

# **International Aikido Federation**

## **Statutes**

As approved by the 9<sup>th</sup> IAF Congress, 2004

### **ARTICLE 1      FUNDAMENTAL PRINCIPLES**

1. 1      The International Aikido Federation is a non-political, non-profit cultural association of national Aikido organizations.

1. 2      The International Aikido Federation does not discriminate between individuals, nationalities, races or religious beliefs.

1. 3      The International Aikido Federation supports and promotes Aikido as created by the Founder, Morihei Ueshiba, and spread under the direction of the Aikikai Foundation - Aikido World Headquarters, Tokyo.

1. 4      The International Aikido Federation recognises the Doshu as the foremost authority on Aikido.

1. 5      The International Aikido Federation will preserve direct links with the Aikikai Foundation - Aikido World Headquarters, established by the Founder of Aikido, Morihei Ueshiba, and upheld by his successors.

#### **ACCEPTED ABBREVIATIONS**

1. 6      The International Aikido Federation may be called and known by the abbreviation IAF.

1. 7      The Aikikai Foundation - World Aikido Headquarters shall be referred to hereinafter as the Hombu.

## **ARTICLE 2        OBJECTS**

2. 1        The principal object of the International Aikido Federation is to support and nurture the actual practice of Aikido.

2. 2        To serve this purpose, the further objects of the International Aikido Federation will to:

a)        To provide for the international spread of Aikido, as the practice of a moral, spiritual and physical discipline created by the Founder, Morihei Ueshiba;

b)        To safeguard the spirit of Aikido: the essential nature of Aikido as a budo (Japanese martial way);

c)        To promote the practice of Aikido and its instruction, in accordance with the guidelines laid down from time to time by the Hombu;

d)        To maintain close contacts with the Hombu;

e)        To organise international training courses and demonstrations;

f)        To publish and distribute information about Aikido;

g)        To promote understanding, contact and goodwill between its members;

h)        To communicate with other organizations;

i)        To offer advice to members.

2. 3        The IAF will protect the spirit of Aikido in particular, by prohibiting any type of Aikido practice which may be construed as competitive.

2. 4        The IAF will respect the autonomy of its members and will not be involved in their internal affairs.

2. 5        In the event of conflicts arising between an IAF governing body and a member, the dispute will be referred to the General Assembly for resolution.

## **ARTICLE 3        HEADQUARTERS, OFFICIAL LANGUAGES COMMUNICATIONS**

### HEADQUARTERS

- 3. 1        The official headquarters of the IAF will be established at the address of Hombu dojo.
- 3. 1. 1     An administrative office for the IAF will be established by the General Secretary.

### OFFICIAL LANGUAGES

- 3. 2        The official languages of the International Aikido Federation will be English, French and Japanese.
- 3. 2. 1     The usual language for the transaction of the business of the I.A.F. is English.
- 3. 2. 2     Japanese is the language used in all matters of: the spirit of Aikido, teachings of the Founder, the names of Aikido techniques, Aikido teaching and grading ranks, and terms used in Aikido instruction.
- 3. 2. 3     In the event of a dispute involving the meaning of the Statutes, the official translation into one of the official languages will prevail.
- 3. 2. 4     In the event of a dispute between the official languages, involving the meaning of the Statutes, the English version will prevail.

### COMMUNICATIONS

- 3. 3        The official address for correspondence relating to the IAF will be that of the official headquarters.
- 3. 3. 1     Correspondence relating to the IAF may also be sent to the administrative office or to the Chairman directly.
- 3. 3. 2     Correspondence involving financial matters may be sent to the office of the General Treasurer.
- 3. 3. 3     Members have an obligation to inform the General Secretary of any change in the official address of the organization.
- 3. 3. 4     A notice to a member will be deemed to have been properly delivered, provided that it was sent to the last address of which the member informed the General Secretary.
- 3. 3. 5     The formal notification to members of a General Assembly or an Extraordinary General Assembly, and also notifications regarding suspension, expulsion, or dissolution, will be sent by registered mail.

## **ARTICLE 4        MEMBERSHIP, APPLICATION FOR MEMBERSHIP**

### MEMBERSHIP

- 4. 1. 1        The General Assembly only may grant membership of the IAF.
- 4. 1. 2        Members are obliged to uphold these Statutes and Bye-Laws and to strive for the realisation of the Objects of the International Aikido Federation, as expressed in these Statutes.
- 4. 1. 3        The Membership year of the IAF will run from the 1st January to the 31st December.

### TERMS

- 4. 2            For the purposes of this article, the following terms are to be understood as specified below:
  - a)            A COUNTRY is a geographical region regarded as a nation in several prominent international fields of world relations, such as the United Nations and the General Assembly of International Sports Federation;
  - b)            An Aikido ORGANISATION is a democratically regulated association of Aikido dojos, legally constituted according to its local laws;
  - c)            A NATIONAL Aikido organisation is an organisation as stated above, 4. 2 (b), admitting members all over the country, but not beyond the country's borders;
  - d)            An OFFICIAL national Aikido organisation, is a national Aikido organisation recognised as a legitimate national organisation for Aikido by an appropriate government body of the country in which it is situated.

### CRITERIA FOR NEW MEMBERS

- 4. 3            Membership of the IAF can be given to national Aikido organisations, which have received Recognition from the Hombu.
  - 4. 3. 1        Membership cannot be given to more than one national Aikido organisation in a country.
  - 4. 3. 2        If an official national Aikido organisation applies for membership, meeting all the criteria for membership, it will prevail over any other Aikido organisation in the same country.
  - 4. 3. 3        To become a member of the IAF, a national organisation must fulfill the following conditions of membership:
    - a)            The organisation must be in a position to operate independently in all matters of Aikido, its teaching, grading and promotion;
    - b)            The organisation must be democratically regulated;
    - c)            The organisation must be operating according to the International Regulations of the Hombu.

## APPLICATION

4. 4 An application for membership of the IAF must be sent to the Directing Committee, and signed by the Chairman or President of the candidate organisation.

4. 4. 1 Applications for membership must be submitted to the Directing Committee at least twelve months before the opening of the General Assembly at which the application is to be considered.

4. 4. 2 The application will be handled and examined by the General Secretary, who may decide what additional documentation to request from the candidate organisation.

4. 4. 3 No more than two representatives of the candidate organisation are allowed to be present as observers, when its candidature is discussed at the General Assembly.

4. 4. 4 Candidate observers may be invited to make a statement by the Directing Committee, to either the Directing Committee or the General Assembly.

4. 4. 5 When the General Assembly has voted to accept a candidate as member of the IAF, the membership will commence at the beginning of the next membership year, when it has paid its membership fee.

4. 4. 6 If an organisation having been granted membership does not take up its membership in the subsequent membership year, it will have to reapply.

## MEMBERS

4. 5 All members of the IAF will pay annual fees to be decided by each General Assembly, and will become payable on each succeeding first of January.

4. 5. 1 Member organisations will pay the annual fee within the first 3 months of the membership year.

4. 5. 2 Member organisations who fail to pay the annual fee will be designated non paid up members after the third month of the membership year.

4. 5. 3 Late fees will incur an administrative penalty charge of 10% per year.

4. 5. 4 Member organisations whose affiliation fees are not paid up do not have voting rights at the General Assembly or at Extraordinary General Meetings.

4. 5. 5 Delegates at the General Assembly of member organisations whose affiliation fees are not paid up are not eligible for election to any position.

4. 5. 6 Member organisations will be financially bound to the IAF only within the limits of their annual fees and administrative charges, if any.

## **ARTICLE 5      GRADES AND TEACHING RANKS**

### **GRADES**

5.1            The International Aikido Federation recognises the Dan Grades presented by member organisations which conform to the following conditions:

- a)            The grading procedures conform to International Regulations issued by the Hombu;
- b)            Dan ranks are awarded by the Doshu of Aikido;
- c)            The grades must be registered officially by the Member Organisation;
- d)            Dan ranks are examined by authority granted by the Hombu and the Hombu issue certificates and International Yudansha cards.

5.1.2        An applicant may not apply for, or receive, a dan grade examination in another country without agreement of both organisations, except in the following circumstances:

- a)            The applicant has gone to the other country and resides there;
- b)            The applicant has applied for or received the dan grade at the Hombu Dojo, Aikido World Headquarters, as the culmination of a period of training.

### **TEACHING RANKS**

5.2            The IAF recognises the teaching ranks of Shihan, Shidoin and Fukoshidoin, according to the Hombu's International Regulations.

### **VISITING TEACHERS**

5.3            Member organisations can invite any Shihan, Shidoin or Fukoshidoin from the Aikikai Hombu Dojo or another member organisation, to teach Aikido.

5.3.1        Visiting Shihan, Shidoin or Fukoshidoin will not teach Aikido in an organisation, without its permission.

5.3.2        Visiting Shihan, Shidoin or Fukoshidoin may not conduct examinations, without the permission of the host organisation.

## **ARTICLE 6        GOVERNING BODIES**

6. 1        The IAF is governed by the following bodies:

- a)        The General Assembly
- b)        The Directing Committee
- c)        The Senior Council
- d)        The Technical Council

6. 2        The foremost governing body of the IAF is the assembly of its members, herein called the General Assembly.

6. 3        Between the General Assemblies, the Directing Committee is the governing body of the IAF.

6. 4        The governing bodies of the IAF have independent functions. They will work and hold meetings in accordance with the statutes of this Constitution.

## **ARTICLE 7        PRESIDENT**

7. 1        The title of President of the IAF is held permanently by the Doshu.

7. 2        The President may attend and speak at any meeting within the IAF, but will not have a vote.

7. 3        The President will be kept informed of all major events and developments in the IAF.

7. 4        The President will not be held liable for any matters occurring within the IAF or its member organisations.

## **ARTICLE 8 SENIOR COUNCIL AND TECHNICAL COUNCIL**

8. 1 The members of the Senior & Technical Councils are appointed by the President.

### SENIOR COUNCIL: COMPOSITION

8. 2 The Senior Council consists of seven members, at least five of whom have not less than 6th Dan rank, and all of whom have rendered distinguished services to Aikido.

8. 2. 1 All members of the Senior Council must be adults, must be active practitioners of Aikido and must be in full possession of civil rights.

8. 2. 2 The term of office in the Senior Council will be four years, and the members are eligible for reappointment.

8. 2. 3 The Chairman of the Senior Council is the member holding the highest rank; in case of equality of rank, the Chairman may be appointed by the President.

### SENIOR COUNCIL: FUNCTIONS

8. 3 The functions of the Senior Council are:

a) To strive to ensure that Aikido is practised true to the spiritual way taught by the Founder, Morihei Ueshiba;

b) To give advice to the General Assembly and the Directing Committee, on such matters as it deems necessary.

8. 3. 1 Senior Councillors are authorised to attend any IAF meetings of an official sort and to speak on such matters as it deems necessary, but they have no vote.

### SENIOR COUNCIL: VETO

8. 4 The Senior Council will have the power to veto those decisions of the General Assembly or Directing Committee which, in its opinion, conflict with the true spiritual way of Aikido as taught by the Founder, Morihei Ueshiba.

8. 4. 1 The Senior Council will notify the Directing Committee specifically if the use of the veto is to be considered.

8. 4. 2 The veto will be valid when the entire Senior Council is unanimous in its decision.

### SENIOR COUNCIL: MEETINGS

8. 5 Meetings of the Senior Council will take place at least every two years and at other times as



the members require.

8. 5. 1 All meetings of the Senior Council will be presided over by its Chairman and will be held separately from the meetings of the Directing Committee.

8. 5. 2 If the Senior Council Chairman is unable to preside, the meeting will be presided over by the member who is next in seniority.

8. 5. 4 The writing of Senior Council minutes and the communicating of decisions taken, will be the responsibility of the Chairman.

#### SENIOR COUNCIL: QUORUM

8. 6 To make a quorum, at least four of the seven members must be present at the meeting.

#### TECHNICAL COUNCIL: COMPOSITION; TERM

8. 7 The Technical Council of the IAF consists of two (or 3) Technical Councillors, appointed by the President of the IAF.

8. 7. 1 The term of office in the Technical Council will be four years, and the members are eligible for reappointment.

#### TECHNICAL COUNCIL: FUNCTIONS

8. 8 The functions of the Technical Council will be:

- (a) To advise members on matters concerning aikido and its practice;
- (b) To keep the Senior Council informed of the development of aikido and its practice in member organizations.

8. 8. 1 The Technical Councillors have the right to attend and speak at meetings of the Senior Council, Directing Committee, and the General Assembly, but will not have a vote.

## **ARTICLE 9      GENERAL ASSEMBLY**

9. 1            The General Assembly will be held once every four years and will be held in parallel with an aikido training course.

9. 1. 1        The General Assembly shall be held in Japan, unless other exceptional arrangements are made.

9. 1. 2        All paid-up members of the IAF have the right to attend the General Assembly.

9. 1. 3        The decisions taken by the General Assembly are binding on all member organisations.

### CALLING NOTICE

9. 2            The General Secretary will send a formal notification of the General Assembly to all members at least twelve months before the date of the opening of the General Assembly.

9. 2. 1        The formal notification of the General Assembly shall contain a request for any items which members may wish to have included on the agenda.

### AGENDA

9. 3            Items which members may wish to have included on the agenda, will be submitted to the General Secretary, at least six months before the opening of the General Assembly.

9. 3. 1        The General Secretary will circulate the official agenda at least three months before the opening of the General Assembly.

9. 3. 2        The agenda for the General Assembly (other than Extraordinary General Assemblies) must include the following items:

- a)            Formal opening by the President;
- b)            Chairman's opening remarks;
- c)            Statement of the list of members having a vote at the General Assembly and the first roll-call;
- d)            Adoption of the agenda;
- e)            Confirmation of the minutes of the previous General Assembly and of the decisions made by the Directing Committee;
- f)            Any matters arising from the minutes of the previous General Assembly, if not on the published official agenda;
- g)            Reports from the Chairman, General Secretary, and General Treasurer;
- h)            Reports from the Senior Council and the Technical Council;
- i)            New membership applications;

- j) Items requiring a vote submitted by individual members;
- k) Items presented for information;
- l) Auditing Committee's report;
- m) Approval of Treasurer's report, balance sheet and accounts;
- n) Approval of the general budget for the following four years, including the annual membership fee;
- o) Elections;
- p) Appointments by the IAF President;
- q) Decisions on the date and place of the next General Assembly;
- r) Any other business;
- s) Chairman's closing remarks;
- t) Formal closing by the President.

#### PROGRAMME

- 9. 4 The programme of the General Assembly will be so arranged that the plenary meetings will not exceed five working days.
- 9. 4. 1 Registration of members, presentation of Letters of Authority and accreditation of observers and candidates will take place before the actual opening of the General Assembly.
- 9. 4. 2 At the beginning of each plenary meeting of the General Assembly, the General Secretary will make a roll-call of all the delegates, observers and candidates present.

#### DELEGATES

- 9. 5 The maximum number of delegates of a member, who may attend meetings of the General Assembly or Extraordinary General Assembly will be three, including interpreters.
- 9. 5. 1 Members of the Directing Committee, Senior Council or Technical Committee, will not be included among the number of delegates, unless they and the relevant member organisation agree on it.
- 9. 5. 2 The Hombu may be represented by no more than three non-voting delegates.

#### LETTERS OF AUTHORITY, PROXIES

- 9. 6 Delegates who are not themselves President/Chairman or Secretary of their organizations must produce a letter of authority signed by the President/Chairman or General Secretary.
- 9. 6. 1 A member organisation may give its vote by proxy to a delegate of another member organisation.

9. 6. 2 The power of proxy will be given in the form of a letter of authority.
9. 6. 3 The President, Chairman or General Secretary of a member organisation, will sign the letter of Authority which will name the delegate to hold their proxy vote and state clearly any conditions attached to this authority.
9. 6. 4 Letters of Authority must be presented to the IAF General Secretary before the first roll-call of a Congress.
9. 6. 5 The delegate holding a proxy accepted by the General Secretary will answer for the authorising organisation at the roll call on each day of the congress.

#### QUORUM

9. 7 The quorum will be such that 50% of the paid-up members must be present or represented at the roll call of the day.

#### RESOLUTIONS

9. 8 All items which require a decision by vote must be presented to the General Assembly in writing, in one of the official languages, and in the form of a resolution.
9. 8. 1 No resolution concerning an item which is not on the official agenda may be accepted from the floor of the meeting, other than formal proposals relating to the order and proceedings of the meeting.
9. 8. 2 Urgent matters, raised by decision of the Directing Committee, can be placed on the official agenda, by vote of the General Assembly.

#### VOTING POWERS & MAJORITIES

9. 9 All member organisations who are fully paid up with their annual affiliation fees and administration charges at least one month before the opening of the Congress will each have one vote.
9. 9. 1 The Chairman or Ad Hoc Chairman of the General Assembly will have a casting vote.
9. 9. 2 Except in the case of elections, voting will be by roll-call or by show of hands, whichever the Chairman or Ad Hoc Chairman of the General Assembly decides, unless two or more members with voting rights request a secret ballot.
9. 9. 3 The voting majorities required are a majority of more than half of the voting members present for decisions of the General Assembly, except for decisions regarding the following, where the majority will be two-thirds of the voting members present:
- a) Changes to the constitution and bye-laws;
  - b) Acceptance of new members;

- c) Suspension or expulsion of members;
- d) Election to honorary titles;
- e) Dissolution of the IAF.

#### ELECTIONS

- 9. 10 Nomination of candidates for election must be delivered to the General Secretary in writing.
- 9. 10. 1 Nominations of candidates for election received by the General Secretary before the opening of the General Assembly, will be made available to the delegates in writing, no later than on the first day of plenary meetings.
- 9. 10. 2 At the start of the election procedure, the General Assembly will appoint one election steward and two scrutineers, to be chosen among delegates not nominated for any office, who will have charge of all operations connected with the election.
- 9. 10. 3 Voting for elections will be by secret ballot, whenever there is more than one candidate for the post being elected, or if requested by at least two members with voting rights.
- 9. 10. 4 The ballots will be collected and counted by the scrutineers and the elections will continue until the required majorities are reached for candidates of each post.
- 9. 10. 5 When there is only one nominated candidate for a post, the candidate shall be deemed elected, subject to the provisions of Article 9. 10. 3.

#### ELECTION OF THE DIRECTING COMMITTEE

- 9. 11 For the election of the Directing Committee, an Ad Hoc Chairman will be chosen, who is not a member of, or nominated for election to, the Directing Committee.
- 9. 11. 1 Election of the Directing Committee will take place in the following order:
  - a) Chairman of the IAF;
  - b) Vice Chairman of the IAF;
  - c) General Secretary of the IAF;
  - d) General Treasurer of the IAF;
  - e) Assistant General Secretary of the IAF;
  - f) Four additional members, as much as possible from different regions.
- 9. 11. 2 Candidates who belong to fully paid-up member organisations of the IAF are eligible for election to the Directing Committee.
- 9. 11. 3 The newly-elected Directing Committee will take office immediately after the close of the General Assembly.

#### ELECTION OF THE AUDITING COMMITTEE

9. 12 The election of the Auditing Committee will take place immediately after the election of the Directing Committee.

9. 12. 1 Members of the Auditing Committee will be elected from member organisations other than those from which the members of the Directing Committee have been elected.

#### OBSERVERS

9. 13 The Directing Committee may grant the status of observers for the duration of a General Assembly to individuals or organisations.

9. 13. 1 Observer status will carry no voting or speaking rights during the formal sessions of the General Assembly, and observers may not circulate any statements or information to the General Assembly, without the permission of the Directing Committee.

#### CANDIDATE MEMBERS

9. 14 Candidate organisations applying for membership of the IAF, may be represented by no more than two persons, at the General Assembly where their application is included on the official agenda.

9. 14. 1 The representatives of the candidates have equal status as observers, except for a right to speak about their application if requested by the General Assembly.

#### MINUTES

9. 15 The official minutes of the General Assembly will be prepared in English and Japanese, and circulated by the General Secretary within 18 months of its closing.

9. 15. 1 No corrections or alterations of the official minutes will be accepted, unless a written notification in English or Japanese has been received by the General Secretary within six months of the date on which the official minutes were circulated to the members.

## **ARTICLE 10      EXTRAORDINARY GENERAL ASSEMBLY**

10.1      At the decision of the Directing Committee, or upon the written request from at least one half of paid-up members, an Extraordinary General Assembly of the IAF will be convened.

10.1.1    If requested by members, the Extraordinary General Assembly will be convened within six months.

### **NOTIFICATION**

10.2      Notification of an Extraordinary General Assembly will be sent to members at least four months beforehand.

10.2.1    The notification must include detailed reasons for the Extraordinary General Assembly.

10.2.2    All the provisions of Article 9 referring to the General Assembly will apply also to an Extraordinary General Assembly.

### **CONDUCT**

10.3      All relevant parts of this Constitution on the General Assembly, will apply as appropriate to the conduct of the Extraordinary General Assemblies.

## **ARTICLE 11      DIRECTING COMMITTEE**

11.1      The Directing Committee will have the power to take all actions on behalf of the IAF, subject to the overriding authority of the General Assembly and of this Constitution.

### **MEMBERS, TERM**

11.2      The Directing Committee will consist of the following voting members, elected by the General Assembly:

- a)      The Chairman of the IAF;
- b)      The Vice-Chairman of the IAF;
- c)      The General Secretary;
- d)      The Assistant General Secretary;
- e)      The General Treasurer;
- f)      Four additional members.

11.2.1    The term of office for members of the Directing Committee is four years and members are eligible for re-election.

11.2.2    All those elected to membership of the Directing Committee must be adults, must be active practitioners of Aikido and must be in full possession of their civil rights.

11.2.3    Should a post other than that of Chairman or General Secretary fall vacant, the Directing Committee may co-opt new members on a temporary basis until the next General Assembly.

### **MEETINGS**

11.3      The Directing Committee will meet at least once every two years during its period of office.

11.3.1    To make a quorum, a clear majority of members must be present at the meeting.

11.3.2    The General Secretary will be responsible of Minutes being made at the Directing Committee meetings.

11.3.3    The Directing Committee can freely invite other persons to attend and speak at its meetings.

### **APPOINTMENTS**

11.4      The Directing Committee may appoint any individual or group, to assist and advise it or any one of its members on any specific topic.



## **ARTICLE 12      CHAIRMAN**

12. 1      The Chairman of the IAF will have general supervision of the affairs of the IAF in accordance with this Constitution and the decisions of the Directing Committee and the General Assembly.

12. 2      The Chairman will represent the IAF in all civil actions and is vested with the powers necessary for this purpose.

12. 3      The Chairman will also represent the IAF on, and to, outside bodies.

12. 4      Except during the election of the Directing Committee, the Chairman will preside over every session of the General Assembly, the Extraordinary General Assembly and the Directing Committee.

12. 5      Should the post of Chairman fall vacant, other than during a General Assembly, the Vice-Chairman will take office as Chairman until the next General Assembly.

## **ARTICLE 13      VICE-CHAIRMAN**

13. 1      The Vice-Chairman of the IAF will assist the Chairman.

13. 2      The Vice-Chairman will carry out the functions referred to in this Constitution, in place of the Chairman, should the latter be absent or incapacitated.

**ARTICLE 14      GENERAL SECRETARY**  
**ASSISTANT GENERAL SECRETARY**

**GENERAL SECRETARY**

14. 1      The General Secretary of the IAF will be responsible for the general administration of the IAF and will have charge of all matters relating to records, correspondence and communications.

14. 1. 2    The General Secretary will be responsible for the preparation and organisation of Directing Committee Meetings, General Assemblies and Extraordinary General Assemblies.

14. 1. 3    The General Secretary will be responsible for maintaining an archive containing documents and information relating to:

- a)          The Constitution of the IAF;
- b)          The Directing Committee, its meetings and work;
- c)          The General Assembly;
- d)          The member organisations.

14. 1. 4    If both the Vice-Chairman and the Chairman of the IAF are absent from a meeting of the Directing Committee or from a session of the General Assembly or Extraordinary General Assembly, the General Secretary will preside.

14. 1. 5    Should the post of General Secretary fall vacant, the Assistant General Secretary will take office as General Secretary until the next General Assembly.

14. 1. 6    The General Secretary will have the power to co-opt individuals or groups for advice or assistance.

**ASSISTANT GENERAL SECRETARY**

14. 2      The Assistant General Secretary of the IAF will assist the General Secretary.

14. 2. 1    The General Assembly may decide to put the Assistant General Secretary in charge of specific matters which are, by this Constitution, responsibilities of the General Secretary and also matters which are not regulated in this Constitution.

## **ARTICLE 15      GENERAL TREASURER**

15.1      The General Treasurer of the IAF will have charge of all matters relating to the management of the budget, assets, and liabilities of the IAF.

15.2      The General Treasurer will handle all income and all expenditure of the IAF.

15.3      The General Treasurer will maintain the bookkeeping in accordance with recognised general accounting procedure.

15.4      The General Treasurer shall be responsible for drawing up the regular 4-yearly general budget, for any supplementary budgets, and for presenting these for approval by the General Assembly and Directing Committee.

15.5      The General Treasurer will have the power to co-opt individuals or groups for advice or assistance.

## **ARTICLE 16      INCOME AND EXPENSES**

16.1      The costs of the IAF will be met entirely from the income of the IAF.

16.1.1    The IAF will be financially bound, within the limits of the budget approved by the General Assembly, by the joint signatures of the Chairman and General Treasurer, or of the General Secretary and General Treasurer.

16.1.2    Members of the IAF governing bodies are entitled to be paid the costs of carrying out their functions.

### **BANK ACCOUNT**

16.2      The bank account containing the cash assets of the IAF will be maintained in the country where the General Treasurer resides.

## ANNUAL FEE

16.3 All members of the IAF will pay the annual fee within three months of the start of the membership year or become unpaid members.

16.3.1 The Treasurer will remind the unpaid members and the General Secretary of their membership status in the 4th month of the membership year.

## BUDGET

16.4 The general budget will be a detailed account of the expenses estimated by the General Treasurer to be necessary in carrying out the functions of the IAF, together with an account of all expected income.

16.4.1 The general budget will be submitted to the General Assembly for approval, denominated in one of the major currencies, in addition to the currency of the country in which the General Treasurer resides.

16.4.2 The general budget will be made for a four-year period, beginning with the first of January succeeding the General Assembly.

16.4.3 Special budgets will be drawn up by the General Treasurer and submitted to the Directing Committee, for any projects not envisaged in the general budget.

16.4.4 No financial operations of the IAF may be undertaken, unless they have been included in the general budget approved by the General Assembly or special budgets approved by the Directing Committee.

16.4.5 Special budgets may not be allowed to render the IAF insolvent.

## FINANCIAL YEAR

16.5 The Financial year of the IAF will run from the 1st January to the 31st December.

## **ARTICLE 17      AUDITING COMMITTEE**

17.1      The General Assembly will elect an Auditing Committee, composed of three persons, from three member organisations of the IAF.

17.2      The term of office for members of the Auditing Committee shall be four years and members will be eligible for re-election.

17.3      Members of the Auditing Committee cannot be members of IAF governing bodies.

17.4      The General Treasurer will submit to the members of the Auditing Committee, any such information as they may require.

17.5      The Auditing Committee will examine in detail the financial state and accounts of the IAF, together with the book keeping of the General Treasurer, and will give a report to the General Assembly.

17.6      Members of the Auditing Committee may make recommendations and resolutions to the General Assembly, which will become binding if approved by a vote.

## **ARTICLE 18      RESIGNATION, SUSPENSION, EXPULSION**

### **RESIGNATION**

18.1      A member organisation of the IAF may resign at any time, provided that the member has no outstanding liabilities to the IAF.

18.1.1    A member's resignation will take effect immediately upon receipt by the General Secretary of a letter to this effect signed by the member's Chairman and General Secretary, General Treasurer or Directing Committee Member, whichever is appropriate.

18.1.2    A resignation will be reported by the General Secretary to the next General Assembly of the IAF.

18.1.3    A resigned member can only re-enter the IAF, by the same procedure as is stipulated for organisations applying for membership of the IAF.

18.1.4    In addition a resigned member may be required to pay the membership fees for the period of their resignation.

## SUSPENSION

- 18.2 A member may be suspended from membership for:
- a. failure to comply with this Constitution;
  - b. non-payment of any liabilities to the IAF for one year or more.
  - c. by bringing Aikido or the I.A.F into national or international disrepute.
- 18.2.1 A member may be suspended by a 80% majority decision of the General Assembly.
- 18.2.2 When the suspension of a member is being considered, the member must be informed of this by the General Secretary in a registered mail, at least three months before the Directing Committee meeting or General Assembly at which the matter is to be considered.
- 18.2.3 A decision on suspension of a member must specify the reason for it, and must include instructions as to how the suspension can be lifted.
- 18.2.4 A suspended member organisation will not attend any meetings or activities organised by the IAF until the suspension is lifted.

## EXPULSION

- 18.3 A member may be expelled for any of the following reasons only:
- a. Failure to comply with this Constitution;
  - b. Non-payment of any liabilities to the IAF, despite suspension.
  - c. Bringing Aikido or the I.A.F into national or international disrepute.
- 18.3.1 A member organisation may be expelled from the IAF, by a 80% majority decision of the General Assembly.
- 18.3.2 When the expulsion of a member is being considered, the member must be informed of this by the General Secretary in a registered letter, at least three months before the Directing Committee meeting or General Assembly at which the matter is to be considered.
- 18.3.3 An expelled member can only re-enter the IAF, by the same procedure as is stipulated for organisations applying for membership of the IAF.
- 18.3.4 In addition an expelled member will be required to show that the basis for the expulsion has been entirely removed

## NOTICES

- 18.4 Notices of Suspension or Expulsion will be sent to the member concerned in a registered letter, by the General Secretary within one month from the date of the decision by the General Assembly.

## **ARTICLE 19      HONORARY TITLES**

19.1      The title of Honorary Officer of the IAF, may be given by the General Assembly to individuals who have performed distinguished services for the IAF.

19.1.1    Honorary Officers may attend and speak at the General Assembly, but do not have a vote.

### **NOMINATION**

19.2      Nominations for honorary titles may be made by member organisations, or by members of any of the governing bodies of the IAF.

19.2.1    Nominations will be sent to the General Secretary, for consideration by the Directing Committee, at least six months in advance of the General Assembly at which the election is to be made.

### **ELECTION**

19.3      Candidates for honorary title will be proposed to the General Assembly, on the recommendation of the Directing Committee.

19.3.1    The election of candidates for honorary title will be by secret ballot.

19.3.2    The voting majority needed for an honorary title is a majority of not less than 50% +1 vote.

## **ARTICLE 20      CONSTITUTION**

20.1      This Constitution comes into force when approved by a General Assembly.

20.1.1    This Constitution or its bye-laws may not be altered or rescinded except by a General or Extraordinary General Assembly.

20.1.2    The Constitution and bye-laws will be available for inspection at every General Assembly and Extraordinary General Assembly.

## INTERPRETATION

20.2 At the General Assembly, the authority for interpreting any dispute arising out of this Constitution will reside in the Chairman or the Ad Hoc Chairman of the General Assembly.

20.2.1 Between General Assemblies, the authority for interpreting any dispute arising out of this Constitution will reside in the Directing Committee.

## MODIFICATION OF THE CONSTITUTION

20.3 This Constitution may be modified only by:

- a the General Assembly of the IAF;
- b an Extraordinary General Assembly specially convened for this purpose.

## BYE-LAWS

20.4 The bye-laws of this Constitution will be decided by the General Assembly.

20.4.1 The Bye-Laws will govern matters of a temporary or administrative nature e.g., Schedule of Fees or use of the Internet.

20.4.2 The Directing Committee will have the Bye- Laws monitored and reviewed. Significant long standing Bye-Laws may be proposed as additions to or modifications of the Constitution.

## **ARTICLE 21 DISSOLUTION**

21.1 The dissolution of the IAF may be decided at a General Assembly or by a Extraordinary General Assembly, convened for this purpose.

21.2 The provisions of the Statutes of the IAF, regarding Extraordinary General Assemblies, will apply in the case of an Extraordinary General Assembly called to dissolve the IAF.

21.3 If the IAF fails to function according to the terms of this Constitution for a period of thirteen years it may be dissolved by the Hombu as an executor organisation.

21.4 The body effecting the dissolution of the IAF will decide about the placement of any IAF property remaining after the satisfaction of all its debts and liabilities.