall be applied solely towards the promotion of the Objects of the WJA – clause 3 of this constitution.
- 9.2.2. Members may be reimbursed for actual and approved expenditure upon production of receipts.
- 9.2.3. Monies belonging to the WJA may be placed in a term deposit account, of an approved bank or such other guaranteed security, with the approval of the Area Management Committee.
- 9.2.4. No monies belonging to the WJA shall be speculated on the share market or similar institution where investment is not safeguarded.

## **10. Discipline**

- 10.1.** For any alleged contravention of the constitutions, by-laws, or other rules and requirements of the WJA and NZJF; or for any other action by a member or club for which a complaint is made, the following procedures shall apply:
  - 10.1.1. Any written complaint received shall set out the nature of the violation of these rules, or other action by the member or club against whom the complaint is made.
  - 10.1.2. The Executive Committee shall inform the club or member of the complaint and shall offer an opportunity to reply to the matter.
  - 10.1.3. A panel may be formed to consider the matter and determine a resolution. The delegated panel will report to the Executive Committee.
  - 10.1.4. The Executive Committee shall invite the club or member to submit to the Executive Committee or delegated panel all documents they consider necessary to assist such enquiry or to appear in person to respond to the matter.
  - 10.1.5. The Executive Committee or panel shall investigate the complaint with strict adherence to the principles of natural justice in the course of making any finding, determination or recommendation.
  - 10.1.6. Any member the subject of action under these provisions shall be entitled to have a Support Person present during all stages of the proceedings.
  - 10.1.7. The club or member shall be entitled to be represented by a qualified legal advisor and may call witnesses in response to any complaint or allegation.
  - 10.1.8. Where the member concerned is under the age of 18 years, that person

shall have a parent, guardian or nominated adult in attendance at all stages of any enquiry.

- 10.1.9. Where practical, any enquiry shall commence within 30 days of receipt of the written complaint.
- 10.1.10. The Executive Committee shall have the power to impose restrictions on members where it is considered to be in the best interests of judo and the member(s) concerned.
- 10.1.11. The club or member may be suspended, expelled, or have disciplinary restriction(s) imposed for a specific period, or until such time as conditions for reinstatement have been satisfactorily complied with, as specified by the Executive Committee.

## **11. Disputes Resolution**

- 11.1. Every member who is a party to a dispute reported to the Executive Committee has the right to be fully informed of the nature of the dispute and the right to be represented by a support person.
- 11.2. All decisions will be made fairly and with regard to the rights of all parties. An impartial and consistent approach will be used to ensure parity and fairness in resolving disputes.
- 11.3. Every dispute advice to the Executive Committee shall be in writing and made within three months of the date when the matter the subject of the dispute was first known to the member raising the issue.
- 11.4. The Executive Committee shall only consider (or continue to consider) a dispute made if it is satisfied the matter cannot be informally resolved, or the dispute is not frivolous, vexatious, or of insufficient nature.
- 11.5. The Secretary shall send to the respondent member concerned copies of the dispute and request the member to respond in writing to all matters raised in the dispute, or to appear before the Executive Committee, within fourteen (14) days.
- 11.6. The Executive Committee shall investigate the dispute and either decide that no action is required, or to further investigate the matter. If the decision is to investigate, then a panel will be appointed to do so.
- 11.7. The panel will ensure that parties to the dispute are:
  - 11.7.1. Able to provide their own account of the circumstances of the matter.
  - 11.7.2. Given the opportunity to respond to the other party's account.
  - 11.7.3. Given the opportunity to comment on the draft conclusions and recommendations of the panel.
  - 11.7.4. Notified of the panel's reasons for those conclusions and the consequences of the relevant recommendations.
- 11.8. Should the dispute be resolved, the Executive Committee (through a panel appointed for the purpose) may nonetheless continue to investigate the matter in its own right.
- 11.9. The panel will endeavour to complete its investigation within 14 working days of the receipt of the dispute where practical.
- 11.10. The Executive Committee will review any recommendation, and may seek further information from the panel if required. The Executive Committee may affirm the panel's findings and recommendations; or return the matter for the panel's further consideration.

## **12. Events**

- 12.1. To support the objects of this constitution the WJA will organise events such as, but not limited to, competitions, camps, seminars and training sessions.
- 12.2. The annual calendar of events shall be agreed to by the Area Management Committee at the end of each year to enable the Area Secretary to advise all clubs and NZJF of the programme for the ensuing year.
- 12.3. The annual calendar of events may be adjusted from time to time by the Area Management Committee to meet the needs of the WJA and NZJF.
- 12.4. An Area Members' only competition called "The Wellington Closed Championships" will be included in the annual calendar of events and held each year unless exceptional circumstances dictate otherwise.
- 12.5. Any event approved by NZJF for the awarding of examination points or ranking points shall be conducted in accordance with the NZJF Sporting Code.
- 12.6. The WJA and NZJF may charge a reasonable participation fee for any events.
- 12.7. The WJA shall present a detailed balance sheet for all such events at the next meeting of the Area Management Committee.

## **13. Common Seal**

The common seal of the Wellington Judo Association shall be kept in the custody of the Area Director. The seal shall be used only by resolution of the Area Management Committee and in the presence of, and with the accompanying signatures of, the Area Director and one other member of the Executive Committee.

## **14. Alterations to this Constitution**

- 14.1. Articles contained in this constitution shall not be amended, added to or rescinded except by resolution at an Annual General Meeting, or Special General Meeting called for this purpose, in accordance with the provisions of Articles 7.2 and 7.3.
- 14.2. No addition to, alteration or rescinding of the articles shall be approved if it affects the personal benefit clause (Article 9.2.2 ) or the winding-up clause (Article 17).
- 14.3. Any amendments arising shall be notified to the governing body of Incorporated Societies within two (2) calendar months.
- 14.4. No such amendment, addition or rescission shall be valid unless and until accepted by the Registrar of Incorporated Societies.
- 14.5. Upon registration of the constitution by the Registrar of Incorporated Societies, the Secretary will send a copy of the constitution to each affiliated club.
- 14.6. Alterations to the by-laws and other general rules of the Wellington Judo Association can be made by resolution at any properly constituted WJA meeting provided notice of the proposed alteration(s) has been duly notified to Committee Members.
- 14.7. Any such resolution shall be of no effect unless passed by a majority vote of at least seventy-five percent (75%) of the affiliated clubs entitled to a vote.

## **15. Matters not provided for**

If any matter arises that is not provided for by the articles of this constitution, or relates to the proper interpretation of these articles, then such matter shall be determined by resolution at any properly constituted WJA meeting.

## 16. Interpretation of Rules

Should any club consider that the Executive Committee is interpreting any of the articles of this constitution in an improper manner the club shall request a Special General Meeting as provided for in Article 7.3 and the interpretation of such shall be determined by Special Resolution at the Special General Meeting.

## 17. Dissolution

- 17.1. The procedure to follow for the winding up of the Wellington Judo Association shall be as follows:
  - 17.1.1. At either a Special or Annual General Meeting of the WJA, the Area Management Committee shall give notice of its intent to proceed with the winding up of the Wellington Judo Association.
  - 17.1.2. Following that Special or Annual General Meeting a notice will be sent to all WJA Officers, Club Secretaries and Club Representatives advising of the intent to wind up the Wellington Judo Association.
  - 17.1.3. A second Special General Meeting to discern whether or not the winding up of the Wellington Judo Association should proceed shall be called, not less than thirty (30) days after the meeting at which the intent to wind up the WJA was put.
- 17.2. In the event of the winding up of the Wellington Judo Association or its dissolution by the Registrar of Incorporated Societies, the funds and assets of the WJA, remaining after payment and satisfaction of its debts and liabilities, shall be transferred to NZJF to be held in trust for the purposes of carrying on the work of the Wellington Judo Association, either by itself, or by any other association or organisation with similar purposes, at any time thereafter formed within the Wellington Area and approved by NZJF.

## 18. General

The adoption and registration of this Constitution repeals and replaces the former constitution of the Wellington Judo Association Incorporated in force prior to this date.

Dated:

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**Wendy van der Molen**  
Area Director

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**Karen Parker**  
Treasurer

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**Norm Cook**  
Kapiti Club Representative