

BY-LAWS
OF
SHUFU JUDO YUDANSHAKAI
(Capitol Black Belt Association)

Article I

Admission of Applicant Member Affiliates

- Section 1. The Board of Directors and the officers of the Yudanshakai rule upon the qualifications of any group applying for affiliation with this Yudanshakai. In the event that the applicant is declared properly qualified, then such applicant will be admitted as an affiliate of this Yudanshakai.
- Section 2. Any affiliate that has paid such club dues as shall be prescribed by the officers of the Yudanshakai, in conformity with the requirements of the United States Judo Federation, and that has one or more members who are Black Belt grade holders properly registered with the Yudanshakai, shall be deemed a Judo Club entitled to vote for members of the Board of Directors.

Article II

Fees

- Section 1. Each judo affiliate will pay such annual club dues as may be required and will encourage and assist its individual members to become members of the United States Judo Federation and of Shufu Judo Yudanshakai. Each Black Belt grade holder and each nonvoting and associate member shall transmit annual dues to either the United States Judo Federation or Shufu Judo Yudanshakai, in the amounts and according to the procedures established by the United States Judo Federation and the officers of Shufu Judo Yudanshakai.
- Section 2. Dues shall be payable on either an annual or a fiscal year basis, as prescribed by the United States Judo Federation.
- Section 3. All dues made payable to the Yudanshakai will be recorded by the Treasurer and deposited by him or her for use as specified by the United States Judo Federation and for Shufu Judo Yudanshakai business as directed by the officers and the Board of Directors. The portion returned to the Yudanshakai by the United States Judo Federation of any dues made payable to the United States Judo Federation will be recorded by the Treasurer and deposited by him or her for Shufu Judo Yudanshakai business as directed by the officers and the Board of Directors. Complete records of receipts and disbursements of all monies will be kept by the Treasurer and will be made available by him or her to any voting member who desires to inspect them.

- Section 4. A nationally prescribed portion of the collected dues shall be forwarded to the United States Judo Federation annually or more frequently as required. Concurrent with transmission of dues, the Treasurer will transmit a list containing the names and Judo ranks of the Yudanshakai's dues-paying members to the United States Judo Federation
- Section 5. Members in arrears for dues may not enter Yudanshakai-sponsored functions, or hold office in the Yudanshakai, or be members of the Board of Directors or Board of Examiners, or have the privilege of voting on any issues.
- Section 6. Affiliates in arrears for dues may not enter Yudanshakai-sponsored functions and shall not be entitled to representation on the Board of Directors.

Article III

Meetings

- Section 1. Two official meetings will be held each year coinciding with the spring and fall promotional tournaments. Meetings that may be held are as follows:
- a) Board of Directors meeting
 - b) Executive Committee meeting
 - c) Board of Examiners meeting
 - d) Registered Black Belt meeting
 - e) General meeting
- Section 2. The Board of Directors shall consist of all voting members of the Yudanshakai as defined in Article V(a) of the Constitution (i.e., all Registered Black Belt members).
- Section 3. Special meetings of the Board of Directors, officers of the Yudanshakai and/or Registered Black Belt members may be called by the President or by the Vice-President if the President is unable to act, at a specified time and place provided that at least two weeks written notice shall be given in advance of such meetings. Special meetings may be conducted by written vote, including E-mail. Ballots or other requests for written votes, if used, will be sent to the Directors, officers, and/or Registered Black Belt members not less than two weeks before they are to be returned.
- Section 4. Special meetings of the Board of Examiners of the Yudanshakai may be called by the Chairman of the Board of Examiners at a specified time and place provided that at least two weeks written notice shall be given in advance of such meetings.

Special meetings may be conducted by written vote, including E-mail. Ballots or other requests for written votes, if used, will be sent to the Board of Examiners not less than two weeks before they are to be returned.

- Section 5. In order to hold a valid meeting of the Board of Examiners, there must be a quorum present consisting of one-third of the members of the Board of Examiners, whether in person or proxy.
- Section 6. In order to hold a valid meeting of the Board of Directors or Registered Black Belt members (voting members), there must be a quorum present consisting of fifteen percent of the Registered Black Belt members.
- Section 7. All regular and special meetings will be governed according to Robert's Rules of Order. The order of business shall be, to the extent each item is applicable:
1. Roll Call.
 2. Approval of minutes of previous meeting.
 3. The Treasurer's report (auditors).
 4. Reports of officers and committees.
 5. Unfinished business.
 6. New business.
 7. Amendments to Constitution and by-laws.
 8. Election of officers.
- Section 8. Minutes of the meeting will be circulated by mail within two weeks following the meeting to all voting members and, after approval, will be filed for permanent record.
- Section 9. Agenda. Any voting member may place before the Registered Black Belt meetings any matter relating to the affairs of the organization, providing that he or she submit his or her agenda item in writing to the Secretary at least two weeks before the scheduled meeting. Matters so received shall be placed on the agenda without requiring the approval of the Executive Committee. The Executive Committee may place any matter on the agenda at any time.

Article IV

Election of Officers

- Section 1. Elections will be held by the Board of Directors every four years at the Quadrennial Meeting in the spring of even-numbered years as specified in the Constitution. The President in consultation with other officers and Directors will appoint a nominating committee, which will make nominations for each office; no member of the Executive Committee shall be a member of the nominating

committee. Nominations will also be accepted from the floor. If there is more than one candidate for a vacancy, the election shall be by secret ballot.

- Section 2. Nominees for President and Vice-President must hold a rank of Yodan (4) dan or higher. Nominees for Secretary and Treasurer must hold the rank of Nidan (2) or higher. Any candidate for these offices must be a citizen or lawful permanent resident of the United States and must have been a resident of Shufu for at least five years.
- Section 3. The Assistant-Treasurer and Tournament Recorder will be appointed by the Treasurer in consultation with the President and approved by a majority vote of the Executive Committee.
- Section 4. The Rank Chairman shall be appointed by the President and approved by a majority vote of the Executive Committee
- Section 5. The term of office of the Chairman, Board of Examiners, is four years. The members of the Board of Examiners will elect a chairman by majority vote on the same date and at the same place that the Board of Directors conducts its Quadrennial Meeting.
- Section 6. Any officer is eligible for re-election or reappointment.
- Section 7. Every candidate for any elective office, including the Chairman of the Board of Examiners, must be a U.S. citizen or lawful permanent resident and must have been a resident of Shufu for a minimum of five years.
- Section 8. Each successful candidate assumes office on the first day of the month that follows the month during which he or she was elected. He or she serves until his or her successor is installed.

Article V

Duties of the Officers

- Section 1. The President will always preside over all meetings (except the Board of Examiners meeting pertaining to promotional matters).
- Section 2. The Vice-President of the Yudanshakai, in the absence or inability of the President, will perform the duties of the President.
- Section 3. The Secretary will conduct all official correspondence of the Yudanshakai (other than that pertaining to the activities of the President, Vice-President, and Committees, which will be conducted by such officers and periodically reported to the Secretary to be incorporated in his or her records); keep a record of all

meetings of the Board of Directors and Board of Examiners; issue notices of meetings; and perform such duties as may be assigned to his or her office by the Constitution, the by-laws, or the Board of Directors.

- Section 4. The Treasurer will keep the accounts of the Yudanshakai, receive all monies, dues, etc., pay all bills approved by the Executive Committee or Board of Directors or prescribed by the Constitution and by-laws, and preserve all proper vouchers for such disbursements. The Treasurer will submit an annual budget for approval (majority vote) by the Executive Committee. He or she will submit a report at the annual meeting audited by a committee appointed by the President, of the financial transactions of the preceding year. He or she will keep all funds in an account subject to withdrawal under such signatures as the Executive Committee or Board of Directors may prescribe. Before entering upon the duties of the Treasurer, the officer will be bonded.
- Section 5. The Board of Examiners through the Chairman will promptly report all promotions to the Secretary and Treasurer of the Yudanshakai for record purposes. In the case of inability to promote certain grades of Yudansha, the Board will prepare the proper recommendations for transmittal by the Secretary to the Chairman of the Board of Examiners of the United States Judo Federation.

Article VI

Expenditure of Funds

- Section 1. Traveling and other expenses of competitors and officials representing the Yudanshakai at regional, national, and international events may be defrayed to whatever extent possible by the Yudanshakai. Funds for this purpose may be appropriated from the treasury by a majority vote of the Executive Committee or Board of Directors at any regular or special meeting.

Article VII

Rules of Competition

Rules for competition for competitions sanctioned by Shufu Judo Yudanshakai will conform to the requirements of the United States Judo Federation and will generally be the rules promulgated by the International Judo Federation as applied by United States Judo, Inc..

Article VIII

Recognition of Judo Rank, Classes, and Grades

This Yudanshakai recognizes only those Judo ranks, classes, and grades as authorized by the Kodokan and the United States Judo Federation. Persons holding bona fide Judo ranks from any other country of the International Judo Federation will be recognized providing they present themselves and their credentials, if requested, for an equivalency examination should they elect to become a U.S. citizen and reside within the jurisdiction of Shufu Judo Yudanshakai. To the extent that the United States Judo Federation enters into agreements recognizing rank bestowed by other Judo governing bodies, including but not limited to the United States Judo Association and United States Judo, Inc., Shufu Judo Yudanshakai will honor such rank.

Article IX

Promotions

Promotions or recommendations for change in Judo rank will be made only by Yudansha recognized by this Yudanshakai. These promotions or recommendations will conform to Kodokan policies as promulgated by the United States Judo Federation.

Article X

Representation

Authority to appoint individuals of this organization to represent Shufu Judo Yudanshakai at the USJF meetings (Board of Governors, etc.) and on all teams as a competitor, coach, manager, adviser, referee, or other official capacity shall remain with the Executive Committee. The Board of Examiners shall screen candidates' credentials and qualifications and make recommendations to the Executive Committee.

Article XI

Discipline

Section 1. Disciplinary action will be subject to the following conditions:

- a) Disciplinary action will be construed to mean permanent suspension of affiliates or individual member Judoka from the Yudanshakai.
- b) Disciplinary action against affiliates or individual member Judoka will be effected only by the Board of Directors and the Executive Committee, in consultation with the Board of Examiners.

- c) Recommendations for disciplinary action will come only from Yudansha recognized by this Yudanshakai. Such recommendations will be in writing, completely explaining the reason therefor, to the President of the Yudanshakai. The Executive Committee and the Board of Directors, in consultation with the Board of Examiners, will take what action is deemed necessary and make the necessary administrative reports.
- d) For cause, after a full hearing, the Board of Examiners may remove from office a member of the Board of Examiners upon a majority vote.

Article XII

Amendments

The by-laws may be amended at the official meetings by a two-thirds vote of the Registered Black Belt members (in attendance) provided a quorum is present and provided such By-laws do not modify or conflict with the provisions of the Constitution.

November 3, 2001

Revision Log

The Revision Log is used to track the changes and modifications to the By-Laws in order to provide a record for Shufu Judo Yudanshakai. While this log must be maintained in the original version of the By-Laws, it is not required, nor necessary, to present this log in a public presentation of the By-Laws.

The Log tracks the date of the actual change, by whom it was performed (usually the Secretary), the Article and Section affected; date of the Board of Directors meeting when the change was approved and a comment describing the change.

Date	By	Article, Section	Date of BoD Meeting	Comment
01/26/2006	D. Berry Secretary	Article IV, Section 2	11/06/2005	Reduced Officer requirements of Treasurer and Secretary to Nidan from Yodan. Added Revision Log
11/06/2018	R. Englert President	Article IV, Section 2	11/04/2018	Allowed lawful permanent residents as well as U.S. citizens to serve as Shufu officers.
3/16/2022	R. Englert President	Article IV, Section 7	3/12/2022	Conformed Section 7 to be consistent with Section 2, so that both permit lawful permanent residents to serve as Shufu officers.