

BYLAWS OF THE SOUTHERN CALIFORNIA KENDO FEDERATION

(updated February 3, 2001)

ARTICLE I – GENERAL PROVISIONS

- Section 1. This organization shall be known as the Southern California Kendo Federation (SCKF).
- Section 2. The SCKF headquarters shall be located in the Los Angeles, California region.
- Section 3. 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 nation 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 within 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 dojos.
 - e. To promote kendo tournaments and support kendo tournaments 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 of officially recognized kendo dojos located the Southern California region and the individual members of such dojos.

- Section 2. Each officially recognized kendo dojo shall have an instructor holding the rank of four (4) dan or above. SCKF may assign an instructor of four (4) dan or above to a kendo dojo in the event the highest ranking kendoist at that dojo is three (3) dan or below.
- Section 3. All individual members of the officially recognized kendo dojos shall become members of SCKF and the All United States Kendo Federation (AUSKF).
- Section 4. New member dojos may be admitted upon application to SCKF.
- Section 5. Individual members shall consist of:
- a. Active members - Kendoists who are currently members at one of the SCKF member dojos.
 - b. Associate members – Those who do not participate in kendo but are interested in kendo and support the purposes of SCKF.
- Section 6. As a condition to becoming a member, each member shall protect SCKF from responsibility for any injuries incurred by the member while engaged in the SCKF sponsored activities as provided in Article XVI of these by-laws.
- Section 7. Each member dojo shall provide adequate assistance in the operation of SCKF activities, including but not limited to, official SCKF sponsored tournaments and various sponsored social or business activities. The Board of Directors shall determine adequate assistance on a case by case evaluation.

Each member dojo is expected to pay all owed dues and fees to SCKF in a timely manner.

In the event that the Board of Directors determines that a member dojo is either not providing adequate assistance to SCKF activities or has not paid various required dues and fees in full within 60 days from the date they were due, 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. The Executive Secretary shall inform the delinquent member dojo in writing via Registered Mail that such an action has taken place.

The affected dojo shall have the right to appeal this decision to the full Board of Directors within 60 days from the official notification. The absence of such an appeal shall be interpreted as an acceptance of the decision by the member dojo.

The Board of Directors shall monitor the efforts of the dojo on probation and may, at any time during the probationary period, elect to reinstate the full membership of that dojo, provided it is by 2/3 majority vote. Such reinstatement shall be the result of a sincere and reasonable effort on behalf of the dojo to comply with these requirements.

If, at the end of the probationary period, the dojo has not demonstrated a reasonable effort to comply, the Board of Directors shall either continue the probationary period or terminate the membership of that dojo. This action shall require a 2/3 majority vote of the Board. The Executive Secretary shall send notification in writing in advance of any such proposed action to the dojo contact person via Registered Mail.

ARTICLE IV – TERMINATION OF MEMBERSHIP

- Section 1. Any member may be expelled from membership by a 2/3 majority vote of the directors. Upon such action by the Board of Directors, the Executive Secretary shall notify the member in writing of said action without further explanation of reasons therefor.
- Section 2. Any member whose membership in SCKF has been terminated for any reason whatsoever shall forfeit 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 – MEMBERSHIP 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.

ARTICLE VI – BOARD OF DIRECTORS AND OFFICERS

- Section 1. This organization shall be independently governed by the Board of Directors in accordance with its bylaws.
- Section 2. The Board of Directors shall consist of two (2) members from each dojo.

Section 3. The elected officers (Cabinet Members) shall be:

- a. President
- b. First Vice President
- c. Second Vice President
- d. Third Vice President
- e. Executive Secretary
- f. Recording Secretary
- g. Corresponding Secretary
- h. Treasurers (2)
- i. Historian
- j. Public Relations Directors (2)
- k. Certificate Chairperson
- l. Parliamentarian

Section 4. The President shall appoint the Equipment Chairman and the Manager of the Otsuka Fund. The Equipment Chairman shall be the custodian of tournament equipment and other SCKF properties. Both of these appointments require approval by the Board of Directors.

Section 5. The elected officers shall hold office for two (2) years or until their successors are duly elected.

Section 6. The Board shall consist of the Board of Directors and the Board Officers. Board Officers need not be elected or appointed from the Board of Directors. Board Officers who are not members of the Board of Directors shall have the same voting privileges as the Board of Directors, except as stated otherwise in these Bylaws. A Board Officer who is a member of the Board of Directors shall remain a Director during the term of office, unless the Officer changes dojo affiliation.

Section 7. Any Director or Board Officer may resign from the Board and that 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 Board of Directors shall elect the officers for the following calendar year.
- Section 4. The officers shall be elected by secret ballot.
- Section 5. Officers may be elected to the same office.
- Section 6. The newly elected officers shall assume office at the beginning of the calendar year.
- Section 7. If any elective position, with the exception of the President, should become vacant, the Board of Directors 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 consent of the Board of Directors.
 - 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. Appoints special committees as necessary.
 - f. Signs, 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:
(The Vice Presidents in their order shall assume the duties of the President in his absence)
- 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.

- Section 3. Executive Secretary shall:
- a. Support and coordinate the activities of the Recording and Corresponding Secretaries, Two Treasurers and Historian.
 - b. Be responsible for all official correspondence of SCKF.
 - c. Maintain an accurate and up to date alphabetical membership roll.
 - d. Preside over meetings in the absence of the President and Vice Presidents.
 - e. Notify officers, committees and delegates of their election or appointment in the event of their absence at the time of the election or appointment.

- Section 4. The Recording Secretary shall:
- a. Record the proceedings of meetings of the Board of Directors and distribute the minutes of the previous meetings.

- Section 5. The Corresponding Secretary shall:
- a. Handle the general correspondence of SCKF as directed by the President and/or Executive Secretary.
 - b. Send notices of meetings and other notices in the event prior notification is required.

- Section 6. The Treasurer 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 members who are thirty (30) days in arrears with their dues or other obligations that unless their dues or obligations are paid within thirty (30) days, their names shall be submitted to the Board of Directors for further action.

Section 7. The Historian shall:

- a. Record the history of the organization.
- b. Be responsible for collecting and cataloging photographs of kendo tournaments and other SCKF activities.
- c. Compile a documentary record of SCKF.
- d. Record the results of kendo tournaments.

Section 8. The Public Relations Directors shall be responsible for the dissemination of kendo information to the media.

Section 9. The Certificate Chairperson shall be responsible for the preparation of promotional certificates.

Section 10. The Parliamentarian shall:

- a. Be responsible for maintaining a policy manual and advising the Board of Directors of proper procedures and policies.
- b. Maintain an orientation manual for all new Board of Directors which shall include, but not be limited to, names, addresses and phone numbers of all Board members, bylaws, standing committees and policies and procedures.

Section 11. The Otsuka Fund Manager shall:

- a. Be responsible for the total management of the Otsuka Kenshiro Kiken.
- 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 various amounts fund monies.

ARTICLE IX – ADVISORS

- Section 1. Advisors may be appointed by the Board of Directors. Generally speaking Advisors are selected from Past Board of Directors 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 Board shall provide consultation to the President.
- Section 3. Advisors shall have all the privileges of the members of the Board of Directors except for voting privileges.

ARTICLE X – MEETINGS

- Section 1. The Board of Directors meetings normally shall be held on 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 dojos shall constitute a quorum for the transaction of business. One Board member from a dojo constitutes proper representation for the quorum purposes.
- 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 consent of a majority of Board members, 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 Federation sponsored kendo 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 – REPRESENTATION TO AUSKF

- Section 1. The Board of Directors of SCKF shall elect the SCKF representatives to the AUSKF from the list of nominees submitted and in accordance with AUSKF policies and procedures.

ARTICLE XIII – 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 XIV – LIABILITY

- Section 1. All members shall be required to purchase liability insurance as provided by SCKF. Required premiums shall be determined by the Board of Directors.

ARTICLE XV – AMENDMENTS

- Section 1. These bylaws may be amended upon the vote of approval by more than 50% of the total membership of the Board of Directors, provided that written notice of the proposed amendment is given at the previous meeting.