

# **AUSTRALIAN KENDO RENMEI MANUAL OF DOCUMENTS**

## **SECTION One Administration & Structure**

Amended and effective 19 October 2008

## Section 1 - Administration and Structure - Index

1.0	Mission Statement.....	3
1.1	Introduction.....	3
1.1.1	Constitution.....	3
1.2	Component Bodies and Framework.....	4
1.2.0	Structure.....	4
1.2.0.1	Structure Diagram.....	4
1.2.0.2	Communication Channel.....	4
1.2.1	National Council.....	5
1.2.2	National Executive.....	5
1.2.3	Affiliated Bodies.....	5
1.2.4	Boards.....	5
1.2.5	Funding.....	5
1.3	Directory.....	5
1.3.0	Introduction.....	6
1.3.1	Main contacts.....	6
1.3.2	Alphabetical List.....	6
1.4	Membership Policies for Competition and Grading Examination Eligibility.....	6
1.4.1	Competition.....	6
1.4.2	Grading Examinations.....	6
1.4.3	Appeals.....	7
1.5	Dan, Kyu Grading System and Shogo.....	7
1.5.1	Authority to Conduct Grading Examinations.....	7
1.5.2	FIK Rules.....	7
1.5.3	AJKF Rules.....	7
1.5.4	AKR Standard Rules for Dan and Kyu Examinations.....	7
1.5.5	Application to Grade.....	8
1.5.6	Registration of Results.....	8
1.5.6.1	Lodging of Registration.....	8
1.5.6.2	Treatment of late Registrations.....	8
1.5.6.3	Issuing of AKR Dan Grade Certificates.....	8
1.5.7	Overseas Grading Examinations.....	9
1.5.7.1	Grading Examinations Conducted by the All Japan Kendo Federation (AJKF) or another FIK affiliated national organisation.....	9
1.5.7.2	Grading Examinations Conducted by Other Countries.....	9
1.5.8	Foreign Candidates at Australian Grading Examinations.....	9
1.5.9	Shogo.....	10
1.5.9.1	Introduction.....	10
1.5.9.2	AJKF eligibility criteria.....	10
1.5.9.3	AKR eligibility standard.....	10
1.5.9.4	AKR criteria for recommendation.....	11
1.5.9.5	Guidelines for assessment by the AKR Kendo, Iaido and Jodo Boards.....	11
1.5.9.6	Procedures.....	12
1.5.9.7	Candidate information to be provided.....	12
1.6	Register.....	12
1.6.0	Introduction.....	12
1.6.1	Individual Record.....	13
1.6.2	Form of the Register.....	13
1.7	Fee Structure.....	14
1.7.0	Introduction.....	14
1.7.1	Membership Fees.....	14
1.7.2	Grading Fees.....	14
1.7.2.1	Grading Application Fees:.....	14
1.7.2.2	Grading Registration Fees:.....	14
1.8	AKR endorsement of publications.....	15
1.9	Record of Amendments to the Constitution:.....	16

## Section 1 - AKR Administration and Structure

### 1.0 Mission Statement

- The AKR is the peak body in Australia representing the arts of Kendo, Iaido and Judo. It exists to provide governance, education and promotion of the arts as well as supporting its affiliates and being the interface between the arts, the International Kendo Federation and the public.
- Our goal is to conduct ourselves professionally and with dignity. We value respect and humility and seek to promote continuous character development and ethical behaviour among our members.
- We aim to provide opportunities for members to excel in the arts through the provision of quality instruction, safe training environments and transparent processes.

### 1.1 Introduction

The AKR Administration and Structure section is a Guideline for members of the National Executive to carry out their duties effectively on behalf of all members. This section will require continual upgrading to ensure in-depth detail is maintained so that future officials are able to take up their newly appointed roles with the least disruption to the smooth running of the AKR Executive.

All registries and documentation should be maintained and handed over when changing office at re-elections.

#### 1.1.1 Constitution

The original constitution of the Australian Kendo Renmei was ratified in 1969.

The current 'Rules of the Australian Kendo Renmei Incorporated' were ratified on 17<sup>th</sup> April 1992 as part of the incorporation process and submitted to the Association Section, Department of Consumer Affairs, Sydney, New South Wales, in August 1992.

Details of any amendments are listed at the end of this document along with the number of the Clause amended.

## 1.2 Component Bodies and Framework

### 1.2.0 Structure

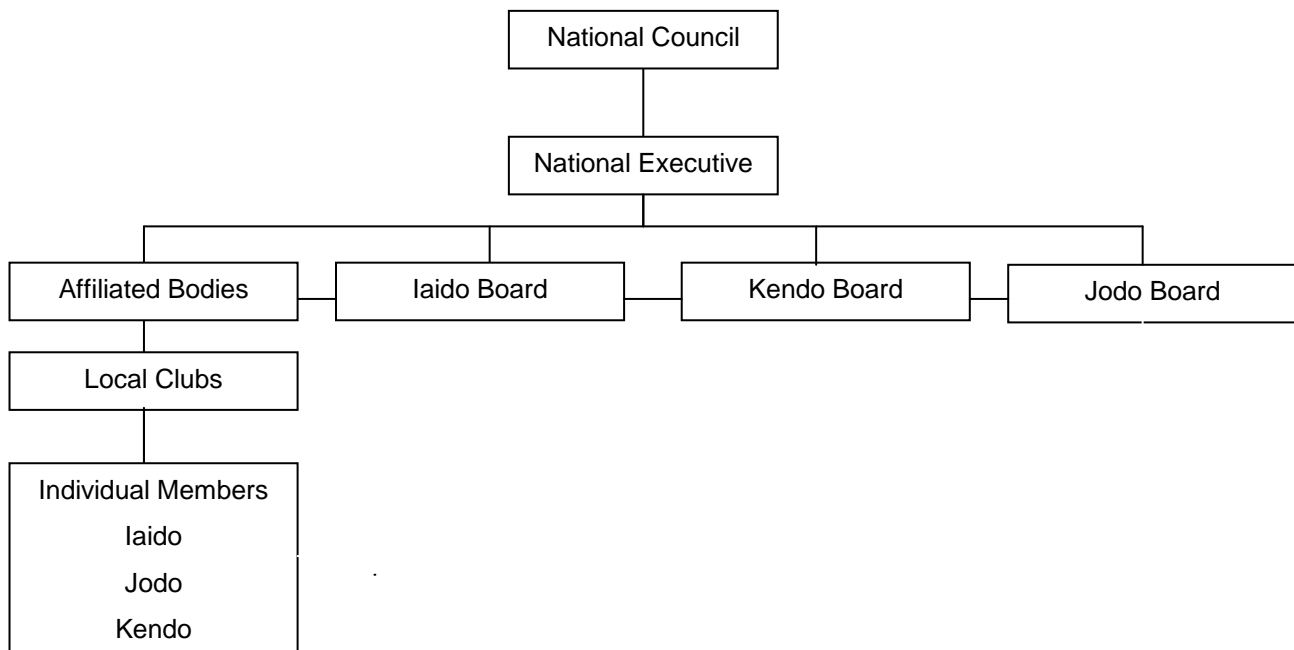
The Australian Kendo Renmei exists because there is a number of individuals who wish to study Kendo, Iaido and Jodo. These individual Members are grouped into Clubs, the Clubs are located in the various States or Territories, and each State or Territory has one delegate on the National Council. The Chairpersons of the Kendo, Iaido and Jodo Boards also sit on the National Council. The National Council is responsible for setting the long term direction of the Renmei, and ratifies recommendations of the Boards and the Executive.

The National Executive is responsible for the day to day administration of the Renmei on a National level and the implementation of Council decisions. The National Executive provides leadership and support for the Boards and the State Bodies.

The Boards are responsible for the administration and technical development of their respective Arts on an Australia-wide basis and are also subject to Council decisions.

The Clubs and State Bodies are responsible for both administration and technical development in their own areas.

#### 1.2.0.1 Structure Diagram



#### 1.2.0.2 Communication Channel

Generally, the communication flow from the AKR Executive Committee and AKR National Council to the members is -

1. Sent to the affiliated association by the AKR Secretary.
2. The affiliated association passes that on to their associated clubs.
3. The club then passes the communication on their members.

The reverse of that procedure is to be followed to communicate with the AKR Executive Committee and AKR National Council.

For example -

1. A member may provide or request information or make an application, which should be sent to their club.
2. The club passes that on to the affiliated association, with their recommendation or authorisation if such is required.
3. The affiliated association passes that on to the AKR Secretary along with any further recommendation or authorisation, on the information, application or request.

Communication can include, but is not limited to, such things as application to grade at AKR National and overseas Grading Examinations, appeals on eligibility issues, requests to replace lost Grading certificates and AKR policy clarification.

By following the above process all responsible entities are informed of issues that may concern their members.

### **1.2.1 National Council**

The National Council is the governing body of the Renmei. Their duties and membership are listed in the Constitution Article 5. It is the most important Committee within the AKR as it has direct representation of all Affiliated Bodies, with voting power based on membership numbers, and is the link nationally for all three arts.

All other bodies and committees within the AKR have limited direct representation of Affiliated Bodies in the decision making process and may not directly reflect the interests of such members.

### **1.2.2 National Executive**

The National Executive is responsible for the management and control of the Renmei. It consists of the four National Officers as detailed in Articles 6 and 7 of the Constitution. The National Executive is responsible to the National Council and must not act contrary to a resolution of the National Council.

### **1.2.3 Affiliated Bodies**

The National Council may by Special Resolution grant affiliation to the Renmei to any incorporated or unincorporated association or club in accordance with the rules covered in Article 4 of the Constitution. Each Affiliated Body has a Delegate on the National Council with voting power appropriate to that body's financial membership to the AKR and in accordance with rules specified in Article 5 of the Constitution.

Each Delegate is responsible for improving and developing policy for the advancement of their art on a State, National and International basis by recommending policy and procedures to the National Council for consideration and approval ensuring their members views are reflected accurately as possible.

### **1.2.4 Boards**

The Kendo Board, Iaido Board and Jodo Board consist of members elected from financial AKR members within those arts in compliance with Article 8 of the Constitution. The purpose of each Board is to pursue the development of their art on a National basis by giving assistance to the Affiliated Bodies as required. They are responsible to the National Council for carrying out the policies approved at the National Council Meetings.

Each Board is responsible for improving and developing policy for the advancement of their art on a National and International basis by recommending policy and procedures to the National Council for consideration and approval. The Chairman of each Board is a member of the National Council.

### **1.2.5 Funding**

The Iaido, Kendo and Jodo Boards are allocated funds by a decision of National Council.

At the end of each board's three year funding allocation period all and any unspent part of that board's allocation (Unspent Allocation) is returned to general funds and:

- (a) the Unspent Allocation will be added to the next planned allocation to the incoming board;  
and
- (b) the outgoing board must, at the end of the outgoing board's term, provide the national council and the incoming board with a plan for the intended spending of the Unspent Allocation.

## **1.3 Directory**

A directory of all Committee members and their contact details are listed in the Annex Section.

1.3.0 Introduction

1.3.1 Main Contacts

1.3.2 Executive Committee

1.3.3 State Bodies

- 1.3.4 Kendo Board
- 1.3.5 Iaido Board
- 1.3.6 Dojo List
- 1.3.7 Alphabetical List

### **1.3.0 Introduction**

This Directory should contain the contact details for all bodies involved in the administration of Australian Kendo.

The usefulness of this Directory depends very heavily on all bodies listed conscientiously updating the information in it whenever there is a change.

Any changes should be notified to the people listed in section 1.3.1 Main Contacts, and these people will be responsible for notifying their members.

Updated copies of the Directory will be issued once per year, in the September/October period, which will contain all changes made through the previous year.

State Bodies will be expected to supply updated information each June to enable this to happen.

### **1.3.1 Main contacts**

This list is updated and distributed regularly by the AKR Secretary, to State Delegates, National Council members and State Associations.

### **1.3.2 Alphabetical List**

This section could be an alphabetical list of all those people listed in the previous sections of the directory. To be developed.

## **1.4 Membership Policies for Competition and Grading Examination Eligibility**

### **1.4.1 Competition**

Only life members and affiliate members whose membership fee and the relevant art fees have been received by the AKR are eligible to participate in AKR National Competitions.

A member whose fees have not been received prior to the 31st of November is ineligible to participate in AKR National Competitions held in that membership year.

All competitors must be an Australian Citizen or a Permanent Resident of Australia.

Overseas based competitors, or members who are not an Australian Citizen or a Permanent Resident of Australia may compete in AKR international goodwill competitions.

### **1.4.2 Grading Examinations**

Only life members and affiliate members whose membership fee and the relevant art fees have been received by the AKR are eligible to be examined at AKR Grading Examinations.

All AKR life members and affiliate members must maintain continuity of training and membership for the entire period between grades and complete the total time-in-grade as specified in the time-in-grade regulations in para. 2.3.3 in Section 2, para. 3.3.3 in Section 3 and para. 4.3.3 in Section 4 of the AKR Manual of Documents. After an interruption to the continuity of their training and AKR membership, a Dan graded life member or former affiliate member who wishes to apply to be examined for their next grade, must –

1. Renew their AKR membership.
2. Pay back fees where appropriate.
3. Train continuously for more than 12 months.
4. Complete the total time-in-grade as specified above.
5. If requested, supply proof of continuity of the above training and membership criteria.

In addition all other Grading application criteria and rules relative to the grade applied for must also be met.

### **1.4.3 Appeals**

An AKR life member and affiliate member who wishes to apply to be examined for their next grade, despite not maintaining regular membership and continuity of training as specified above, may lodge an appeal via their relevant affiliated association.

The application must show exceptional circumstances to justify such an appeal.

If the affiliated association considers that the circumstances are exceptional and justified, the AKR National Council Delegate or President of the relevant affiliated association may submit the members' appeal accompanied with the affiliated associations recommendation and reasons for consideration of their members situation.

Appeals must be submitted in writing and sent to the Chair person of the relevant AKR Kendo, Iaido or Jodo Board.

The relevant Board will then consider and decide on the issue, then advise the AKR National Council Delegate or President of the relevant affiliated association of that decision.

If the member disagrees with such decision, the member may apply to the AKR National Council Delegate or President of the relevant affiliated association to send a written request to the AKR Secretary that the appeal be listed on the agenda to be considered at the next scheduled meeting of the AKR National Council.

## **1.5 Dan, Kyu Grading System and Shogo**

### **1.5.1 Authority to Conduct Grading Examinations**

Each State and Territory Affiliated association is authorised by the National Council to conduct four Kyu and two Dan Grading Examinations each membership year for each art. Refer to the respective Kendo, Iaido and/or Jodo Board manual for further details. In addition the Kendo, Iaido and Jodo Boards are to conduct a National Dan Grade Examination in conjunction with the National Championships.

Additional National Dan Grading Examinations should be conducted whenever the opportunity arises with visiting senior Sensei with the intention to assist members with their personal advancement within the ranks of the art they practise and the overall development on a State and National level.

### **1.5.2 FIK Rules**

Whenever possible the National Council should adopt the rules of the FIK providing they meet with the developing needs of the AKR at that point in time. Consideration must be given to the following criteria when accepting new rules for Grading Examinations.

- Can the Affiliated Bodies continue their development under the new rules e.g. can they still maintain a Grading Examination Panel?
- Are the new rules manageable by the AKR Executive?
- What ramifications do the new rules have on all Affiliated Bodies – particularly the smaller groups?
- Only apply the rules to the art specified – do not apply them across all arts – as the development requirements are different.
- The relevant Board should first provide recommendations to the National Council for consideration before a decision is made.

### **1.5.3 AJKF Rules**

The AJKF rules may vary from the FIK Rules for Grading. Members undergoing examination under the AJKF may have to first comply to their rules for examination.

### **1.5.4 AKR Standard Rules for Dan and Kyu Examinations**

The AKR Standard Rules for Dan and Kyu Examinations are contained in an appendix to this manual.

The AKR technical guidelines and criteria for examination are detailed in each relevant section of this manual. The Boards assist in presenting recommendations for policy changes to the National Council, policy is then determined by the National Council, managed by the AKR Executive and enforced by the Affiliated Bodies.

### **1.5.5 Application to Grade**

Before members undergo a Grading Examination, they are required to fill in a Grading Application Form and submit it to the examining body with the correct examination fee for the grade being attempted, prior to the closing time for Grading applications.

The following procedural steps are to be followed.

- A Grading Application Form is to be completed by the applicant.
- The form is to be authorised and signed by the senior instructor of the applicants club or dojo.
- The form is then sent to the applicants affiliated state or territory association for further approval and signing.
- The form is then submitted by the applicants affiliated state or territory association with the examination fee, to the AKR or the examining body, when final eligibility checks will be conducted.
- In the case of an AKR National Grading an AKR Grading Application Form (appendix 6.8) must be completed and submitted.

The application component of the examination fee is retained by the Affiliated Association hosting the Grading.

The registration component of the examination fee is paid to the AKR to be held in the National funds and becomes income that is attributed to the relevant Board.

### **1.5.6 Registration of Results**

At the completion of the Grading, the results will be announced. Registration fees are required to be paid by this time, by successful candidates.

#### **1.5.6.1 Lodging of Registration**

A copy of the results together with the registration fees are to be received by the AKR Treasurer within thirty days of the date of the Grading examination.

#### **1.5.6.2 Treatment of late Registrations**

For Grading registration details and fees that are delivered to the AKR Treasurer more than thirty days after the date of a Grading examination, the AKR Executive Committee will impose a late fee of \$10 for each individual member.

#### **1.5.6.3 Issuing of AKR Dan Grade Certificates**

AKR Dan Grade Certificates are prepared by the AKR after the examination results and registration fee has been received by the AKR. This task is usually completed monthly, or as required. Completed certificates are then issued to the relevant affiliate or Board for distribution to the Members.

On the occasion of a National Grading, blank AKR Dan certificates may be supplied to the Examination organising Committee for preparation and awarding at the event.

## 1.5.7 Overseas Grading Examinations

### 1.5.7.1 Grading Examinations Conducted by the All Japan Kendo Federation (AJKF) or another FIK affiliated national organisation.

The AJKF application form for this purpose is available from the AKR website, the International Kendo Federation (FIK) or the AKR Secretary.

The following application procedure is to be followed.

The applicant must -

- Be a member of the AKR, who has maintained continuous training and membership and satisfies the eligibility criteria to attempt the Grading applied for.
- Complete all details on both an AKR and the examining organisations Grading Application Form, ensuring all details are complete, correct and are correctly signed. *(Note that some Examinations in Japan are not conducted by the AJKF, but by an affiliate. In such cases it is the applicants responsibility to source and complete the correct application form.)*
- Complete the steps in 1.5.5 above and send or deliver the forms with a photocopy of the current Dan certificate and a stamped self-addressed envelope to the AKR, to be received no later than three weeks (21 Days) prior to the examining organisations closing date for applications. The AJKF closing date is usually about six weeks prior to the date of the Grading exam, applicants are advised to check and confirm this detail well in advance.

Membership and current grade details must be checked and then confirmed by all signatories. The forms and the photocopy of the current Dan Certificate will also be checked for correctness by the AKR and must be authorised by the AKR President,.

Overseas national federations usually require a letter of permission to be provided by the applicants national federation. The application documents will be returned to the applicant with a letter of permission, so they may complete the application process.

Late applications will not be considered. *(Please note that some overseas Examinations have up to 1000 applicants and for such events, the applications are handled in a strictly controlled schedule.)*

The result of the Examination should be reported to the AKR, together with a copy of the Dan Certificate so that the AKR Register may be updated.

Grading Examinations at World Kendo Championships, as well as those held in Japan, are considered to be conducted by the AJKF, and are governed by their rules.

### 1.5.7.2 Grading Examinations Conducted by Other Countries.

Results of Examinations conducted by other FIK member countries are valid, providing the same application procedure is followed as detailed in para 1.5.7.1 and is accepted by the country concerned.

## 1.5.8 Foreign Candidates at Australian Grading Examinations

A foreign candidate should complete an AKR Grading Application and may be permitted to attempt a Grading examination conducted by the Australian Kendo Renmei if a letter is also provided from the President of their FIK affiliated body requesting permission for the person to attend the Examination. The letter must include the following information:-

- That the candidate is a current financial member of that body,
- When and where the candidate's current grade was obtained,
- A copy of the current Grading Certificate,
- A statement that the candidate has trained continuously for the required time

In the event the foreign candidate has commenced training in the arts governed by the AKR since arriving in Australia, without prior membership of another country, they should be treated as a normal AKR member and be currently financial within the AKR Affiliated Bodies.

## **1.5.9 Shogo**

### **1.5.9.1 Introduction**

“Shogo” is a Japanese system of titles, which in Kendo, laido and Jodo is complementary to the Kyu and Dan Grading System.

There are three levels, each with varying time, dan level and age pre-requisites:

Renshi - One year after receiving 6 Dan.

Kyoshi - Seven years after receiving Renshi; a minimum of thirty-one years old and 7 Dan.

Hanshi - Twenty years after passing an examination for Kyoshi; a minimum of fifty-five years old and 8 Dan.

An English language examination for the title of Renshi is now available to members of International Kendo Federation (FIK) affiliated organisations and is conducted by the All Japan Kendo Federation (AJKF) in Japan during May and November of each year.

The Australian Kendo Renmei (AKR) will submit recommendation/s to be examined for Renshi for the November examination only.

AKR members who may be candidates are selected according to the criteria, procedures and guidelines described below.

Candidates nominated by the AKR Kendo, laido and / or Jodo Boards are then invited to submit a written application and essay for examination. These are then authorised and submitted to the AJKF with a recommendation from the AKR President.

### **1.5.9.2 AJKF eligibilty criteria**

The criteria established by the AJKF for nomination are:

1. Those who received 6 Dan 12 months before the date of the AJKF Shogo Examination.
2. Those who have acquired a mastery of Kendo Jitsugi, laido or Jodo and its theory, and those with common sense in a social life.
3. Those who presently practice Kendo laido or Jodo regularly
4. Those who play a leading role in Kendo laido or Jodo society, and possess great discernment and live sound life.
5. Those who have attended the official seminars organised by the FIK and/or FIK affiliates.
6. Those recognised as having sufficient knowledge of Nippon Kendo Kata, laido or Jodo, Refereeing and Coaching methods and the competence for jitsugi, laido or Jodo that are necessary for Renshi.
7. Those whom the President of the organisation can guarantee as having sufficient knowledge and competence.

### **1.5.9.3 AKR eligibilty standard**

The eligibility standard for an AKR member to be considered by the Boards for recommendation to be examined for Renshi, are members who:

1. Are AKR members of good standing.
2. Received 6 Dan, more than 12 months before the date of the AJKF Shogo Examination.
3. Currently practice Kendo laido or Jodo regularly.

#### **1.5.9.4 AKR criteria for recommendation**

For members who have met all the above AJKF and AKR Eligibility Standards, the criteria for recommendation by the AKR to be examined for Renshi, are members who then fulfil all of the below:

##### Character

8. Are recognised to have an exemplary character.
9. Are recognised to possess great discernment and live a sound life.
10. Are recognised as having common sense in their social life.

##### Technical Ability

11. Have acquired a mastery of Kendo Jitsugi, Iaido or Jodo and its theory.
12. Are recognised as having the high level of competence for Kendo Jitsugi, Iaido or Jodo that is necessary for Renshi.
13. Are recognised as having a high level of skill and knowledge of Nippon Kendo Kata, Iaido or Jodo.
14. Are recognised as having a high level of skill and knowledge of Refereeing and Coaching methods.

##### Contribution

15. Currently and regularly practice the art of Kendo, Iaido or Jodo that is relevant to the consideration for Shogo recommendation.
16. Are recognised as providing a sound leadership role in the AKR Kendo, Iaido or Jodo community.
17. Are recognised as having made a significant contribution to the AKR.
18. Have regularly attended seminars organised by the AKR, AJKF, FIK and/or FIK affiliates.

##### Final approval

19. The President of the AKR can guarantee that the recommended members meet all the above criteria and can guarantee they have sufficient knowledge and competence.

#### **1.5.9.5 Guidelines for assessment by the AKR Kendo, Iaido and Jodo Boards**

In addition to the above criteria for recommendation, Boards will also consider the following points and any other relevant activities for each candidate in making their decision to nominate.

Those recommended by the Boards to be examined for Renshi are members who fulfil all of the below:

1. Have contributed to the continued skill development of club dan graded members at state and/or national level, particularly club instructors within their respective AKR affiliated association.
2. Have successful past and present involvement in leadership and development of instructors in their respective art at all clubs or dojos within their respective AKR affiliated association.
3. Assisted visiting senseis in conducting seminars for their respective AKR affiliated association.
4. Regularly attended and participated in annual national seminars and championships in a supporting role to visiting senseis of their respective art.
5. Participated in shinpan duties at state and national championships of their respective art.
6. Have attended and participated at state and national Grading Examinations when required by the relevant association and / or Board.

### **1.5.9.6 Procedures**

The following procedure will apply for AKR members:

1. The Kendo, Iaido and Jodo Boards will ask each Australian kendoka, iaidoka and jodoka of 6 Dan or above to nominate from among their number up to three persons from each art they think may be worthy of Kendo, Iaido or Jodo Renshi. Accompanying each nomination should be an outline of the reasons the person nominated is considered worthy of Renshi according to the above criteria. (end June).
2. A list of eligible members and their contact details, will be distributed to each eligible member, by the relevant Boards in order to commence the selection process.
3. Nominations to be received by the Boards (end July)
4. The Boards will examine the nominations and using the above criteria and the opinions of those making nominations, each Board may recommend no more than three members to the AKR President who should be invited to apply (mid August).
5. Any member of the Boards who are nominated as above will not be involved in this decision. If more than two members of a Board are so nominated, sufficient suitable persons shall be co-opted onto the Board for this purpose only.
6. The AKR President will advise the AJKF that Australia will be making nominations for Shogo to be considered at the November examination. (end August) The AJKF will then advise the AKR of the procedure and deadlines which apply. At the same time the AKR President will advise those who will be invited to apply.
7. Those selected to apply will be required to forward their applications to the AKR President according to the AJKF instructions (end September).
8. The AKR President will forward the applications to the AJKF according to the procedure set out in the AJKF letter (early October)
9. These dates will vary from year to year, actual dates as known will be advised in late June each year.
10. This procedure is based in part on the procedure set out in the AJKF letters on this topic. Any variation on that advice from the AJKF may require a change to these instructions on short notice.
11. Application and granting Shogo for Iaido and Jodo practitioners shall correspond with the preceding rules.

### **1.5.9.7 Candidate information to be provided**

The AJKF require a separate letter of recommendation from the AKR President for each candidate. That letter must include specific information, which is listed below. The Boards must arrange for that information to be provided and received by the President no later than the cut off date for the Boards recommendations to be received. Such information can be supplied by the Board or the applicant.

#### **INFORMATION REQUIRED FOR EACH NOMINATED CANDIDATE.**

A brief statement of how each candidate meets each of the AJKF Eligibility Criteria (1.5.9.2).

A brief statement of how each candidate meets each of the AKR Criteria for Recommendation (1.5.9.4).

A record of attendance at official FIK and FIK affiliate seminars, AKR seminars, in particular where an AJKF delegation have attended as instructors.

## **1.6 Register**

### **1.6.0 Introduction**

The register is a list of all members of the AKR. These records go back to 1989 when this information began to be collected. For each member, a number of items of information are collected including personal identifying information, membership history, and Grading history. Sources of information include that supplied by the member on joining or on request, annual membership renewal forms, and Grading results sheets. This information reaches the AKR via the

State Body and Club administrations. The accuracy and usefulness of the Register obviously depend on the diligence of State and Club administrators in supplying and updating this information. The AKR Secretary is responsible for maintaining the register.

#### **1.6.1 Individual Record**

A copy of the individual Record kept for each member is attached (to be submitted).

#### **1.6.2. Form of the Register**

The Register consists of all the individual Records of all members kept in three sections;

1. Current Year's List consisting of renewals from last year plus new members. Records are added to this list as membership fees are received from the State Bodies. These Records are updated as results of Grading Examination held during the year are registered.
2. Last Year's List consisting of records for all those members for whom membership fees were received for that year.
3. "Lapsed" List consisting of records for those members for whom membership fees were not received. These Records are what is left from the 'Last Years' Lists after all the renewals are taken out.

Copies of all Grading Results, Membership renewals and New Members information as received from the State Bodies are also retained.

## 1.7 Fee Structure

### 1.7.0 Introduction

The Membership Fees and the Grading Registration Fees are the major source of funds for the Renmei and are set by the National Council, usually at the recommendation of the National Executive. The Membership fees consist of a Membership Fee plus a separate Board Levy for each art practised.

Each Affiliated Body is required to send all monies collected on behalf of the AKR to the AKR Treasurer within 30 days of collecting it. Membership fees are due on the 1<sup>st</sup> July each year.

All fees paid by 31st July will gain a 10% refund or rebate to the Affiliated Body.

### 1.7.1 Membership Fees

Annual Membership:

- Ordinary Affiliate Member (Adult): \$20 per year.
- Junior Affiliate Member (\*\* See note): \$10 per year.
- Kendo, Iaido & Jodo Board Levy: \$10 per member per each art practised.

\*\* "Junior Affiliate Member" means a financial member of an Affiliated Body who is younger than sixteen (16) years of age or whose sixteenth (16th) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

Note: A half year fee exists for members commencing training and joining their club after January each year for the first time only.

Half Annual Membership:

- Ordinary Affiliate Member (Adult): \$10
- Junior Affiliate Member (\* See note): \$5
- Kendo, Iaido & Jodo Board Levy: \$10 per member for each art practised.

### 1.7.2 Grading Fees

Grading Examinations involve two separate fees - the Grading Application Fee and the Grading Registration Fee.

#### 1.7.2.1 Grading Application Fees:

- payable before the member attempts a Grading Examination.
- retained by the body (either the AKR or an Affiliated Body) conducting the Examination.
- set by the AKR as follows:-

	<b>Senior</b>	<b>Junior (** See note):</b>
<b>All Kyu Grades</b>	\$10.00	\$5.00
<b>Dan Grades</b>		
1 Dan	\$25.00	1 Dan \$10.00
2 Dan	\$30.00	2 Dan \$15.00
3 Dan	\$35.00	
4 Dan	\$40.00	
5 Dan	\$45.00	
6 Dan	\$55.00	
7 Dan	AKR does not examine for 7 dan	

#### 1.7.2.2 Grading Registration Fees:

This fee enables the formal Registration of the result of an Examination and is set by the AKR as follows:-

	<b>Senior</b>	<b>Junior (** See note):</b>
<b>All Kyu Grades</b>	\$20.00	\$10.00
<b>Dan Grades</b>		
1 Dan	\$35.00	1 Dan \$20.00
2 Dan	\$45.00	2 Dan \$30.00
3 Dan	\$55.00	
4 Dan	\$75.00	
5 Dan	\$100.00	
6 Dan	\$150.00	
7 Dan	AKR does not examine for 7 dan	

\* is payable immediately after successfully completing a Grading Examination and must be forwarded to the AKR Treasurer along with the results within 30 days after the Examination.

## **1.8 AKR endorsement of publications**

The National Council of the AKR (or delegates appointed by the council, be they individuals or members of a technical board) examine any publication submitted to the AKR requesting official endorsement of the publication by the AKR.

That the author of the publication may object to an examiner on the grounds of personal or other perceived bias. Another examiner of similar qualification and standing will be selected as replacement.

After a period of no more than one month from commencement of the examination, a report be tendered to the Secretary of the AKR indicating whether the application should be approved or rejected and giving reasons for that recommendation.

That report then be circulated to the members of the National Council of the AKR for acceptance by e-vote according to standing voting policy.

Further:

That members of the National Council of the AKR, the AKR Executive and the Art Boards be held to a higher standard in this regard, in that any such person may freely state their affiliation and position as long as either permission for endorsement is sought and received or a declaration that the publication is personal view and does not represent the official view of the organisation is included at the beginning of the publication.

## 1.9 Record of Amendments to the Constitution:

It is important all changes to the Constitution are recorded and the reason for the changes is also recorded so that future National Council members can fully understand the intent of the changes.

The following eight changes were approved by the National Council on 2<sup>nd</sup> April, 1999.

Amendment 1:

Amend para 7.3 to read:

7.3 The positions of the National Officers must be filled by elections conducted at the annual general meetings held during 1997 and at every third year thereafter.

Reason: Previous change made in 1996 at National Council meeting, approved and implemented but updated Constitution not forwarded to National Council Delegates and Affiliated Bodies.

Amendment 2:

Delete whole para 7.13 and amend index to reflect change:

7.13 The National Officers immediately prior to the incorporation of the Renmei continue in office as if they had been elected under these rules.

Reason: No longer valid to the constitution

Amendment 3:

Amend para 8.2 to reflect the following:

8.2 The positions on the Kendo Board (other than that of the National Director of Kendo Coaching) must be filled by elections conducted at the meetings held in accordance with rule 8.17 during 1997 and every third year after. All Ordinary, Affiliate Members who are members of an Affiliated Body representing kendo exponents are eligible for election to these positions.

Reason: Previous change made in 1996 at National Council meeting, approved and implemented but updated Constitution not forwarded to National Council Delegates and Affiliated Bodies.

Amendment 4:

Amend para 8.4 to reflect the following:

8.4 The positions on the Iaido Board (other than that of the National Director of Iaido Coaching) must be filled by elections conducted at the meetings held in accordance with rule 8.20 during 1997 and every third year after. All Ordinary Affiliate Members who are members of an Affiliated Body representing Iaido exponents are eligible for election to these positions.

Reason: Previous change made in 1996 at National Council meeting, approved and implemented but updated Constitution not forwarded to National Council Delegates and Affiliated Bodies.

Amendment 5:

Amend para 8.6 to reflect the following:

8.6 The positions on the Jodo Board (other than that of the National Director of Jodo Coaching) must be filled by elections conducted at the first meeting held in accordance with rule 8.23 and every third year thereafter. All Ordinary Affiliate Members who are members of an Affiliated Body representing jodo exponents are eligible for election to these positions.

Reason: It is proposed to hold the first Election for a Jodo Board in Year 2000 and re-election to be held on the same year and period as the kendo and Iaido Boards to maintain continuity with other AKR elections.

Amendment 6:

Amend para 8.12 (e) to read:

(e) assist and liaise with the Affiliated Bodies, when requested, in the control, supervision and conduct of all kendo Gradings conducted by Affiliated Bodies on behalf of the Renmei; and

Reason: The Board should be an Advisory Board to the Affiliated Bodies and to offer advice and assistance when and where necessary on such matters without imposing their will over the Affiliated Body who has an independent Constitution and membership. Any member outside of the Affiliated Body who is a member of another Affiliated Body has no direct power to interfere with the other bodies development and membership requirements. A member of a Board is not required to hold any relevant technical experience or Grading level to be a member of the Board when elected. To enable such a Board to wield power and influence on the progressive development of another Affiliated Body can and will eventually destroy the objectives of the AKR. The National Council is the only body with representation of all Affiliated Bodies and all approval required for influencing Affiliated Bodies should be approved at the National Council level to ensure all have equal opportunity in the decision making process.

Amendment 7:

Amend para 8.13 (e) to read:

(e) assist and liaise with the Affiliated Bodies, when requested, in the control, supervision and conduct of all Iaido Gradings conducted by Affiliated Bodies on behalf of the Renmei; and

Reason: as for 8.12 (e)

Amendment 8:

Amend para 8.14 (e) to read:

- (e) assist and liaise with the Affiliated Bodies, when requested, in the control, supervision and conduct of all jodo Gradings conducted by Affiliated Bodies on behalf of the Renmei; and

Reason: as for 8.12 (e)

This concludes all agreed amendments for 2<sup>nd</sup> April, 1999.

The following six special resolutions were passed by the National Council on 29<sup>th</sup> March, 2002.

In all six Special Resolutions, the text that was removed, is shown as ~~struckthrough~~ with the additions shown as underlined.

### **SPECIAL RESOLUTION 1, TO AMEND CLAUSE 5.7.**

This amendment was intended to clarify the cut off dates used to calculate the number of State Delegates votes, without affecting the formula to calculate vote numbers.

- 5.7 The number of votes which may be exercised by the delegate of an Affiliated Body at meetings of the National Council is determined by the number of Affiliate Members in relation to which that Affiliated Body has paid affiliation fees to the Renmei ~~on or before the preceding 31 December for the Membership Year which included~~ for the current Membership Year.

For a meeting of National Council that is held between October and December, inclusive, the number of votes which may be exercised by the delegate of an Affiliated Body is determined by the number of Affiliate Members in relation to which that Affiliated Body has paid affiliation fees to the Renmei on or before the preceding 30 September.

For a meeting of National Council that is held between January and June, inclusive, the number of votes which may be exercised by the delegate of an Affiliated Body is determined by the number of Affiliate Members in relation to which that Affiliated Body has paid affiliation fees to the Renmei on or before the preceding 31 December.

The number of votes which may be exercised by the delegate of an Affiliated Body at meetings of the National Council is calculated in accordance with the following:

### **SPECIAL RESOLUTION 2, TO AMEND CLAUSE 7.3.**

This clause covers the election of National Officers. The intention of the proposal was to provide for nominations to be received by the Secretary, prior to the election, while allowing for nominations on the day if no nominations for a particular position are received prior to the election. If only one nomination is received for a position prior to the meeting, then that nominee is deemed to be elected.

- 7.3 (a) The positions of the National Officers must be filled by elections conducted at the annual general meetings held during 1997 and at every third year thereafter.

(b) Nominations of candidates for election as National Officers of the Renmei:

(i) must be made in writing, signed by two Ordinary Affiliate Members of the Renmei and accompanied by the written consent of the candidate; and

(ii) must be delivered to the Secretary of the Renmei not less than 30 days before the date fixed for the holding of the annual general meeting.

(c) If only one nomination is received for a position, the person so nominated is deemed to be elected to that position.

If no nominations are received for a position, nominations will be received for that position at the annual general meeting.

### **SPECIAL RESOLUTION 3, TO AMEND CLAUSE 8.1.**

This amendment was intended to alter what is probably a typographical error.

- 8.1 The Kendo Board, the Iaido Board and the Jodo Board of the Renmei are committees each of which consists of:

### **SPECIAL RESOLUTION 4, TO AMEND CLAUSE 8.23 (A).**

This amendment was intended to alter what is also probably a typographical error. The clause refers to the activities of the Jodo Board.

8.23 During each calendar year the Jodo Board must convene a meeting open to all Ordinary Affiliate Members:

- (a) who are members of an Affiliated ~~Board~~ Body representing jodo exponents; and

#### **SPECIAL RESOLUTION 5, TO AMEND CLAUSE 11.**

This clause describes the classes of Affiliate Membership. This proposal was not intended to change the existing understanding or practice, but to further define the meaning of " Affiliate Membership". It was intended to define that a member is only a member if their fees have been paid to the AKR for the current year.

"Junior Affiliate Member" means a financial member of an Affiliated Body who was 16 years of age at the start of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

"Ordinary Affiliate Member" means a financial member of an Affiliated Body who is not a Junior Affiliate Member and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

#### **SPECIAL RESOLUTION 6, TO AMEND CLAUSE 4.7.**

This amendment was intended to clarify the Affiliated Association Membership of a State or Territory Renmei.

4.7 The New South Wales Kendo Association Incorporated, ~~the Sydney Iaido Club~~, the Victorian Kendo Renmei Incorporated, the West Australian Kendo Renmei (Inc.), Queensland Kendo Renmei incorporated, ~~the Australian National University Kendo Club~~ Australian Capital Territory Kendo Renmei, ~~and the South Australian Kendo Association~~ and the Tasmania Kendo Renmei (Inc) are deemed to have been granted affiliation to the Renmei under rule 4.1 ~~on the date of the incorporation of the Renmei.~~

This concludes the amendments made on 29<sup>th</sup> March 2002

#### **SPECIAL RESOLUTION 6, TO AMEND CLAUSE 11.1**

The following Special Resolution was passed by National Council on 25<sup>th</sup> of March, 2005. The intention of the change was to clarify the description of a Junior Affiliate member.

#### **RESOLUTION:**

To add the words that are underlined and to remove the words that are struckthrough in the AKR Constitution, so as to read -

11. *INTERPRETATION*

11.1 ...

Junior Affiliate Member" means a financial member of an Affiliated Body who was 16 years of age or younger on the first day at the start of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

This concludes the amendments made on 25<sup>th</sup> March 2005.

#### **SPECIAL RESOLUTION 7, TO AMEND CLAUSE 2. 9 October 2005**

"To add the below underlined sentence to clause 2 (Objects) of the AKR Constitution to comply with requirements of the Tax Act".

- (f) The assets and income of the Renmei shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Renmei except as bona fide compensation for services rendered or expenses incurred on behalf of the Renmei.

#### **SPECIAL RESOLUTION 8, TO AMEND CLAUSE 9.5. 9 October 2005**

To add the below underlined sentence, to clause 9.5 of the AKR Constitution to comply with requirements of the Tax Act.

9.5 The National Council may by Special Resolution at any time determine in accordance with section 53 of the Act how any surplus property is to be distributed in the event that the Renmei is wound-up. Funds that remain after such dissolution and the satisfaction of all debts and liabilities, shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

**SPECIAL RESOLUTION 9 TO AMEND CLAUSE 5.6. 14th April 2006.**

To add the below underlined words to clause 5.6 of the AKR Constitution.

The proposed amendment by Special Resolution to alter the AKR Constitution with the addition of the words underlined. If adopted, this will then reflect what has actually been happening over the past three years and will be in line with current practices.

"5.6 The Chairman of the Kendo Board, the Chairman of the laido Board and the Chairman of the Jodo Board or their Delegate may each exercise 1 vote at meetings of the National Council."

**SPECIAL RESOLUTION 10 TO AMEND CLAUSE 11 10 December 2007.**

The motion was passed to modify the wording of section 11 of the Rules of the Australian Kendo Renmei Incorporated from the form demonstrated in the paragraph "Current wording" below to the form demonstrated in the paragraph "Proposed wording" below.

**11. INTERPRETATION**

Current wording

"**Junior Affiliate Member**" means a financial member of an Affiliated Body who was 16 years of or younger on the first day of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

Proposed wording

"**Junior Affiliate Member**" means a financial member of an Affiliated Body who is younger than sixteen (16) years of age or whose sixteenth (16<sup>th</sup>) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.