



EUROPEAN KYUDO FEDERATION CONSTITUTION

1. PREAMBLE

- 1.1. It is recognised that signature of this document does not alter the status of each party within the European Kyudo Federation but such signature indicates the date upon which the terms of this amended constitution is to take effect.
- 1.2. We, the undersigned, being the President of our respective Kyudo Federations, all declare that we are fully empowered by the membership of those Federations in this respect, do sign this document to indicate our Federation's agreement to the terms herein contained and to be bound by the contents thereof. It is further recognized that this document reflects the original constitution of 1980 and the amendments made to it in the intervening period.

2. NAME

- 2.1. The name of the Organisation shall be The European Kyudo Federation and shall be abbreviated to "EKF", in Japanese, Oshu Kyudo Renmei".

3. HEADQUARTERS

- 3.1. The Headquarters and the official address of the EKF shall be at the domicile of the incumbent Chairperson or at such other address as the EKF may in general meeting determine.

4. LANGUAGE

- 4.1. The official language shall be English. Technical terms shall be in Japanese written in the Roman alphabet. Documents and information, not originated by the EKF may be circulated even if written in other languages.

5. AIMS AND OBJECTIVES

- 5.1. The EKF is a non-political and amateur organisation, its sole objective being to promote and encourage the knowledge and the practice of Kyudo in the European countries as accepted by the All Nippon Kyudo Federation, irrespective of nationality, race, religion, disability, sex or, other differences.

- 5.2. In pursuance of this objective the EKF aims:-
- 5.3. To strengthen the bonds of friendship between members and Kyudo practitioners throughout the world;
- 5.4. To organise or host seminars and examinations led by representatives of the ANKF as well as other international Kyudo Events;
- 5.5. To keep records of all graded Kyudo practitioners. Grading shall be considered valid for the EKF only if sanctioned by the ANKF;
- 5.6. To co-ordinate and disseminate information received from the ANKF between members.

6. MEMBERSHIP AND ASSOCIATE MEMBERSHIP

- 6.1. Members of the EKF are the National Federations of Amateur Kyudo practitioners of European Countries. Each national federation shall be the governing body in its respective country and the EKF will only recognise one national federation per Country.
- 6.2. From 2010 a prospective member shall complete a period of 2 years as an Associate member before becoming eligible to apply for full membership.
- 6.3. In order to obtain the status of Associate member a the National Federation of the Applicant Country shall:
 - 6.3.1. Be nominated by the Member country of the EKF who is the supervising country responsible for the candidate country;
 - 6.3.2. Provide confirmation in writing of;
 - 6.3.2.1. The date of the Applicant Federation's establishment;
 - 6.3.2.2. The amateur status of the Applicant Federation and its members;
 - 6.3.2.3. A copy of the Applicant Federation's constitution in English, such Constitution must reflect the EKF Constitution and must conflict with the same;
 - 6.3.2.4. Evidence of ANKF practice;
 - 6.3.2.5. Information on graded members (if any), numbers, and groups/dojos;
 - 6.3.2.6. Membership or process of application for membership to National sports organizations (optional).

- 6.4. Upon completion of the 2 year period of Associate membership, prospective members shall apply to the President.
- 6.4.1. A prospective member shall supply to the EKF details of its membership and the grades held by those members together with an English language version of the prospective Member's Constitution.
- 6.4.2. A prospective member shall further supply to the EKF details attendance by its members at EKF seminars and gradins during the 2 year period of Associate membership.
- 6.5. An Associate member shall not have voting rights within the Assembly
- 6.6. Each prospective member shall be proposed and seconded by other EKF members.
- 6.7. Acceptance of a new member is subject to the approval of the Assembly.
- 6.8. Upon acceptance into the EKF the President of the new member will sign and date the EKF constitution to signify acceptance of the terms herein contained and to be bound by the contents thereof.
- 6.9. The Constitutions of the EKF members should not conflict with the terms set out herein.
- 6.10. The EKF shall keep a copy of the constitutions of each of the members in the EKF archives and members should submit amended copies of their constitutions after any amendment.
- 6.11. Members of the EKF shall pay annual fees as agreed by the Assembly. Associate Members shall pay half this amount. Non-payment of fees after a reminder and a period of 6 months without reply shall be grounds to consider expulsion.

7. OFFICES

- 7.1. All offices of the EKF are honorary.
- 7.1.1. The President
- 7.1.2. Members may nominate candidates. Nomination must be submitted to the president no later than four weeks before the date of the meeting in writing. Nominations must include a personal profile of the candidate.
- 7.1.3. The term of office will be for 2 years. The President may be elected.
- 7.2. Duties of the President
- 7.2.1. The President shall:-
- 7.2.1.1. Represent the EKF;

- 7.2.1.2. Submit any matters to the Assembly for its decision;
- 7.2.1.3. Call meetings of the Assembly by notice thereof not less than 3 months in advance; such meetings are to be held, where possible, in connection with international events organised by the EKF;
- 7.2.1.4. Be responsible for the archives of the EKF entrusted to, or generated by his administration;
- 7.2.1.5. Render accounts at the end of each year.
- 7.2.1.6. Communicate to all members the results of votes and take all necessary steps to execute decisions.

7.3. The President may:-

- 7.3.1. Request the co-operation of one or several presidents or representatives of member federations to supply advice or help for specific questions to be decided or tasks to be carried out. Such persons will not constitute an official body but only a task force for that specific purpose.

7.4 The Vice President

- 7.4.1. The term of office will be for 2 years to run concurrently with that of the President. The Vice President may be elected.
- 7.4.2. The Vice President will support the President in the carrying out of the President's duties and will carry out those same duties in the President's absence.

7.5 The Secretary

- 7.5.1 The term of office will be for 2 years to run concurrently with that of the President. The Secretary may be re-elected.
- 7.5.2 The Secretary will act under the president's responsibility and support the EKF administration. The Secretary shall not be an official of the EKF;

7.6 The Treasurer

- 7.6.1 The term of office will be for 2 years to run concurrently with that of the President. The treasurer may be re-elected.
- 7.6.2 The Treasurer will act under the president's responsibility and support the EKF financial administration. The Treasurer keep the accounts and render the account, the balance sheet and the budget in a financial statement at the end of each fiscal year which start on 1 April and ends on 31 March. The treasurer shall not be an official of the EKF;

7.7 The Auditor

7.7.1 The term of office will be for 2 years to run concurrently with that of the President. The Auditor may be re-elected.

7.7.2 The Auditor will examine the accuracy of recorded financial transactions. The Auditor will verify that processes are functioning as planned, and that the financial statement produced by the Treasurer reflects its operational and financial results. The Auditor will issue a report on the financial statement. The treasurer shall not be an official of the EKF;

7.8 The EKF Taikai-Coordinator

7.8.1 The term of office will be for 2 years to run concurrently with that of the President. The EKF Taikai-Coordinator may be re-elected.

7.8.2 The EKF Taikai Coordinator will be in charge of the EKF Taikai.

7.9 The Board

7.9.1 The President, the Vice-President, the Secretary and the Treasurer will form the board of the EKF.

7.9.2 The President of the EKF shall preside over the Board.

7.9.3 The meetings of the board shall be call by the President. In case of vote including email vote, each member of the board has one vote. In the case of parity the vote of the President will prevail.

8. The Shidoiinkai

8.1. The shidoiinkai is a committee of senior level practitioners within the EKF. It is not a political or a national representative body. Members of the shidoiinkai are at least holder of the title of a kyoshi. Members of the shidoiinkai will insure the keeping of the standards of ANKF Kyudo by leading and teaching at regional EKF seminars and taikai and advising the EKF in practice of kyudo (standardization of practice, teaching and learning).

9. The Assembly

9.1. The governing body of the EKF will be called the Assembly. Every member of the EKF will elect no more than 2 delegates to the Assembly. Notwithstanding the number of delegates, each member will be entitled to vote. Guests may be admitted to Assembly meetings by vote.

- 9.2. The Assembly will decide all matters of ordinary and extraordinary character, approve and discharge the actions of the Board including the financial statement and shall elect the President and Vice President.
- 9.3. The President of the EKF shall preside over the Assembly. In the case of absence the Vice President shall preside, and in the case of his/her absence the Assembly will elect a chairperson.
- 9.4. Ordinary meetings of the Assembly will be called annually by notice given by the President at least 3 months in advance.
- 9.5. Extraordinary meetings may be called at 3 months' notice by the President or by two thirds of the membership.
- 9.6. The vote of a member may be cast by proxy, but no delegate may carry more than one proxy vote.
- 9.7. The Assembly shall determine the time allowed for the receipt of voting when a postal vote is required.

10. MEETINGS

- 10.1. Meetings of the Assembly shall be valid at first call with the majority of the members represented either by delegation or by proxy. It is recognized that the quorum may be dictated by the nature of the issues set out in the agenda.
- 10.2. The Assembly shall decide issues by the following voting requirements:
 - 10.2.1. By a simple majority on ordinary matters;
 - 10.2.2. By a majority of two thirds on extraordinary matters.
 - 10.2.3. In the case of parity the vote of the President will prevail. In the case of a postal vote the vote of the President will only prevail after the votes of all members have been received.
- 10.3. The agenda for meetings of the Assembly will be formulated by the President and any permissible matter will be entered either:
 - 10.3.1. On the initiative of the President; or
 - 10.3.2. At the request of a member.
 - 10.3.3. All motions and proposals to be included in the agenda must be submitted to the president no later than four weeks before the date of the meeting in writing the request of a member.

11. EXPULSION

- 11.1. The Assembly may expel a member for breaking the statutes or for acting in a way that is against the aims of the EKF or tends to harm it. This will be treated as an extraordinary matter.

- 11.2. Before any such member may be expelled the President must give them 3 months' notice to attend the Assembly meeting at which the matter is to be decided and must inform the said member of the complaints made against them.
- 11.3. No member may be expelled without the opportunity to appear before the Assembly and answer the complaints against them.
- 11.4. The meeting of the Assembly on such a matter will be valid at first call with the majority of members. The Assembly will be called only once. In case the Assembly is not valid or accepted at first call, the President will ask the decision of the Assembly by postal vote.
- 11.5. Application for re-admission may be made to the President at any time if supported by at least 1 other member and the earliest that this application will be considered will be the next meeting of the Assembly. Re-admission shall follow the same procedure as the expulsion procedure.

12. DISSOLUTION

- 12.1. In the event of the following:
 - 12.1.1. If at any time the EKF shall pass, in a special general meeting convened for the purpose, by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution of its intention to dissolve;
 - 12.1.2. The President will discharge all debts and liabilities of the EKF and render the accounts with any balance left divided equally among the members, and thereupon the EKF shall for all purposes be dissolved.

Signed by the Representatives of Member of the EKF

Austria (Österreichischer Kyudo Verband)
Belgium (Zen Belgian Kyudo Renmei)
Czech Republic (Česká Kjúdó Asociace)
Croatia (Kyudo Savez Hrvatske)
Denmark (Dansk Kyudo Forbund)
Finland (Suomen Kyudoliitto)
France (Fédération Française de Kyudo Traditionnel)
Germany (Deutscher Kyudo Bund e.V.)
Hungary (Magyrorszagi Kyudo Szövetseg)
Iceland (Islenska Kyudofélagid)
Italy (Associazione Italiana per il Kyudo)
Latvia (Latvian KyudoAsociacija)
Lithuania (Lietuvos Kyudo Federacija)
Luxemburg (Zen Luxemburgish Kyudo Renmei)
Netherlands (Kyudo Renmei Netherlands)
Norway (Norges Kyudo Forbund)
Poland (Polskie Stowarzyszenie Kyudo)
Portugal (Associação Portuguesa de Kyudo)
Romania (Asociatia Romana de Kyudo)
Portugal (Associação Portuguesa de Kyudo)
Russia (IPO “Kyudo Federation”)
Spain (Asociacion Española de Kyudo)
Sweden (Svenska Kyudo Forbund)
Switzerland (Association Helvétique de Kyudo)
Great Britain (United Kingdom Kyudo Association)