

**CONSTITUTION**  
**OF THE**  
**ONTARIO AIKIDO FEDERATION**

## **TABLE OF CONTENTS**

<b>ARTICLE 1: NAME</b>	<b>1</b>
<b>ARTICLE 2: FORMATION AND OFFICIAL LANGUAGES</b>	<b>1</b>
<b>ARTICLE 3: DEFINITIONS AND AIMS</b>	<b>1</b>
<b>ARTICLE 4: FUNCTIONS</b>	<b>1</b>
<b>ARTICLE 5: HEADQUARTERS</b>	<b>2</b>
<b>ARTICLE 6: TYPES OF MEMBERSHIP</b>	<b>2</b>
<b>ARTICLE 7: FEES</b>	<b>2</b>
<b>ARTICLE 8: SUSPENSION</b>	<b>2</b>
<b>ARTICLE 9: EXPULSION</b>	<b>3</b>
<b>ARTICLE 10: WITHDRAWAL</b>	<b>3</b>
<b>ARTICLE 11: ANNUAL GENERAL MEETING</b>	<b>3</b>
<b>ARTICLE 12: SPECIAL GENERAL MEETING</b>	<b>4</b>
<b>ARTICLE 13: NOTICE OF CONVOCAION</b>	<b>4</b>
<b>ARTICLE 14: QUORUM</b>	<b>4</b>
<b>ARTICLE 15: PROCEDURE</b>	<b>4</b>
<b>ARTICLE 16: VOTING</b>	<b>4</b>
<b>ARTICLE 17: THE EXECUTIVE BOARD</b>	<b>5</b>
<b>ARTICLE 18: REMUNERATION</b>	<b>5</b>
<b>ARTICLE 19: FISCAL YEAR</b>	<b>5</b>
<b>ARTICLE 20: BANKING ACTIVITIES</b>	<b>5</b>
<b>ARTICLE 21: CONTRACTS</b>	<b>6</b>
<b>ARTICLE 22: ADMINISTRATION OF FUNDS</b>	<b>6</b>
<b>ARTICLE 23: DISSOLUTION</b>	<b>6</b>
<b>ARTICLE 24: LIABILITY</b>	<b>6</b>
<b>ARTICLE 25: INTERPRETATION</b>	<b>6</b>
<b>ARTICLE 26: BYLAWS</b>	<b>6</b>
<b>ARTICLE 27: AMENDMENTS TO THE CONSTITUTION</b>	<b>6</b>

### **Article 1: Name**

The name of this organization is the “Ontario Aikido Federation”. This organization may be identified by the abbreviation “OAF”.

### **Article 2: Formation and official languages**

This federation shall be incorporated in the province of Ontario as a non-profit organization. Its official language is English. Every effort to communicate in French, Japanese or any other language shall be made where the Executive Board deems it appropriate.

### **Article 3: Definitions and Aims**

1. The OAF is a non-profit, cultural organization which does not discriminate on the basis of ethnicity, nationality, gender, or religion. Notwithstanding the preceding statement, some positions may be reserved for Canadian citizens, landed immigrants, or permanent residents.
2. The OAF seeks to promote and develop Aikido in Ontario.
3. The OAF seeks to encourage high technical standards and positive attitudes among Aikidoists in Ontario.
4. The OAF follows the Aikido of the founder, Ueshiba Morihei (O-Sensei), and derives its inspiration from the Aikido Foundation whose headquarters are in Tokyo, Japan.
5. The OAF is the sole representative for Ontario to the Canadian Aikido Federation (CAF). The OAF presents and explains the collective opinions of Ontario Aikidoists as determined by the consensus or vote.

### **Article 4: Functions**

Among the possible functions in keeping with Article 3, the OAF:

1. Promotes contact among its members in a spirit of friendship and goodwill.
2. Encourages its members to explore and follow the teachings of the founder, Ueshiba Morihei (O-Sensei).
3. Undertakes educational and promotional Aikido activities in cooperation with and/or on behalf of the membership. Such activities shall include an annual

seminar (training session) with an opportunity for kyu and dan testing. This seminar may take place in conjunction with the Annual General Meeting (AGM) of the OAF>

4. Communicates regularly with the CAF.

#### **Article 5: Headquarters**

The headquarters of the OAF shall be in Ontario at a location determined by the executive Board from time to time.

#### **Article 6: Types of Membership**

The OAF shall recognize 3 types of members as follow:

1. An Aikidoist – someone who practices Aikido and trains diligently in a club or dojo recognized by the OAF. He/she shall pay OAF and/or CAF fees and furnish required information.
2. A Club – an organization that arranges the teaching of Aikido without the regular and frequent presence of a recognized yudansha (holder of recognized black belt ranking). To be accepted it shall meet all of the other conditions that apply to a dojo.
3. A Dojo – an organization that arranges the teaching of Aikido with the regular and frequent presence of a recognized yudansha. It shall offer continuous practice for at least six months a year. It shall give on different days at least two classes per week of a minimum of 50 minutes per class. It shall pay OAF fees and furnish required information.

#### **Article 7: Fees**

The fees, which shall be paid to the OAF by its members, are established at rates and are payable at periods and following the modes which are determined from time to time by the Executive Board. Fees shall be paid no later than March 31 of the current fiscal year.

#### **Article 8: Suspension**

A member that has not paid the required dues within two months after the due date will automatically be suspended as of the due date without the right of appeal until such time as complete payment is made. Such a member's status in the OAF and CAF may, as a result, be lost.

### **Article 9: Expulsion**

Any member who breaks any provision of this constitution or whose conduct or activities are deemed to be detrimental to the OAF or who has dishonoured or repudiated the OAF may be subject to expulsion. The decision lies with the Executive board following consultation with the CAF, the CAF Technical Committee, and all OAF dojos. In such a case, the Executive Board shall notify the delinquent party and request that the offending action cease. If no adequate change is made within the two months following the notification, the member shall be expelled from the OAF, if it is so decided by a two-thirds majority decision of the Executive Board. An expelled member may apply for readmission at a later date should circumstances change. An expelled member may make no claims on OAF funds or other resources.

### **Article 10: Withdrawal**

Any member who so wishes may withdraw from the OAF by informing in writing the president of the Executive Board. Any member suspended for a period of more than ten months will be considered as having withdrawn and will no longer enjoy any membership privileges. The withdrawal of a member does not release him/her/them from payments of amounts owed to the OAF, calculated until the day when the withdrawal takes effect. A member who withdraws may apply for readmission at a later date.

### **Article 11: Annual General Meeting**

An Annual General Meeting (AGM) open to all OAF members shall be held at least once every calendar year. The Executive Board shall inform each dojo and club in writing, of the time, date, and location of the AGM. The meeting may be held at any place in Ontario designated by the Executive Board and may take place outside Ontario if at least two-thirds of the dojos give their consent.

The purpose of the AGM is to consider reports of the activities of the OAF during the past year and transact all the business of the OAF. The agenda shall include at least all of the following points:

- i. opening of meeting
- ii. recognition of official dojo/club delegates
- iii. reading and adopting of the minutes of the previous AGM

- iv. reports on general activities
- v. financial report
- vi. discussion of the date and location of future seminars and meetings
- vii. election of the OAF Executive Board
- viii. election of the OAF delegates to the CAF regional Meeting
- ix. new business
- x. closing of the meeting

#### **Article 12: Special General Meeting**

Two members of the Executive Board may at any time convoke a Special General Meeting (SGM) in order to deal with a major and pressing issue. Moreover, the Executive Board shall call a SGM upon receipt of request to do so signed by at least OAF Aikidoists. The Executive Board shall determine the time, date, and location of the SGM somewhere in Ontario (or elsewhere if at least two-thirds of the dojos give their consent).

#### **Article 13: Notice of Convocation**

A written notice dispatched to each dojo and club shall convoke all meetings. The notice shall indicate the time, date, and location of the meeting. The notice of meeting shall be sent so as to be likely to arrive at least thirty days prior to the meeting.

#### **Article 14: Quorum**

A quorum for an OAF meeting is attained when Aikidoists (who officially represent their respective dojos) from at least half of the dojos are present. It is sufficient that a quorum be attained at the beginning of a meeting so that members may deliberate.

#### **Article 15: Procedure**

The meeting shall be chaired by the OAF president, Vice- President, or someone designated to replace them. The chair shall decide all questions of procedure unless challenged from the floor. A majority of the members present may overrule the chair's decision. The OAF secretary or a substitute designated by the chair shall record the proceedings of the meeting and submit them to the Executive Board, each dojo/club, and the Secretary of the CAF within sixty days.

#### **Article 16: Voting**

All Annual General Meetings and Special General Meetings are open to all OAF members. Non-members may attend at the discretion of the chair. Each dojo or club may designate up to three members to speak at the meeting. The chair may recognize further individuals to speak at his/her discretion. Each dojo/club shall designate one of its members as the voting delegate. Votes by proxy are not valid. Voting may take place by secret ballot if at least half of the quorum so desires. In the case of a tie, the President (or his/her substitute) has a second and deciding vote.

### **Article 17: The Executive Board**

The Executive Board shall be elected by the voting delegates at each Annual General Meeting. A President, Vice-President, Secretary, and Treasurer shall be elected. (The positions of Secretary and Treasurer may be held by the same person.) The members of the Executive Board shall meet all of the following criteria:

- be a Canadian citizen, landed immigrant, or permanent resident
- be a resident of Ontario
- be an active Aikidoist
- be enrolled in an OAF dojo/club

It is preferable that the Executive Board members be yudansha.

### **Article 18: Remuneration**

1. The members of the Executive Board shall not be remunerated for their services as such except where specifically agreed to in advance at an Annual or Special General Meeting. This may be reimbursement for reasonable expenses (e.g. telephone calls, postage, etc.) incurred while engaged in activities on behalf of the OAF.
2. The official delegates from the OAF to the CAF (national or regional) meetings may have their travel or accommodation expenses partially subsidized by the OAF.

### **Article 19: Fiscal Year**

The fiscal year shall be from January 1 to December 31. The treasurer shall send a year-end financial report to all dojos/clubs before the end of January. Furthermore, the Treasurer shall submit printed copies of the an interim financial report at Annual and Special General meetings.

### **Article 20: Banking Activities**

All cheques, promissory notes, and other negotiable items up to the value of \$200.00 (two hundred dollars) shall be signed by the Treasurer. Any amount over \$200.00 (two hundred dollars) shall require the signature of the Treasurer and one other Executive Board member.

**Article 21: Contracts**

All contracts and other documents requiring the signature of the OAF shall be approved in advance by the Executive Board, and after such approval, shall be signed by the President and one other member of the Executive Board.

**Article 22: Administration of Funds**

The Executive Board may use the funds of the OAF for any end conducive to promoting the aims, functions, or duties of the OAF.

**Article 23: Dissolution**

In the case of dissolution, the assets of the OAF shall be given to another organization of the same nature or returned to the membership as decided by the Executive Board.

**Article 24: Liability**

The members of the Executive Board are not personally liable for debts incurred by the OAF.

**Article 25: Interpretation**

The Executive Board decides any question of interpretation of the OAF Constitution. Questions of interpretation may be voted upon at the Annual or Special General Meeting.

**Article 26: Bylaws**

Bylaws of the OAF shall be determined by the Executive Board and presented for discussion at the next Annual General Meeting.

**Article 27: Amendments to the Constitution**

Proposed amendments to the Constitution may be submitted, in writing, by any OAF member. There must be a mover and a seconder both of whom must be OAF members in good standing. In order to be discussed at an AGM or SGM, each dojo must be sent a written copy of the proposed amendment at least fifteen days prior to the meeting. It is the responsibility of the mover of the amendment to see to its distribution. An amendment shall be adopted if voted for by a majority of the dojos present at the AGM or SGM.