



# PAKISTAN JU-JITSU FEDERATION

The National Governing Body



## CONSTITUTION

MEMBER of:



(POA)



(PSB)



(IPC)



(JJIF)



(JJAU)

### 1. TITLE:

The organization shall be called “**PAKISTAN JU-JITSU FEDERATION**” (hereinafter referred to as “federation”). This shall be administered in accordance with the articles set out below as amended from time to time, of unlimited duration. The logo, name and initials (PJFF) will be copy righted.

### 2. JURISDICTION:

The Jurisdiction of the **PAKISTAN JU-JITSU FEDERATION** shall be extended throughout Pakistan, the acceding states and the territories under the control of Pakistan.

### 3. AIMS & OBJECTIVES:

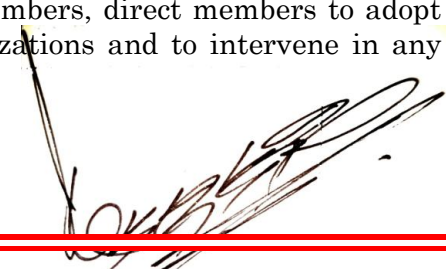
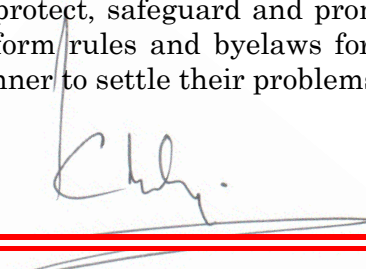
The aims and objectives of the Federation shall be to promote, organize, popularize, regulate and control the game of Ju-Jitsu and other disciplines as incorporated by the General Council from time to time.

**(JJ)** Ju-Jitsu (Jiu-Jitsu) involves the development of the spirit, mind and body through the development of technical and moral skills, building leadership and rounding characters.

The objectives of the Federation shall be as follows;

- a) To organize, promote and control Ju-Jitsu/Jiu Jitsu, Ju Jutsu (**JJ+BJJ**) as a sport disciplines being incorporated in Pakistan.
- b) To promote the formation of affiliated associations/organizations.
- c) To affiliate/disaffiliate the provincial/services/departments or other associations/organizations for proper control and promotion of the games.
- d) To coordinate and control activities in respect of Ju Jitsu/Jiu Jitsu, in all ways including the holding of tournaments and organization at National and International competitions for senior and junior Men, women under the rules of Ju Jitsu International Federation (JJIF), as well as the Ju Jitsu Asian Union (JJAU), as well Pro National Leagues under the control of PJFF.
- e) To collect and receive funds/donations/subscriptions or financial grants-in-aid from the Federal Government, the Provincial Governments, local bodies and any statutory or non-statutory corporation or bodies or private sector or individuals for the federation and employ the same in such a manner as will be desirable for the attainment of the aims and objectives of the Federation.
- f) To select the Teams and Officials to represent Pakistan for training/ competitions to be held within the country and abroad.
- g) To create, standardize and regulate structures of the Technical officials/ Referees/ Judges/Coaches and administrators under the Board of Directors of Federation.

- h) To establish Training Camps and Organize Promotional Programmes for expanding and raising standard of respective disciplines under PJJF in Pakistan.
- j) To promote and control the visit to Pakistan of foreign teams.
- k) To train and appoint coaches, Referee, and Judges, Managers, etc.
- m) To award Dan Grading, certification, trophies etc. for performances.
- n) To promote the mutual respect among affiliated organizations and their recognition, suspension and penalties.
- o) To purchase, hold, lease, hires, or acquire movable or immovable property or rights necessary or convenient for the purpose of the federation and receive donations, funds and collect funds including membership fees, donations, grants for the purpose of the Federation and utilize them thereof for the benefit of the Federation.
- p) In its role of the highest authority in Ju-Jitsu, resolve disputes that may arise, within the sport frame, between its affiliated Associations and/or departments.
- q) To communicate with the Pakistan Olympic Association, Pakistan Sports Board, Provincial Sports Boards, respective International Federations, Asian Body and other Governmental Bodies as and when required.
- r) To take action against violence in sport and against any form of discrimination on grounds of race, religion, politics and sex etc.
- s) To ensure the observance of the World Anti Doping Code of WADA approved by the IOC and POA as well as Anti doping codes of the respective World and Asian bodies and fight against doping and use of substances and procedures prohibited by the IOC or the World Parent Bodies.
- t) To encourage participation of women in all incorporated sports disciplines under PJJF at National and Provincial level, and induct women in the General Council/Board of Directors of the Federation with the strength as per POA's directive at national and provincial levels.
- u) To ensure resolution of all disputes in the Federation and its affiliated Member Units through arbitration.
- v) To launch youth development programmes at grass-root levels
- w) To establish medical and scientific commission for anti-doping and for improving performance of the players/athletes/competitors.
- y) To improve administration and technical structures of the federation and the Associations from national to district levels.
- z) To protect, safeguard and promote the interest of its members, direct members to adopt uniform rules and byelaws for their Associations/organizations and to intervene in any manner to settle their problems.

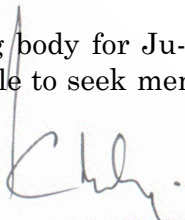
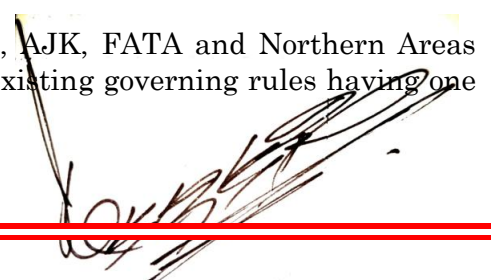


- aa) To take disciplinary action against any Member unit for misbehavior of its athletes/officials or any undesirable activity bringing discredit to the country and sports or violating the byelaws of PJJF.
- bb) To take disciplinary action against any member Associations, Clubs, Societies players coaches, and / or any official involved in the game of “Ju-Jitsu”& other disciplines under the control of PJJF.
- cc) To appoint, terminate, suspend and take disciplinary action against employees and servants of the Federation.
- dd) To grant membership, affiliate Associations , clubs, societies and other bodies associated with the game of Ju-Jitsu and all other disciplines under the control of PJJF;
- ee) To manage, improve or otherwise supervise, any property, movable or immovable, with all necessary powers, in the interest of Federation.
- ff) To make rules and regulations to carry out its objectives.
- gg) Generally to do all such other acts and things as may seem to the Federation Convenient/or conducive to the carrying on the objects and role of the Federation.

#### 4. MEMBERSHIP:

Membership of the Pakistan Ju-Jitsu Federation shall be open to the following:-

- a) The controlling body of “JU-JITSU/JIU-JITSU”, in a province having at least 5-Divisional or 10 Districts Associations or at least 30 clubs affiliated under the area of its Jurisdictions having two(02) votes each in the General Council.
- b) Other organizations not in conflict with provincial Association can present their request for membership subject to approval of Board having one(01) vote in the General Council.
- c) The organizations intend to become members of PJJF must apply directly to the PJJF General Secretary with all necessary documents to demonstrate the technical and organizational importance of their organization.
- d) The Board will examine the application and can allow the applicants to participate in the championship and to be present at the General Council, but without the right of vote.
- e) The final decision to grant the affiliation will be made by the General Council only, if the Board recommends the application.
- f) All the departmental or services units, duly affiliated with Pakistan Olympic Association (POA) as well as others shall be eligible to apply for membership with PJJF with all necessary documents to demonstrate the technical and organizational importance of their organization. They will be the member with the participation rights only without any right of vote in the General Council of PJJF having observer status.
- g) The controlling body for Ju-Jitsu/Jiu-Jitsu, in Islamabad, AJK, FATA and Northern Areas shall also be eligible to seek membership of PJJF under the existing governing rules having one

(01) vote. In addition to this, Referee and Judges Association (RJA) will also be part of the General Council of PJJF and have three(03) votes in the General Council.

#### **5. SUBSCRIPTIONS / MEMBERSHIP FEE:**

The Patron-in-Chief, Patrons, President, shall be members of PJJF without payments of any membership fee.

The affiliation fee of the Federation shall be Rs. 25000/- to be paid along with the application (Non -refundable)

a) Each affiliated Provincial Association/other Association Member of the Organization shall pay to the Federation an Annual Subscription of Rs. 8000/- and departmental/services/other units of Rs.12000/-, which will be due on 1st day of July in each year and be paid within three months of that date.

b) No Member shall be entitled to be represented or to vote at any meeting of Pakistan JU-JITSU Federation or of Committee or Sub-Committee unless the Subscription for the year and other dues if any (arrears) have been paid.

c) A member organization failing to pay the fee or other dues within the time fixed shall be liable for suspension.

d) Once a member is suspended for non-payment of fee as in clause (c) above, the application for re-admission will not be considered unless all arrears have been paid and a sum of Rs.20,000/- as penalty has been paid.

e) The organization, which is suspended for more than two years because of not paying its fee, will be considered automatically as expelled from PJJF.

f) Each office bearers of the Board shall pay the amount equivalent to 500/- US \$ (at the existing rate of the time of payment) and the Executive members 300/-US\$ as membership fee.

#### **6. ROLE OF HONOR:**

Honorary Shodan: Individuals who have or are doing outstanding services to the Federation in achieving its objectives may be honored by the Board of Directors by bestowing this title on the recommendation of the President.

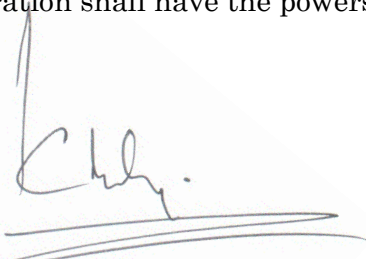
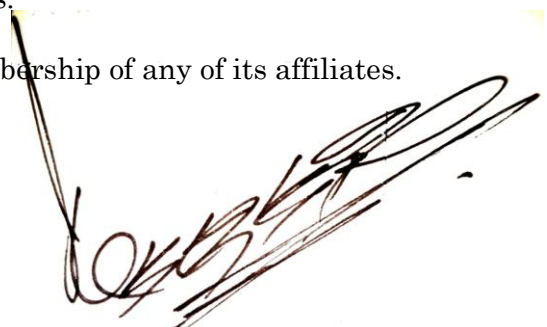
#### **7. FINANCIAL YEAR:**

The Financial and Accounting Fiscal Year of the Federation shall be from 1st July to the following 30<sup>th</sup> June in each year. The membership fee shall be paid within the first three months of the year.i.e. by or before 30<sup>th</sup> September each year.

#### **8. TERMINATION OF AFFILIATION:**

Termination of affiliation shall be by

- a) Non-Payment of subscription if for a period of 24 months.
- b) Expulsion from the Federation on disciplinary grounds.
- c) The Federation shall have the powers to cancel the membership of any of its affiliates.

**9: TERMINATION OF THE OFFICE:**

Termination of the office shall be considered valid and enforceable through;

- a) Resignation in the writing addressed to the President.
- b) Expulsion from the Federation on disciplinary grounds.
- c) Non Payment of membership fee for more than 24 months.
- d) Any office bearer absenting himself for two consecutive meeting of the General Council, or three Board of Directors without a valid excuse shall, unless the General Council otherwise directs, be deemed to have vacated office.

**10: GENERAL COUNCIL:**

a) The Organizing bodies in P.J.J.F. are:

- i) The General Council.
- ii) The Board of Directors.
- iii) The Presidency.

b) The Supreme Authority of the Pakistan JU-JITSU Federation shall vest in the General Council, which will be consists of:

- i) The President.
- ii) The Board of Directors.
- iii) The authorized representatives of a member provincial organization and RJA.
- iv) The observers through special invitation by the president without right of vote.

Each Provincial Affiliated Organization shall have a right to nominate not more than two Representatives to vote the General Council Meeting, with only one having the right to speak. and Referee/Judges Association shall have three representative but only one to speak. The representative must have a proxy signed by the President of the respective Association, showing the name of representative with the right to vote and speak, in case, president does not attend it.

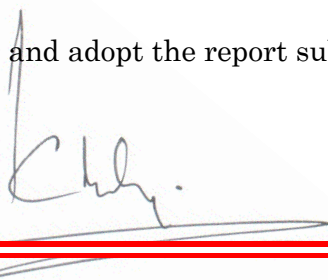
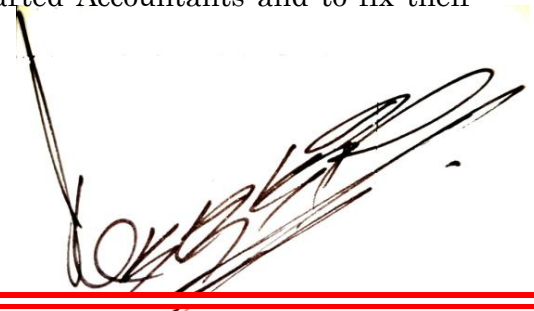
c) The General Secretary will check the proxies and powers before the start of General Council Meeting.

d) The General Council will decide by majority of votes. Generally speaking, the vote is given by nominal Call. For elections, for peculiar or delicate matters of whenever a Council member requires it, the vote will be held secretly or otherwise. In the event of tie, the final decision is made by the President of the Council.

**11: POWER AND FUNCTION OF THE COUNCIL:**

The General Council shall meet normally to deal with the following matters:

- a) To elect office bearers of the Board when due.
- b) To appoint standing committee as may be necessary for carrying out the work of the Federation when due.
- c) To appoint Auditors who as far as possible should be Chartered Accountants and to fix their remuneration.
- d) To consider and adopt the report submitted by the Board.



- e) To consider and pass the Audited Statement of accounts and budget estimates.
- f) To hold control and administer the property and funds of the Federation.
- g) To make and amend rules of the Federation as and when considered necessary by a 1/3 majority.
- h) To frame bye laws in accordance with rules of the Federation.
- j) To consider and decide matters not covered by the rules.
- k) All business decided at the meeting of General Council shall be recorded in Minutes Book, which shall be signed by the Chairman of the meeting, Copies of the proceedings will be supplied to all members within one month of the meeting or maximum in two months period.
- m) To take such other step as may be necessary and expedient to carry into effect the objects of the Federation.

#### 12: OFFICE BEARERS AND MEMBERS OF THE BOARD:

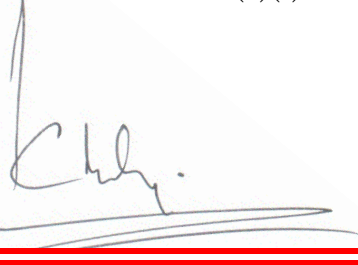
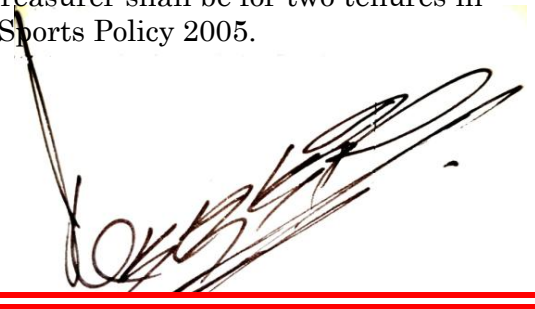
The Following shall be Office Bearers and Members of the Pakistan JU-JITSU Federation.

(i) President	1 No
(ii) Vice President	4 No
(iii) General Secretary	1 No
(iv) Associate Secretary	1 No
(v) Treasurer	1 No
(vi) Director Referee	1 No
(vii) Executive Members	7 No
Total:	<u>16 Nos.</u>

The Office Bearers of the Board shall be elected by the General Council and shall hold office for Four (04) Years unless they resign or any of them is removed by the General Council on cogent grounds which inter-alia shall include unsatisfactory performance to be evaluated by the General Council in its Annual General Council Meeting every year and for any other reason for which Notice to the concerned person has been duly served and opportunity of explaining his/her case has been provided before they have completed their tenure of office. They shall be eligible for re-election. The Vice Presidents, Treasurer, Associate Secretary shall be elected from amongst the representatives of the Members Organizations. The elected office-bearers shall continue to hold office for a term of 4 years. Before the expiry of this period, the President must ensure that elections are held in the ordinary meeting of the General Council. An office-bearer shall cease to hold office and any other member of the Council shall cease to serve in the Council if at any time he/she resigns or is removed by a resolution of the meeting of the General Council, as provided in clause (a)(b) of Article 9, or if he/she loses representation of his parent organization. The President may not necessarily be the representative of any member units but all other elected office bearers shall be amongst the authorized representatives of the member units or the person eligible to attend the General Council Meeting.

All office bearers give their co-operation free of charge and on an honorary basis. Their travel and accommodation expenses will be on Federation's charge when assigned the official tasks.

The term for the office of President, General Secretary, and Treasurer shall be for two tenures in lieu of the Article 10 Sub.Art 5 (b)(c) of the Revised National Sports Policy 2005.

### 13. LIFE MEMBERSHIP:

For any outstanding services rendered to the game of JU-JITSU, anyone can be elected by the General Council as a life Member of the Federation, subject to approval and recommendation by the Board.

### 14: POWER AND DUTIES OF THE OFFICIALS;

#### a) PRESIDENT:

The President shall be head of the Federation. He shall preside over all the meetings of the General Council and Board as and when convened. He shall interpret the provisions of the constitution and rules of the Federation. He shall be authorized to appoint committees/ sub committees, define their term of reference and take decisions on their reports on behalf of the General Council /Board of Directors and issue direction for the smooth working of the Federation on day to day basis. In case of equality of votes, he shall have casting vote. If in opinion of the President an emergency has arisen, which requires immediate action be taken, he shall take such action as he deems necessary and shall report the same at the next meeting of the General Council or the Board, which ever in the ordinary course would have dealt with the matter. He shall have the power to direct the PJJF and represent it before other parties.

The president is authorized to appoint advisors/Experts and assign them such duties as he might deem in the interest of administration inclusive of director marketing and media. The Advisors/Experts may be invited to attend the EB meeting as Observers, only if required, without any vote. The President can sanction expenditure prescribed by the financial regulations approved by the EB.

-Be entitled, without any power of attorney issued for the purpose, to act on behalf of the Federation, represent it before all institutions, organizations and business enterprises, in the country and outside of it;

The President can make decisions and guidelines, issue orders and ordinances on matters of the Federation's activity;

- Within the applicable costs estimation sheet approved by the Executive Board, dispose of the Association's funds, enter into contracts and perform any other legal acting on behalf of the Federation; acquire property stocks and manage them; Be liable, within his competence, for uses of the Federation's funds and properties consistently with the Federation's statutory purposes.

-The President shall be final authority to dispose off any appeal arisen out of any committee's decision or arbitration or any commission etc.

#### b) VICE PRESIDENTS:

In the Absence of the President, one of the Vice President nominated by the President shall exercise the powers of the President and they shall help the President, to the best of their abilities, to improve the level of Ju-Jitsu and other disciplines as adopted by the federation in the country. The Vice Presidents shall carry out other assignments/duties given to them by the President/Board of Directors.

#### c) GENERAL SECRETARY:

The General Secretary shall be elected by the General Council. He/she shall act as secretary of the Federation. He shall carry on and control the work of the office and give effect to the Resolution of the General Council. He/she shall perform all his/her duties under the control of the President and Board. He/she shall issue notice of the meetings, record minute, and agenda for all meetings. He/she shall maintain correctly and up-to-date the Registrar of members and their bonafide representatives as well as record of the tournaments and performance of the players. He/she shall also record the proceedings of all meetings and to obtain signatures of the Chairman thereon and supply copies to the members. He/she shall prepare under guidance of the Treasurer the annual budget of the P.J.J.F. and place it before the board. The President, on the

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General Secretary's request, can appoint an administrative Secretary with no right of vote, possibly resident in the same city as the Head Office.

**d) ASSOCIATE SECRETARY:**

He/she shall perform all such duties as may be assigned to him/her by the Board of Directors or by the President or General Secretary. However, he/she can be deputed by the President to perform all duties of the General Secretary in his/her absence.

**e) TREASURER:**

He shall have general supervision over the funds of the Federation and advice the General Council as regards of his financial policy. He shall receive all subscription donations and keep a regular account of receipts and disbursements with the help of General Secretary. He shall be responsible for all money received by the Federation from whatever source derived out and shall issue receipts for the same on official form. He shall also submit to the General Council at its meeting a statement of the receipts and expenditure, the balance sheet as audited and the financial budget approved by the Board. Any expenses not included in the budget or approved by the Board before being incurred, shall previously be authorized by the President

**f) DIRECTOR REFEREE:**

The director referee shall be elected in the General Council amongst the member present or outside, however, a highly qualified and accredited person at least a Continental Licensee be given preference by electing for this office. He/She be responsible for the education of referees in Pakistan and must organize referee seminar and exams with the prior approval of President. He/She is responsible for the smooth conduct of the national & other events under the control of Federation.

**g) EXECUTIVE MEMBERS:**

The Executive members shall be elected in the General Council amongst the members present or outside. They can be members for 04 years or until they resign or are removed in accordance with the relevant provisions of this constitution. They can render their services whatever is tasked to them by the President.

**h) DIRECTOR MARKETING/MEDIA:**

The President has the power to appoint Director Media and Marketing from amongst any person he chooses and deems fit for the posts. He can fix the terms of reference(TOR). Notwithstanding anything contained in Article 9 above, the services of the director Marketing and Media can be terminated at any time by the President.

**15: GENERAL MEETINGS:**

The General Meeting of the Council shall be held every year so far as possible one day prior to the National Championship or during the Championship. The General Secretary shall issue not less than 15 days notice of the meeting to all members and shall circulate with the notice a copy of the agenda. The date and venue for this meeting shall be fixed with the approval of the president.

The business transacted at the meeting shall include:-

- i) Confirmation of the Minutes of the last meeting
- ii) The adoption of the reports
- iii) Passing of the audited statements of accounts and the budget estimates presented by treasurer.

- iv) The election of the office Bearers and Members of the board (in the year elections are due).
- v) Appointment of auditors.
- vi) Affiliation of new members;
- vii) Filling of vacancies on the Board of Directors and the Committees;
- viii) Ratification of modifications of By-Laws or Technical Rules approved by the Board of Directors.
- viii) Any other business with the permission of the chair.

#### **16: SPECIAL GENERAL COUNCIL MEETING:**

A Special General Council meeting may be called at any time by the President of the Federation or Board or on a requisition in writing of at least 2/3 of the Members, to consider such matter as may be mentioned in the resolution or requisition. The General Secretary shall give not less than 15 days notice of such meetings to all members and shall also circulate with the notice a copy of the Agenda on the instruction of the President.

#### **17: PROCEDURES AT GENERAL COUNCIL MEETING.**

- a) Votes may be given either by a show of hands or by ballot, as may be decided by the majority of the votes.
- b) Except for want of quorum, no meeting of the General Council once convened shall be postponed or canceled unless two third of the members ask for the postponement or cancellation.
- c) Notices of resolution to be brought up at the General Council meeting shall be given in writing to the General Secretary not later than a week before the date of the meeting. These shall be incorporated into the Agenda or sent separately as supplementary agenda if received after issue of the regular agenda.
- d) All Provincial member units and RJA shall have voting rights with two and three votes each respectively whereas, AJK, Fata, Islamabad and NA and affiliated units will have one vote each. The departments and services units will be member with participation rights only.
- e) Only items on the agenda agreed at the opening of the G.C. may be discussed at the General Council Meeting.
- f) Propositions to be included in the agenda must be sent to the Secretariat at least sixty (60) days before the date of the G.C. Meeting.
- g) The disciplinary decisions of the G.C. are final and there can be no appeal at a subsequent G.C, unless new evidences are presented.
- h) The Quorum for the meetings of the General Council shall be one third of the total strength of the persons eligible to attend the General Council meeting.
- j) In order to exercise their votes in the General Council meeting, Names of the representatives from Members Units must be received in writing in the Federation's Head Office at least three (5) days before the date of meeting, failing which they shall not be entitled to attend the meeting.
- k) In the event of a meeting of G.C is not held on the appointed date for want of quorum, the same will be held on the subsequent date within a month with the same agenda items without

quorum. For this purpose 7 days previous notice shall be necessary for convening the said adjourned meeting of General Council.

m) All decisions shall be taken by simple majority of votes in the G.C. Meetings unless otherwise provided in the constitution.

## ***The ELECTIONS, FUNCTIONS AND RESPONSIBILITIES*** **ELECTIONS**

### 17.1 GENERAL PROVISIONS ON THE ELECTIONS

17.1.1 Members of the Board of Directors are elected every four years at the Electoral General Council and serve until the next Electoral General Council. The General Council shall strive to have the Board of Directors composed, whenever possible, of a minimum of 20% women.

17.1.2 Candidatures for the various positions must come from affiliated Members and must reach the PJJF Secretariat or Head Office by registered mail at least three (3) months before the date of the General Council. The candidates who miss this date are not eligible for election. An official acknowledgement from the Secretariat will validate their nomination.

17.1.3 Affiliated Members may only propose bona fide candidates. These candidates must be an employee of the department or residents of the provincial unit they represent and their respective units must cover the costs associated with attendance at the official meetings.

17.1.4 A person may be a candidate for only one position within PJJF. However, a candidate or the affiliated unit, which the Candidate is nominated by, shall not be in default of any dues of the Pakistan Ju-Jitsu Federation.

17.1.5 Any member of the Board of Directors with a minimum of 12 years of service may be a candidate in his/her own right to any position without any recommendation or nomination by his/her respective unit.

17.1.6 For the elections, the General Council appoints three (3) scrutinizers (other than voter members) who distribute, collect and count the ballots, unless the ballot is carried out electronically.

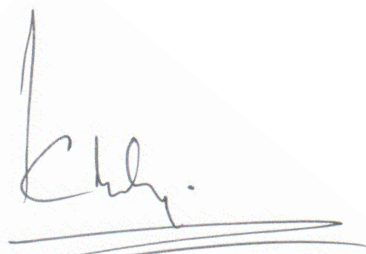
17.1.7 When two or more candidates obtain an equal number of votes, another ballot is held. If after the second ballot there is still a tie, the seniority in serving as member in their respective Units will prevail.

17.1.8 Each of the Member Units is entitled to vote only according to the preceding provisions in this regard Viz Article 17(d).

17.1.9 Elections are carried out by secret ballot, except when there is only one candidate for a position.

17.1.10 The order of the election is as follows:

- the President;
- the General Secretary;
- the Treasurer;




- the Vice-Presidents;
- the Director Referee
- the Associate Secretary;
- the Executive Members;

17.1.11 The election is by simple majority, i.e. the person who has obtained the highest number of votes is elected.

17.1.12 The Vice Presidents, the General Secretary and the Treasurer must be elected by absolute majority. In the case of more than two candidates, the one with the lowest number of votes will drop out in each round until one of the candidates receives the absolute majority.

17.1.13 Only the ballot papers which carry votes for a number of candidates not higher than actual vacancies, are valid.

17.1.14 No Candidate shall display or distribute any printed or written material at any location advertising or declaring candidacy in the Elections of the Federation. He/She neither shall offer a gift or any favour to any voter at any time prior to or during the Election of the Federation nor shall affect the exercise of free will by a voter through directly or indirectly by his/her own conduct or that of any other person.

17.1.15 In the case of a vacancy for the President or the General Secretary, the first Vice-President or the Associate Secretary will respectively fulfill their functions, until the next General Council, which regularizes the appointment. In the case of other vacancies on the Board of Directors, members will be replaced at the next General Council. All the members elected to fill vacancies must fulfill their functions for the period remaining

17.1.16 The ranking of the Vice-Presidents is according to the number of votes each has received in the election. The Vice-President with the highest number of votes becomes the 1st Vice-President.

## **18: POWER AND DUTIES OF BOARD:**

1) The board shall consist of:-

- (a) All office bearers Viz: President, Vice Presidents, Treasurer, Associate Secretary, Director Referee,
- (b) General Secretary
- (c) Executive Members

(2) To exercise all powers of the General Council

(3) To enroll members to the Federation who have applied for affiliation in accordance with the rules of Federation.

(4) To Appoint Patrons

(5) To appoint adhoc committees as and when deemed necessary.

(6) To appoint Sub-Committees for specific jobs or assignments.

- (7) To sanction and control expenditure in accordance with the budget approved by the General Council.
- (8) To chalk out programmes of tournaments/championships and appoint committee to conduct them.
- (9) To select and appoint a team and officials
- (10) To take disciplinary action against members Unit, players/referees/coaches for misconduct.
- (11) To fill in a vacancy by co-option.
- (12) To raise funds for the Federation.
- (13) To conduct all affairs for the Pakistan JU-JITSU Federation to see that the General Provision of the constitution and the regulation and bye laws are complied with in all respect/circumstances.

#### **19: BOARD MEETING:**

The meeting of the Board shall be held at least twice every year or as frequently as necessary and at other times when summoned by the President on the written request of three members of the Board. No proxies shall be allowed at the Board Meeting. The date, place and time of the meeting shall be notified by the General Secretary to each member of the Board at least 5 days before the date of such a meeting. In case of an emergency, the notice shall be circulated along with the agenda of the meeting by e-mail and 1/3 of the members shall form the quorum. No quorum will be necessary for an adjourned meeting. In case Board Meeting is difficult to convene due to any reason, the vote can be obtained through e-voting and the record must be preserved in the head office.

#### **20: PROVINCIAL UNITS:**

Provincial Units are the recognized governing Provincial bodies of Ju-Jitsu , which, by affiliation, constitute the membership of the PJJF.

#### **20.1 OBLIGATIONS OF THE PROVINCIAL UNITS MEMBERS OF PJJF:**

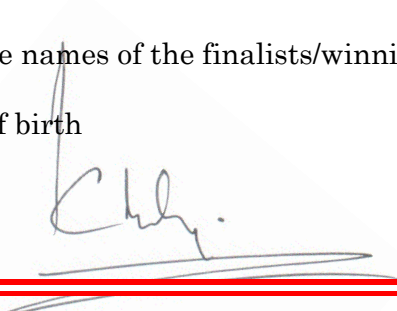
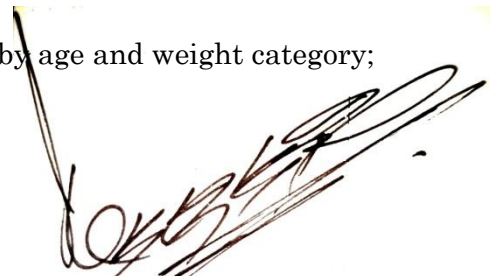
20.1.1 To inform the PJJF of all changes in its own statutes and regulations. To regularly elect their Board of Directors and inform the PJJF about their election.

20.1.2 It is mandatory for all provincial and other affiliated units to invite the PJJF's delegate in their Electoral General Council Meeting. The delegate has the right to fully participate in the debate at the General Council. The host units must pay the travel and accommodation costs of the PJJF delegate.

20.1.3 Organize the sport of Ju-Jitsu and all other disciplines under the PJJF in their territory, including the Provincial championships, to be held preferably annually. Results of these championships must be sent to the PJJF for proper information to the sport operators.

Similarly, when acting as the organizing Federation of PJJF events, they must forward results to the Secretariat, to be posted at official PJJF website and media, together with detailed information:

- the complete names of the finalists/winning athletes, listed by age and weight category;
- their units;
- their date of birth



- the names of the officials and referees.

20.1.4 Pay the annual membership fee to the PJJF.

20.1.5 Keep the PJJF informed about the developments of Ju-Jitsu & all other disciplines under the PJJF in their territory and respond to PJJF requests, circulars, questionnaires, etc.

20.1.6 Promote the adoption of degree Certificates and Diplomas (exception for Dan) awarded accordingly with the PJJF Rules and carrying the PJJF emblem together with the one from the Provincial Organization Member which has asked for these documents.

20.1.7 Submit proposals for the modification of the PJJF Constitution, Technical Rules and Bye-Laws whenever requested.

20.1.8 Accept and execute the decisions of the PJJF General Council and the Board of Directors.

20.1.9 Attend the Annual General Council whenever possible.

20.1.10 Participate to Official Events organized by PJJF.

20.1.11 Provincial Association members who wish to leave PJJF must bring a Provincial General Council decision to the PJJF Board of Directors at least four (4) months before the PJJF Annual General Council. If, for any reason, no annual General Council is held, the Provincial Association can terminate their membership with effect from December 31th by informing the PJJF not later than June 30th. PJJF General Council will decide to use all legal rights against this decision and/or claim for financial compensation.

20.1.12 All provincial units must organize the Inter-Provincial Championship and Provincial leagues under the technical supervision of PJJF on rotation basis.

20.1.13 The member units must submit a written annual report, including a financial report to the PJJF Board of Directors on their activities.

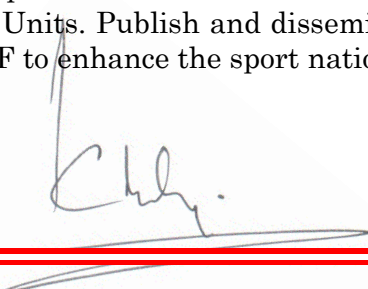
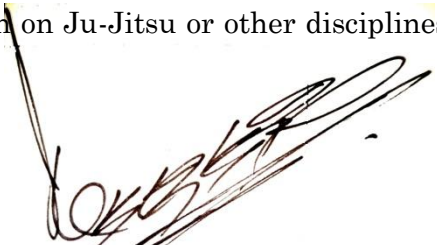
20.1.14 At all Provincial Championships (for both gender) or event, organized jointly with the PJJF, the PJJF Constitution, by laws and rules apply. This includes advertising, TV rights etc. Only accredited referee(licensee by PJJF)are allowed to conduct such events.

## **20.2 OBLIGATIONS OF THE PJJF TOWARDS THE PROVINCIAL UNITS**

20.2.1 Keep the Provincial Units informed on all matters of Inter Provincial importance, e.g. Inter Provincial Ju-Jitsu developments, calendar of events, results of major competitions, PJJF DAN holder list, elections, membership, referee registration, etc.

20.2.2 Inform the Provincial Units about the decisions of the General Council and the Board of Directors.

20.2.3 Compile the PJJF Constitution, Bye-Laws and Technical Rules and distribute them to the Provincial Units. Publish and disseminate technical information on Ju-Jitsu or other disciplines under PJJF to enhance the sport nationwide.

20.2.4 Endeavour to settle matters of dispute between Provincial Units, when called upon through Arbitration.

20.2.5 Be of service to the Provincial Units with information, matters of administration, technical support, etc. through its Secretariat.

20.2.6 Provide consultancy and support to Provincial Ju-Jitsu Organizations aiming to increase the local development of Ju-Jitsu and related turnover, for a wider participation to PJJF initiatives.

**(a) Miscellaneous:**

1. All funds of the Federation shall be deposited in a Bank selected by the Board in the area of the P.J.J.F. The President shall be authorized to sanction estimation / bills up to Rs. 10,000/-He may sanction any amount exceeding this limit subject to approval by the Board.

2. In case of urgent matters when holding the General or Board meeting is not possible, the General Secretary may obtain the decision of the members by post or telegram or electronic votes and act according to the majority vote provide in the P.J.J.F. record and the matter is laid to be in the next General or Board Meeting for approval.

3.No amendment to these rules shall be made except at a meeting of the General Council and passed by a two-third majority of votes of the members present at the meeting, provided that more than half of the eligible voters have voted on the amendment. Notice of the proposed amendment is to be given to the members at least 21 days before the date of meeting.

4.

(i) any matter not covered by these Rules and any discrepancy between these Rules and those of the "P.J.J.F." currently in force shall be decided by the General Council.

(ii) The Chairman of the meeting whether it is the Board or the General Council, when not presided over by the President, shall interpret the rules of the Constitution and his ruling shall be final so far as that meeting is concerned. In the event of the chairman's ruling being questioned, a reference maybe made to the President who shall give his decision on the disputed point.

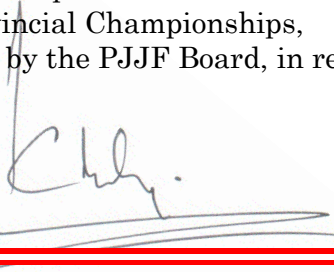
5. According to PJJF Constitution, it must remain completely independent, autonomous and must resist all political, religious or commercial pressures and pledge to conform to the rules and regulations of the International Ju-Jitsu Federation or any other organization as decided by the General Council.

6. A fee must be paid to the PJJF to organize National Championships and events under the patronage of PJJF. It must be deposited at the PJJF together with the candidature and with a budget indicating the expected financial results of the initiative. The budget must exhibit the actions and the associated economical impacts for promoting the image of PJJF though marketing, Public Relations, broadcasting and other requirements in accordance with the Organizing Regulations of PJJF.

The specific fees for:

- National Championships,
- Junior and Aspirants National Championships,
- Inter Provincial Championships,

are decided by the PJJF Board, in relation to strategic requirements and global considerations.




The fees are not to be extra charged to the participants and are non-refundable for successful candidates. Within 30 days after the decision of the Board of Directors, the full deposited fee shall be reimbursed to the unsuccessful candidates. Special contracts and associated fees shall be negotiated with the successful candidate and other parties involved, in relation to TV or Web casting rights or with sponsoring initiatives and agreements.

## 21 ELIGIBILITY OF ATHLETES/COACHES:

21.1 To be eligible to participate in PJJF Competitions, an athlete must abide by the rules of the PJJF. The PJJF exercises jurisdiction over the eligibility of athletes to participate in the National International Championships and other PJJF events.

21.2 To represent in an inter-Provincial competition, an athlete must have his/her domicile.

21.3 For the National Games, the POA Eligibility Rules prevail.

21.4 All the athletes are required to register themselves with the PJJF on the prescribed registration form by making payment as decided by the BOD from time to time either belonging to provincial units or the departments. No athlete will be allowed to represent the country without the registration with PJJF nor shall be allowed to appear for examination of belt grading or referees.

21.5 The minimum qualification for a coach is a "SHO- DAN" issued by the PJJF.

## 22 PJJF AWARDS

22.1.1 The PJJF has three types of awards, which are conferred to persons who have rendered distinguished services to the sport of Ju-Jitsu or others disciplines under PJJF. They are:

- the PJJF ORDER;
- the PJJF AWARD OF MERIT;
- the PJJF PROVINCIAL AWARD;

22.2.1 The PJJF ORDER is awarded to the elected, co-opted or appointed members who have served on the Board of Directors or PJJF Committees for three (3) consecutive terms (Twelve years) and have been elected, co-opted or appointed for a fourth (4th) term.

22.2.2 The PJJF AWARD OF MERIT is awarded to those who have rendered outstanding services in the development of the sport of Ju-Jitsu.

Proposals to confer this Award may be submitted by the Provincial Units, departments or the Board of Directors members.

22.2.3 The PJJF PROVINCIAL AWARD has three grades: Gold, Silver and Bronze.

It is awarded to Provincial Units which are PJJF Members under the following conditions:

- a) The Gold Award, for sixteen (16) years of continuous membership and work;
- b) The Silver Award, for twelve (12) years of continuous membership and work;
- c) The Bronze Award, for eight (8) years of continuous membership and work.

## 23 REVISION OF FINES AND FEES:

(a) The amounts indicated in the present PJJF Statutes for Fines and Fees may be amended, revised or updated by subsequent decisions from the Board of Directors ratified by the PJJF General Council.

### (b) Discipline

Strict discipline shall be maintained amongst the members, clubs and referees. All disputes amongst members or players arising out of the tournament/championship or any misconduct shall be disposed off by the Board on the recommendation of the General Secretary of the Federation. No player of the Member's units shall have any political involvement/ pressure in the smooth running of the Organization; any person found guilty would be liable to the disciplinary action.

### (b) Discipline Rules

Discipline rules for suitable action will be applicable to the following categories:-

23.1. Organizations

23.2. Officials

23.3. Sportsman

#### 23.1.1 ORGANIZATIONS:

- a) All organizations shall include conduct and discipline rules for suitable action to be taken against misconduct and all irregularities in their constitution.
- b) All organizations shall form a conduct /code committee to deal with all disciplinary and disputed cases, which are reported from time to time. The committee will be appointed by the Board or President and will submit its report to it.
- c) All press statements shall only be issued by the President or his nominee.
- d) No individual shall represent any organization unless and until either he is a bonafide domiciled member of the District/Division/Province or is serving in any of the affiliated departments of PJJF and is appointed by that organization.

#### 23.2.1. OFFICIALS:

- a) Official will ensure that they carry out their assigned duties within and outside the country efficiently and effectively.
- b) Officials are responsible for the conduct and discipline of the organization and their respective players.
- c) Officials will submit their accounts and report within 15 days of the termination of the sports event and on arrival from abroad in case of completion outside the country, to the president or Board of Directors.

#### 23.3.1. SPORTSMAN:

- a) Sportsman will ensure that games are played in true spirit of sportsmanship and the rules of the respective games are observed at all times.
- c) The behavior and the discipline on and off the field are to be of the highest order. Decisions made by the persons responsible are accepted at all times as reservations.

d) Shall abide by follow all rules and laws governing the organization of the Sports and shall not indulge in any activity which is subversive of the authority of the organization or undermine its discipline to bring the name into disrepute.

e) In addition to matters specifically referred to in any other rule herein, it shall be misconduct, if any member Association, Club or anybody of persons affiliated to the Federation as a member or an Associate Member or any official or player, is proved to the satisfaction of the General Council to have committed or caused to be committed any of the following:

- 1) Violations of the laws of the games or rules, regulations or bye-laws or Ethics laid down by the General Council or the World or Asian body.
- 2) Any action or conduct against the interests objects or purpose of the General Council or the Federation.

a)It shall also be misconduct if any player or official acts or behaves in such manner as to bring disrepute to the game or contrary to the spirit of the game in any unsportsmanlike manner on or in relation to any tournament, sponsored recognized or conducted by the General Council.

b)Upon any misconduct being proved to the satisfaction of the General Council, the General Council shall have the power to order the offending player, official, Association, club or organization;

- 1) To be suspended from playing in any match or tournament, and/or
- 2) To be dealt with in any such other manner as the General Council may deem, fit.

c)Should any member, player, official, club or organization summoned by the Disciplinary Committee refuse or neglect to appear before it without reasonable cause or –

- 1) fail or refuse to answer truthfully the relevant question put to such member, player, official, club or organization , or
- 2) willfully given false, incorrect or misleading answers to such questions,

such a member, player, official, club, or organization shall be deemed to be guilty of misconduct and be liable to be dealt with as stated above. In the event a member Association, Club or body of persons summoned by the disciplinary Committee, it shall be the duty of the said member Association, Club or body of persons to be represented through any one of its office bearers. Any statement, admission, confession or representation made by the said office bearer shall be binding on the said member Association, Club or body of persons.

#### **24: HEAD QUARTER:**

The head quarter of the Federation shall be located in Lahore. The venue of the meeting of the General Council, Board or any sub-Committee shall be decided by the President.

#### **25. PRESIDENCY:**

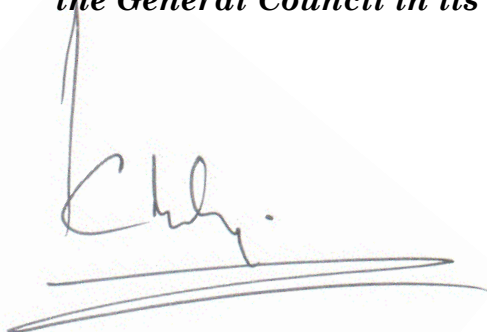
a) The Presidency is composed of the President, General Secretary, and the Treasurer. It is summoned by the General Secretary on the President's instruction.

b) In case of urgency it is to be decided upon the most important of matters; but its decision must be ratified by mail or by the next meeting of the Board.



**Approved and adopted by the General Council Meeting held on 24th August 1997.**

- Amendments in the constitution of Pakistan Ju-Jitsu Federation (PJFF) were approved and incorporated by the General Council in its meetings dated 03.01.2007 and dated 27.01.2013.
- *Amendment in the constitution in the Article 7 was approved and incorporated by the general council in its meeting dated 30.05.2014.*
- *Amendment in the constitution in the Article 12 was approved and incorporated in lieu of revised national Sports Policy 2005 by the General Council in its meeting dated 15.01.2015.*
- *Amendments in the constitution in the Articles 3, 4, 12, 17 & 20 were approved and incorporated by the General Council in its meeting dated 29.12.2016.*
- *Latest amendments in the constitution were approved and incorporated by the General Council in its meeting dated 26/08/2017*



President PJFF



General Secretary