



By-Laws of Judo Federation of Australia (Queensland) Incorporated.

Version 2.2 18th June 2017

1. BY LAWS OF JUDO FEDERATION OF AUSTRALIA (QUEENSLAND) INCORPORATED (<i>THE ASSOCIATION</i>).....	5
2. POWER TO MAKE BY LAWS.....	5
3. AGREEMENT TO BY LAWS.....	5
4. SETTING ASIDE OF BY LAWS.....	5
5. JUDO QUEENSLAND.....	6
6. MEMBERSHIP FEES.....	6
6.1. Date Due.....	6
6.2. Members in Arrears for Two Months.....	6
7. OBLIGATIONS OF MEMBERS.....	6
7.1. Duty of Care.....	6
7.2. Other Obligations.....	6
8. PROCEDURES AT GENERAL MEETINGS.....	7
8.1. Member Club’s Entitlement to Vote	7
8.2. Proxies.....	7
8.3. Directors Power to Move, Second and Speak to Motions	7
9. COMMITTEES OF THE ASSOCIATION.....	7
9.1. Table of Committees:.....	7
10. LIABILITY OF MEMBERS.....	8
10.1. Liability of Directors and Officials of the association	9
11. POLICIES OF THE ASSOCIATION	9
11.1. Adoption of Policies	9
11.2. Member Protection Policy	9
11.3. Social Media, Blogging, Tweeting and Internet Guidelines Policy	9
11.4. Judo Competition Guidelines and Sanctioning in Qld Policy.....	10
11.4.1. Sanctioning of Events.....	10
11.4.2. Reporting of Injuries	10
11.5. Anti Match-Fixing Policy.....	10
11.6. Anti- Doping Policy	11
11.7. Grading Policy, Procedures and Guidelines Manual.....	11
11.8. 2011 Junior Grades Policy (Under 17 years)	11

11.9. JFAQ Queensland Sporting Code	12
11.10. Induction of New Directors to JFA(Q) Board.....	12
11.11. JFA (Q) Investment Policy Statement.....	13
12. STANDING ORDERS FOR GENERAL MEETINGS OF THE ASSOCIATION.....	13
12.1. Quorum.....	13
12.2. Order of Business	13
12.3. Suspension of Orders	13
12.4. Conduct of Speakers	13
12.5. Chair’s Ruling	14
12.6. Motions & Amendments.....	14
12.6.1. Withdrawal.....	14
12.6.2. Personal Explanation.....	14
12.7. Amendments.....	14
12.7.1. Amendments to Motions on Notice.....	14
12.7.2. Only One Amendment.....	14
12.7.3. Not Direct Negation	15
12.7.4. Order of Amendments	15
12.7.5. Speaking to Amendments	15
12.7.6. Right of Reply.....	15
12.7.7. Amendment Negatived	15
12.7.8. Substantive Motion.....	15
12.8. Rescinding Resolutions	15
12.8.1. Resolution Null & Void.....	15
12.9. Next Business Motion	15
12.10. Closure Motion- Putting the Motion.....	15
12.11. Motion that a Speaker No Longer Heard	16
12.12. Formal Motions	16
12.13. Adjournment Motion.....	16
12.14. Voting.....	16
12.15. Casting Votes	16
12.16. Resolve into Committee.....	16

13. APPENDIX A: TERMS OF REFERENCE & ROLE DESCRIPTIONS OF COMMITTEES, SUB-COMMITTEES AND OFFICERS.....	16
13.1. FINANCE DIRECTOR (TREASURER).....	16
13.1.1. MISSION	16
13.1.2. DUTIES	16
13.2. REFEREES COMMISSION.....	17
13.3. SPORT INTEGRITY AND ASADA LIAISON OFFICER ROLES AND FUNCTIONS	17
13.4. DRUGS MISUSE PROTECTION OFFICER ROLES AND FUNCTIONS.....	18
13.5. GOVERNANCE, PLANNING AND RISK MANAGEMENT COMMITTEE	18
13.6. GRADES AND KATA COMMITTEE	18
13.7. MEMBERSHIP REGISTRATION OFFICER ROLES	19
13.8. ROLE OF HONORARY PATRON AND VICE PATRONS	19
13.8.1. Role of Honorary Patron of JFA(Q)	19
13.8.2. Role of Honorary Vice-Patrons of JFA(Q)	20
14. JFA (Q) INC BUSINESS DELEGATIONS.....	21
14.1. Budget	21
14.2. Donations.....	21
14.3. Payments.....	21
14.4. Contracts	22
14.5. Operating Accounts	22
14.6. General Assets	22
14.7. Human Resource and Management	23
14.8. Policies	24
14.9. External Representation	24
14.10. Funding Applications.....	24
14.11. Investment & Use of Reserves	24
15. LIFE MEMBERS OF THE ASSOCIATION.....	26
15.1. Award of Life Membership	26
15.2. Exceptional Service	26
15.3. Entitlements	26
15.4. Nomination for New Honorary life members	26

15.5. Approval Process.....	26
15.6. Appeals.....	26
15.7. Frequency of Award.....	27
15.8. Honorary Life Members of Previous Associations	27
15.9. Approved List of Life Members	27
16. REVISION HISTORY OF BY-LAWS	30

1. BY LAWS OF JUDO FEDERATION OF AUSTRALIA (QUEENSLAND) INCORPORATED (*THE ASSOCIATION*).

- 1) These BY LAWS are made pursuant to Rule 42 of the Rules of the Association
- 2) They include references to the Rules where the subject of the By Law is expressly mentioned in the Rules. A paper copy of the Rules and the By Laws may be read at the Club's office, or viewed electronically on the association's web site.

2. POWER TO MAKE BY LAWS

- 1) Under Rule 42 of the Rules of the Association, the Management Committee (referred to hereafter as the Board) has the power to make, amend or repeal by-laws, not inconsistent with the Rules for the internal management of the association.
- 2) While the Association is incorporated under the Queensland Associations Incorporations Act 1981, where possible, any By-Laws covering governance issues shall be consistent with standard company law procedures as outlined under the Commonwealth Corporations Act 2001 to provide a reliable reference resource consistent with running a business.

3. AGREEMENT TO BY LAWS

- 1) Under the requirements of the Queensland Associations Incorporations Act 1981, the Rules of the Association and these By Laws made under them from time to time shall constitute the terms of a contract between the members and the incorporated Association.
- 2) Acceptance of membership in any class by a member and payment of the relevant fee is deemed to be conclusive evidence of agreement by the member to the Rules of the Association and these By Laws made under them.

4. SETTING ASIDE OF BY LAWS

- 1) Under Rule 42 (b) a By-Law may be set aside by a vote of members at a general meeting of the Association.
- 2) This By Law defines a two level process.
 - a) First, any member of the Association may bring to the Board's attention any perceived deficiencies in the By Laws by writing to the Secretary and asking for reconsideration by the board
 - b) Second, if the issue remains unresolved, the representative of any voting member that seeks to set aside a By Law shall write to the secretary outlining the issues and asking that the By Law at question be considered at the next scheduled General meeting

- 3) This request must be in the hands of the secretary of the Association one month prior to the scheduled date of the General meeting so that the issue may be advised to all members in the notice of meeting

5. JUDO QUEENSLAND

By agreement with the Judo Federation of Australia Ltd, the Judo Federation of Australia (Queensland) Incorporated shall, as deemed appropriate by the board, trade under the name Judo Queensland.

6. MEMBERSHIP FEES

6.1. Date Due

- 1) Club Membership fees shall be invoiced in January to be paid by the due date of 28th February each year.
- 2) Individual Membership fees fall due on the anniversary of the initial membership date and the renewal notice is electronically generated.

6.2. Members in Arrears for Two Months

- 1) Under Rule 10 3(c), memberships which are in arrears for at least 2 months may be terminated by the Board.
- 2) Under this By Law, Club Membership shall cease only after the Member Club's officials have been contacted by the Associations Officers and the termination has been voted upon by the board. The termination shall be noted in the board minutes.
- 3) Individual membership in arrears shall automatically cease at two months overdue.

7. OBLIGATIONS OF MEMBERS.

7.1. Duty of Care

- 1) All Members shall exercise a duty of care towards the Association, other Members and the facilities provided, so as to ensure a safe and healthy environment for the playing of Judo whether for recreation or competition.
- 2) This duty is to be exercised by, but not limited to, the following actions:
 - a) Alerting JFAQ officials, Tournament directors or member club officials to any unsafe conditions which may exist.
 - b) Taking any reasonable action as a member to protect the well-being of other members.
 - c) Bringing to the attention of JFAQ officials, Tournament directors or member club officials instances of inappropriate behaviour of Members that may be offensive or dangerous to other members or the public.
 - d) Accepting responsibility for care, protection, supervision and behaviour of any children brought onto Judo premises under their responsibility

7.2. Other Obligations

It shall be the duty of every Member

1. To pay all fees in a timely fashion
2. To pay for any damage done to Judo property by the member or any persons under the member's responsibility.
3. To observe the Constitution and these By Laws
4. To exercise control over and protect children for whom the member is responsible.
5. To observe and comply with any lawful directions of JFAQ officials, Tournament directors or member club officials as appropriate to the venue and situation.
6. To ensure that contact email or addresses of members and officials are updated when any change occurs.

7. To keep documentary records of contest points and other judo activities that may have bearing upon future grading requirements or any other purpose such as referee levels.
8. To be familiar with the Policies of the Association with particular emphasis on the Code of Conduct

8. PROCEDURES AT GENERAL MEETINGS

8.1. Member Club's Entitlement to Vote

- 1) This By Law expands Association Rule 38(3) that refers only to annual subscriptions at the time of the General meeting.
- 2) To be eligible to vote at a General Meeting, a member club shall by close of business two working days prior to the General Meeting at which the Club's vote is to be exercised, have paid all outstanding amounts including affiliation fees and other amounts invoiced by the Association, and have six adult members registered and financial with the JFAQ.
- 3) For the purposes of this By Law, two registered and financial junior persons shall be equated to one adult person.

8.2. Proxies

- 1) This By-Law requires that any proxies shall be received by the Secretary using the appropriate format outlined in Rule 40 of the Association's Rules by 4.00pm of the last working day immediately prior to the General Meeting.
- 2) The Secretary shall ensure that the chairman of the meeting is provided with a list of valid proxies and any reasons why submitted proxies are not accepted.
- 3) Noted that this refines Rule 40 (5) which requires that each Instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

8.3. Directors Power to Move, Second and Speak to Motions

Directors of the Association shall have the power to move, second and speak to motions at an AGM. However Directors may only cast a vote if they are either a formal delegate of a registered, financial club member of the association or hold a proxy vote. (Refer Association Rule 5.1(a))

9. COMMITTEES OF THE ASSOCIATION

- 1) The Management Committee of the Association shall be referred to as the Board and its elected members shall be referred to as directors except where there needs to be direct reference to the provisions of the Queensland Associations incorporation Act 1981.
- 2) From time to time, the board at its discretion may create (or remove) Committees and Sub-committees and Official Positions whose role is to manage aspects of the business of the JFAQ and report to the Board.
- 3) The List of approved Committees, Sub-Committees and Official Positions under these By Laws shall be described in the following table.
- 4) Current members as approved from time to time by the board or by election shall be published on the web site under [www.jfaq.com.au/ Resources](http://www.jfaq.com.au/Resources)
- 5) A summary of the Terms of Reference of each of the approved Committees, Sub-Committees and Official Positions shall be appended to this document and published in full on the web site and the Terms of Reference shall have the power assigned to these By Laws to allow the approved Committees, Sub-Committees and Official Positions the power to act.
- 6) The Association President is ex officio on all Committees and Sub committees except the Complaint Resolution Committee.
- 7) The State Administrator shall be a non-voting member of the management committee by invitation of the board.

9.1. Table of Committees:

Entity/Role	Description/ Role
Management Committee (Board)	Full board of Association with overall responsibility for managing the affair of the Association
Executive Committee (Board Committee)	Senior Management Committee of board consisting of President, Vice President, Executive Officer and Treasurer
Financial Director - Treasurer	Provision of high level financial support to Association to assist board in meeting its fiduciary responsibilities.
Patron Vice Patrons:	Honorary positions for influential people who are prepared to lend their name to the organisation to provide credibility in specific areas and to assist with advice and information
Member Protection Information Officers	Provision of Independent Advice Under Member Protection Policy
Staff -State Administrator	Remunerated Role
Staff- State administration assistant	Remunerated Role
Complaint Resolution Sub Committee	Administers the processes set out in the Member Protection Policy
Membership Registration Officer (MRO)	The MRO shall act on behalf of the Secretary to ensure an official register of members is kept in accordance with the Associations Act. MRO shall also accept or decline membership applications on behalf of board
Governance, Planning and Risk (Board Committee)	The committee's purpose is to promote the development of strategic goals and direction, establish the means to monitor achievements, ensure effective systems are in place to comply with regulatory and legal obligations including processes to ensure that the Management Committee acts in the best interests of the members.
Communication and Brand Sub Committee	This committee's role is to promote the Association's goals through relevant information provided to members and the public
State Team Sub Committee	The requirement for this Committee has been resolved by the board. Terms of Reference are in process of development.
Referees Sub Committee	The Referees Commission has the responsibility to ensure that suitable courses and practical opportunities are provided to all JFA (Q) members interested in becoming involved in refereeing, and of conducting examinations at appropriate times and locations.
Coach accreditation (NCAS) Sub Committee	The requirement for this Committee has been resolved by the board and processes to promote coaching accreditation are established and set up on the JFA (Q) website at www.jfaq.com.au . Terms of Reference of committee are in process of finalisation
Grades and Kata Sub Committee	Ensure that suitable technical courses are provided to all JFA (Q) members and fostering grading to higher grades
Event Sub Committee	The requirement for this Committee has been resolved by the board. Terms of Reference are in process of development.

10. LIABILITY OF MEMBERS

Clause 27 of the Associations Act (Qld) 1981 states that a secretary, member of a management committee or member of an incorporated association as such, is not personally liable, except as provided in the Rules of the incorporated association, to contribute towards the payment of the debts and liabilities of the incorporated association or the costs, charges and expenses of a winding-up of the incorporated association, beyond the property of the incorporated association in the person's hands.

The Association's Rules are silent on the matter hence the following By Law is intended to clarify and extend the interpretation of the Act.

10.1. Liability of Directors and Officials of the association

The Association shall indemnify all directors and other Association officials against any legal actions arising from decisions made in good faith as part of their duties within the Association

11. POLICIES OF THE ASSOCIATION

11.1. Adoption of Policies

- 1) From time to time, the Board at its discretion may decide to establish a Policy document to cover specific requirements set by Government legislation, membership requirements of the Judo Federation of Australia or the International Judo Federation, or any other business issue impacting on the business of running a sporting association.
- 2) These Policies shall have the power of By Laws to ensure that their requirements can be carried out.
- 3) Policies approved by the board shall be identified in this Section of the By Laws with a summary of the requirements of the Association.
- 4) The full Policies shall be published as stand-alone version controlled documents within the website of the Association or the Judo Federation of Australia website.
- 5) A summary of the requirements of each approved policy follows:

11.2. Member Protection Policy

1. See www.ausjudo.com.au and www.jfaq.com.au
2. A requirement of membership of the Judo Federation of Australia is that the national Membership Protection Policy as adopted and amended from time to time by the JFA shall be similarly adopted by all member organisations.
3. The board of the JFAQ has resolved that this Policy shall be adopted under the By-Laws
4. The policy describes the practical steps to be taken by the Association to eliminate from our sport instances of discrimination, harassment, child abuse and other forms of inappropriate behaviour that may occur. The policy allows the Judo Federation of Australia to take disciplinary action against any person or organisation bound by this policy if they breach the policy.
5. If a matter relates to behaviour or an incident that occurred at Club level, or involves people operating at the club level, then it should be reported to and handled by the relevant club in the first instance
6. If a matter relates to behaviour or an incident that occurred at State level, or involves people operating at the state level, then it should be reported to and handled by the relevant state organisation in the first instance
7. Only matters that relate to, or which occurred at, the national level, as well as serious unresolved cases referred from the state and club level, should be dealt with by the national body
8. Where the policy mentions the "CEO (or the President in the absence of a CEO)" it refers to those positions in the relevant organisation at the appropriate level as outlined above.
9. The current policy and its attachments can be obtained from: www.ausjudo.com.au and www.jfaq.com.au
10. Within Queensland, the board has resolved that the Complaint Resolution Sub-committee shall administer the Policy and that where the CEO is mentioned in the Policy, this role shall be undertaken by the Executive Officer
11. Member Protection Information Officers shall be trained to be the first point of contact for a person reporting a complaint or breach under this Policy to provide impartial and confidential support to the complainant. The names of MPIOs shall be published as part of the lists of sub-committees on the JFAQ website.

11.3. Social Media, Blogging, Tweeting and Internet Guidelines Policy

1. See www.ausjudo.com.au.

2. The Judo Federation of Australia requires that all Persons involved in Judo including Athletes, Coaches, Managers, Referees, Employees, all JFA Inc. Affiliated States/Territories and their Members and Independent Contractors shall follow this Policy and Guidelines in regard to the use of social media
3. . The JFA Inc. Social Media, Blogging, Tweeting and Internet Guidelines is available at www.ausjudo.com.au and it is the responsibility of all JFA Inc. members to abide by its' contents
4. The Board of the Association has resolved that these Guidelines shall be adopted as a By law

11.4. Judo Competition Guidelines and Sanctioning in Qld Policy

- 1) See www.jfaq.com.au
- 2) All competitions or tournaments run in Queensland as official JFAQ events must be planned and run in accordance with the Policy Document "Judo Competition Guidelines and Sanctioning in Queensland.
- 3) The current policy and its attachments can be obtained from: www.jfaq.com.au/ Resources
- 4) Note that this policy may be updated to Event Management policy
- 5) The issues of direct interest to JFAQ administration for administrative, insurance, legal and safety and reputational and brand reasons include:

11.4.1. Sanctioning of Events

Any member Club seeking to run an official tournament or other event shall apply to the Association to seek approval or sanctioning two months in advance using the Tournament Application Form.

11.4.2. Reporting of Injuries

The "Martial Arts Injury Reporting Form shall be completed by any player/referee/coach/spectator and submitted to the Tournament Director who shall forward the document to the JFAQ within one week of the incident.

11.5. Anti Match-Fixing Policy

1. See www.ausjudo.com.au.
2. The Sport (JFA) recognises that betting is a legitimate pursuit, however illegal or fraudulent betting is not. Fraudulent betting on sport and the associated Match-Fixing is an emerging and critical issue globally, for sport, the betting industry and governments alike
3. The Sport and its Member Organisations have a major obligation to address the threat of Match-Fixing and the corruption that flows from that.
4. The Sport and its Member Organisations have a zero tolerance for illegal gambling and Match-Fixing.
5. The Sport will administer, monitor and enforce this Policy to the best of its ability.
6. The purpose of this Policy is to:
 - a. Protect and maintain the integrity of the Sport;
 - b. Protect against any efforts to impact improperly the result of any match or event;
 - c. Establish a uniform rule and consistent scheme of enforcement and penalties; and
 - d. Adhere to the National Policy on Match-Fixing in Sport as agreed by Australian Governments
7. The conduct prohibited under this Policy may also be a criminal offence and/or a breach of other applicable laws or regulations. This Policy is intended to supplement such laws and regulations. It is not intended, and should not be interpreted, construed or applied, to prejudice or undermine

in any way the application of such laws and regulations. Relevant Persons must comply with all applicable laws and regulations at all times.

11.6. Anti- Doping Policy

- 1) See www.ausjudo.com.au.
- 2) This Anti-Doping Policy is adopted and implemented by the Judo Federation of Australia in accordance with ASADA's and the Judo Federation of Australia's responsibilities under the World Anti-Doping Code, the Australian Sports Anti-Doping Authority Act 2006 (Cth), the Australian Sports Anti-Doping Authority Regulations 2006 (Cth) (including the National Anti-Doping scheme), and in furtherance of combined ongoing efforts to eradicate doping in sport in Australia and internationally.
- 3) This Anti-Doping Policy contains rules governing the conditions under which sport is played. Aimed at enforcing anti-doping principles in a global and harmonised manner, they are distinct in nature from criminal and civil laws, and are not intended to be subject to or limited by any national requirements and legal standards applicable to criminal or civil proceedings. When reviewing the facts and the law of a given case, all courts, arbitral tribunals and other adjudicating bodies should be aware of and respect the distinct nature of this Anti-Doping Policy implementing the Code as well as Australian legislation, and the fact that these rules represent the consensus of a broad spectrum of stakeholders around the world as to what is necessary to protect and ensure fair sport.

11.7. Grading Policy, Procedures and Guidelines Manual

1. See www.jfaq.com.au/
2. The Judo Federation of Australia under the authority of the International Judo Federation governs the sport in Australia.
3. This manual is binding on all members in all States and Territories of Australia.
4. Grading authorities, examiners and Instructors are advised that the requirements and standards detailed in this manual are the minimum standards required and in no way bind the grading authority, examiner or instructor from stipulating more stringent standards during grading. Higher standards lead to improved performance and greater understanding of the art of Judo.
5. It is important to note that applicants attaining the technical requirements of the grading syllabus do not automatically receive promotion. Attainment of the necessary standards is the final stage of the promotion process and only renders the applicant eligible for promotion, pending the final decision of the Instructor, Examiner or Grading Authority.
6. Promotions can only be awarded by the JFA Inc. in the manner set out in this manual. Detailed explanations of grading procedures are set out in this manual.
7. This manual replaces all previous JFA Inc. Grading Requirement manuals.

11.8. 2011 Junior Grades Policy (Under 17 years)

- 1) See www.ausjudo.com.au.
- 2) The JFA Inc. has adopted this Policy in regards to Junior Grades and the JFA (Q) has resolved to follow it as requested according to the new syllabus which brings the national junior syllabus in to line with international categories and developments.
- 3) This Junior Judo Grading Policy addresses the two significant changes.
 - a) Firstly, NO relegation of junior grade and secondly, alignment to Oceania Judo Union and the International Judo Federation age groups.
 - b) The introduction of this new policy will support the Judo Federation of Australia Inc. in aligning the tournament calendar and selection procedures for junior athletes participating in international events, especially as the International Judo Federation (IJF) has introduced the Cadet World Championships.

11.9. JFAQ Queensland Sporting Code

- 1) See www.jfaq.com.au
- 2) The Judo Federation of Australia (Queensland) Inc. seeks to achieve the highest possible standard of sporting activity for all members taking consideration of safety, consistency and common sense.
- 3) The JFA (Q) Inc requires that all its members adhere to the Sporting Code when hosting a Judo competition.

11.10. Induction of New Directors to JFA(Q) Board.

See www.jfaq.com.au/

This Induction Policy serves to document the issues that a new member of the board is to be briefed upon prior to appointment. The briefing is to be carried out either by the Chairman or another appointed director.

Details of the Association's structure, policies and operational ethos are outlined.

Recognising that directors of the Association carry considerable responsibility and liability, the need for such an induction process arises as part of the Association's goals of achieving best governance practices and of ensuring that new board members become productive contributors to the Board as quickly as possible. The advice is informational only and not legal and if issues arise, members of the board should seek appropriate formal advice.

Prospective board members are to be provided with this policy document and referred to the following background documentation, either as hard copy in the Association's office or electronically:

- 1) the Rules of the Association
- 2) the By laws
- 3) board minutes (refer to audited Guard book if not on-line)
- 4) organisational charts
- 5) the latest annual report
- 6) the current strategic plan
- 7) copies of the past financial statements.
- 8) Evidence of Public liability insurance and amount insured
- 9) Evidence and amount of directors liability insurance

Every director, new or longstanding, needs a clear picture of the operating position of the Association. It is the view of the Association that incoming directors should be given the opportunity to determine whether or not they are willing to join the board and thus accept its ongoing commitments and liabilities. Accordingly the following statement gives an overall view of the due diligence issues facing a prospective board member.

Within the Policy document are a number of check boxes that need to be updated by the board or it's delegated nominee prior to its being sent to the incoming director. The intending director should complete the final acceptance form.

11.11. JFA (Q) Investment Policy Statement

See www.jfaq.com.au/

The purpose of this Investment Policy is to provide a clear statement of the Association's investment objective, to define the responsibilities of the Board of Directors and any other parties involved in managing the Association's investments, and to identify or provide target asset allocations, permissible investments and diversification requirements.

This policy will clarify what can and can't be done with the funds available to the Judo Federation of Australia (Qld) Inc. and covers matters such as preservation of capital, diversification across asset classes and managers, liquidity requirements, management, performance measurement, the need for legislative compliance, portfolio review frequency, permitted and prohibited investments and target asset allocations.

12. STANDING ORDERS FOR GENERAL MEETINGS OF THE ASSOCIATION

12.1. Quorum

The quorum for any General Meeting and a Special General Meeting of the Association shall be at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1. (Refer Association Rule 36)

12.2. Order of Business

- 1) The order of business shall follow the agenda. The order of business shall be determined by the board when the notice of meeting is approved and shall include:
 - a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year;
 - b) receiving the auditor's report on the financial affairs of the association for the last financial year;
 - c) presenting the audited statement to the meeting for adoption;
 - d) electing members of the management committee;
 - e) appointment of the auditor.

12.3. Suspension of Orders

Should any matter of urgency arise, a member may move that Standing Orders be suspended for a stated period of time to allow the urgent question to be discussed.

12.4. Conduct of Speakers

- 1) When the Chair addresses the meeting all others must remain silent. Any person wishing to speak must raise an arm and address the Chair.
- 2) No interruption of a speaker is allowed except for two formal motions ("question be put" or "closure" and "speaker no longer be heard") and on a point of order, which must be taken immediately the alleged breach has occurred.
- 3) If two or more speakers address the Chair, the Chair shall call on the first one observed by him, subject to the power of the meeting to pass a resolution that a particular person be heard and subject also to the
- 4) Chair's decision to choose speakers alternately supporting and opposing the motion.

- 5) All remarks shall be addressed to the Chair, and any questions to another member shall be put through the Chair.

12.5. Chair's Ruling

The Chair's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded, and carried 'that the Chair's ruling be disagreed with'. The mover may speak briefly in support of the motion, and the Chair may explain why the ruling was given. The Chair takes the vote.

12.6. Motions & Amendments

- 1) All proposals made to the General Meeting shall be in the form of motions, having been previously circulated to members with due notice as per the Association's Rule 35 (6)
- 2) Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the Chair.
- 3) All motions and amendments proposed should be clearly expressed, and be capable of only one interpretation.
- 4) All motions and amendments, except the closure, must be moved and seconded. If no seconder is found, the motion or amendment lapses.
- 5) A motion or amendment may be seconded pro forma, to allow discussion to take place, but the seconder need not support or vote for the amended proposal.
- 6) The seconder of a motion or amendment may reserve his speech to a later stage of the debate.

12.6.1. Withdrawal

- 1) No motion or amendment which has been moved and seconded shall be withdrawn without the unanimous consent of the meeting.
- 2) No person may speak twice to the same question except in explanation unless the mover of the original motion exercising the right of reply.

12.6.2. Personal Explanation

By permission of the Chair, a member may speak briefly in personal explanation of a previous statement, but must keep strictly to the point which has been misunderstood. This explanation must not interrupt another speaker.

12.7. Amendments

No amendments shall be permitted to any special resolution other than the rectification of typographical or grammatical errors and which do not change the intention of the resolution. (Refer Association Rule 35(6) and Corporations Act 2001 249L regarding required notice)

12.7.1. Amendments to Motions on Notice

- 1) Where the scope of the Notice specifically allows, amendments may be moved to motions on notice provided that they involve the Association in no greater obligations than the notice specifies.
- 2) No motion can be accepted by the Chair which is the same in effect as one already negated, except on notice of motion under the constitution.

12.7.2. Only One Amendment

When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.

12.7.3. Not Direct Negation

An amendment must be relevant to the question, and so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.

12.7.4. Order of Amendments

If a motion is capable of amendment in different ways, the Chair should ask for all amendments to be handed up in writing. He will then decide the order in which they shall be moved, which will depend on where they will stand in the substantive motion, if they are agreed to. No amendment can be accepted to the first part of a motion after the second or subsequent parts have been amended.

12.7.5. Speaking to Amendments

- 1) No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion or amendment may speak to subsequent amendments.
- 2) An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment to that motion.

12.7.6. Right of Reply

- 1) The mover of a motion which is opposed may reply to the arguments raised before the motion is put, but may not introduce any new matter. The right of reply ends the debate, if there are no amendments.
- 2) If an amendment is moved, the mover of the original motion exercises the right of reply before the first amendment is put. The reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.

12.7.7. Amendment Negated

If the first amendment is negated, the original motion again becomes open to amendment.

12.7.8. Substantive Motion

- 1) If the first amendment is carried, the motion as amended becomes the substantive motion, and is again open to amendment. When the substantive motion is put to the meeting and carried it becomes the resolution.
- 2) No member may speak on any motion after it has been put to a vote. No amendment may be moved after the substantive motion has been put to the vote.

12.8. Rescinding Resolutions

Resolutions may not be rescinded until six months have elapsed except on notice of motion, forwarded to every voting member.

12.8.1. Resolution Null & Void

If a resolution is passed inadvertently in contravention of the Act, the Association's Rules, or these By-laws it shall be declared null and void.

12.9. Next Business Motion

A motion "that the meeting proceeds to the next business" may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to dispose of the question under discussion and must be supported by a simple majority vote.

12.10. Closure Motion- Putting the Motion

A motion "that the question be now put", known as "the closure", may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker, and may not be debated. It needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising the right of reply. (See formal motions below)

12.11. Motion that a Speaker No Longer Heard

A motion “that a speaker be no longer heard” must be seconded and must not be debated. The Chair should try to obtain a fair hearing for the speaker if the matter is in order.

12.12. Formal Motions

The three motions above are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate.

12.13. Adjournment Motion

Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting, or “that the Chair leave the chair”. The two adjournment motions may be amended, but only as to time and place, these motions may not be moved a second time until a reasonable period has elapsed.

12.14. Voting

Voting shall be by show of hands except where 20% off members present require that a secret ballot be applied (Refer Association Rule 38 (5))

12.15. Casting Votes

Under Association Rule 38(2)) the Chair shall have a deliberative vote and a casting vote. However, under Association Rule 5.1(a) only Representatives of Affiliated Clubs shall vote at general meetings. Under this By Law, the Chair shall have a deliberative vote and a casting vote provided that the Chair is either a nominated representative of an Affiliated Club or a duly appointed proxy.

12.16. Resolve into Committee

A motion that the meeting resolve itself into committee may be duly moved, seconded, and carried, so that there shall be no restrictions on the number of times a member may speak to the question.

13. APPENDIX A: TERMS OF REFERENCE & ROLE DESCRIPTIONS OF COMMITTEES, SUB-COMMITTEES AND OFFICERS

The Role Descriptions appended here have the effect of BY Laws for the Association

13.1. FINANCE DIRECTOR (TREASURER)

13.1.1. MISSION

To provide high level financial support to the Association so as to ensure the Association is a financially viable organization which is able to meet all financial commitments.

13.1.2. DUTIES

- 1) The finance director is responsible to the Association for the financial operation of the Association.
- 2) The finance director will assist and advise the Association of internal accounting practices and presentation of reports, and ensure that members of the management committee are aware of their legal obligations under the *Associations Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.
- 3) The finance director is responsible for all amounts paid to the Association and must immediately issue a receipt if so requested.

- 4) The finance director, or his proxy, or other authorised officers of the Association, must deposit without deduction all amounts received into the Association's bank (or other financial institution) account, without undue delay.
- 5) The finance director must record particulars of each amount received and payments made in a cash book (or other permanent record such as a computer system) without undue delay.
- 6) The finance director must ensure all expenditure is approved or ratified by the management committee of the Association and such approval or ratification is recorded in the minutes.
- 7) The finance director must make certain all expenditure is made promptly and supported by adequate documentation filed in chronological order and in a readily retrievable manner.
- 8) The finance director must ensure all payments of \$100.00 or more are made by electronic funds transfer drawn upon the association's bank (or other financial institution) account.
- 9) The finance director must ensure all expenditure documents are signed by both the finance director and one (1) other member of the management committee authorised in that regard.
- 10) The finance director must oversee and record any payments of less than \$100.00 paid from petty cash, and ensure proper records are kept of the same. An imprest system is to be established and maintained for that purpose.
- 11) The finance director is authorised to move up to and including \$50,000 between Association accounts in the best interest of the Association, with ratification by the management committee prior to or as soon as possible after the transfer.
- 12) The finance director must, at the end of each month, cause the balancing and reconciliation of the Association's cash book or computer system, including petty cash, with the Association's bank (or other financial institution) account and prepare and report monthly financial statements to the management committee.
- 13) The finance director must prepare financial accounts for annual auditing and ensure that annual returns and audited financial statements are filed with the relevant government department.
- 14) The finance director must ensure all financial documents required by ATO are kept for a minimum of five years and that all corporate documents required by ASIC are recorded and stored for a period of not less than seven (7) years.
- 15) All accounting records referred to in this part must be kept at the registered office of the Association or at such other place as decided by the management committee.

13.2. REFEREES COMMISSION

- 1) See www.jfaq.com.au
- 2) It is the responsibility of the Referees Commission to:
- 3) Prepare a calendar of competition events for the year
- 4) Conduct courses on Judo competition rules and their application
- 5) Appoint Chief Referees to JFA(Q) competitions
- 6) Ensure that referees are regularly trained, coached and assessed
- 7) Maintain consistency in methods of assessment and awarding of referee levels
- 8) Promote and encourage elevation of referees to higher officiating standards
- 9) Provide a written progress report twice per year to JFA (Q) board

13.3. SPORT INTEGRITY AND ASADA LIAISON OFFICER ROLES AND FUNCTIONS

- 1) See www.jfaq.com.au
- 2) The Judo Federation of Australia (Queensland) Inc. is affiliated with the Judo Federation of Australia, which is a recognised National Sporting Organisation under the auspices of the Commonwealth Government's Australian Sports Commission.
- 3) The Judo Federation of Australia (Queensland) Inc. aims to deter the use of illicit drugs with all players to ensure fairness, respect, responsibility and safety in line with the Australian Sports Commission Drugs in Sport Policy and is required to adopt a management approach focusing on education and counselling in addressing the use of illicit or prescription drugs as well as inappropriate behaviour interfering with an athlete's ability to perform at their optimum level in the competitive arena.
- 4) These principles are also reflected in the Codes of Conduct and/or Behaviour Policies.
- 5) It is imperative that any activity in relation to match-fixing or inappropriate conduct contrary to fair play in the sporting arena is closely monitored, investigated and eliminated. In doing so, confidential liaison with the Australian Sport Anti-doping Authority (ASADA) is imperative.

- 6) The Management Committee of the JFA (Q) has resolved that the Complaint Resolution Sub-Committee shall be responsible to deter the misuse of performance enhancing drugs or other means of stupefaction or sedation during training, practice, competition or other events associated with the sport of Judo.
- 7) The Sport Integrity and Liaison Officer shall be part of the Complaint Resolution Sub-Committee and shall have the role described in the document at [http // www.jfaq.com.au/Resources](http://www.jfaq.com.au/Resources)

13.4. DRUGS MISUSE PROTECTION OFFICER ROLES AND FUNCTIONS

- 1) See www.jfaq.com.au
- 2) The Judo Federation of Australia (Queensland) Inc. is affiliated with the Judo Federation of Australia, which is a recognised National Sporting Organisation under the auspices of the Commonwealth Government's Australian Sports Commission.
- 3) The Judo Federation of Australia (Queensland) Inc. aims to deter the use of illicit drugs with all players to ensure fairness, respect, responsibility and safety in line with the Australian Sports Commission Drugs in Sport Policy.
- 4) These principles are also reflected in the Codes of Conduct and/or Behaviour Policies
- 5) It is imperative that any activity in relation to match-fixing or inappropriate conduct contrary to fair play in the sporting arena is closely monitored, investigated and eliminated. In doing so, confidential liaison with the Australian Sport Anti-doping Authority (ASADA) is imperative.
- 6) The Management Committee of the JFA (Q) has resolved that the Complaint Resolution Sub-Committee shall be responsible to deter the misuse of performance enhancing drugs or other means of stupefaction or sedation during training, practice, competition or other events associated with the sport of Judo.
- 7) The Drugs Misuse Protection Officer shall be part of the Complaint Resolution Sub-Committee - committee and shall have the role described in the document at [http // www.jfaq.com.au/Resources](http://www.jfaq.com.au/Resources)

13.5. GOVERNANCE, PLANNING AND RISK MANAGEMENT COMMITTEE

- 1) See www.jfaq.com.au/
- 2) The Judo Federation of Australia (Queensland) Inc. is affiliated with the Judo Federation of Australia, which is a recognised National Sporting Organisation under the auspices of the Commonwealth Government's Australian Sports Commission.
- 3) The JFA (Q) is an Incorporated Association and must comply with both the Queensland Associations Incorporation Act 1981 and the Associations Incorporation Regulations 1999. It is essential that good governance arrangements are implemented to ensure the JFA (Q) benefits from effective decision-making, with the organisation demonstrating transparency, accountability and responsibility in the activities undertaken and resources expended.
- 4) Governance concerns three key issues
 - a) how the organisation develops strategic goals and direction
 - b) how the management committee monitors performance to ensure it achieves these strategic goals, has effective systems in place and complies with its legal and regulatory obligations, and
 - c) ensuring that the Management Committee acts in the best interests of the members.
- 5) The Governance, Planning and Risk Management Sub-committee has been introduced by the Management Committee of the JFA (Q) Inc. to provide a formal process that supports good leadership and decision-making, and ensures sound and effective governance.

13.6. GRADES AND KATA COMMITTEE

- 1) See www.jfaq.com.au
- 2) The Judo Federation of Australia (Queensland) Inc. strives to provide a pathway for all participants to progress in their own technical education, and improve their skill level through participation in a wide variety of technical courses and competition. Accordingly, recognition of their rise in technical and physical abilities is provided through examinations and subsequent awarding of a higher rank.

- 3) So that all participants may have the opportunity to progress through the ranks and associated belts, the Grades and Kata Commission is charged with the responsibility of ensuring that suitable technical courses are provided to all JFA (Q) members.
- 4) Also, the Commission has the responsibility of conducting examinations at appropriate times and locations to encourage members to achieve higher ranks.
- 5) The Grades and Kata Commission has been introduced by the Management Committee of the JFA (Q) Inc. to provide a formal process in which all members may achieve their ultimate level of ability within the guidelines of the Grading Policy, Procedures and Guidelines Manual of the Judo Federation of Australia.

13.7. MEMBERSHIP REGISTRATION OFFICER ROLES

- 1) See www.jfaq.com.au
- 2) The Judo Federation of Australia (Queensland) Inc. is a major sporting organisation, incorporated in the State of Queensland. As such, the JFA (Q) consists of individual members who are affiliated with the JFA (Q) through being members of an affiliated club.
- 3) Prior to becoming a member of the JFA (Q) a person must join an affiliated club, and apply for individual membership through that club. Facilities for enabling ease of membership applications are available through the JFA (Q) website.
- 4) The Management Committee of the JFA (Q) has appointed a Membership Registration Officer who is the primary contact to assist all potential members and member clubs to finalise registration via the internet facility.
- 5) Full details of the Roles are available at the website www.jfaq.com.au

13.8. ROLE OF HONORARY PATRON AND VICE PATRONS

13.8.1. Role of Honorary Patron of JFA(Q)

The board of directors of JFA(Q) may appoint a person to the role of Honorary Patron of the organisation. An Honorary Patron shall be someone whose public achievement, exemplary leadership and status within Queensland will enhance the promotion of Judo in our state and assist the JFA(Q) in achieving its aims.

1. JFA(Q) will work with each individual invited to become patron to document in a Letter of Agreement mutually agreeable duties and which meet some if not all the requirements below.
2. The Patron will lend his/her name to the JFA(Q) as an expression of support for the organisation's mission and programmes and in so doing, augment its credibility in fundraising and in its negotiations with sponsoring bodies.
3. On occasion, the JFA(Q) may ask the Patron for assistance in particular representations and for general advice on the approach to take on certain issues
4. The Patron does not need to be a financial member of JFA(Q) but should have a strong interest in fostering the progress of the sport
5. The Patron shall be invited to all significant sporting, social and fundraising events within Queensland and may be asked to present trophies or give keynote addresses.
6. One of these special events will be the AGM where the Patron will have a standing invitation to open the meeting.
7. The Patron will be entitled to be present at the AGM and be heard on any of the matters under consideration
8. The Patron will be entitled to attend JFA(Q) Board meetings by invitation on instances where matters of interest to the Patron are being considered.
9. However the Patron is not expected to attend board meetings nor bear any responsibility for board decisions.
10. The JFA(Q) board will routinely provide financial and progress reports to the patron and the notices and minutes of all General Meetings.

11. The term of office within the role shall be 5 years or less by mutual agreement.
12. The Patron may resign at any time by submitting a written notice to the Chairman of the JFA(Q) board and the resignation shall be effective from the date specified in the resignation.
13. The term of the Patron shall cease if the agreed term expires, if the patron dies, if the JFA(Q) becomes insolvent or dissolved under the Act, or if the chair of the board writes to the Patron terminating the patron's service in which case the term shall cease at the time specified in the correspondence.
14. When the term of the Patron ends, by mutual agreement the arrangement may continue for a further term.

13.8.2. Role of Honorary Vice-Patrons of JFA(Q)

The board of directors of JFA(Q) may appoint up to four persons to the role of Honorary Vice- Patron of the organisation. An Honorary Vice-Patron shall be someone whose achievements in Judo and other public life and expertise will enhance the promotion of Judo in our state and assist the JFA(Q) in achieving its aims.

1. JFA(Q) will work with each individual invited to become vice-patron to document in a Letter of Agreement mutually agreeable duties and which meet some if not all the requirements below.
2. The Vice-Patron will lend his/her name to initiatives by the JFA(Q) on which the Vice-Patron has had input in order to promote Judo in Queensland
3. On occasion, the JFA(Q) may ask the Vice-Patron for assistance in particular representations and for general advice on the approach to take on certain issues
4. The Vice-Patron should ideally be a member of JFA(Q) with a strong background in Judo
5. The Patron shall be invited to all significant sporting, social and fundraising events within Queensland and may be asked to present trophies or give keynote addresses.
6. One of these special events will be the AGM where the Vice-Patrons will have a standing invitation to attend.
7. The Vice-Patron will be entitled to be present at the AGM and be heard on any of the matters under consideration
8. The Vice-Patron will be entitled to attend JFA(Q) Board meetings by invitation on instances where matters of interest to the Vice-Patron are being considered.
9. However the Vice-Patron is not expected to attend board meetings nor bear any responsibility for board decisions.
10. The JFA(Q) board will make available to the Vice-Patron any documentation and detail that is required for them to perform the duties for which they may have volunteered. This will include notices of all General Meetings.
11. The term of office within the role shall be 5 years or less by mutual agreement.
12. The Vice-Patron may resign at any time by submitting a written notice to the Chairman of the JFA(Q) board and the resignation shall be effective from the date specified in the resignation.
13. The term of the Vice-Patron shall cease if the agreed term expires, if the Vice-Patron dies, if the JFA(Q) becomes insolvent or dissolved under the Act, or if the chair of the board writes to the Vice-Patron terminating the patron's service in which case the term shall cease at the time specified in the correspondence.
14. When the term of the Vice-Patron ends, by mutual agreement the arrangement may continue for a further term.

14. JFA (Q) INC BUSINESS DELEGATIONS

Rule 45(4) of the Association Rules requires that any payments by the Association must be made by cheque or electronic transfer.

Rule 45 (5) specifies which officers should sign a cheque payment greater than \$100.00.

Rule 45 (9) requires that all expenditure shall be approved or ratified at a meeting of the Management committee.

However, the Rules are silent on day to day business delegations relating to electronic transfers, upper limits and purposes of payments.

The following table is a summary of the Business Delegations that shall be applied within JFA (Q) on day to day operations.

14.1. Budget

Activity	Authorised By	Limits	Description
Approve Annual Budget	Board		
Approve Expenditure that exceeds an approved budget and is major and unusual	Board on recommendation of Treasurer	Unlimited	
Approve an allocation from Uncommitted Funds if available	Board on recommendation of Treasurer	Unlimited	
Approve reallocation of funds between projects	Board on recommendation of Treasurer	Unlimited	
Authorisation to seek loans	Board on recommendation of Treasurer		
Approve lodging or calling of Investments	Board on recommendation of Treasurer		

14.2. Donations

Activity	Authorised By	Activity	Authorised By	Limits	Authorised By	Description
Approve donation to another organisation	Board					
Approve a donation to an individual	Board					

14.3. Payments

Authorise electronic payments to \$1000	State Administrator	\$1k	
Authorise electronic payment above \$1000.00	Any two of President, Treasurer, Executive Officer		Treasurer and State Administrator to process payment
Approve purchases using funds within approved budgets	President, Executive Officer, Treasurer	Budget Limits \$500	Small stationery supplies
Approve Payroll related expenses e.g. Superannuation,	Treasurer		

payment of salary in advance for annual leave or other reasons			
Authorise petty cash claims	State Administrator		
Authorise use of private vehicle on official business	Any two of President, Treasurer, Executive Officer		Re-imbusement shall be standard kilometre allowances & re-imbusement to be authorised as per figures above.
Authorise travel expenses	Any two of President, Treasurer, Executive Officer		Re-imbusement approval according to dollar limits above

14.4. Contracts

Sign a contract on behalf of JFA (Q) Inc	Executive Committee	Unlimited	
Approval to engage consultants	Board	Unlimited	

14.5. Operating Accounts

Authorise the opening, operation, closing of accounts, or change of signatories	Board		
Authorise applications for credit card for official use	Board		
Approval to authorise funds between account	Treasurer State Administrator	\$5,000.00	State Administrator to set up payment with Treasurer to make final authorisation

14.6. General Assets

Approve the disposal of assets	Any two of President, Treasurer, Exec Officer	Unlimited	
Approve the sale of assets to staff or volunteers	Any two of President, Treasurer, Exec Officer	Unlimited	
Approve the sale of assets to Clubs or other organisations	Any two of President, Treasurer, Exec Officer	Unlimited	
Approve use of JFAQ resources by other community organisations	Any two of Executive Committee	Unlimited	

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14.7. Human Resource and Management

Authorise electronic funds transfer of payroll or related expenses	Treasurer	\$5,000.00	Regular payments to be set up as automatic transfers
Authorise the payroll as true and accurate	State Administrator		In State Administrators absence, can be authorised by Treasurer or Secretary
Authorise reimbursement of work related expenses	Any two of Treasurer Executive Officer State Administrator	\$1000.00	
Approve domestic travel non Board member	Executive Committee	\$1000.00	Committee Chairman to make recommendation for payment
Approve International Travel	Board		
Approve amendments to position descriptions	Executive Officer		
Fill a position on a casual basis	Executive Officer		
Approve performance management plan with employee			
Approve extension of additional working hours that differ from initial employment contract	Executive Officer		
Approve staff to act higher duties	Executive Officer		In Executive Officer's absence President to approve
Approve advertising of a position to be filled on a fixed term or permanent basis	Executive Officer		With reference to Risk and Audit committee. In Executive Officer 's absence President to approve
Approve selection documentation	Executive Officer		In Secretary's absence President to approve
Approve selection report	Executive Officer		
Appoint a person under the award	Executive Officer		In Executive Officer 's absence President to approve
Approve return to work part time	Executive Officer		In Executive Officer 's absence President to approve
Approve use Time in Lieu	Executive Officer		
Approve accrual of more than 10 hrs of Time in Lieu	Executive Officer		In Executive Officer 's absence President to approve
Approve request for leave	Executive Officer		In Executive Officer 's absence President to approve
Approve accrual of more than 6 weeks holiday pay	Executive Officer		In Executive Officer's absence President to approve

Approve Leave Without Pay	Executive Officer		In Executive Officer 's absence President to approve
Request an employee to work additional hours	Executive Officer President		
Commence disciplinary action	Executive Officer President		
Issue a written warning	Executive Officer		In Executive Officer 's absence President to issue warning
Suspend an employee with pay	Executive Officer		In Executive Officer 's absence President to authorise
Dismiss an employee with or without notice	Executive Officer		In Executive Officer 's absence President to authorise
Conduct a grievance resolution	Executive Officer		In Executive Officer 's absence President to undertake
Authorise access to staff personal files	Executive Officer in accordance with Privacy Policy (under board consideration)		Compliance with law enforcement agencies, legal directives to be considered

14.8. Policies

Approve new or amended Governance policies	Board as per this By law process		
Approve new or amended Organisational policies	Relevant Board member		With concurrence of Committee Chairman

14.9. External Representation

Approve external Representation	President		Report to Board
Approve appointment/nomination on external committees/meetings as JFAQ representative or based on expertise that will enhance JFAQ	President		Report to Board
Spokesperson with Media	Report to Board		

14.10. Funding Applications

Request external grant authority or any external body for funding in the name of JFAQ	President	Unlimited	Report to Risk and Audit Committee
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14.11. Investment & Use of Reserves

Investment	President	Unlimited	Report to Risk and Audit Committee
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15. LIFE MEMBERS OF THE ASSOCIATION

15.1. Award of Life Membership

- 1) Association Rule 5.1(d) allows for the appointment of Honorary Members such as Life Members
- 2) This By Law establishes the process by which the award of Honorary Life membership shall occur and the entitlements accruing to such membership
- 3) The award of *Life Membership* exists to recognise the valuable contribution of individuals to the past, current and future success of Judo in Queensland. It is therefore only to be awarded in exceptional circumstances by unanimous agreement of the full board.

15.2. Exceptional Service

- 1) Exceptional service shall be defined as:
- 2) a minimum of 25 years of meritorious service to Judo at Club Level
- 3) a minimum of 10 years meritorious service at State level.

15.3. Entitlements

- 1) Honorary Life members, if continuing to be active in Judo, shall be entitled to have their registration fees and insurances paid by the Association directly after annual confirmation by JFA (Q) staff that they intend to remain active.
- 2) Registered Honorary Life Members shall have the right to attend and speak at General meetings but do not have the right to vote or propose motions.
- 3) On decision of board of JFA (Q), any honorary life member may be invited by written invitation to attend at no charge any special event run by JFA (Q).

15.4. Nomination for New Honorary life members

- 1) The board will accept nominations for new honorary life members from any two current voting members of the Association or from two current board members.
- 2) Nominations can be made at any time directly to the board President or the Secretary.
- 3) A nomination shall be made in writing and shall include:
 - a) the name and contact details of the person being nominated
 - b) the names and contact details of the Club representatives making the nomination, and
 - c) a half page statement of why the nomination is being made and in what ways the individual meets the criteria for *Life Membership* of the JFA (Q).

15.5. Approval Process

- 1) The nomination for Life membership shall be considered by the board and if approved unanimously shall be put on the agenda of the next General meeting for consideration by membership.
- 2) If the vote by the board is not unanimous, the nominees shall be advised that the proposal shall not proceed
- 3) The decision by the board shall be based on an assessment of the person's contribution to Judo
- 4) No reason need be given for failure of the nomination to progress except that the nomination did not meet full board approval
- 5) If full board approval is obtained, approval of the proposed Honorary Life member shall be published in the notice of meeting for the next general meeting.
- 6) The award of Honorary Life Member at a General meeting shall occur by special resolution.

15.6. Appeals

- 1) Where nominations are declined by the board, and the nominee has reason to believe that not all information was available to the board, a request for reconsideration may be made in writing addressed to the secretary signed by two voting members or by two board members and shall include such further information as may further the decision.
- 2) Second, if the issue remains unresolved to the satisfaction of the two voting members, the matter shall be outlined in a letter to the secretary asking that the matter be considered at the next scheduled General Meeting.
- 3) An appeal on the award to Honorary Life membership shall be heard only once per five years but re-

- 4) nomination is possible at any time

15.7. Frequency of Award

Except for the re-nomination process outlined below, only one honorary life member shall be appointed each year

15.8. Honorary Life Members of Previous Associations

- 1) JFA (Q) Inc consists of the amalgamation of several other Queensland based Judo Associations that all had various categories of Life membership regarding service in Judo in Queensland.
- 2) The current Rule 6 of the Association was the same as that in the Rules on the day of amalgamation and raised the expectation that Honorary Life members of either the Judo Federation of Australia (Queensland) Inc, or the Judo Queensland Incorporated Association (the amalgamating associations) would be admitted by the board to the equivalent class of membership of the association as the member held in either of the amalgamating associations.
- 3) Notwithstanding the provision for admission by the board, standing practice has been to submit Honorary Life Membership proposals to an Annual General meeting and gaps in the records lead to the decision at the Annual General meeting of JFAQ (Inc) of 29th June 2008, that: *life members of previous State judo associations be affirmed by re-nomination as life members at future AGMs of the Association.*
- 4) Various active individual members have been re-nominated and approved by JFAQ (inc) as Honorary Life Members and appear in the following list.
- 5) All currently known honorary Life members of all previous organisations have been included in the following list but the dates of award are currently unknown
- 6) Those formally approved by JFAQ (Inc) have been noted
- 7) The remainder are awaiting formal re-nomination to an AGM after consideration by the board.

15.9. Approved List of Life Members

- 1) These following list is compiled from various historical records pertaining to current and previous Queensland Judo organisations.
- 2) The purpose of the first part of the list in this By-Law is to provide a board approved record of persons who were at one time or another deemed worthy of an award of Honorary Life Member in service of Queensland Judo.
- 3) The purpose of the second part of the list is to record the names of persons awarded an Honorary Life membership at an AGM of JFA (Q) Inc
- 4) Some individuals have been awarded Life Membership on several occasions. The dates of some awards are at present unknown. A list provided by John Whipp covered most of the pre 2005 awards from previous organisations.
- 5) The records will be updated as details become available
- 6) The order of recording is therefore no indication of seniority.
- 7) As the opportunity and information arises, these persons shall be re-nominated to an AGM as Honorary Life Members of JFA (Q) Inc

Name	Last Known Place of Residence	Year Elected	Reason
Honorary Life Members of Former State Judo Controlling Entities recognised by JFA(Q) inc after 2015			
James Crooks	Bardon	Before 2005	
Cliff Duncan	Deceased	Before 2005	Long service at State level

Ted Ryan	Gympie, Deceased	Before 2005	
Henry Trindorfer	North Mackay, Deceased	Before 2005	
Tom Chun	Everton Hills	Before 2005	
Kev Logan	Bundaberg	Before 2005	
Audrey Mc Lucas	Unknown	Before 2005	
Bevan Brown	Deceased	Before 2005	
Kevin O'Dyer	Pallara 4110	Before 2005	
Terry Termine	Innisfail	Before 2005	Reaffirmed 27 Nov 2017
Ron Simpson	Gulliver 4812	Before 2005	
Sam Wright	Ormiston 4160	Before 2005	
Phill Brain	Perigian Springs 4573	Before 2005	
Barbara Bates	Kallangur 4503 Deceased	Before 2005	
Frank Fapani	Deceased	Before 2005	
Don Martin	Gracemere, Rockhampton	Before 2005	
Gloria Mangan	Deagon 4017	Before 2005	
Jan Davis	Urangan 4655	Before 2005	
Nigel Brown	Deceased	Before 2005	
Barry Griffiths	Deceased	Before 2005	
Honorary Life Members of Elected at AGM by JFA(Q) Inc after 2004			
John Whipp,		Since 2005	
Brian Mills		6 th May 2007	
Sam Wright	Ormiston 4160	Since 2005	
Phill Brain	Perigian Springs 4573	6 th May 2007	
Graham Evans,		6 th May 2007	
Colin Gould	Whiteside 4503	Since 2005	
Sandra Hall		29 th June 2008	
Maurice Mirabito		29 th June 2008	
Ross Kiepe		Since 2005	
Keiko Fukuda	Deceased	Since 2005	
Kevin Cifuentes		Since 2005	

Jimmy Gemmel	Deceased	Since 2005	
Judy Neville	Gladstone 4680	6 th May 2007	
Greg Neville	Gladstone 4680	6 th May 2007	
Steve Potter		Since 2005	
Dave Edgar		Since 2005	
Robert McNamara		Since 2005	
Michael Hill		Since 2005	
Robert Borchert		Since 2005	
Paul Nelson	Coorparoo 4151	27 Nov 2016	
Tony Termine	Innisfail Judo Club	27/Nov 2016	Re-affirmed

16. REVISION HISTORY OF BY-LAWS

- 1) All future By Law resolutions or other changes shall be appended here with the details shown below as a record of evolution.
- 2) Note need to update footer as Versions raised

Revision	Approval Version 2.0
Date	15 th July 2016
Editors	John Harvey
Approval Status	Document Unapproved by Board
Description of Change	Compilation of By Laws using previously approved board resolutions
Revision	Version 2.1
Date	2nd October 2016
Editors	John Harvey
Approval Status	Document Approved by Board
Description of Change	Addition of Induction of New Directors and JFAQ Investment Policies at 11.10 and 11.11.
Revision	Version 2.2
Date	18 th June 2017
Editors	John Harvey
Approval Status	Approved by Board 18 th June 2017
Description of Change	Addition of two Life Members from 2016 AGM Addition of Clause 13.8 Role Description of Patron & Vice Patrons

JFAQ By- Laws June 2017.pdf