



Judo Victoria
Inc.

By Laws

1	Updated and reformatted	September 2021
2	Additions and updating of Communications policy	January 2022
3	Victorian Government Child Safe Standards Revised	July 2022
4	Updating and New By Laws	December 2022
5	Financial Management and Role of Executive amended	June 2023

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OVERVIEW

These By-Laws are made by the JVI Committee in accordance with Rule 42 of the JVI Constitution.

They are binding on JVI and on each JVI member.

In the event of a conflict between these By-Laws and the JVI Constitution, the JVI Constitution will prevail.

The By Laws adopted by JVI in 2020 replace all previous By Laws and Regulations.

All By Laws will be reviewed by the JVI Committee on a rotational basis every 2 years.

1. LIFE MEMBERSHIP

JVI will develop and maintain a policy for Life Membership awards.

This policy will be updated from time to time by JVI Committee of Management.

The Life Membership policy will be published on the JVI Website.

https://judovictoria.com.au/wp-content/uploads/2021/10/Life-Mem_-Policy-_approved1021.pdf

2. SERVICE AWARDS

JVI will develop and maintain a policy for Service Awards.

This policy will be updated from time to time by JVI Committee of Management

The Service Award policy will be published on the JVI Website.

https://judovictoria.com.au/wp-content/uploads/2021/10/Service-Award-Policy_approved_1021.pdf

3. STATE TEAM SELECTION POLICY

JVI will develop and maintain a policy for State Team selection.

This policy will be updated from time to time by JVI Committee of Management.

The State Team selection policy will be published on the JVI Website.

https://judovictoria.com.au/wp-content/uploads/2021/03/JV-State-Team-Selection-Policy_-_approved_1120-1.pdf

4. STATE TEAM MANAGENT POLICY

JVI will develop and maintain a policy for State Team Management Policy.

This policy will be updated from time to time by JVI Committee of Management.

The State Team Management policy will be published on the JVI Website

https://judovictoria.com.au/wp-content/uploads/2021/03/State-Team-Management-Policy-_approved_1120-1.pdf

5. SPORTING CODE

Sporting Code - Competition (Shiai)

JVI will develop and maintain a policy for the Sporting Code (Shiai).

This policy will be updated from time to time by JVI Committee of Management.

The Sporting Code (Shiai) policy will be published on the JVI Website.

Currently under review

Sporting Code - Kata

JVI will develop and maintain a policy for the Sporting Code (Kata).

This policy will be updated from time to time by JVI Committee of Management.

The Sporting Code (Kata) policy will be published on the JVI Website.

<https://judovictoria.com.au/wp-content/uploads/2019/04/Judo-Victoria-Inc-Sporting-Code-2019-edition-12.pdf>

6. CODE OF CONDUCT

a) JVI has adopted the JA Code of Conduct which is updated by JA as needed.

https://bbab5739-644c-4ce6-8305-208634b52313.filesusr.com/ugd/570d63_f8a5414c70764c68bfd1e441a89e4fba.pdf

b) JVI has adopted the Victorian Government Fair Play Code.

<https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>

c) That all coaches working with children Under 18 comply with the statutory requirement to have a Working with Children Card and supply a copy for inclusion in the JVI Data base.

<https://judovictoria.com.au/resources/policies/>

d) JVI adopts the JA/ASADA Anti-Doping Policy

<https://www.ausjudo.com.au/asada-wada>

e) JV is committed to being a Child Safe organisation.

Judo Victoria has adopted the Victorian Government Child Safe Standards July 2022

<https://ccyp.vic.gov.au/child-safe-standards/>

<https://vicsport.com.au/child-safe-sport>

7. SUB-COMMITTEES

JVI has the power to establish both permanent standing and ad hoc sub committees as required.

a) Each Sub-Committee will comprise of:

- i) At least three (3) but no more than five (5) members
- ii) All Sub Committees should include gender equity where possible.
- iii) All permanent Standing Sub Committees are appointed for a 2-year term.
- iv) ad hoc sub committees will be given a term when appointed.

b) The President and Secretary of JVI are both ex officio members of all JVI Sub Committees.

c) Each Sub Committee will elect its own chairperson unless otherwise specified. If the Sub Committee can't agree on a Chairperson, the Chairperson will be appointed by the President and the Secretary.

d) In the case of a tied vote, the Chairperson will have a casting vote.

e) Members of JA Committees are not eligible to be the Chairperson of the equivalent JVI Sub Committee.

f) Each Sub-Committee established by JVI will have powers of delegation in accordance with Rule 41 of the JVI Constitution. The roles of each Sub Committee will be defined and published in the instrument of appointment and on the website by JVI.

8. ETHICS SUB-COMMITTEE

a) JVI establishes and maintains an Ethics Sub-Committee overseeing Member Protection and Complaint/Disciplinary Hearing Tribunal - Rule 17

b) The Ethics Committee will be comprised of at least three (3) but not more than five (5) personnel as appointed by JVI.

c) The Ethics Sub Committee should include independent member and should include gender equity where possible.

d) JVI Committee of Management will appoint the Chairperson.

Duties of the Ethics Committee include:

- i) Overseeing the appointment of Member Protection Information Officers in accordance with the JVI Member Protection Policy.
- ii) Upon receipt of a recommendation from the MPIO or the Ethics Committee, the JVI Committee convenes a Complaints Hearing Tribunal.
- iii) Recommending to JVI, personnel to constitute a Complaints/Disciplinary Hearing Tribunal, which will include the Chairperson of the Ethics Committee.
- iv) The Complaints/Disciplinary Hearing Tribunal will be comprised of at least three (3) members including at least 1(one) independent member and have gender equity where possible.
- v) referring matters for Criminal investigation where it deems appropriate or necessary

Any complaint being dealt with under the Member Protection Policy cannot also be dealt with under the Complaint Hearing Tribunal at the same time.

The JVI has adopted the JA Member Protection Policy.

https://bbab5739-644c-4ce6-8305-208634b52313.filesusr.com/ugd/570d63_f8a5414c70764c68bfd1e441a89e4fba.pdf

JVI will establish and maintain Complaints/Tribunal Policy and review it as needed. The Policy will be published on the website.

This is a separate document that is written as a policy

9. RANK ACCREDITATION BOARD POLICY

Rank Accreditation Roles and Responsibilities:

To oversee all aspects of judo rank assessment and approvals.

To conduct gradings for all JVI financial members of financial JVI Clubs.

Gradings for financial members for all juniors and seniors under the grade of brown will be delegated to financial club instructors of grade Shodan and higher.

In conjunction with the National Grades Commission, to review and recognize black belt applications from overseas affiliated judo organisations.

10. REFEREES COMMISSION

The JVI Referees Commission shall:

Receive all modified/new rules or interpretations as they are applied in Australian Judo through the JFA.

Be responsible for the development of Referees in Victoria

Oversee the development and implementation of modified junior rules in Victoria

Be the sole authority for Refereeing in Victoria.

Determine referee grading in accordance with specified guidelines.

Authorise referee deployment for JVI, JFA and International Competitions.

Allocate referees for deployment at JVI Competitions.

Have input into the Shiai Competition Sporting Code

<https://judovictoria.com.au/wp-content/uploads/2017/08/JVI-Referee-Commission-Roles-and-Responsibilities.pdf>

11. KATA SUB COMMITTEE

To facilitate the management and development of Kata for JVI members.

Through:

Organising Kata training sessions.

Training Kata Judges.

Select and Prepare State Kata Teams.

Select a State Kata Coach if required.

Organise Kata Competitions.

Organise demonstrations of Kata to lift the profile of judo

<https://judovictoria.com.au/wp-content/uploads/2017/12/JVI-KATA-COMMISSION-CHARTER.pdf>

12. TOURNAMENT COMMITTEE

Role and Responsibilities of Tournament Committee are to:

Organise and run the tournament, Review sporting code,

Organise and train volunteers,

Consult with Referee Commission on Rules in Shiai Competition Sporting Code

Be responsible for the implementation of the COVID Safe Event Plan

https://judovictoria.com.au/wp-content/uploads/2021/01/Judo-Victoria-COVID-SAFE-Event-Plan-2021_approved.pdf

13. COACH ACCREDITATION SUB COMMITTEE

Roles and responsibilities of Coach Accreditation Committee:

Develop and implement a Coach Development policy for JV

Run Coach Accreditation workshops and seminars

Oversee the process of accreditation in the Coach Accreditation Framework

Coordinate the RPL process for Victorian coaches

14. POWER TO APPOINT ADDITIONAL COMMITTEE MEMBERS

The committee has the power under Rule 24.4 to appoint an extra committee member to;

- a) Address any area of skill required that is not available on the elected committee,
- b) To allow for future succession planning for the Committee.

15. REFUND POLICY

JVI reserves the right to provide refunds.

Refunds will be paid on tournament entry fees minus an administration and handling fee.

Membership fees are not refundable.

The Refund Policy should be printed on all invoices/receipts and on registrations for all members.

The full details will be published in the JVI website.

<https://judovictoria.com.au/wp-content/uploads/2017/12/Judo-Victoria-Inc-Refund-Policy.pdf>

16. MEETINGS USING INFORMATION TECHNOLOGY

JVI has the option of running meeting using information technology when necessary.

This includes

- i) Telecommunication meetings of JVI Committee.
- ii) Telecommunication meeting of the Association AGM and special general meetings

17. ROLE OF REGISTRAR

The Registrar shall

- a. provide the committee and sub committees with appropriate statistics and reports as required.
- b. maintain the Club Register and Individual Registers as set out in Rule 10 and provide details of membership as required from time to time by board member (s) or administration officer in their carrying out of their duties
- c. receive grading applications and fees from Affiliated Individual members and to register those gradings and issue certificates.
- c. provide Registered Clubs with access through a portal to their club Membership status and grading registered. The duty of the Registrar is to keep the online listing up to date.
- d. receive re-registration applications and fees from Members.

18. MEMBERSHIP REGISTER

The Registrar, in liaison with Administration Staff, must keep and maintain an Affiliated Club Register and Affiliated Individual Register of Members.

- a) for each Member that is an Individual–
 - the Member's Full name
 - the individual Member's date of birth
 - the individual's grading
- b) the date of becoming a Member
- c) status of the Member in accordance with Rule 10
- d) club member belongs to
- e) for each former Member, the date of ceasing to be a Member
- f) any other information determined by the Committee

Register of Affiliated Clubs

For new clubs, membership applications must be submitted on the appropriate form and presented for approval at a Committee meeting.

Membership fee must be lodged when form is submitted.

If the Committee rejects the application, it must return any money accompanying the application to the applicant.

The Committee need not provide reason for the rejection of an application.

The Registrar and Administration Staff are required to keep a register of affiliated clubs.

19. INTELLECTUAL PROPERTY

Judo Victoria retains the right of ownership of all intellectual property including:

Data base, logos, designs, passwords, videos, relating to the association, competitions or activities conducted, promoted or administered by the association.

20. VICTORIANS ON NATIONAL COMMITTEES

- i) Members of JA Committees are not eligible to be the Chairperson of the equivalent JVI Committee.
- ii) That any Victorian nominating for JA Board or Sub Committee positions must be nominated and endorsed by JVI.

21. COMMUNICATION

That JV adopts the following By Law outlining the protocols for communication for the JV Committee of Management.

1. Communication to and from JVI:

1.1 Any official correspondence to the JVI membership from Judo Victoria should come from the office of the Secretary or the President.

1.2 The Secretary or President can delegate this communication to the Administration Officer and or Registrar when the circumstances are appropriate.

1.3 Individual committee members or sub committees can communicate directly with partner organisations or individuals on matters specific to their portfolio. When this happens, the Secretary and AO should be copied into all correspondence.

1.4 As a general rule any correspondence that could potentially be seen as controversial must go via the Secretary and /or President. If the Secretary is unsure about the nature of the correspondence or is concerned about the risk of litigation, it should be referred to the whole executive to make a decision.

1.5 Outside correspondence addressed to Judo Victoria Inc. should in the first instance be addressed to the Secretary and or the President.

1.6 Any outside correspondence to or from JA, Government or partner organisations and any contracts entered into by JV, should be sent to the secretary and recorded as part of correspondence for the next meeting.

2. Protocols for Online communication for JV CoM

2.1 All correspondence should be in line with the JV Moral Code and Promise To Members included in the 2022-2024 Strategic Plan.

As Directors, we should treat all members with respect and should never use insulting or defamatory language.

If you use defamatory language and we are sued, you may not be covered by our Directors insurance.

Never assume that any points made on email, or the internet are private and confidential.

2.2 Should not use Reply All in any JV discussions or votes.

Never say anything disparaging or negative about fellow CoM members or JV affiliated Clubs or affiliated members in online decisions or emails. Emails can be used as evidence in formal legal process including defamation cases, VCAT appeals and other legal cases. If you ever write an email when angry or “hot under the collar” you should not press send straight away because it is, then too late to cancel it. It is better to wait and reflect over night before sending.

2.3 Electronic votes must be in camera and remain confidential. Electronic votes should only involve Yes or No. They should not include in depth discussions of issues.

2.4 Repeated violation of these protocols may result in formal sanctions against members under the Complaints Process.

Approved January 2022
Review Date January 2024

22. FINANCIAL MANAGEMENT

PURPOSE

To ensure that Judo Victoria Inc. finances are handled responsibly and to enable the implementation of sound day to day financial management practices with clear parameters.

POLICY STATEMENTS

The Committee of Management will ensure that:

- A suitably qualified person is recruited to the role of Treasurer
- Adequate support by means of a financial sub-committee or advisory group is established if needed
- A budget is available to purchase up to date financial software if needed
- Sufficient income is available to meet the budget requirements
- All funding agreements are adhered to and acquitted as required
- Monthly financial management reports are produced and presented to the next Committee of Management Meeting
- All legal and compliance requirements are attended to and delivered on time
- Incorporations Act: An annual audit is completed in accordance with the Associations Incorporations Act 2012
- Decisions regarding investment are resolved by the Committee

PROCEDURES

Judo Victoria Inc. will abide by the standard procedures listed below.

- Judo Victoria uses an accrual-based accounting system
- Two signatures are required on all cheques and online payments for all accounts

- The Treasurer, the President, Secretary and Vice President, plus any appointed Committee Member, are authorised to approve payments and operate the JV bank accounts
- The following limits for authorising payments will apply:

Up to \$3000	Treasurer to approve
\$3000 to \$20,000	JV Executive to approve
\$20,000+	Full Committee to approve

- Monthly Financial reports are prepared for Committee Meetings and distributed before the meeting
- Any variances to the budget are explained to the Committee Members
- Bank reconciliation will be undertaken on a regular basis to ensure receipts and payments balance with deposits and withdrawals.
- Appoint a suitably qualified auditor
- After audit, develop a subsequent action plan to respond to the auditor's report
- As an Incorporated NFP Organisation, Judo Victoria Inc. will submit an annual return to Consumer Affairs Victoria by the set date after the Annual General Meeting.

Approved January 2022
Review Date January 2024
Amended June 2023

23. ROLE OF THE EXECUTIVE

The Executive of Judo Victoria Inc. will be formed by the President, Vice President, Secretary and the Treasurer.

The members of the Executive will be authorised to sign cheques and authorise payments. Payments require two executive members to authorise them.

There are to be three (3) authorised signatories from members of the Executive Committee. The Treasurer, with the Committee's approval may appoint an eligible member of the committee to be an authorised signatory if there are less than two authorised signatories from the Executive Committee.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments and electronic banking must be signed by 2 out of 3 authorised signatories.

The executive will play a role in leadership and the strategic planning for the future by JV.

The executive should play a leading role in the recruitment of new committee members and in succession planning for JVI.

Any urgent issues that arise between committee meetings can be dealt with by the executive when it is not possible to hold an urgent committee meeting.

Any decisions made by the Executive must be tabled at the beginning of the next scheduled committee meeting where they can be adopted by the committee.

Approved January 2022
Review Date January 2024
Amended June 2023

24. FILLING CASUAL VACANCIES

1. The Committee may appoint an eligible member of the Association to fill a position on the Committee that – (a) as become vacant under rule 26 and / or sub rule 24.5; or (b) was not filled by election at the last annual general meeting.

2. If the office of a Member of the Committee becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.

Approved December 2022

Review Date December 2024