

Constitution for the Northern California Naginata Federation

ARTICLE I (Name)

The name of this organization shall be the Northern California Naginata Federation.

ARTICLE II (Offices)

The principle office of this organization in the State of California shall be located in Santa Clara County.

ARTICLE III (Name of the Organization and Purpose)

Section 1.

The Northern California Naginata Federation is a not-for-profit, non-political organization.

Section 2.

The purpose of the organization is to promote and encourage the study and participation in the art of Naginata; to foster good will and friendship among its members; to uphold the spirit of Bu-do and its ideal. The organization will perform the following activities to attain these goals:

- Organize and participate in regional and international Naginata tournaments
- Organize and participate in Naginata seminars
- Organize and hold promotional examinations as authorized by the U.S. Naginata Federation and the International Naginata Federation
- Support and encourage activities of recognized dojos (practice halls) operated under the leadership of qualified instructors
- Host visiting instructors and teams
- Provide instructors and judges for Naginata events as required
- In addition, organize and/or participate in cultural events and activities that will enable these goals to be attained.

ARTICLE IV (Membership)

Section 1.

Membership is open to all persons. There are no requisites for membership, except for the payment of membership fees and the desire to study Naginata.

Section 2.

No procedures are used for selecting members.

Section 3.

Members have the following rights and duties:

- Voting rights are extended to members in good standing, who have paid their dues and specified in the By-Laws and who have attained their eighteenth (18) birthday as of the voting date.
- Members in good standing have the right to attend tournaments and seminars.
- Members in good standing have the right to take promotional examinations.

Section 4.

Membership shall not entitle any member to any share in the assets of the Federation, all of which are hereby declared to be irrevocably dedicated to non-profit charitable and/or educational purposes. All rights and privileges of membership shall cease upon death, resignation, expulsion or failure to pay dues.

Section 5.

Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, sex, handicap, veteran's status, or sexual orientation.

ARTICLE V (Affiliation)

The Northern California Naginata Federation will establish and maintain amicable and cordial relations with the United States Naginata Federation and its affiliated organizations. The Northern California Naginata Federation will interface with these organizations on the occasion of regional and international competitions, for special training seminars, and participation in the annual rank promotion examinations authorized by these organizations.

ARTICLE VI (Federation Officers)

Section 0.

Responsibility for the general management and policies of the Federation shall be vested in the elected Federation Officers.

Section 1.

Federation officers shall consist of President, Vice-President Secretary, and Treasurer. These officers are elected by a majority vote of the general membership of the Federation, as outlined in the By-Laws.

Section 2.

The term of office for the President, Vice-President, Secretary and Treasurer shall be two years, commencing within two months of the election and ending two years after commencing.

Section 3.

If any elective position becomes vacant, with the exception of the President, the remaining Federation Officers shall select a member to fill the vacancy for the unexpired term. In the case of the President's Office vacancy, the Vice-President shall automatically become the President.

Section 4.

Elections shall occur in February, at a meeting called by the Federation President for the purpose of holding the elections.

Section 5.

Special committees may be appointed by the President of the Federation to address special concerns such as organization studies, logistics management for tournaments, seminars, the occasion of visiting instructors or teams, fund raising campaigns, and other activities as they develop.

ARTICLE VIII (Meetings)

Section 1.

Special or called meetings may be convened by the President as need dictates.

Section 2.

Regular weekly practices, wherein training in the arts of Naginata is provided, shall be held by recognized Federation dojos (practice halls) at the discretion of qualified instructors and as facilities availability permit.

Section 3.

Meetings of the Federation Officers will be held a minimum of twice a year, with additional meetings to be held at the discretion of the President.

Section 4.

There will be one General Meeting per year of all Federation members.

ARTICLE IX (Amendments)

Section 1.

Any Federation member in good standing may propose an amendment to the Constitution.

Section 2.

A Constitutional amendment may be considered by the voting membership at a business meeting, provided written notice of the proposed amendment is given 30 days prior to the meeting.

Section 3.

To amend the Constitution, a $\frac{3}{4}$ affirmative vote of those present and voting is needed.

Section 4.

A passed amendment to the Constitution becomes effective immediately.

Approved and adopted: November 1, 1990

Amended: March 5, 2016

Bylaws of the Northern California Naginata Federation

ARTICLE I (Officers and Duties)

Section 1.

President: Presides at all regular and special Federation meetings, appoints committees as required, represents the Federation in public and inter-organizational interface, is ex-officio member of all committees. Responsible for the smooth operation of Federation events, and may authorize the expenditure of Federation funds, having signature authority on the Federation treasury.

Vice-President: Shall assume the duties of the President in his/her absence. Responsible for the smooth operation of Federation events.

Secretary: Responsible for all administrative functions, preparation of meeting minutes, official correspondence of the Federation.

Treasurer: Collects all dues and fees and cares for the Federation's funds, keeping an accurate record of receipts and payments. Makes financial reports to the membership at the end of the fiscal year half. Signs warrants on the Treasury for expenses dictated by Federation activities.

ARTICLE II (Elections)

Section 1.

Election of the Federation Officers will be conducted by a vote of all Federation members.

ARTICLE III (Nomination of Officers)

Section 1.

Candidates for Federation Office positions should notify the Federation Officers of their intent to run with sufficient time prior to the election so they may be listed on the ballot.

ARTICLE IV (Installation of Officers)

Section 1.

Newly elected officers will officially take office on April 1.

ARTICLE V (Committees)

Section 1.

Committees shall be formed as necessity dictates, the size and function of each committee shall be determined by the President to meet the needs of the situation requiring attention.

ARTICLE VI (Meetings)

Section 1.

Special or called meetings may be convened by the President as need dictates.

Section 2.

Regular weekly practices, wherein training in the arts of Naginata is provided, shall be held by recognized Federation dojos (practice halls) at the discretion of qualified instructors and as facilities availability permit.

Section 3.

Meetings of the Federation Officers will be held a minimum of twice a year, with additional meetings to be held at the discretion of the President.

Section 4.

There will be one General Meeting per year of all Federation members.

Section 5.

The Parliamentary rules for business meetings of the Federation shall be Robert's Rules of Order.

ARTICLE VII (Dues, Fees)

Membership dues shall be \$15.00 per person 17 years or younger, and \$25.00 per person 18 years or older for the fiscal year (April 1 through March 31). These fees will not be prorated. These funds shall be used to buy equipment, to cover expenses related participation in or sponsorship of seminars, tournaments or other Federation events and their related expenses as deemed appropriate. The Federation Officers may increase the membership dues up to the level given by the US Bureau of Labor Statistics CPI Inflation Calculator for the year 1980.

ARTICLE VIII (Amendments to By-Laws)

Section 1.

Any federation member in good standing may propose an amendment to the By-Laws.

Section 2.

A By-Law amendment may be considered by the voting membership at a business meeting, provided a written notice of the proposed amendment is distributed 30 days prior to the meeting.

Section 3.

To amend the By-Laws a $\frac{3}{4}$ affirmative vote of those present and voting is needed. A vote will be conducted after discussion of the proposed amendment, the vote will be made by a show of hands.

Section 4.

A passed amendment to the By-Laws becomes effective immediately.

ARTICLE IX (Miscellaneous)

Section 1.

The fiscal year of the Federation shall begin on the first day of April and end on the thirty-first (31st) day of March in each year.

Section 2.

An archive including current Constitution and Bylaws, meeting minutes, a calendar of dates relevant to each officer, and other archival material will be maintained by the Federation Officers, and made available to each new member of the Federation Officers.

Approved and adopted: November 1, 1990

Amended: March 5, 2016