



# Constitution Of Kendo na h'Èireann

(the Irish kendo, iaido and jodo federation)

Revision 1.2

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## **Chapter 1 - General**

### **1.1 Name of Federation**

The official name of the Federation shall be "Kendo na h'Eireann" (KnahE).

[AGREED: 1.1 Kendo na h'Eireann will continue to be the official name of the Irish kendo Federation. We will not use the abbreviation of IKF we will continue to use KnhE or KnhÉ.]

### **1.2. Parent organisation**

Kendo na h'Eireann is under supervision from International Kendo Federation (FIK) via European Kendo Federation (EKF)

### **1.3. Sponsoring organisation**

The sponsor of Kendo na-h'Eireann shall be the French Kendo Association

### **1.4. Geographical area of responsibility**

Kendo na h'Eireann cover all 26 counties of the Republic of Ireland (Éire).

### **1.5 Licence**

- a) The only licensing body for Kendo, Iaido and Jodo in Ireland is Kendo na-h'Eireann.
- b) Licences are renewable and dated from 1<sup>st</sup> January each year.
- c) Only current licence holders or members may participate in the activities of Kendo na-h'Eireann and the EKF/FIK.
- d) The licence's are individual and not transferable.
- e) Forms and books are available from the Secretary.
- f) Each art shall require a license.

### **1.6. Purpose of Federation**

The purpose of Kendo na-h'Eireann is to:

- a) Develop the practice of Kendo, Iaido and Jodo in the area controlled by Kendo na h'Eireann.
- b) Monitor the progress of Kendo, Iaido and Jodo in the area controlled by Kendo na h'Eireann.
- c) Develop international links with other Kendo Federation / Associations.
- d) Foster an open-door policy for any visiting Kendo, Iaido and Jodo practitioners.
- e) Promote and develop Kendo, Iaido and Jodo under EKF/FIK standards and regulations.

### **1.7. Non-profit Organisation**

KnhE is a non-profit making body and all surplus monies will go back to the federation for the development of Kendo, Iaido and jodo.

## **Chapter 2 – Officers of the Federation**

### **2.1 Executive officers**

There shall be 4 Executive positions which are:

- a) The President / Chairman
- b) The Vice President
- c) The Secretary
- d) The Treasurer

In matters of deciding Kendo na h'Eireann policy all members of the Management Committee shall have one vote. Where a decision cannot be reached by the Management Committee on an issue, the President / Chairman shall have a second vote.

### **2.2 Roles**

- a) The President / Chairman are responsible for promoting the ideals of Kendo within the Federation and to the general public. The President shall prepare and submit an annual plan for the development of Kendo na h'Eireann to each AGM.
- b) The Vice President supports the President in the performance of his duties, all health and doping related issues as well as the running of the National team.
- c) The Secretary is responsible for liaison with the EKF and other public bodies and the keeping of records appropriate to the position.
- d) The Treasurer is responsible for the public keeping of accounts. The Treasurer shall prepare and submit an annual report in regard to the financial position of Kendo na h'Eireann to each AGM. The treasure is also response for all equipment owned my Kendo na h'Eireann.

### **2.3 Non-Executive Roles**

Any member of Kendo na h'Eireann may hold a second Non-Executive roles, without prejudicing if they have a role on the Management Committee or not. Non-Executive roles may be created and defined on an ad hoc base as the Management Committee se fit. Potential Non-Executive roles are:

- a) Assistant Secretary -To support the Secretary in the achievement of his goals and objectives.
- b) National Training Director(s) - To develop and lead the progress of Kendo, Iaido and Jodo in the area controlled by Kendo na h'Eireann.
- c) Marketing Director -To promote Kendo na h'Eireann, and its activities both within the kendo world, and to the general public.
- d) National co-ordinator - To organise the activities of Kendo na h'Eireann in the area controlled by Kendo na h'Eireann.

[AGREED: 2.2 / 2.3 Specific roles for all elected and nominated officials will be created with measurable goals/targets included. These will be included in the articles of association.]

### **2.4 Ex Officiis Trustees**

The officers shall be named trustees ex officiis of the federation. This will be defined in the articles of association.

## **Chapter 3 - Management Committee and other committees**

### **3.1 Responsibility of Management Committee**

The Management Committee shall consist of the Officers elected at the Annual General Meeting. The Management Committee shall be responsible for the governance of Kendo, Iaido and Jodo in the area controlled by Kendo na h'Eireann and to carry out the aims and objectives of Kendo na h'Eireann. They shall have the following functions and powers in addition to those provided for elsewhere in these rules:

- a) To formulate, adopt and monitor a strategic plan, which shall be presented at each Annual General Meeting.
- b) To adopt and monitor an annual plan and financial budget.
- c) To make, repeal, and amend any rules (other than this document), by-laws or regulations for Kendo na h'Eireann and for control of Kendo, Iaido and Jodo in the area controlled by Kendo na h'Eireann.
- d) To appoint any Non-Executive roles and/or Sub-Committees and to delegate such powers and responsibilities as the Management Committee deems appropriate.
- e) To impose any penalty upon any member, who is found guilty of breaching any of the rules, by-laws, regulations of Kendo na h'Eireann or of refusing to give effect to any resolution passed by any General Meeting or by the Management Committee, or by actions that bring the sport into disrepute.
- f) To determine the process to apply in respect of the appointment of:
  - 1) Selectors
  - 2) Non-Executive Roles
  - 3) Sub committees
  - 4) National Manager, National Coaches and National Team Captain
- i) To ensure that Kendo na h'Eireann has in place all the necessary internal control reporting systems, the means of monitoring performance and results, and that the Management Committee's own performance and effectiveness is reviewed.
- j) To determine the fees payable by members each year.
- k) To enter into contracts of insurance, sponsorship and other types of contracts as deemed appropriate to carry out the objects of Kendo na h'Eireann.
- l) The Management Committee may not incur any debt on behalf of Kendo na h'Eireann unless discussed at a general meeting of the Federation and agreed only by a vote of the membership with the requirement that such a motion can only be passed by a vote in its favour of (2/3s) two thirds of the membership present.
- m) Such other powers as may be necessary or desirable to further the objects of Kendo na h'Eireann.

### **3.2 Meetings of Committees**

Before each meeting the secretary shall inform all members of the Management Committee about the date and agenda at least one week ahead of the meeting.

A meeting of the Management Committee may be held either by:

- 1) Physical Meeting: by a number of the Management Committee members who constitute a quorum being assembled together at the place, date and time appointed for the meeting; or
- 2) Other Means: by means of audio, or audio and visual, communication by which all Management Committee members participating and constituting a quorum can simultaneously hear each other throughout the meeting.

### **3.3 Quorum for meetings**

More than half of Management Committee members shall form a quorum at meetings of the Management Committee.

### **3.4 Chairperson for meetings**

The chairperson at meeting of the Management Committee shall be the President. If the President is unable to attend then the Vice President will overtake this role. The Chairperson shall have a casting vote in addition to a deliberative vote.



### **3.5 Failure to attend**

Any Management Committee member who fails to attend two (2) consecutive meetings of the Management Committee without leave of absence shall forfeit their seat on the Management Committee.

### **3.6 Replacement**

The Management Committee may appoint a replacement Management Committee member in the event of the death, resignation, or forfeiture of position of a Management Committee member. Such replacement shall hold office for the remainder of the term of the member who was replaced.

### **3.7 Payments to Officers**

- a) No officer shall receive any payment for work done in the Management Committee.
- b) All work is pro-bono to ensure the smooth running of any Kendo, Iaido and Jodo event taking place in the area controlled by Kendo na h'Eireann.
- c) In exceptional circumstances, where an officer incurs significant expenditure in attending events on behalf of Kendo na h'Eireann, the President, in consultation with the Treasurer, may decide to refund all or part of that officers expenses. In determining whether or not to refund such expenses, and the level of the refund, the President and Treasurer shall have due regard to the financial position of Kendo na h'Eireann.

## **Chapter 4 – Membership of Kendo na h'Eireann**

### **4.1 Membership in Kendo na h'Eireann**

Membership of Kendo na h'Eireann shall be open to all Kendoka, Iaidoka, and Jodoka practicing in the area controlled by Kendo na h'Eireann and who has paid their membership fee, without any regard to race, nationality, gender, sexuality or creed.

All members of Kendo na h'Eireann are entitled to be nominated for election for any position on the Management Committee.

### **4.2 Fees for membership of Kendo na h'Eireann**

The annual membership fee for will be decided at the AGM.

### **4.3 Obligations and misconduct**

- a) All members shall comply with the provisions of these rules and with any rules or regulations lawfully made under the authority of these rules, and with any direction lawfully given by Kendo na h'Eireann or by the Management Committee.
- b) In all cases of alleged misconduct by a "member" an inquiry shall be held by the Management Committee, which may impose such penalties as it may deem fit.
- c) Every club member will treat leaders, committee members, directors and all other members with respect.
- d) Kendo na h'Eireann reserves the right to remove or refuse membership to any person or group who works against the interests and objects of the club.
- e) Membership of the Federation is a contract between the member and the Federation. The member is entering into a contract with the Federation by so becoming a member of the Federation

### **4.4 Cessation of membership**

Any member shall cease to be a member of Kendo na h'Eireann:

- a) By tendering its/their resignation to the Management Committee in writing, but shall remain liable to Kendo na h'Eireann for all money owing and unpaid at the date of resignation.
- b) By failing to pay their membership fee, by 31st January in the relevant year of membership. Such members may renew their membership, by paying the relevant fee for that year, but their membership shall only take effect from the date of receipt by the Treasurer of the relevant fee.
- c) Where the Management Committee resolves it is satisfied that the member is unable to comply with the Management Committee's or Annual General Meeting's requirements and notifies the member of that resolution.
- d) The decision of the Management Committee will be by secret ballot.
- e) The result of the secret ballot will be given by the Management Committee to the former member but no details of the hearing or details of any Management Committee member's deliberations will be provided.
- f) The reason for the Management Committee's decision will be provided in writing to the former member if requested.

### **4.5 Appeal procedure**

- a) Except for breaches of the sports drugs policy see 5.6 where the decision of the Management Committee shall be final, there shall be a right of appeal against the decisions of the Management Committee.
- b) Such appeal shall be made in writing and lodged with the Secretary within 28 days (not working days) of the decision. All appeals shall be heard by a referee or tribunal, who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the Secretary.
- c) The tribunal referred to at 4.5b shall consist of one representative of the appellant (who is not the appellant), one representative from Kendo na h'Eireann who is a current member of the Management



Committee and one representative of Independent club or Federation outside of the area controlled by Kendo na h'Eireann and who shall have the casting vote.

#### **4.6 Life membership**

- a) Where any person has rendered special service to Kendo na h'Eireann or to the development of Kendo, Iaido or Jodo in Ireland, they may, on the nomination of the Management Committee, be elected a life member of Kendo na h'Eireann at a General Meeting.
- b) Only one life member shall be proposed and discussed at each AGM.
- d) Life time members shall not have any voting rights outside of normal membership.

#### **4.7 Data Protection**

The Federation will endeavour to provide the highest possible protection to all personal records and data provided by members to the Federation.

## **Chapter 5 - Policies of Federation**

### **5.1 Development of Kendo, Iaido, Jodo in Ireland**

Kendo na h'Eireann shall encourage, foster, promote, control, organise, develop, manage and administer the practicing of Kendo, Iaido and Jodo as defined by the FIK.

### **5.2 Support for existing and new clubs**

In keeping with the aims of the Federation, it is the stated goal of kendo na h'Eireann to develop Kendo, Iaido and Jodo within the area controlled by Kendo na h'Eireann. For existing clubs, the Federation will undertake to ensure that there are a sufficient number of seminars and gradings throughout the year to allow members to develop their Kendo, Iaido and Jodo, which all members at all levels in member clubs will have access to.

A new policy for establishing and supporting new clubs is to be developed. Please see the relevant Appendix.

[AGREED: **5.2** A new policy for establishing and supporting new clubs is to be developed. This will be referenced in section 5.2 as an appendix.]

### **5.3 Accounting and financial reporting policy**

- a) The financial year of Kendo na h'Eireann shall close on the 31 December in each year.
- b) All monies received shall be paid to the credit of Kendo na h'Eireann at a bank or banks as determined by the Management Committee.
- c) Accrual expenditure forecasts agreed by the Management Committee only will indicate if Federation monies can be spent without bringing the club into debt.
- d) All accounts shall be paid by cheque signed by any two of the persons of three authorised to do so by the Management Committee.
- e) A report of the year's activities together with the Balance Sheet and Income and Expenditure Account shall be prepared by the Management Committee for presentation at the Annual General Meeting.

### **5.4 Insurance**

All member clubs of Kendo na h'Eireann must maintain appropriate insurance cover is in place to cover all the activities of the Federation.

[AGREED: **5.4** There were many concerns about our existing Insurance arrangement. The ideal is to have one insurance policy for everyone in the federation. It was agreed this was a priority for the BOM over all other actions. All federation members should use their contacts for help in any way on this matter.]

### **5.5 Grading policy**

- a) All grade events shall be EKF approved and within EKF/FIK regulations.
- b) Starting grade in Kendo na h'Eireann shall be 6th Kyu in Kendo, Jodo and Iaido.
- c) All grading from 6th to 2nd Kyu is the responsibility of the local clubs. The club must inform the secretary with two weeks about the pass or failures, judging panel and date in order for accurate record.
- d) The Management Committee may overrule or approve grading within one (1) month of the secretary being notified of the grading if it feels that the EKF/FIK regulation was not meet.
- e) For grading to 1st Kyu information shall be sent to the secretary of Kendo na h'Eireann, at least two weeks in advance, to ensure that members of other clubs can take part. This information shall include date, time and location.

- f) It is Kendo na h'Eireann policy to hold a least one national grading up to 3rd Dan every year in conjunction with the Irish National Championships or Irish International Goodwill Taikai.
- g) Any member of Kendo na h'Eireann who wishes to grade outside of Kendo na h'Eireann must receive letter of approval by the President of Kendo na h'Eireann to do so.
- f) The secretary shall maintain an updated record of all members grade, including date of grading and place.

### **5.6 Doping policy**

- a) Kendo na h'Eireann is committed to developing Kendo, Iaido and Jodo in the area controlled by Kendo na h'Eireann as a fair, healthy and enjoyable martial art. In accordance with that guiding philosophy, the practice of Kendo must be drug free, and participation must be in accordance with the spirit and letter of the rules of Kendo.
- b) The use of performance enhancing drugs in Kendo, Iaido and Jodo in the area controlled by Kendo na h'Eireann is strictly prohibited by Kendo na h'Eireann.
- c) In determining what drugs are prohibited, Kendo na h'Eireann will have due regard to the guidelines set out by the Irish Sports Council and the World Anti-Doping Agency.
- d) In cases where a Kendoka has been prescribed a drug by their Doctor for medicinal purposes, they shall inform the Management Committee of Kendo na h'Eireann.

### **5.7 Health and safety policy**

- a) A statement of health and safety policy for the Federation, to promote the practice of Kendo, Iaido and Jodo in accordance with the directions of best practice in Health and Safety as set out by the FIK.
- b) The Health and Safety Statement shall contain a quantified risk assessment for Federation activities and equipment. The risk assessment will provide guidelines for the minimisation of any risk and hazards associated with Federation activities and equipment.
- c) The owner of this document is the Vice President.
- c) The vice president shall liaise with the President and Secretary to ensure that appropriate and timely safety training is provided to new member clubs, and to ensure that safety training for existing member clubs is kept up to date.

## **Chapter 6 – Annual General Meeting**

### **6.1 Time and place of AGM**

- a) The venue of the AGM shall alternate on an annual basis between each member Dojo of Kendo na h'Eireann.
- b) The Secretary of Kendo na h'Eireann shall inform all member dojos of the date and venue of each AGM no later than 3 calendar months in advance of the meeting.
- c) The Secretary of Kendo na h'Eireann shall inform all member dojos of the deadline for the submission of motions for discussion, and nominations to the Management Committee, in the notice referred to in paragraph b above.
- d) The deadline referred to in paragraph c, shall be not more than 6, and not less 4 weeks in advance of the meeting.

### **6.2 Attendees**

Attendance at the AGM shall be open to all members of the Federation, so long as they have paid their Federation membership fees for the year prior to the convening of the AGM, and the Secretary shall maintain a register of members.

### **6.3 Submission of motions and nominations.**

Members or Clubs shall give notice in writing of any motions or nomination to be discussed or resolutions to be considered at the Annual General Meeting no later than the deadline set out in paragraph 6.1(c) above.

### **6.4 Circulation of agenda for meeting**

The order paper referred to in paragraph 6.1(c) shall contain the written text of any motions, and other items to be discussed at the meeting, and the names of any candidates for nomination to the Management Committee. The names of people proposing and seconding each motion and nomination shall also be included. The items on the Order Paper shall be laid out in the order in which it is proposed to discuss them at the meeting.

This shall no later than 2 weeks before the meeting be circulated by the Secretary of Kendo na h'Eireann to all dojos.

### **6.5 Quorum**

- a) At any Annual General Meeting of Kendo na h'Eireann members present representing no less than 30% of Kendo na h'Eireann members or 50 % of clubs (at least one individual per club shall be present) shall constitute a quorum
- b) No Annual General Meeting can be considered to have a quorum unless either the President or Vice President is present.

### **6.6 Chairperson for meeting**

At the commencement of the meeting, the Secretary shall accept nominations for the position of Chairman of the meeting. Where more than one candidate is nominated, the nominations shall be put forward to a vote of the members present.

### **6.7 Reports by officers**

There shall be two reports included in the order paper mentioned in paragraph 6.4.

- a) An annual report for the development of Kendo na h'Eireann to each AGM. The report will report on progress made during the previous year, and will outline the goals for the forthcoming year, and the strategy for the achievement of those goals.
- b) Financial report covering the state of the financial position of Kendo na h'Eireann. The Report will account for income and expenditure during the previous year, and will include a forecast for

expenditure for the forthcoming year, and anticipated income to meet that expenditure. The report will include a Balance sheet, detailing the actual cash position of the Federation for the period ending with the last financial year, and a set of accrual accounts for the same period.

Each report will individually be put to a vote of the membership of Kendo na h'Eireann, who may decide:

- a) To accept the plan,
- b) To accept the plan with modification's, or
- c) To reject the plan.

In the event that the membership votes to reject the plan, the author must stand down from his or her position, whereupon elections will be held for the position. The new Treasurer or President will then have 3 weeks to prepare a new plan, to be presented at an Extraordinary General Meeting.

### **6.8 Voting rights and procedure**

- a) All attendees at an AGM shall be entitled to 1 vote each at the meeting. In the event of a tied vote, the President of Kendo na h'Eireann shall hold a second vote.
- b) All votes at the meeting shall be decided by a "Show of hands" of the members present. However, at the request of 5 or more members, a vote may be determined by secret ballot

### **6.9 Extraordinary General Meeting (EGM)**

- a) An Extraordinary General Meeting shall be convened, at the request of the Management Committee or within 30 days of the receipt of written request of 20% of the total number of members. Such request shall set forth the purpose of such meeting. In the event of the Management Committee not convening such meeting the requestors shall be entitled to convene the meeting themselves.
- b) Not later than 30 days before the date of the Extraordinary General Meeting, every member, life member, and Management Committee member shall be notified by the Secretary of the time, date, place and purpose of the meeting.
- c) The rules which apply to an Annual General Meeting also apply to the convening of an Extraordinary General Meeting.

## **Chapter 7 – Irish National Championships**

### **7.1 Date for competition**

The date for the hosting of the Irish National Championship will be decided by the Management Committee and presented at the AGM.

### **7.2 Format**

The Irish National Championships will contain a minimum of two competitions:

- a) A team competition made up of three-man team with a maximum of five teams for any club.
- b) A individual competition that is open to all members of Kendo na h'Eireann.
- c) Hosting club may decide to have additional classes.
- e) The hosting club must show they have membership and resources adequate to running this event.

### **7.3 Hosting club**

- a) The location of the Irish National Championship will rotate between each member club of the Federation on an application basis. Subject to Management Committee approval.
- b) The hosting club will be responsible for the costs of hosting the competition, and will be able to decide the prices for entry to the competition.
- c) In cases where the club can demonstrate financial hardship, or where significant expenditure is required which would be beyond the hosting clubs financial means, the hosting club may apply to the Federation for a grant. The amount of assistance awarded will be decided by the President, in conjunction with Treasurer, having due regard to the financial position of the Federation.
- d) New clubs can avail of an exemption from hosting the competition during their first three years.



## **Chapter 8 – Irish National Team**

### **9.1 Selection of national manager and coach**

Selection of manager and/or coach for the national team:

- a) The Management Committee shall present to the AGM candidates for the position of coach and manager of the national team(s).
- b) Each position shall be for a three year period starting after the European championships and before the world championships.
- c) Any club may nominate a candidate for any of the position.
- d) Candidate need not be Irish citizens but they need to be a member or licensed holder in Kendo na h'Eireann.
- e) Selection is done at the AGM.

### **9.2 Selection to national team**

Selection for participants in the national team(s):

- a) The national coach will select members if national team(s), based on the publish selection criteria for section to national team(s). See paragraph 9.4(f).
- b) Each competition will require it own selection.
- c) No place is ever guaranteed.
- d) All selection shall be published on Kendo na h'Eireann homepage
- e) The national coach must present team(s) for Management Committee approval at least two (2) months before each competition.
- f) The national coach must be ready to motivate section to any party.

### **9.3 Responsibilities for the national team manager**

The national team manager shall:

- a) Organise all activated regarding trips, accommodation and registration for international competitions.
- b) Organise all activated regarding trips, accommodation and registration for national trainings events.
- c) Be responsible together with the treasurer for the budget of the national team and/or any donations it receives.

### **9.4 Responsibilities of the national team coach**

The national team coach shall:

- a) Planning and organization national training events
- b) Select national team for international competitions
- c) Represent Ireland and team at international competitions
- d) Give feedback to all athletes on their progress and create individual training plans.
- e) Inform all clubs in Ireland about the status of the national team(s).
- f) Publish selection criteria for section to national team(s).
- g) Keep the managing board updated on all issues related to the national team(s).

## **Chapter 9 – External relationships**

### **10.1 Developing links with other organisations**

The President of the Federation will be responsible for fostering links with other Kendo organisations, for the benefit of the members of Kendo na h'Eireann.

### **10.2 Developing links with other sensei**

The President of the Federation will be responsible for fostering links with kendo Sensei, for the benefit of the members of Kendo na h'Eireann.

Individual clubs may develop links with Sensei, and arrange for visits and host seminars by visiting Sensei, with the approval of the President of the Federation.

In all cases, member clubs will be answerable to the President of the Federation as regard to how they conduct their relationship with Sensei.

### **10.2 Visiting members from other clubs**

- a) Kendo na h'Eireann welcomes Kendoka from outside Ireland who wish to practice Kendo in Ireland, and expects all member clubs to accept visiting Kendoka in a courteous and friendly manner.
- b) Where visiting Kendoka are visiting for a period greater than 2 months, they are required to pay a membership fee to the Federation. The fee due shall be decided on a pro-rata basis according to the length of stay, and shall be:

Length of stay\*    Fee applicable

Less than 4 months	One third of the annual membership fee.
4-8 months	Two thirds of the annual membership fee
More than 8 months	The relevant annual membership fee

\*When determining the length of stay, the date the visiting Kendoka first started to practise with the club will be taken as the start date.

- c) Clubs may decide the appropriate club fees applicable to visiting Kendoka, and must ensure they are covered by the clubs insurance while training.

## **Chapter 10 – Miscellaneous**

### **11.1 Seal of Kendo na h'Eireann**

The Seal of Kendo na h'Eireann shall be held in the custody of the Secretary (or equivalent position) who shall affix it to such documents as the Management Committee may from time to time direct and shall be attested by any two Management Committee members, or a Management Committee member and the Secretary. A record of every document to which the seal is affixed shall be kept.

### **11.2 Alteration of the Constitution**

These rules may be amended, repealed, or replaced by a resolution passed by a majority of not less than two-thirds of the votes cast at a General Meeting.

Notice of the proposed alteration shall be given to the Secretary at least 28 days prior to the date of the General Meeting at which it is intended to propose the alteration. Notice shall be given of the proposed resolution in accordance with rules for General Meetings.

### **11.3 Interpretation of Constitution**

- a) In the event of any dispute over the interpretation of these rules or any question arising in connection with the administration of Kendo, Iaido and Jodo in the area which is provided for in these rules, that question shall be decided by the Management Committee.
- b) Any such decision shall be recorded in the minutes of the Management Committee and shall remain in force until it is amended or revoked by the Management Committee or by a resolution passed at a General Meeting.
- c) If necessary a mediator or decision maker may be used, this person shall then be asked of EKF to provide. His/Her ruling shall then be final.

### **11.4 Equipment**

- a) All Federation equipment is the property of Kendo na h'Eireann.
- b.) The Secretary will keep a written record of all Federation equipment and its current location along with details of who is currently using it and on what terms and its current condition.
- c.) Any costs involved in maintaining equipment or repairing equipment will be paid for by the person or club using the equipment.
- d.) The equipment will be repaired to the standard set by the secretary, who will also determine the expenditure required for maintenance and repair.
- e.) The secretary will provide a copy of inventory status on request.

### **11.5 Logotype**

- a) Kendo na h'Eireann logo shall be used on all official documents and correspondences. See appendix I, figure 1 and 2.
- b) The logo may not be used in anyway without approval from the Management Committee.
- c) Any changes to logotype and must be approved a majority of not less than two-thirds of the votes cast at a General Meeting.

### **11.6 Cessation**

- a) Kendo na h'Eireann may cease to be a Federation by a resolution carried by a qualified majority (75% of all members' votes) in an AGM and then EGM meetings held in accordance with these rules.
- b) If upon the cessation of Kendo na h'Eireann there remains surplus funds after the satisfaction of all its debts and liabilities whatsoever, the same shall not be paid to or distributed among the members of Kendo na h'Eireann but shall be given or transferred to some other charitable organisation or body having purposes similar to the objects of Kendo na h'Eireann, or for some charitable purpose, within Ireland.
- c) On cessation of Kendo na h'Eireann all Federation equipment shall be transferred to EKF.

## Appendix I - Graphics



Kendo na h'Éireann Logotype in colour