

# **BYLAWS OF THE SOUTHERN CALIFORNIA KENDO FEDERATION**

*(Approved April 4, 2015)*

## **ARTICLE I – GENERAL PROVISIONS**

- Section 1. This organization shall be known as the Southern California Kendo Federation (SCKF).
- Section 2. The SCKF shall be a non-profit, charitable, and educational organization, which shall not discriminate in any way by reason of race, color, religion, sex, or national origin.

## **ARTICLE II – OBJECTIVES**

- Section 1. The objectives of SCKF shall be:
- a. To promote and publicize the art and science of kendo as a sport and a culture.
  - b. To unify, coordinate and standardize the practice of kendo, primarily within, but not restricted to, the Southern California region.
  - c. To establish and maintain amicable and cordial relations with all other affiliated kendo organizations.
  - d. To assist in the establishment of new member dojo.
  - e. To sponsor kendo tournaments and activities, and support kendo activities sponsored by affiliated organizations.
  - f. To inspire respect for the law and to promote patriotism.
  - g. To work for friendship among all peoples.
  - h. To aid and encourage the development of youth.
  - i. To give recognition and honor to those who have promoted and supported kendo.

## **ARTICLE III – MEMBERSHIP**

- Section 1. Membership in SCKF shall consist only of officially recognized kendo or kendo-related-activity dojo, primarily located in, but not restricted to, the Southern California region.
- Section 2. All member dojo shall use the word “Kendo” and/or “Iaido” and/or “Jodo” in their name or title; No other sport or martial art may be used.
- Section 3. Each member dojo shall have an instructor holding the rank of four (4) dan or above, whose rank is recognized by SCKF, in the related kendo activity. SCKF may assign an instructor of four (4) dan or above as

advisor to a dojo in the event the highest ranking practitioner at that dojo is three (3) dan or below.

- Section 4. All practicing members of each member dojo shall pay annual membership dues to SCKF and the All United States Kendo Federation (AUSKF).
- Section 5. New member dojo may be admitted upon application and approval by the Board of Directors, as determined by a simple majority of a quorum. Such approval shall follow a period of evaluation of the candidate dojo.
- Section 6. Each member dojo shall protect SCKF from responsibility for any injuries incurred by its individual members while engaged in SCKF sponsored activities by ensuring that its members follow the policies and procedures of both SCKF and AUSKF.
- Section 7. Each member dojo shall provide adequate assistance in the operation of SCKF activities, including, but not limited to, SCKF meetings, official SCKF sponsored tournaments, and various sponsored social or promotional activities. The Board of Directors shall determine adequate assistance on a case-by-case evaluation.
- Section 8. Each member dojo shall pay all owed dues and fees to SCKF in a timely manner. The Board of Directors shall determine timeliness on a case-by-case evaluation.

#### **ARTICLE IV – PROBATION AND TERMINATION OF MEMBERSHIP**

- Section 1. In the event that the Board of Directors determines that a member dojo is in violation of any section of these Bylaws, such member dojo will be, by a 2/3 majority vote of the Board of Directors, placed on probation for a period not to exceed one year.
- Section 2. The Board of Directors shall monitor the efforts of the member dojo on probation and evaluate appeals by the dojo. The dojo may be, by a 2/3 majority vote of the Board of Directors, reinstated to full membership at any time during the probationary period.
- Section 3. If, at the end of its probationary period, a member dojo has not demonstrated a sincere and reasonable effort to comply with these Bylaws, the Board of Directors shall either:
- a. Continue the probationary period, or
  - b. Terminate, by a 2/3 majority vote of the Board of Directors, the membership of the dojo, without further explanation of reasons therefore.
- Section 4. Any member whose membership in SCKF has been terminated for any reason whatsoever shall forfeit all privileges of SCKF membership, including but not limited to all interest in any funds or property of SCKF and all rights to the use of the SCKF name, emblem or other insignia.

## **ARTICLE V – SCKF FEES**

- Section 1. The annual membership fees, SCKF sponsored tournament entry fees, and miscellaneous special fees shall be set forth by the Board of Directors as determined by a simple majority of a quorum.

## **ARTICLE VI – BOARD OF DIRECTORS AND OFFICERS**

- Section 1. The SCKF Board of Directors shall consist of the Dojo Representatives, the Elected Officers, and the Appointed Officers. The Board of Directors shall independently govern this organization in accordance with these Bylaws.

- Section 2. The Dojo Representatives shall consist of two (2) representatives from each member dojo, except that a dojo may elect to provide only one (1) representative upon written notification to the Board of Directors. A dojo shall select its representatives from its individual members, which consist of:

- a. Practicing members: kendo or iaido or jodo practitioners who actively practice at the dojo
- b. Associate members: those who support the dojo and the purposes of SCKF but do not practice kendo or iaido or jodo.

- Section 3. The elected officers shall consist of:

- a. President
- b. First Vice President
- c. Second Vice President
- d. Third Vice President
- e. Executive Secretary
- f. Recording Secretary
- g. Treasurers (2)
- h. Public Relations Directors (2)

Each elected officer shall hold office for two (2) years or until his or her successor is duly elected. An elected officer shall not serve more than two consecutive two-year terms. However, one or more exceptions may be made by a 2/3 majority vote of the total membership of the Dojo Representatives.

- Section 4. The appointed officers shall consist of:

- a. Otsuka Kenshiro Fund Manager
- b. Historian

The appointed officers shall be appointed by the President and approved by the Board of Directors by a simple majority of a quorum.

- Section 5. Officers shall be elected or appointed from the individual members of the member dojo. They may be, but need not be, elected or appointed from the Dojo Representatives.
- Section 6. Officers who are not Dojo Representatives shall have the same voting privileges as the Dojo Representatives on any issue requiring a simple majority of a quorum, except as stated otherwise in these Bylaws. On all other issues, only the Dojo Representatives shall have voting privileges.
- Section 7. Any member of the Board of Directors may resign from the Board. Such resignation shall be in writing to the Executive Secretary.

## **ARTICLE VII – ELECTION OF OFFICERS**

- Section 1. The election of officers shall be held every two (2) years at the November Board of Directors meeting.
- Section 2. A nominating committee shall be appointed by the President at the September Board of Directors meeting. Nominations shall be presented by the committee at the October Board of Directors meeting. Additional nominations may be made from the floor at the November Board of Directors meeting prior to the election.
- Section 3. The existing Dojo Representatives shall elect the officers for the following calendar year.
- Section 4. The officers shall be elected by secret ballot. Results shall be determined by a simple majority vote of the total membership of the Dojo Representatives. The Executive Secretary shall be responsible for conducting the election.
- Section 5. Officers may be elected to the same office except as stated in Article VI, Section 3.
- Section 6. The newly elected officers shall assume office at the beginning of the following calendar year.
- Section 7. If any elective position, with the exception of the President, should become vacant, the Dojo Representatives shall elect a member to fill the vacancy for the unexpired term.
- Section 8. In case of the death or resignation of the President, the First Vice President shall automatically become President for the unexpired term. The Second Vice President shall become the First Vice President and the Third Vice President shall become the Second Vice President. The Third Vice President shall then be elected.

## ARTICLE VIII – DUTIES OF OFFICERS

### Section 1. The President shall:

- a. Represent SCKF and supervise its operation.
- b. Preside at all regular and special meetings.
- c. Appoint standing committees with approval by the Board of Directors, as determined by a simple majority of a quorum.
- d. Establish a Finance Committee comprised of both Treasurers, the President and any other person appointed by the President. The Committee shall be responsible for budgets, auditing, and fiscal management of all accounts and trusts, with the exception of the Otsuka Fund. The Committee is responsible for submitting an annual financial report to the Board of Directors covering audits and past performance of all accounts and budgets. The Treasurer is the Chairperson.
- e. Appoint special committees as necessary.
- f. Sign, with the Treasurer, all warrants on the treasury.
- g. Be an ex-officio member of all committees.
- h. Handle other matters that may require the attention of the President.

### Section 2. Vice Presidents:

- a. The First Vice-President shall act as Master of Ceremonies at all SCKF tournaments and other SCKF functions.
- b. The Second Vice-President shall be responsible for all activities pertaining to SCKF sponsored tournaments.
- c. The Third Vice-President shall be responsible for the Ways and Means activities of SCKF.
- d. The Vice Presidents in their order shall assume the duties of the President in his or her absence.

### Section 3. The Executive Secretary shall:

- a. Support and coordinate the activities of the Recording and Corresponding Secretaries, Treasurers and Historians.
- b. Be responsible for all official correspondence of SCKF.
- c. Preside over meetings in the absence of the President and Vice Presidents.
- d. Notify officers, committees and delegates of their election or appointment in the event of their absence at the time of the election or appointment.
- e. Be responsible for maintaining a policy manual and advising the Board of Directors of proper procedures and policies.
- f. Notify member dojo which have been placed on probation or whose membership has been terminated by the Board of Directors.

- Section 4. The Recording Secretary shall:
- a. Record the proceedings of Board of Director meetings and distribute the minutes of the previous meetings.
  - b. Provide the minutes officially approved by the Board, updated as necessary, to the historian.
- Section 5. The Treasurers shall:
- a. Collect all dues and care for the Federation Funds (except for the Otsuka Fund).
  - b. Keep an accurate record of receipts and payments.
  - c. Promptly pay all bills and normal operating expenses authorized by the President and Treasurer.
  - d. Submit a financial status report at each Board of Directors meeting.
  - e. Submit a written annual financial report at the annual meeting.
  - f. Notify the Board of Directors of any members who are thirty (30) days in arrears with their dues or other obligations.
- Section 6. The Historian shall:
- a. Record the history of the organization.
  - b. Compile a documentary record of SCKF in paper and electronic format, as appropriate. This shall include but not be limited to collecting and cataloging minutes, reports, results, and images.
  - c. Maintain a record of organizational information. This shall include but not be limited to Bylaws, policies, procedures, and manuals.
  - d. Maintain a record of SCKF membership. This shall include but not be limited to membership information for member dojo, and contact information for members of the Board of Directors.
- Section 7. The Public Relations Directors shall be responsible for the dissemination of kendo information to the media.
- Section 8. The Otsuka Fund Manager shall:
- a. Be responsible for the total management of the Otsuka Kenshiro Kikin.
  - b. Provide periodic reports on the fund to the Board of Directors.
  - c. When appropriate, seek the guidance of the Board of Directors on the disposition of fund monies.

## **ARTICLE IX – ADVISORS**

- Section 1. Advisors are appointed by the Board of Directors. Generally speaking, Advisors are selected from past Presidents. However, any individual may be selected as an Advisor.

- Section 2. The Advisory Board shall consist of the First Vice President and the appointed advisors. The Advisory Board shall provide consultation to the Board of Directors.
- Section 3. Advisors who are not Board members shall have all the privileges of Board of Director members except for voting privileges.

#### **ARTICLE X – BOARD OF DIRECTORS MEETINGS**

- Section 1. Board of Directors meetings normally shall be held the second Saturday of each month.
- Section 2. The Annual General Meeting shall be held on the first Saturday in December.
- Section 3. Board members representing in excess of 50% of the member dojo shall constitute a quorum for the transaction of business. One Board member from a dojo constitutes proper representation for quorum purposes. Business normally shall be decided by a simple majority of a quorum.
- For issues which may only be decided by Dojo Representatives, representatives representing in excess of 50% of the member dojo shall constitute a quorum.
- Section 4. Special meetings may be called by the President or upon the request of five (5) or more members of the Board of Directors.
- Section 5. Upon prior approval by the Board, as determined by a simple majority of a quorum, special business may be transacted through balloting by correspondence.
- Section 6. A member of the Board of Directors unable to attend meetings shall have no power to vote by proxy.
- Section 7. Robert's Rules of Order, latest edition, shall be used for conducting meetings.

#### **ARTICLE XI – TOURNAMENTS**

- Section 1. All rules and regulations shall be as set forth by the SCKF Board of Directors and the All United States Kendo Federation.
- Section 2. Participation in SCKF sponsored kendo, iaido, and jodo tournaments shall be limited to members and guests of SCKF.
- Section 3. Eligibility of tournament participants shall be determined by the Board of Directors.
- Section 4. When a question of eligibility of a participant arises at the place of the tournament, the eligibility shall be determined by the President, Second Vice President and the Executive Secretary.

## **ARTICLE XII – FISCAL YEAR**

Section 1. The fiscal year of the Federation shall commence on January 1 of each year and terminate on December 31 of the same year.

## **ARTICLE XIII – AMENDMENTS**

Section 1. These Bylaws may be amended upon the vote of approval by more than 50% of the total membership of the Dojo Representatives. Voting shall occur following a period of review set by the Board, typically one month.