



ENF STATUTES



PART I GENERAL PROVISIONS

Article 1. NAME

The name of the association, founded on the 14th of June 1991, shall be “ EUROPEAN NAGINATA FEDERATION”, hereinafter referred to as “the federation” or “ENF”.

Article 2. OBJECT

2.1. The federation’s object shall be, within the European Zone, to encourage, develop and promote the practice and spirit of Atarashi Naginata and related martial arts along the traditional lines, by means of organizing seminars, grading examinations, referee seminars, championships etc., including in countries where such practice does not yet exist. The federation shall also endeavor to strengthen the friendly relations among its members.

2.2. ENF may join any international association relevant to the above object in acceptance with INF regulations and represent the European Zone as required.

2.3. ENF shall be an amateur non-profit sports organization without regard for ethnicity and religious, political or other opinions. It raises its own funds in order to be self-supporting.

Article 3. SEAT

The federation’s seat shall be in the Country of the President. All correspondence shall be carried out through the Secretary General’s office, located in his/her Country, who shall distribute it as required.

Article 4. MEMBERSHIP

The ENF shall consist of National Naginata Organizations, each of which exclusively represents one nation in Naginata. (Hereafter referred to as “Affiliate”).

4.1. Only one organization per country may join the federation . This Organization having sovereign on its territories over any activity related to Naginata towards ENF and by extension INF and AJNF. (No other ENF affiliate being permitted any activity without previous knowledge and acceptance from the organization.)

4.2. The General Assembly may also accept as “Visiting Countries” national Naginata federations outside the European Zone and not belonging geographically to the other established zones. Such membership, revocable ad nutum, only allows participation in all seminars and championships organized by ENF.

Article 5. AFFILIATION

5.1. All applications for membership shall be in writing and include full details of the applying organization (statutes, board of officers, legal status, naginata activity on their soil, etc.). They shall also include a letter of recommendation by one of the Member Countries and/or by the President of ENF. •

5.2. Applicants agree in writing to abide by the present Statutes & Bye-laws and any modifications approved by the General Assembly.

5.3. After transmittal of the complete application documents, the General Assembly may or may not elect them as “Temporary Members” for one (1) year. After that period, the General Assembly decides either to reject the membership application, or to extend the “Temporary Membership” for one year or to accept the applicant as a “Permanent Member”. In case of rejection, the applicant shall be informed of the reasons.

5.4. Temporary members are allowed to make official request to become INF members, only with ENF’s Board of Directors previous approval.

Article 6. OFFICIAL LANGUAGES



The federation's official language for general communication shall be English. Technical terms shall be in Japanese transcribed to "romanji".

Article 7. FUNDING

ENF shall be funded by the annual "Membership Fee", the "Admission Fee" of joining permanent members, application and/or registration grading fees, gifts and bequests, and any sponsorship contributions.

Article 8. FEES

8.1. Permanent members pay the federation an annual Membership Fee.

8.2. On admission a new Member Country shall pay an Admission Fee and the current year's membership fee shall be calculated according to the number of months they have been permanent member.

8.3. The General Assembly determines the Admission and annual Membership Fees.

8.4. Annual fees invoices shall be sent by the treasurer before end of December. Fees shall have to be paid before end of January. In case of late payments cumulative interest shall be applied.

Article 9. SPONSORING

The ENF may receive donation or sponsoring by externals, with the approval of the board.

Article 10. FISCAL YEAR

The fiscal year shall run from the 1st of January to the 31st of December.

Article 11. The General Assembly (GA) is the highest authority within ENF. Its decisions are binding on all members and officers.

11.1. A General Assembly shall be convened at least once a year, preferably on the occasion of an ENF or INF Naginata event.

11.2. The GA shall be summoned by the President with official letter at least three (3) months in advance. Such advance notice allows members to request inscription of points for discussion on the agenda.

11.3. The agenda shall be prepared by the President and completed with relevant points notified by the country members within a month of first call of the GA. Once the final agenda has been sent out, no further items shall be added unless at the beginning of the GA itself more than 50% of the members present request them.

11.4. The ENF Directors may be criticized individually or collectively by any Member Country for: (a) non-observance of the rules set out in the present statutes & bye-laws, (b) misconduct or dereliction of duty. This shall be done in the form of a "Motion of censure" submitted for voting to the General Assembly. If the Motion of censure is passed, the Director(s) concerned shall be removed from office and replaced for the remainder of the term.

11.5. The minutes of the General Assembly shall be written by the General Secretary and distributed to all members and observers within six (6) weeks.

11.6. The Board of Directors may call for an Extraordinary General Assembly if particular circumstances make it necessary or if at least three (3) permanent members request it. In that case the requirement of §11.2. is reduced to two (2) months. All other GA rules apply if more than 50% of the permanent members request it.

Article 12. GA COMPOSITION



12.1. The General Assembly shall be composed of no more than two (2) representatives from each Member Country and the members of the Board of Directors. Each country may further bring an interpreter as may members of the Board. Country representatives that are not board members of their respective country organizations require a letter of attorney signed by a board member of the country to be represented.

12.2. Temporary Members may appoint two (2) non-voting observers.

12.3. The Board of Directors may invite other observers at its discretion. The GA in session may also vote to accept further observers.

12.4. Only fully paid-up members may participate in the vote. That requirement does not apply to new permanent members at the GA accepting their application.

12.5. If a Member Country is unable to attend, it may designate as representative by proxy a representative of another Member Country, requiring a letter of attorney signed by a board member of the country to be represented. No Member Country may hold more than one (1) proxy.

12.6. The General Assembly is chaired by the President of ENF. In his/her absence the Vice-President should chair the assembly.

13.1. Each permanent Member Country and one representative of the board shall have one (1) vote in the GA

13.2. The GA shall not be able to make decisions requiring a vote unless a simple majority of Member Countries (51%) are present or represented.

13.3. Unless otherwise provided in the present Statutes & Bye-laws, all votes are decided by a simple majority (51%). if no majority can be achieved, one representative of the board will arbitrate the decision.

13.4. If one member country or a board member request this for any type of vote, it shall be conducted in secret. Votes concerning individuals shall be conducted by secret ballot.

13.5. No decision shall be valid on points not included in the Agenda unless a two-thirds (2/3) majority of at least 50% is reached to include the particular topic in the GA agenda.

13.6. Any change of this statute should be considered as an extraordinary event and thus considered the vote valid only if a two-thirds (2/3) majority is reached.

13.7. In urgent cases, a vote of the General Assembly may be made in writing with the President's agreement. In such a case the President shall send to each permanent member country a vote proposal by e-mail. The country member's vote shall be considered valid if received within the eight day of the President's e-mail. The details of the process and substance shall be reported at the next General Assembly Meeting.

CHAPTER III. OFFICERS

Article 14. BOARD OF DIRECTORS

The General Assembly shall elect a Board of Directors comprised of

- the President
- one or more Vice-President(s) (maximum 3)
- the General Secretary
- the Treasurer
- the Head of the Technical Committee.

The GA shall elect a vice president within the elected members of the board

14.1. Directors are elected for a renewable term of four (4) years during the year of the INF Naginata World Championship.



14.2. Candidates for the Directors position should qualify as follows:

- A) Only persons nominated by a Member Country in writing may be candidates to the Board of Directors.
- B) They must be at least 18 years of age or older
- C) They must not have a prison sentence or any prosecution trial pending or in act.

14.3. Candidatures must be notified in writing to the General Secretary at least six (6) weeks prior to the meeting. They shall include all relevant personal details, postal & e-mail addresses, where the candidate can be reached, and a personal letter from the candidate exposing his motives and intentions. The full candidatures shall be distributed with the agenda according to §11.3.

14.4. Only holders of 4th dan grade or higher may be nominated as candidates for the position of Head of the Technical Committee.

14.5. In the case of a Motion of censure being adopted by the General Assembly according to §11.4., a removed Director shall be replaced for the remainder of the Board's term by election at the same General Assembly without regard for the provisions of §14.3.

Article 15. INF DIRECTORS

The ENF president will fulfill the role of European Zone Director(s) to the INF Board of Directors as provided for in the Constitution & By-Laws of the International Naginata Federation.

Article 16. AUDITOR

The General Assembly shall elect one (1) Auditor under the same conditions as set out for Directors in §§ 14.1. & 2. The Auditor cannot be a Director. The Auditor has no vote.

Article 17. DUTIES OF THE PRESIDENT

17.1 The President acts as the Executive officer of the Federation and represents it in all official circumstances and in the INF board.

17.2 The President heads the board of officers

17.3 The Presidents chairs all ENF meetings and events

17.4 The President authorizes all payments

17.5 The President oversees the development of Naginata in the European zone

Article 18. DUTIES OF THE VICE-PRESIDENT(S)

The Vice-President(s) assist the President in the execution of his duties and may represent him at his request when he is unavailable.

Article 19. DUTIES OF THE GENERAL SECRETARY

19.1. The General Secretary acts as the Administrative officer of the federation and as such is responsible for the day-to-day running of the ENF under the direction of the President and executes solely on his/her rulings.

19.2. The General Secretary is responsible for convening the General Assembly according to the provisions of Article 11 and shall act as its secretary to write and circulate its minutes. He also draws up the agenda and minutes of Board of Directors meetings, of which he shall keep a register.

19.3. The General Secretary handles all correspondence to and from the federation, of which he shall keep adequate record. She/he shall also provide ENF affiliates with copies of ENF statute, rules books and By-law of the federation upon member's request.



19.4 The General Secretary shall maintain an ENF grading register for Dan and Shimpan grades. In order to do that all ENF affiliates must report to him/her every grading change of their members.

19.5. The General Secretary is responsible for all the federation's records and shall hand them over to his successor at the end of his term of office.

Article 20. DUTIES OF THE TREASURER

The Treasurer keeps the accounting records of the federation and draws up the yearly balance, financial report and budgets for presentation to the General Assembly according to the provisions of §11.3. He submits all accounts to the Auditor well in advance of the GA.

20.1. The Treasurer is responsible for the collection of all fees and shall issue requests/invoices in due time.

Article 20. DUTIES OF THE TREASURER

20.2. The Treasurer shall keep adequate account of all funds, gifts and bequests received by the federation; and of all payments made from the federation's funds.

20.3. The Treasurer signs for all payments duly authorized by the President.

20.4. The Treasurer draws up the budgets for the current year and the next for approval by the Board of Directors before distribution to the Member Countries. He is responsible for the adequacy of the expenses to the funds available and the solvency of the federation.

20.5. The Treasurer, together with the President, are to approve any expenses related to ENF official events (Seminars, Grading, Championships etc..) held in a Member Country before the event takes place in order to provide sustainable funding and direction to the organizing country.

Article 21. DUTIES OF THE AUDITOR

The Auditor shall examine all accounts, revenues and expenses of the federation and report his findings to the General Assembly.

PART II

ORGANIZATION

CHAPTER III. OFFICERS

Article 22. DUTIES OF THE HEAD OF THE TECHNICAL COMMITTEE

22.1. The Head of the Technical Committee or Technical Director of ENF (from now on referred to as TD) shall organize all its meetings, drawing up the agenda and the minutes, and chairing the meeting.

22.2. The TD is responsible for compliance with and conformity to technical rules and traditions within ENF, particularly for all events as set out in §2.1.

22.3. The TD is responsible for ensuring that grading Examination juries are in compliance with INF and ENF rules (see ENF Examination By-law)

22.4. The TD must be cognizant of all official publications concerning Naginata.

22.5. The TD shall be called upon to represent ENF to any technical body of international organizations of which ENF is a member.

22.6. The head of the technical committee is responsible to relay all information sent by the INF and All Japan Technical committees towards the country representatives within the technical committee.



22.7. Member countries shall notify 1st kyu and Dan grading intentions to the TD and provide specifics of the grading panel which have to be in compliance with INF By-Law

22.8. The TD is in charge of providing all ENF affiliate with the following by-laws:

- Exams Official Regulations (in compliance with INF By-Law)
- Shinpan Regulation (in compliance with INF By-Law)
- European Championship Regulation

22.9. The TD shall oversee and develop the technical quality of Naginata in Europe.

22.10. Any emerging interest for Naginata coming from a country that is not an ENF member yet shall be regulated and supervised by the TD, also requesting assistance, if needed, from other affiliates.

PART II

ORGANIZATION

CHAPTER IV. THE TECHNICAL COMMITTEE

Article 23. COMPOSITION

Each permanent member country shall designate a representative among their highest grades for the technical committee. Temporary members may appoint non voting observers. For extraordinary technical questions, the technical director may restrict the vote of 5th Dan and above.

Article 24. DUTIES OF THE TECHNICAL COMMITTEE

The Technical Committee is the guardian of Naginata spirit, tradition and technique for Europe. It draws up proposals and recommendations and assists the TD in all its duties.

24.1. The Technical Committee is responsible for drawing up, keeping updated and distributing all Rules and Regulations for the competitions and Dan grading Examinations in the European Zone, in accordance with the recommendations of the International Naginata Federation (INF).

24.2. The Technical Committee shall endeavor to contribute to the development of Naginata practice by offering support as required regarding Naginata traditions and technique. It may to that end draw up and propose the publication of appropriate documents.

24.3. The Technical Committee shall foster the training of referees and ensure the maintenance of proper international refereeing standards.

PART II

ORGANIZATION

CHAPTER V. THE TECHNICAL COMMITTEE

Article 25. GRADES (see Exams By-law)

Refer to the appropriate ENF documents in compliance with INF documents

Article 26. GRADING EXAMINATIONS

26.1. ENF affiliates members are allowed to take part in all ENF member's grading session only if authorized by their organization. An official declaration from the candidate's Federation shall be required to grant the candidate permission to attend the examination.

26.2. A federation cannot host exams in another member country unless the member country itself grants permission

26.3. Only affiliates from permanent member countries may apply for Dan examination hosted by ENF members. A request for a exception to this rule may be addressed to the ENF Board who will take the decision.



Article 27. GRADING REGISTER

The 1st kyu, Dan and Shimpan grades register shall be kept by the secretary and updated once a year. All affiliate are required to communicate to ENF any grade change of its members. Any grade acquired under ENF supervision shall be communicated by the secretary to the candidate's country.

PART II

ORGANIZATION

CHAPTER VI. BOARD OF DIRECTORS ELECTIONS

Article 28. Election procedures

In order to proceed with the election, this should follow:

- a. The GA shall elect an assembly president and appoint two (2) representatives responsible for counting the votes. These persons must be chosen among representatives not applying to become a member of the new board of directors.
- b. Introduction of the candidates by the president. The president will chair the session allocating equal time for speeches or presentation and questions for each candidates.
- c. Voting and presentation of the results

Notice of the election shall be provided to the member countries no less than four month prior to the meeting at which the election will be held.

The candidate's nomination for a position in the board of directors or as an Auditor must be sent at least 2 months before the election.

Within five days of the close of application the secretary will notify all member country of all the valid nominations received.

Article 29. Election procedures

Elections shall only be held when more than 50% of the affiliates are represented in the assembly.

PART II

ORGANIZATION

CHAPTER VII. DISCIPLINARY MEASURES

Article 30. Grounds for Expulsion and Suspension by the GA

A member may be expelled or suspended from ENF for:

- Breaking the statute rules & by-laws of ENF
- Violating international laws
- Actions contrary to the moral, the individuals and society
- Lack of payment of the annual fee for 2 years (unless rectified)

APPEALS.

In the same year as the board's election the GA will elect three (3) arbitrators to form a commission to which may be proposed an appeal against the motion of censure.

Within twenty (20) days from the date of approval of the motion of censure, the director against whom it has been presented may appeal against the GA's decision to the arbitrator's commission.

He has the right to present within the same twenty (20) days, all the documents that he considers relevant to the judgement.

The president of the arbitrators commission has to notify the Director's appeal to the General Secretary within five (5) days of receipt.

The General Secretary should present to the Commission, within the next fifteen (15) days, a report about the appeal and the reasons for the motion of censure, with a summary of the opinions expressed by the General Assembly before the vote.

On completion of the process outlined above the commission has fifteen (15) days to notify its judgment to the parties.



The judgment of the Commission is definitive and final.

Article 31.

The affiliation of a member organization may be suspended for a limited or unlimited period, while expulsion is definitive; having an impact on participation and participation fees for certain events like e.g. the ENC. Once a country has been expelled it may be reapply for membership after 2 years following a normal procedure.

Article 32.

All actions against an affiliate will be reported by the Board of Directors to the GA and the situation assessed by vote during the assembly as per Voting procedures respecting the two-thirds (2/3) rule.

Article 33.

In case the affiliate is not present during the vote concerning its status, the decisions of the GA will be given to a representative, if present, or communicated by post service within a (1) month of the event.

Article 34.

Amendment of the Statutes

Any amendment to the statutes must be approved at the General Assembly by an affirmative vote with a two-thirds (2/3) majority . Ref. to Art. 13.6

Article 35.

Resolution to dissolve the ENF must be approved at the General Assembly by an affirmative vote of two-third (2/3) of its members. In the event of dissolution, all remaining assets and funds shall be allocated equally to all Affiliates.