

**THE CHICAGO JUDO BLACK BELT ASSOCIATION
CONSTITUTION AND BY-LAWS**

CHICAGO YUDANSHAKAI

[Amended 2015]

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CONSTITUTION

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CONSTITUTION OF THE CHICAGO JUDO BLACK BELT ASSOCIATION

Article I – Name

This organization shall be known as the **CHICAGO JUDO BLACK BELT ASSOCIATION (Chicago Judo Yudanshakai)** and incorporated not-for-profit under the laws of the State of Illinois.

Article II – Purpose

The purpose of this organization shall be:

1. To promote the art and science of Judo.
2. To maintain the standards and traditions of Judo.
3. To further the teaching of Kodokan Judo.
4. To be responsible under the regulations of the U.S. Judo Federation for the administration and supervision of all judo activities within the area under its jurisdiction; to act as coordinating body between its various member organizations.
5. To establish and maintain the necessary relations with appropriate national and international organizations

Article III – Government

The following officers, elected or appointed in the manner prescribed in the by-laws shall govern this organization:

1. The President (minimum rank of sandan) will carry out his functions through the First Vice-President who shall be the executive officer of the yudanshakai. The President will be responsible for all major executive decisions and shall have authority to appoint individuals or committees for carrying out the business of this association; shall be responsible for seeing that all regulations and decision of this organization are obeyed; and shall fulfill all other duties normally belonging to

this office. The appointive power of the President shall imply the power to remove from office any appointee.

2. A first Vice-President, who shall act as the Executive Officer of the yudanshakai shall preside at all regular and special meetings; shall carry out the executive policies of the President; and shall have primary responsibility for internal administration of the yudanshakai consulting the President when necessary on matters of policy. The First Vice President shall be responsible for reviewing the transactions of the yudanshakai and for preparing therefrom and from other pertinent sources a set of current rules and regulations to be approved each year at the annual meeting.
3. A Second Vice President (Tournament Director), who shall be responsible for the management of all tournaments solely or jointly sponsored by this organization and shall be responsible for keeping records during shiai.
4. A Third Vice President (minimum rank of godan), who shall be responsible for supervision of promotions and shall act as Chairman of the Promotion Board.
5. A Fourth Vice President (to be a woman), who shall be in charge of and responsible for the conduct, management, supervision and scheduling of CJBBA women's Judo clinics, competition, and other appropriate activities for all necessary coordination and cooperation of women's Judo program with women's activities of the USJF, other yudanshakai, and other sports governing association with USJI, IJI, etc. The Fourth Vice President shall also make recommendation of the yudanshakai concerning the content and implementation of women and girls Judo training programs and guidelines for the conduct and management of women's competition and promotional standards. For women and girls' judo, she shall be the CJBBA representative to the USJF Women's committee.
6. A Fifth Vice-President (Registration Chairperson), who will be responsible for recording all current membership information current and notifying executive board members of any changes in the membership roles.
7. A Treasurer, who will collect and have custody of all income from any source whatever and shall notify members who are delinquent in any payments; shall keep all necessary revenues and submit to this organization an annual report of

all amounts due as taxes to the Federal and local governments; shall make all authorized disbursements on approval of the President; and shall be responsible for the corporate charter, book, and seat.

8. Assistant Treasurer
9. A Secretary, who shall keep minutes of meetings and keep records pertaining to promotions and who shall conduct all official CJBBA correspondence delegated to them by the President or other officers. All such correspondence shall be signed personally by the appropriate officer.
10. A Finance Committee, composed of three yudanshakai members in good standing, elected at the regular election and will serve a two year term show duties shall be to: **a)** perform a yearly audit of the Treasurer's books **b)** Approve all expenditures in excess of \$50 except of the following officers whose spending limits per expenditures are: President \$400, any executive board officer and/or designate doing a mailing. They shall contact the Treasurer and make appropriate arrangements and supply receipts, to seek and implement ways to raise monies for the promotion of Judo.
11. The elected officers of the yudanshakai, together with the members of the Promotion Board, the chairmen of standing committees, and appropriate officers shall constitute the Executive Board.
12. The Executive Board may act for the yudanshakai in all matters and whose acts will be reported to the yudanshakai at the next regular or special meeting, at which time they may be approved or disapproved by a majority vote of the yudanshakai.
13. A quorum of the Executive Board shall consist of at least one-half of the members of the Executive Board and will include the President or First Vice President.

Article IV – Membership

Membership in the association shall be limited to residents of the area within the jurisdiction of this organization, except as specified in (4) below. Membership will be four classes, as follows:

1. Active voting membership shall be limited to all black belts in good standing who have paid their yearly dues as set forth in the by-laws.
2. Associate membership shall be open to all judoka in good standing who have not attained USJF Black Belt grade and to other persons interested in the promotion of Judo.
3. Junior membership shall be open to all judoka in good standing that are sixteen years of age or under.
4. Honorary membership shall be open to anyone who shall have rendered distinguished service to judo.

Article V – Promotion Board

The Promotion Board shall consist of:

1. The Third Vice President who shall serve as Chairman (minimum rank of godan);
2. The President of CJBBA;
3. Three elected members (minimum rank of yodan);
4. Appointed members by the President of CJBBA who shall consult with the Third Vice President on all appointments.

Each appointed member must hold the minimum rank of Yodan and is confirmed by simple majority vote of the active members present. Any appointed candidate not receiving a simple majority vote in confirmation will not be seated on the board. The term of office for members of this Promotion Board shall be two years. The Promotion Board will have jurisdiction over all Kyu and Dan promotions and will meet to consider such promotions prior to the regular summer and winter testing events or more often if

necessary. The Promotion Board Chair will be responsible for keeping minutes of meetings and all necessary records.

Article VI – Amendments

1. An amendment to this constitution or to the by-laws may be presented by any active member present at any regular meeting and will be voted on at subsequent regular meetings. A constitutional amendment will be adopted upon affirmative vote of $2/3$ of the active members present at the two regular meetings following the proposal; in the case of any amendment of the by-laws, affirmative vote of $2/3$ of the active members present at the next regular meeting following the proposal will be sufficient for adoption.

Section TWO

By-Laws

Article 1 – Meetings

1. Regular meetings will be held semi-annually, that is, a winter and a summer meeting at a time and place designated. In case of a change, two weeks prior notice via email unless requested in writing or requested by mail, must be given to all active members.

2. The order of business at regular meetings shall ordinarily be:
 - a. Roll call (taken by sign-in sheet),
 - b. Approval of minutes of previous meetings,
 - c. Reports of committees,
 - d. Unfinished business,
 - e. New business-tournament schedules, etc.

3. Minutes of the meeting, together (with) schedule of future tournaments and meetings and other matters of interest, will be circulated by email or, if requested, by mail within two weeks following meeting to all affiliated organizations members and after approval will be filed for permanent record.

4. Special meetings may be called at any time at the discretion of the President. Minutes of special meetings will be approved at the next regular meeting.

5. The annual meeting will be held in January, at which time the following business, in addition to ordinary business will be conducted:
 - a. A quorum will be considered present when the President or his/her proxy, the First Vice President or his/n\her proxy, the secretary or his/her proxy and then other voting members are present.
 - b. The Treasurer's Annual Report will be read

- c. On even-numbered years, the elections of officers will take place and appointments to the Promotion Board will be made and approved.
6. All regular and special meetings shall be governed according to “Robert’s Rules of Order”, except as stated otherwise in the Constitution and By-laws.

Article II – Election of Officers

1. Election of officers will be by majority vote of the active members present, using secret ballot, and will be held on even-numbered years at the annual meeting. Retiring officers have the privilege of suggesting nomination for their successor; nominations will also be accepted from the floor. Nominees for *President* must have the minimum rank of sandan. *Third Vice President* must hold rank of godan or higher; any active member in good standing shall be eligible for any other office. The Secretary and the Assistant Treasurer will be appointed by the President and approved by majority vote of the active members present.
2. Any officer shall be eligible for re-election or re-appointment, but no elected officer shall serve more than two (2) consecutive two (2) year terms in the same office. After being out of office for one or more terms an individual can run for any office he or she is qualified to hold.
3. If any office is vacated for any reason, the vacancy will be filled for the unexpired portion of the term of office in the manner described in this Article, except that the election shall be held at the current or next meeting.

Article III – Promotion Procedures

Section 1 – Requirements for Rank Promotion

1. Promotions will be made in accordance with current regulations of the USJF. It is the responsibility of the candidate’s instructor and the candidate to see that the following documentation of the candidates’ judo record (including dates and

events) is supplied in terms of personal history, reasons for recommendation, character, etc.

- a. Time in grade,
 - b. Contest record (if any),
 - c. Favorite technique,
 - d. Teaching experience,
 - e. Kata proficiency,
 - f. Contributions/record of service at the dojo level, yudanshakai level, national level.
 - g. Clinics/camps attended,
 - h. Indicate whether you want the Kodokan diploma
2. An inactive judoka is one who does not pay their annual dues. Inactive judoka who become active will not be able to count the years of being inactive as part of their time in grade and will be required to pay the current years dues and back dues before being reactivated.
3. Non-competitors being put up by an instructor are automatically assumed to have contributed at the dojo. However, more weight is given to contributions at the yudanshakai and national level which can be measured by attendance records at yudanshakai meetings and at tournaments where they have served as scorer, timer, referee, etc., over time in grade period.

Section 2 - Procedure for Promotions

1. Promotions through senior Nikyu may be made by a Dan instructor.
2. Promotions to Ikkyu and all Dan promotions will be made at promotion testing events held in the summer and winter by members of the promotion board or by qualified persons specifically authorized by the Chairman of the Board of

Promotions or at promotional shiais specifically designated and authorized by the promotion board.

3. Names of candidates for promotion, together with all appropriate records and information, must be submitted to the Chair of the Promotion Board at least 30 days prior to the promotion meeting either by email, hand delivered or postmarked. Candidates for promotion will be screened and those deemed eligible for examination will be so notified at least one week in advance of the meeting.
4. On-the-spot promotions to Nikyu and Ikkyu will be made at supervised regional promotion Shiai with the approval of the individual instructors.
5. Upon review of candidates' credentials by the promotion board, any board member may call for a secret ballot vote on the acceptance of a candidate. The candidate must receive a two-thirds majority vote of the board members present in order to be allowed to test for the recommended rank.

Section 3 - Reporting and Registering Promotions

1. Promotions made at testing events and meetings of the Chicago Yudanshakai Board of Promotions are recorded by the Promotion Board Chair and must be immediately registered with USJF by the promotion board chairman. [See Section – USJF rank registration.]
2. In areas or associations where promotional authority has been delegated to local board or individuals, all promotions to Ikkyu or higher ranks made by these representatives of the CJBBA Promotion Board must be:
 - a. Immediately reported in writing by the authorized board or individual to the Chairman of the Promotion Board of the Yudanshakai and
 - b. Registered immediately with USJF.

Article IV - Tournaments

1. The yudanshakai will approve all tournaments and will negotiate with the sponsoring organization the terms under which the tournament will be held. The immediate management of all tournaments will be the responsibility of the Second Vice President or his/her delegate.

Article V - Affiliate

The CJBBA shall be responsible for the affairs of the affiliate groups within the area assigned to it by the U.S. Judo Federation. All clubs, groups, or schools teaching or practicing Judo in this area will be eligible for affiliation. Upon receiving a Certificate of Affiliation, the organization will receive copies of the Constitution and By-laws of the CJBBA and subsequently will receive copies of the bi-annual meeting minutes.

Article VI - Traveling Expenses

1. Traveling and other expenses of competitors and officials representing the yudanshakai at regional, national and international events may be defrayed to whatever extent possible by the yudanshakai. Funds for this purpose may be appropriated from the treasury by majority vote of the voting members present at any regular or special meeting. The allocation for these funds will be at the discretion of the Executive Board.

Article VII - Impeachment

1. Any officer may be impeached for abusing the privilege or neglecting the duties of his office. Impeachment proceedings must be initiated by written petition signed by five yudansha and may be presented to the regular meeting. If the petition for impeachment is approved by three-quarters of the voting members present, the officer in question shall be considered removed from office.
2. Any member may be expelled from the yudanshakai or suspended from active membership for conduct deemed detrimental to the spirit of Judo or this

organization. The procedure shall be the same as that for impeachment of an officer.

Article VIII - Dues

1. Yearly dues will be required of all active voting yudansha.
2. All CJBBA and USJF dues and registration fees will be in accordance with rates and schedules officially approved by the yudanshakai and circulated to entire membership in the minutes.

SCHEDULE OF PROMOTION FEES

[See Attachment A]

Article IX - USJF Rank Registration

1. USJF registration eligibility
2. Mandatory competitors registration
3. Rank registration chairperson responsibilities
4. Importance of registration for CJBBA

REVIEW OF PROCEDURES

Membership application

Promotion application

Checks/money orders payable to CJBBA

Expiration of registrations/memberships

Necessity for printed/typed registration

Article X – Coaching & Funding

Section 1 - Selection of Coaches

1. The senior national coach shall be selected at the fall (September) meeting.
2. The junior national coach shall be selected at the winter (January) meeting.

3. The selected coaches shall select their own assistant. If necessary, the First Vice President shall appoint an assistant if the coach cannot find an assistant.
4. Subject to Finance Committee approval, the executive board shall determine expenses reimbursed to the coach and assistant coach.
5. The coach and assistant coach shall be active members of the yudanshakai and belong to a registered club.
6. The coach's responsibilities shall be as follows:
 - A. The coach and their assistant shall attend the pre-National sponsored tournament.
 - B. The coach shall meet with the judoka who are interested in attending the Nationals (Junior or Senior) and provide the following information in written form:
 - a. Tournament information
 - b. Schedule of team practices
 - C. Check their USJF cards to identify those who will qualify for funding.
 - D. Keep attendance record at all practices.
 - E. Verify who competes in the Nationals.
 - F. Have injury reports available before Nationals.
 - G. Attend tournaments to watch the judoka in order to evaluate their abilities. It is the coach's responsibility to help them improve during team practices.
 - H. Coach and assistant should arrive early in order to attend any coach/referee meetings prior to the tournament.
 - I. Be present at the weigh-in of the judoka; the coach is then available if a problem arises.
 - J. Have a complete list of names and room numbers of the judoka in case they must be notified for any reason.
 - K. Have team meeting to discuss the tournament and any changes in rules governing the tournament.
 - L. Coach and assistant should attend the opening ceremony with the team.

- M. Should be coaching all matches where a sponsored judoka is competing. If there are two players at the same time, the assistant will be responsible for one of the matches.
- N. Be aware of the location of the judoka during the tournament in the event a problem arises and they must be contacted.
- O. Keep a written record of each participant with information such as result, opponent, etc. A final report can (be made at) the tournament
- P. Oversee dispersal of funding within three weeks of returning from the Nationals.

SECTION 2 - QUALIFICATIONS FOR NATIONAL FUNDING

1. To qualify for funding from the USJF, each competitor must be a member of the yudanshakai by the end of February and have placed in the Nationals.
2. To qualify for funding from the yudanshakai, each competitor must be a member by the date of the second team practice.
3. It is each competitor's responsibility to see that they sign the attendance log at each practice.

SECTION 3 - OFFICER'S REPORTS

All Officers receiving funding for travel to meetings shall submit a written report of their impressions and what they feel are important points.

[Attachment A]

CJBBA PROMOTION FEE SCHEDULE

[Subject to current updates]

ALL KYU RANKS \$ _____

SHODAN \$ _____

NIDAN \$ _____

SANDAN \$ _____

YODAN \$ _____

GODAN \$ _____

ROKUDAN \$ _____

SHICHIDAN \$ _____

HACHIDAN \$ _____