

**ALGOMA KENDO CLUB Governing Principles supplementary to the By-laws and
accepted by each member upon joining**

**Section 1
Overview**

- 1) Name
 - a) Algoma Kendo Club

- 2) Purpose
 - a) The Algoma Kendo Club provides a safe and friendly environment to train and learn about the competitive sport of Kendo.

 - b) The Algoma Kendo Club also encourages its members to maintain a physically and mentally healthy attitude through proper Kendo etiquette and behavior.

- 3) Interpretation
 - a) Where there is a conflict between the By-laws and these Governing Principles the By-laws shall govern.

 - b) The Algoma Kendo Club President shall be the sole authority for the interpretation of the Governing principles.

 - c) In the case of the absence or inability of the President to fulfill this role, the Algoma Kendo Club Executive members shall assume this duty.

Mandate

- 1) Algoma Kendo Club shall be open for membership to all members of the public, Algoma University Staff, Students and Faculty.

- 2) Algoma Kendo Club functions under the leadership of the club President and executive board; as elected per election bylaws under Section 2 of the Club By-laws.

- 3) Algoma Kendo Club operates under budget by funding from the George Leach Centre partnership, membership, and third party donations. As a result Algoma Kendo Club provides full disclosures of expenses;
 - a) All financial matters are the responsibility of the Executive committee,
 - b) At the start of the fall term, no later than the 4th week September, the Executive committee will produce a budget for expected expenses for the coming year,

- c) Account signing officers will be comprised of two current executive members, usually the President and Vice-President,
 - d) The Treasurer will be responsible for maintaining a record of all monetary transactions relating to the club account and producing a report along with the person assigned to conduct the review engagement on activity twice per year; a final fiscal year report no later than December 31st, and a club year final report no later than August 15th.
- 4) All Members of the Algoma Kendo Club are held responsible for obeying rules as outlined in Section 4, Subsection 1 of the club By-Laws.
 - 5) All internal decisions regarding the club are to be voted upon by the current executives only. The president's vote only counts to resolve a split vote.
 - 6) For a minimum of once per year, club executives will hold a meeting open to all members; following guidelines in Section 5 of the club governing principles.

Section 2

Electoral Rules

- 1) The Algoma Kendo Club will hold an election annually at the end of the spring term to fill vacancies or at the end of terms.
- 2) Officers elected will not assume their positions until four weeks before the beginning of the next fall term.
- 3) Offices
 - a) President
 - i) 2 year term
 - b) Vice-president
 - i) 2 year term
 - c) Treasurer
 - i) 2 year term
 - d) Member at Large
 - i) The position of member at Large does not need to be filled and is appointed by unanimous vote of the executive.
 - ii) 1 year term
- 4) Nominations
 - a) All nominees for the positions of President, Vice-President, and Treasurer must be current full-time Algoma Kendo Club members.
 - b) No person may be nominated for a position that they have held previously for more than two consecutive years. After a year out of the position, they are

welcome to be nominated and hold the original position again.

- c) All nominees have the right to refuse nomination.
- d) All nominees must have good standing in response to Section 4 Subsection 1 of the governing principles;
 - i) Good standing is defined as having paid up to date Canadian Kendo Federation annual dues and not having a balance owing to the GLC or to Algoma Kendo Club.

Subsection 1

*Candidates' Rules must comply with this **and** organizational by-laws...*

1) President

- a) Must be an active member for more than eighteen calendar months.
- b) Must have served as an executive officer in the past as another position.

OR

In the event that no nominees meet this requirement; candidates may be elected by other members if they have been in good standing for eighteen calendar months.

2) Vice-President

- a) Must be an active member of good standing for more than twelve calendar months.
- b) In the event that the President is rendered incapable of attending to their duties for a period exceeding eight weeks, the Vice-President may be moved to the position of President by an executive vote.

3) Treasurer

- a) Must be an active member of good standing for more than twelve calendar months.

4) Member at Large

- a) Must be a current or former member in good standing.

Section 3 **Election Protocols**

- 1) The election shall be presided over by the currently serving executive. Survey Monkey will be used to capture ballots, which ensure neutrality.
- 2) Nominations may be drawn through second party nominations or self-nominations and all nominees must accept nominations in order to be eligible for election.
- 3) Elections will take place in order of seniority; each vote will be completed before nominees for the next position are named.

- 4) Only members of Algoma Kendo Club in good standing may cast votes in the election.
- 5) All votes will be done through secret ballot.
 - a) Voting will take place through Survey Monkey. Survey Monkey account and form will be set up by the presiding party.
- 6) A minimum of forty percent of the votes are required for all positions; should all totals be less than forty percent, the two highest candidates will be brought up and votes will be recast.

Section 4
General Membership Rules

- 1) The following rules apply to all members of Algoma Kendo Club. Failure for any member to comply with these rules will result in their membership being reviewed by the club executive.
- 2) All members who are accused in such a manner will be notified and be given 14 calendar days to produce a response to the accusations in writing and submit this to the Executive Committee.
- 3) Both the accuser's and defendant's statements will be reviewed by the Executive committee.
 - a) Should a member of the Executive committee be either the accuser or defendant, or if they are party to either side, they will be excused from their duties in this matter.
 - i) Should this action affect more than fifty percent of the executive committee, the remaining officers will select neutral club members to bring the number of arbiters to four.
- 4) Should the Executive committee find that the infraction warrants, the following punishments may be applied:
 - a) Member will receive an informal warning about the behavior in the form of a verbal notification by club executive.
 - b) Should a member continue to disregard the club code of conduct after the first warning.

Or

If the severity of the infraction warrants a more serious response, The club executive will issue a written notification and warning regarding the behavior. A duplication of this warning will be kept on file with the executive as well as a copy sent to the member's listed email address.
 - c) Should the member continue to disregard the club code of conduct following a

written warning.

Or

If the severity of the infraction warrants a more serious response,
The club executive will issue a written notification and suspension of club membership for a period not exceeding eight regularly scheduled practices.

- d) Should the member continue to disregard the club code of conduct.

Or

If the severity of the infraction warrants a more serious response,
The club executive will issue a written notification of expulsion. To this end,
The Algoma Kendo Club reserves the right to revoke membership with the club at the discretion of its executive.

Subsection 1

Code of Conduct

1) Membership Fee

- a) New Members:
 - i) \$150 per term (Fall/Winter/Summer terms).
 - ii) All new members are required to purchase club shirts as part of their uniform.
- b) Existing Members:
 - i) \$150 per term (Fall/Winter/Spring terms).
 - ii) Members are required to pay Canadian Kendo Federation Fees.
- c) George Leach Centre Member:
 - i) \$115 per term (Fall/Winter/Spring terms).

2) Membership Renewal

- a) Each member is responsible for renewing his/her membership status each year.
- b) Each member must submit the renewal form before the deadline.
- c) Each member must maintain membership with Canadian Kendo Federation.

3) Refund Policy

- a) No membership fee will be refunded.

4) Attendance and tardiness

- a) Every member is responsible for communicating any absence to an executive member.
- b) If a member misses more than four practices in one semester without notice it will deem them not in good standing with the club.
- c) Every member is expected to arrive at locations 10 minutes prior to the practice time and be fully prepared.
- d) Late members are expected to join practice with minimal interruption.

- 5) Etiquette
 - a) All members are expected to show their utmost respect and best behavior toward the sensei, senior members and guests.
 - b) All members are expected to be friendly and respectable to all members of the club.
 - c) Members are expected to be dressed in uniform during practice times and to have all equipment in good states of repair.

Section 5

General Meeting Protocols supplementary to the Club By-laws

- 1) A general meeting of the Algoma Kendo Club will be held at a minimum of once per year as required by the By-laws, and include all members in good standing who are able to attend.
- 2) The meeting will be presided over by the Chair of the Algoma Kendo Club.
- 3) The meeting will begin with an attendance of all members being taken. All members shall give their name and Canadian Kendo Federation number to validate attendance. After attendance is taken, quorum is achieved only if a minimum of 65% of general members are present.
- 4) After attendance the officer speeches will commence.
 - a) The President of the club will provide members with a brief overview of the club status. This may or may not include information about upcoming events, important dates, upcoming social events or special member recognitions.
 - b) Following the Presidential speech, the Vice President of the club will provide members with information regarding the general membership. This may or may not include lists of members who have outstanding fees to the club.
 - c) The Vice President will provide members with information regarding the status of club equipment. This may or may not include the status and repair of club equipment, lists of people with outstanding loaned equipment and potential new equipment purchases.
 - d) The Treasurer will provide an update on club finances.
- 5) After the officer speeches, officers may in turn present New Business to be discussed. During this process:
 - a) The order of presentation will be: President, Vice President, Treasurer, Member at Large.
 - b) All officers have three (3) minutes to present their New Business.
 - c) After initial presentation the New Business will be opened up to the executive to discuss for a maximum of five (5) minutes.
 - d) After the executive discussion the New Business will be opened up to the

- general membership to discuss for a maximum of ten (10) minutes.
- e) After general membership discussion, the President may call for a vote of the executive membership to conclude the business immediately or may postpone the vote until the next executive meeting.
 - f) Should the vote be postponed until the following meeting, the executive is required to divulge the result of that vote to the general membership through email and posting on the club website.
- 6) After the New Business has been discussed, the floor will be opened to the general membership to present Open Business. During this process:
- a) Any member of the general membership may propose an item of Open Business.
 - b) All members may have three (3) minutes to present their Open Business.
 - c) After initial presentation, the Open Business will be opened up to the general membership and executive to discuss for a maximum of fifteen (15) minutes.
 - d) After the general membership discussion, the President may call for a vote of the executive membership to conclude the business immediately or may postpone the vote until the next executive meeting.
 - i) In matters involving sums in excess of \$500 or at the discretion of the club president alone, the business may be opened to a general membership vote.
 - ii) Should this be the case, voting will take place by a public show of support by those in favor and that number compared to the number in attendance
 - iii) A general membership vote may only pass with the support of at least 70% of the membership.
- 7) After Open Business has been discussed, the floor will be opened for recommendations of Amendments.
- a) Amendments may be recommended for the Governing Principles or the By-Laws of the club by any member.
 - b) Any member who wishes to propose an amendment will be given three (3) minutes to state their case for the proposed change.
 - c) After the initial presentation, the proposition will be held for a period of no less than twenty-one (21) calendar days.
 - d) A notice of the recommended Amendment will be sent via email and web-site posting to all active member of the club within five (5) days of the recommendation.
 - e) The notice shall contain the date of a follow-up meeting regarding this change that will take place no sooner than twenty-one (21) calendar day from the date of recommendation.
 - f) During the next available meeting following the twenty-one (21) day waiting period a vote will be held using the following procedure.
 - i) The recommended amendment will be restated for the general membership.
 - ii) The floor will be opened for the general membership to discuss the amendment for a maximum of fifteen (15) minutes.
 - iii) Following the open discussion a vote will be taken requiring a two

thirds majority of the entire active membership to pass.

- iv) Should the recommendation pass, the vice president will make the appropriate change in the Governing principles or By-Law
- v) All changes to the By-laws must be formal and comply with the applicable act.

Following this, a notice will be sent to all active members informing them of the change.

- 8) After recommended amendments have been discussed, the Vice President will confirm all Business that was ratified during the meeting and list all Business that was postponed until the following executive meeting.
- 9) After the confirmation of Business has been concluded the President of the club may adjourn the meeting.