



Zen Nippon Sogo Budo Renmei
Nippon Seibukan Dojo of Kyoto
Hombu for United Kingdom



CONSTITUTION AND RULES

1. ORGANISATION AND DEFINITION OF TERMS

- 1.1** The name of the Organisation shall be the Zen Nippon Sogo Budo Renmei -Nippon Seibukan Dojo of Kyoto – Hombu for United Kingdom (herein after called the ZNSBR-NSDUK for convenience).
- 1.2** The ZNSBR-NSDUK is constituted by its Members, acting under the rules and regulations as herein detailed and within the context of the rules and regulations both of the Hombu for the West and the Hombu of Kyoto.
- 1.3** A full member is a member who has applied for full membership of ZNSBR-NSDUK Hombu in Japan, has fulfilled the criteria for acceptance and has paid the requisite fee.
- 1.4** A Group is an association or club whose members are members of ZNSBR-NSDUK.
- 1.5** The function of ZNSBR-NSDUK is to act in accordance with and to represent the Hombu for the West and the Hombu of Kyoto in the achievement of their common aims and objectives.
- 1.6** The common aims and objectives are the promotion of traditional and modern forms of Japanese and Okinawan Budo.
- 1.7** The ZNSBR-NSDUK will examine the credentials of applicants for Full membership, and make recommendations for Full membership to ZNSBR-NSDUK in Kyoto.
- 1.8** The ZNSBR-NSDUK shall be managed by a Management Committee (hereinafter called "the Committee") which shall have the authority to make rules for regulating the conduct and affairs of the NSDUK, providing that they are not inconsistent with the constitution.
- 1.9** The Committee will consist of a Chairperson, a Vice-chairperson, a Treasurer and a Secretary as Executive Officers, and other officers co-opted to fulfill such functions as the Executive Officers shall decide.

- 1.10 The Committee will call one Annual General Meeting per year, at which Full members will be entitled to speak and vote.
- 1.11 At the Annual General Meeting the accounts of ZNSBR-NSDUK will be presented for approval.
- 1.12 The ZNSBR-NSDUK will communicate regularly and transparently with the Hombu of Kyoto, as well as with its own members.
- 1.13 ZNSBR-NSDUK monies will be used for the purposes of advancing the cause of ZNSBR-NSDUK.
- 1.14 The ZNSBR-NSDUK financial year shall run from January to December.
- 1.15 The ZNSBR-NSDUK will collect monies in accordance with the rules and regulations of the Hombu in Kyoto and send such monies as are required to the Hombu of Kyoto and send such monies to Hombu of Kyoto in accordance with the latter's rules and regulations.
- 1.16 The ZNSBR-NSDUK will hold regular teaching and training courses.
- 1.17 The ZNSBR-NSDUK will meet and train with other organizations and groups with the intention of promoting the good name of the ZNSBR-NSDUK.
- 1.18 The ZNSBR-NSDUK will be responsible for the good conduct and discipline of its Members.

2. OBJECTIVES

- 2.1 To provide facilities for the research, teaching and encouragement of Nihon Budo and related arts and for the social intercourse of its members, and thus facilitate the aims and objectives of ZNSBR-NSDUK.
- 2.2 To stimulate interest in Nihon Budo and related arts and through this to teach the true meaning of the way (DO), by holding instructional courses and demonstrations within the true meaning of Budo.
- 2.3 To establish and promote, through approved officials, Nihon Budo and related Arts schools in as many areas of the community as possible.

3. APPLICATION OF THE CONSTITUTION AND RULES

- 3.1 By joining the ZNSBR-NSDUK each Member and each Group agree to be bound by its rules. The rules laid down in this document take precedence over any rules of any Group whenever a conflict occurs.
- 3.2 Each Member will have access to the current Constitution and Rules of the ZNSBR-NSDUK and should act in accordance with these. Copies are available, on demand, from the Secretary of the ZNSBR-NSDUK.

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- 3.3 It is acknowledged by the ZNSBR-NSDUK that groups that join will have in place at least minimum insurance and training requirements to ensure the health and safety of practitioners and these limits are therefore respected and supported by the ZNSBR-NSDUK
- 3.4 Complaints about the conduct of any Officer of the ZNSBR-NSDUK in the performance of the ZNSBR-NSDUK's duties must be made in writing to the Committee for consideration by the Committee. If any involved party is unhappy with the judgment of the Committee, that party may take this judgment to the members by calling an Emergency General Meeting. This may be done by following Section 6; procedure for calling a General Meeting.
- 3.5 Complaints will only normally be considered if submitted by full members of ZNSBR-NSDUK.

4. FINANCE

- 4.1 All monies held by the Treasurer on behalf of the ZNSBR-NSDUK are to be used for;
- (a) the running of the ZNSBR-NSDUK
 - (b) the furtherance of the ZNSBR-NSDUK's objectives
 - (c) any other uses specified in this constitution.
- 4.2 Persons engaged in an official function on behalf of the ZNSBR-NSDUK may claim expenses incurred as a result of that function. Such claims must be approved by the Chairperson and must be submitted to the Treasurer in writing before payment.
- 4.3 Expenditure other than that given in section 4.2 must be presented to the Committee for their agreement so that this agreement and the reasons for the expenditure can be minuted. A copy of the relevant part of the minutes shall be given to the Treasurer as proof that such expenditure was properly authorised.

In the event that such expenditure must be made immediately and that there is insufficient time to call a Committee meeting it will be sufficient for the members of the Committee to reach unanimous agreement by e-mail, or post and for the Secretary to minute this for formal scrutiny at the next Committee meeting. If agreement is not unanimous then the expenditure must be held over to the next Committee meeting where it may be passed by a simple majority vote.

5. MEMBERSHIP

- 5.1 The clubs within the NSDUK shall be open to practitioners of all Nihon Budo regardless of age, gender – including transgender, marriage or civil partnership, disability, race including colour, nationality, ethnic or national origin, religion or belief, or sexual orientation.
- 5.2 The ZNSBR-NSDUK takes the welfare of its members seriously and recognizes
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that not all martial arts practice is suitable for all those who might want to undertake it. For example it would not normally be acceptable for minors to be involved in training with live blades or for male students to attend a female only self-defense class. It therefore follows that, provided it can be objectively justified, there may be times when it will be appropriate to restrict membership, or attendance of members at ZNSBR-NSDUK events, where it is deemed membership or attendance would conflict with the applicant's or member's well-being or is in some other way incompatible with membership or attendance.

- 5.3 Applicants to ZNSBR-NSDUK must apply to the Secretary in writing. Thereafter, their election will be at the discretion of the Executive Committee.
- 5.4 Clubs which are members of the NSDUK shall retain independent control of their internal affairs, subject to the above.
- 5.5 Individuals may join ZNSBR-NSDUK by application to ZNSBR-NSDUK Hombu. Applications shall be made on the official form and must be signed by the candidate (or their guardian) and the Shido-in or Shibucho responsible for their particular art. Thereafter, their election shall be at the discretion of the Licensing Officer, who may refer an application to the Executive Committee if considered necessary.
- 5.6 A probationary period of FOUR weeks may be granted to any new individual before acceptance into the ZNSBR-NSDUK. The insurance premium shall have been paid and an application form completed before they are allowed to practice. The Treasurer may appoint a licensing officer to assist in the processing of membership applications.
- 5.7 No-one may train at any of the ZNSBR-NSDUK's premises without suitable insurance cover, even as a guest. It is the responsibility of the club's instructor or their deputy to confirm the status of any trainee. This extends to the need for instructors teaching overseas to ensure they have the relevant cover in place for protection during such activities.
- 5.8 An individual may retire from the ZNSBR-NSDUK at any time but will not be entitled to any refund of subscriptions.
- 5.9 The Committee shall have the power to expel any Member or Group who shall offend against the rules of the NSDUK, or whose conduct shall, in the opinion of the Committee, render them unfit for membership of the ZNSBR-NSDUK. The Secretary must give those threatened with expulsion at least seven days' notice to attend a meeting of the Committee and shall inform them of the complaints made against them. No-one shall be expelled without first having had the opportunity of appearing before the Committee and answering the complaints made against them.

In the first instance of a complaint against a member, that complaint will be considered by the Executive Committee. The Executive may take appropriate remedial action up to and including a recommendation that the Committee consider expulsion.

No individual whose membership has been terminated shall be allowed to

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train at any of the NSDUK's clubs or be introduced to that club as a visitor.

6. CALLING OF GENERAL MEETINGS

- 6.1** An Annual General Meeting shall be held every year not later than the end of February to transact the following business :
- (a) To receive, and if approved, to adopt a statement of the ZNSBR-NSDUK's accounts to the end of the preceding year.
 - (b) To consider and, if approved, sanction any duly made alteration to the constitution.
 - (c) To appoint officers of the Committee and co-opt other members to the Committee as necessary.
 - (d) To deal with any special matter which the Committee desires to bring before the Members for consideration.
 - (e) To deal with agenda items properly submitted to the Secretary.
 - (f) The Annual General Meeting shall be conducted according to the rules in section 7.
- 6.2** The Executive Committee may call a General Meeting at any time to deal with any special matter that they desire to place before the membership. The General Meeting shall be conducted according to the rules in section 7.

The Secretary will call an Extraordinary General Meeting on receipt of a written request specifying the objective of such a meeting and provided it is signed by at least FIVE individuals members the Extraordinary General Meeting shall be conducted according to the rules in section 7 .

7. CONDUCT OF GENERAL MEETINGS

- 7.1** At all General Meetings the ZNSBR-NSDUK Chairperson or the Vice-Chairman shall preside. It is the responsibility of the chairperson to provide an interpretation of the constitution and rules whenever they may be disputed. Such interpretations should then become a fixed part of these documents and all Groups and Members notified of such.
- 7.2** Where a member or member club of the ZNSBR-NSDUK fails to adhere to the necessary insurance, Data Protection or Disclosure and Barring Service (DBS) requirements, as stipulated by the ZNSBR-NSDUK's Committee, the Committee shall reserve the right to withdraw membership of the ZNSBR-NSDUK from that member or member club. Where club or individual membership is withdrawn due to an issue pertaining to insurance, Data Protection or DBS that withdrawal shall be with immediate effect.
- 7.3** Notice of the calling of a General Meeting in any of the forms given in section 6 shall be given to members of the Committee and the instructors of Member Clubs or a nominated deputy not less than 28 days before the date of the meeting.
- 7.4** The agenda shall be circulated to members of the Committee and to Members and Groups before the meeting.

7.5 Anyone wishing to bring up any business at the A.G.M. must contact the Secretary not less than 14 days before the date of the A.G.M. for the agenda to be correct for the said meeting.

7.6 A quorum is that number of members attending a properly notified meeting

7.7 Decisions will be approved by a simple majority of votes.

7.8 Before the start of any meeting it is the responsibility of the Secretary or their duly appointed deputy to make it clear to attendees of that meeting who is entitled to vote.

7.9 A motion of no confidence may be brought against any Officer of the ZNSBR-NSDUK, including a member of the Executive Committee at a General Meeting.

To do this the motion must either have been notified to those eligible to attend at least 28 days before the meeting or be brought up as part of the disciplinary procedure given in section 10 and where the possibility of such a motion being brought has been given in the calling of the meeting.

For such a motion to succeed it must be voted for by at least two-thirds of those present at the meeting and who are eligible to vote. If the motion succeeds, the Officer involved must resign her or his position immediately.

8. ELECTION OF OFFICERS

8.1 Each Group shall elect a delegate to represent them at General Meetings. The election of a Group Representative is the business of that club and not of the ZNSBR-NSDUK. Each Group Representative shall have one vote in any business raised at that meeting. The ZNSBR-NSDUK's Secretary shall keep a list of the current Member Clubs all of whom will be allowed to vote.

Those representing each Group should make themselves known to the Secretary before the meeting opens.

8.2 The Committee shall be elected at the Annual General Meeting of the ZNSBR-NSDUK in each year and, subject to termination by resignation or otherwise, officers shall remain in office until their successors are elected at the Annual General Meeting next following their election. The Committee shall have the power to fill any vacancy that may occur by co-option. Retiring officers shall be eligible for re-election.

Delegates being proposed for election to the committee shall be full members within the ZNSBR-NSDUK and no-one shall be proposed for election to the Committee in their absence unless that person has given prior consent to that nomination in writing.

8.3 The Officers of the Committee shall be comprised as follows;
Chairperson, Vice-Chairperson, Secretary, Treasurer

Any individual may only hold ONE of these positions in any one period of office. These positions shall carry a vote at all Meetings of the ZNSBR-NSDUK with the proviso that no Member of the Committee also carry a vote as a Group Representative.

8.4 Further Members of the Committee (other than Club Representatives whose election is covered in section 8.2) will usually be filled by co-option but may be proposed and elected at a General Meeting if it is the wish of that meeting. These positions do not carry a vote at General Meetings. These positions may be held by any individual including an Officer of the Executive Committee (as defined in section 8.3) in addition to their Executive Committee position.

8.5 The chairperson shall have a deciding vote in the event of a tied vote.

9. DISSOLUTION OF THE ZNSBR-NSDUK

9.1 If the Committee decides by a simple majority vote at any time that on financial grounds or otherwise it is necessary or advisable to dissolve the ZNSBR-NSDUK, it shall call a meeting of all the Members of the ZNSBR-NSDUK who have the power to vote, giving not less than 28 days notice, stating the terms of the resolution to be proposed thereat and deciding on the division of remaining funds in the bank.

10. TAKING DISCIPLINARY PROCEDURES AGAINST OFFICERS OF ZNSBR-NSDUK

This section deals with the procedure by which an individual may progress a complaint against any of the officers of the ZNSBR-NSDUK. An unresolved complaint will travel up the levels of the committee until eventually reaching a meeting of the membership. All reasonable steps will be taken to resolve a complaint at the lowest possible level.

Stage 1. In the first instance it is preferable for the individual to approach the Officer concerned to raise the matter at a personal level. If a mutual agreement cannot be reached or if the individual feels unable for any reason, to approach the Officer concerned then the procedure will move to stage 2.

Stage 2. The complainant should write to the Secretary stating their grievance as fully as possible and any steps they may have taken to try to rectify matters. The Secretary shall acknowledge receipt of this letter within 14 days of their receiving it. From this point the Secretary will write to the complainant at monthly intervals until the complaint is resolved in order to keep them aware of any progress being made. In the event that the complaint is about the Secretary the complainant should address all correspondence to the Chairperson.

Stage 3. The Secretary shall raise the matter with the Officer concerned and an attempt be made to deal with the complaint. Any proposed action shall be reported back to the complainant for their agreement if agreement cannot be reached the procedure moves to stage 4.

Stage 4. If the matter remains unresolved the Secretary will raise this grievance

with the member of the Executive Committee responsible for that Officer's function. If the complainant does not accept any actions proposed by the Executive, or if the complaint is about a member of the Executive, the procedure moves to stage 5.

Stage 5. The Secretary shall call a meeting of the Executive Committee to discuss the complaint. Both the Officer who the complaint is against and the complainant must be invited to attend the meeting and the Secretary shall make all reasonable attempts to arrange the meeting so that both can attend. The complainant and the Officer would normally both be present at the meeting, but either may present their case to the Executive without the other being present if they so wish.

Stage 6. If the complaint remains unresolved the Secretary shall call a General Meeting in accordance with rule 6.2 where the complaint and all of the steps taken shall be explained to the meeting. This General Meeting shall have the power to discipline any individual, including the ZNSBR-NSDUK's Officers and members of the Executive Committee.

Steps the Meeting may take shall include;

1. To dismiss the complaint.
2. To order rectification of any action.
3. To order rectification plus any combination of the following
 - a) an apology
 - b) a motion of censure to be recorded against an individual
 - c) to bring a motion of 'no confidence against an individual.

A motion of "no confidence" will be taken under rule 7.9 of the Constitution & Rules.

APPENDIX 1 - THE EXECUTIVE COMMITTEE, ITS OFFICERS AND FUNCTIONARIES

a) DEFINITION OF EXECUTIVE AND CO-OPTED OFFICERS FUNCTIONS

The Executive Officers of the Committee are deemed to be Chairperson, Vice-chairperson, Secretary, and Treasurer and are elected and hold voting rights as laid down in sections 8.2 and 8.3 of the Constitution and Rules. All other offices are Co-opted Officers of the Committee and do not carry a vote at General Meetings.

All Officers are the servants of the ZNSBR-NSDUK and must carry out their duties with regard to the current Constitution and Rules and bear in mind the best interests of the ZNSBR-NSDUK.

b) DEFINITION OF DUTIES OF THE EXECUTIVE

The duties of the officers of the Executive Committee are as follows.

CHAIRPERSON (+ Vice-Chairperson)

The Chairperson, or the Vice-Chairperson, bears ultimate responsibility for ZNSBR-NSDUK and she or he must ensure that all members comply with the rules and that these rules are correct and not contrary to natural justice. She or he

is also legally responsible for all insignia (badges, headings, signs etc.) and for ensuring that they are being correctly used and are not misleading. The Chairperson may request a General Manager to help with these duties.

The Chairperson, or the Vice-Chairperson, presides at all Meetings; Annual and Extraordinary, and must ensure the correct running of that meeting. They must first ensure that the meeting has been properly convened and constituted and that the meeting is then conducted in accordance with the rules. During the meeting they have a duty to preserve order, to ensure that the order of business is maintained and that reasonable time is allowed for discussion.

Interpretation of the rules governing the meeting shall be the duty of the Chairperson whenever they may be disputed. The Chairperson, or the Vice-Chairperson, may appoint a deputy to preside at a General Meeting. The Chairperson or the Vice-Chairperson has a casting vote.

SECRETARY

The Secretary is responsible for;

- 1) all non-financial papers sent to, or by, the ZNSBR-NSDUK
- 2) general planning carried out in collaboration with the other officers
- 3) keeping an accurate list of all the Members and Groups Clubs
- 4) the organisation of all meetings and courses of the ZNSBR-NSDUK

The Secretary should liaise with the Chairperson or Vice-Chairperson to establish the order of business of any meeting and is then responsible for the booking of suitable venue, preparation and circulation of agenda and the taking of the minutes of the meeting. Before the start of any meeting it is the responsibility of the Secretary or their duly appointed deputy to make it clear to that meeting who is entitled to vote.

Records of all meetings should include copies of any written reports presented by Officers or Functionaries of the ZNSBR-NSDUK or include an accurate and informative summary of any verbal report. All decisions of the meeting should be recorded and it is the Secretary's duty to ensure that the wording of such decisions is accurate and any vote taken is properly recorded.

The Secretary may co-opt the positions of minutes secretary and course organiser(s) as necessary.

TREASURER

The Treasurer has responsibility for all financial matters and their associated books and paperwork. All monies paid into and from the ZNSBR-NSDUK must be paid through the Treasurer in order that the transaction be properly recorded. At the Annual General Meeting the Treasurer must present a report detailing the ZNSBR-NSDUK's income and expenditure for the preceding year. There can be no delegation of this responsibility.

As part of their duty the Treasurer must keep an accurate list of all those who have paid subscriptions to the ZNSBR-NSDUK and be responsible for the issuing of

reminders to those who have failed to pay. The Treasurer may co-opt a Licensing Officer to assist with this latter duty.

c) EXECUTIVE COMMITTEE MEETINGS

Meetings of the Committee may be called to consider:

- 1) the acceptance of new Members (Constitution and Rules, sections 5.2 & 5.3)
- 2) how to enforce the rules of the ZNSBR-NSDUK where these have been broken, and in the final instance to recommend expulsion to a General Meeting (Constitution and Rules, section 5.7)
- 3) the interpretation, clarification or formulation of rules (further discussed in section 4)
- 4) any business which may be considered to be of advantage to the ZNSBR-NSDUK

The Committee shall have the power to invite any person within the ZNSBR-NSDUK to attend a Committee Meeting if any of the Executive considers them to have a suitable contribution to make to that meeting.

d) INTERPRETATION, CLARIFICATION AND FORMULATION OF RULES

Officers and Functionaries of the Committee are empowered by the ZNSBR-NSDUK to carry out the Rules within their areas of responsibility defined above. In the event of a rule being unclear they have the power to interpret that rule or to refer it to a meeting of the Committee. All interpretations and clarifications must be noted and reported to the next meeting of the Committee or a General Meeting, whichever is the sooner.

The Committee has the power to interpret and clarify existing rules or to formulate rules to regulate the conduct of the ZNSBR-NSDUK where current rules do not exist. All new rules and clarifications and interpretations will be deemed effective from the date of formulation by the committee but are all subject to ratification at the next General or Extraordinary Meeting. All decisions of the Committee must be notified to the membership as soon after the relevant meeting as practicable.

The Executive and Co-opted Officers are servants of the ZNSBR-NSDUK and as such do not have the power to rescind or override decisions made by a General Meeting. Such decisions may only be changed at a General Meeting under the procedure laid down in the Constitution and Rules (sections 6 and 7).

