

JU-JITSU INTERNATIONAL FEDERATION (JJIF)

The Federation of National Ju-Jitsu Associations



FUNCTIONS AND RESPONSIBILITIES

MEMBER of

General Association of
International Sports Federations



International World
Games Association



SPECIFICATION OF THE FUNCTIONS AND RESPONSIBILITIES

Concerning Point 9.2.1 of the statutes, the functions and responsibilities of the President, the General Secretary, the Treasurer, the Vice-Presidents, the Technical Directors, the Honorary Life Members and the JJIF Secretariat are determined in a separate specification sheets, approved by the JJIF Congress:

1 THE PRESIDENT

The President and General Secretary work in close cooperation to share responsibilities in the administrative and operative procedures required to fulfil the decisions and directions of the Congress and the Board of Directors.

The President of the JJIF:

1.1 sets guidelines for the JJIF and represents the JJIF in front of third parties, acting in full respect of the JJIF Statutes, Bye Laws and Rules;

1.2 presides over debates and keeps order at the Congress and at the meetings of the Board of Directors according to the tradition and rules of parliamentary debates;

1.3 has the power to decide on urgent matters, subject to subsequent ratification by the JJIF Board;

1.4 attends World Championships and World Games. The Organizing Body pays the travel and accommodation expenses (room and board);

1.5 attends the Board of Directors meetings. When these meetings are not held in conjunction with the World Championships, the travel and accommodation expenses are paid by the JJIF;

1.6 represents the JJIF at the meetings of the GAISF, IWGA and at other sports organizations of which the JJIF is a member. A report on these activities has to be submitted at the following Board of Directors meeting and written general information, when needed, has to be given at the following JJIF Congress. The JJIF pays the expenses to attend these meetings;

1.7 may preside over the Jury at World Championships, and other international events, as per the relevant decision of the Board of Directors;

1.8 plays the leading part in the Opening and Closing Ceremonies at the World Championships;

1.9 presents the medals to the winners in the Victory Ceremonies at the World Championships. The President may from time to time delegate other persons for this duty;

1.10 has the casting vote in the event of a tie, except in a case of paragraph 9.1.7. of the Statutes.

When the President is not available, the duties are taken over by the next available Vice-President,

according to their ranking.

2 THE GENERAL SECRETARY

The General Secretary and the President work in close cooperation to share responsibilities in the administrative and operative procedures required to fulfil the decisions and directions of the Congress and the Board of Directors.

The General Secretary of the JJIF:

2.1 organizes the sport of Ju-Jitsu throughout the world, in accordance with the JJIF Constitution, By-Laws and Rules, and with the decisions of the Congress and the Board of Directors or, on extraordinary occasions, in consultation with the President;

2.2 together with the President, negotiates and signs all contracts between the JJIF and other organizations and companies;

2.3 together with the President, submits annually to the Board of Directors an activity report and a complete financial report, prepared by the Treasurer. After been approved by the Board, these activity reports must be presented to the Congress by the individual Board Members in relation to their specific areas of responsibility;

2.4 is obliged to attend the World Games, Multi-sport Games and World Championships. As an official representative of the JJIF, before the event is held he/she personally controls the entire organization of these championships to ensure that they are held in accordance with the Constitution and Rules of the JJIF and keeps informed the participating Member Countries about organization requirements. The organizing body must pay the travel and accommodation expenses (room and board). When the General Secretary is unable to attend, the Assistant Secretary or a delegate nominated in consultation with the President assumes these duties;

2.5 is the interface for the JJIF on the ongoing relations with GAISF, IWGA and other international sports organizations. Represents the JJIF at all negotiations conducted on its behalf. On all these occasions, the travel and accommodation expenses are paid by the JJIF;

2.6 is responsible for the organization of Congresses and Executive Board meetings and for the preparation of the Agenda, in consultation and in accordance with Board Member requirements;

2.7 is responsible for the preparation of the minutes of all official meetings; these minutes must be approved by the Board before being circulated to third parties.

3 THE TREASURER

The JJIF Treasurer is directly responsible for all financial affairs of the JJIF.

Together with the President and General Secretary constitutes the PRESIDENCY.

It is incumbent upon the JJIF Treasurer to:

- 3.1 govern, control and manage all financial matters of the JJIF;
- 3.2 prepare, in consultation with the President and General Secretary, the budget of the JJIF for submission to the JJIF Board of Directors and Congress; in particular each annual fiscal budget must reflect income and expenses related to the related annual programme of activities;
- 3.3 see to it that the expenditures remain within the limits laid down in the budget; the reimbursements must reflect the application of the Financial Rules set forth by the JJIF;
- 3.4 collect Membership Fees and keep the financial records of the JJIF;
- 3.5 prepare the accounts (Income / Expenses for the calendar year and Balance Sheet at 31st December of that year) and obtain the report of the auditors for presentation to the JJIF Presidency, the JJIF Board of Directors and the Congress;
- 3.6 provide the JJIF Presidency and the JJIF Board of Directors with a financial report at each meeting;
- 3.7 explore possibilities of increasing the treasury of the JJIF and submit proposals to the Board of Directors.

4 THE VICE-PRESIDENTS

In the interest of the worldwide progress and promotion of Ju-Jitsu, the three Vice- Presidents, upon individual assignments, clearly indicated by the Board of Directors, focus on the following subjects and tasks:

- 4.1 substitution and representation of the JJIF President, in the order of ranking;
- 4.2 JJIF evolution; this should include the introduction of new competition systems, and the extension of activities to Police, Army and Security Organizations;
- 4.3 planning of JJIF's finances and identification of new financial resources (in collaboration with the General Secretary and Treasurer), including: publications, marketing and sponsorship;
- 4.4 promotion of Women's participation to JJIF management;
- 4.5 reinforcement of JJIF image and diffusion of information about JJIF and its achievements, through Public Relations, Media and Cultural Initiatives;
- 4.6 assistance in the running of the Congresses when appointed by the President (verification of delegates, etc.);
- 4.7 support to the organizing committee, according to the JJIF Constitution and Rules, when they are present at the World Games, World and Continental Championships and other Championships and JJIF

events;

4.8 promotion of JJIF in their respective country and region as representatives of the JJIF.

5 THE TECHNICAL DIRECTORS

In addition to topics indicated under 8.2 and 8.3, the Technical Directors have the following duties:

5.1 in coordination with the General Secretary, prepare and convene the meetings of their respective Committees following the annual program of the JJIF;

5.2 preside over the meetings and submit a report on their Committee's activities. These reports have to be sent to the General Secretary two (2) months before the Congress and are included in the reports for the Congress.

6 THE HONORARY LIFE MEMBERS

6.1 The Congress may honour former Presidents, Vice-Presidents, General Secretaries or Board members for the merit they have earned by their work within the JJIF by appointing them “Honorary Life President” or “Honorary Life Member” of the JJIF. These persons may participate in the JJIF Congresses. When invited by the JJIF President, they may also attend the Board of Directors meetings in a consultative capacity.

6.2 The position of Honorary Member is not compatible with any JJIF position carrying right of vote.

6.3 The Honorary Life Members participate, by right, to Congresses of the JJIF or its Unions and they receive free accommodation by the organizing body.

7 THE JJIF SECRETARIAT

7.1 The Secretariat (administrative office) of the JJIF may be established after decision of the Board of Directors. It operates under the responsibility and the authority of the President and the General Secretary and it has no power for undertaking any action, if not specifically authorized by them.

Any cost associated with the Secretariat must be presented in the budget, for subsequent approval by the Congress.

7.2 The Board of Directors determines the Secretariat’s actual location.

7.3 The Secretariat is the administrative and communication centre of the JJIF. Its main task is to ensure the efficient operation and communication within the JJIF and, in particular, towards Continental Unions and National Organizations.

- 7.4 In order to fulfil its duties, it must be appropriately staffed and have adequate office facilities.
- 7.5 Regularly publishes information about the calendar and activities of JJIF, to be distributed within JJIF and among its Members.
- 7.6 Verifies and registers International DAN grades. Registers and publishes International DAN Lists.
- 7.7 Prepares the agenda for the Congress, the various meetings of the Board of Directors and the Committees and sends it to the persons concerned, within the statutory deadline.
- 7.8 Regularly publishes information gathered at the Congresses, Board of Directors and Committee meetings to be circulated to the Member National Federations, the Members of the Board and the Committees.
- 7.9 Issues and keeps a record of the international referee cards.
- 7.10 Orders and distributes the JJIF publications, honour awards, badges, etc.
- 7.11 In co-ordination with the Officers concerned, supplies information which have to be incorporated into JJIF website, press release and bulletins.

The present specification of the functions and responsibilities has been presented and approved by the JJIF Congress held in Athens, Greece, on 26th November 2009 and is operational from the same date.