



Triangle Bushin Kan Dojo

Bylaws Code of Conduct

Effective September 1, 2002

Revised April 2, 2003

Revised December 29, 2003

Revised September 1, 2004

All registered Triangle Bushin Kan Dojo (TBKD) Yukyusha and Yudansha are responsible for the following code of conduct. It is expected that all members in good standing will honorably adhere to the philosophical principles, virtues, traditions, legacies, and martial heritage of our association and of Bushin Kan Honbu Dojo, Dai Nippon Butoku Kai USA Division.

1. MISSION

TBKD is organized exclusively for charitable and educational purposes. More specifically, it teaches the principles of the classical Japanese martial arts for the furtherance of peace through community building and global understanding. The Dojo is organized for the instruction and training of individuals to improve self-awareness and deeper global/cultural understanding. The training provides students with the basics of self-awareness to increase individual and community safety and to prevent and combat community deterioration and juvenile delinquency. The training also foster a greater sense of cultural awareness through the foundations of Classical Japanese Martial Arts and aids in the elimination of prejudice and discrimination. The training is for the betterment of individuals to fully develop and utilize their full inner potential for the benefit of themselves and the local and global communities.

The members of TBKD will pledge their efforts wholeheartedly to the following objectives martial arts training:

To dedicate energy toward training and instruction of classical martial arts, **Shoryuin Muso Chishin Ryu Heiho** embodying Karatedo, Aikido, Jiujutsu, Aikijujutsu, Judo, Kobudo, Kendo, Iaido, Jiukendo, and Jodo with true spirit of *Shin-Ki-Tai-Ittoh*;

Through the above training and instruction, to dedicate their efforts selflessly and tirelessly for the sake of the common good of the dojo members and the community which they serve; and

To strive to be the best they can be, not only in the chosen martial disciplines, but also in every day life and to exercise the spirit of Determination, Persistence, and Will to Never Give Up.

It is generally understood that each trainee has his/her own clear vision and purpose of training which encompasses the above objectives. Each dojo member needs to consider every option prudently and rationally in terms of teaching and training strategy so each can be the best role model and an enduring source of motivation for others. The Dojo's aim in martial arts practice is to provide meaningful and enjoyable learning experiences for participants to encourage positive individual growth. The training curriculum contributes to individual confidence building through martial arts training. In addition to the physical and mental development, the dojo strongly emphasizes character building. Instruction is intended to instill proper attitudes based on cherished traditional values and virtues such as humility, courage, honor, loyalty, moral rectitude, sincerity, compassion, benevolence, and the sword and pen principle. In order for the dojo to succeed in this mission, each participant is expected to earnestly and steadfastly dedicate themselves to the noble objective of martial arts instruction - to teach important values that impact lives. With the strong leadership and commitment of all participants, the dojo can achieve the essential objectives of martial arts education.

2. MEMBERSHIP

Every Member of the Triangle Bushin Kan Dojo shall abide by the Bylaws and any Rules, Regulations and Policies of the Triangle Bushin Kan Dojo. A signed Membership Agreement, Clinic Application Form, or other liability waiver form shall be required prior to participating in any TBKD sanctioned activity.

Student Members

Students shall register with the Triangle Bushin Kan Dojo by submitting the signed and dated Membership Agreement along with the membership dues. Student Members are collectively referred to as Yukyusha and have the rank of Tenth Kyu white belt through Kari-Shodan brown belt. All Student Members will have a primary discipline (Karate-doh, Aikido, etc) under which they train in TBKD.

Yudansha in non-affiliated martial art schools may be admitted to TBKD as student members until otherwise certified as a Yudansha in Bushin Kan Honbu Dojo, Dai Nippon Butoku Kai, USA Division.

Guests

Members of TBKD may invite guests to attend TBKD training sessions. Student members must have the prior permission of instructors for guests to attend training sessions. Yukyusha from other Dojos affiliated with Dai Nippon Butoku Kai, USA Division may also participate in TBKD training as guests with prior notice to the TBKD instructors.

TBKD instructors may refuse participation of guests during training sessions at their discretion. After one month of consistent training, guests will be required to join TBKD as student members to continue training. Guests are not Members of TBKD.

Instructors

Instructors and assistant instructors are automatically members of Triangle Bushin Kan Dojo and are not required to pay membership dues. This automatic membership is granted based on their commitment to the instruction of student and associate members.

Instructors are encouraged to make tax-deductible donations to TBKD equivalent to membership dues. Instructors of Triangle Bushin Kan Dojo are all certified Yudansha who are members in good standing of Bushin Kan Honbu Dojo, Dai Nippon Butoku Kai, USA Division and who train primarily and consistently at Triangle Bushin Kan Dojo. All certified Yudansha who are members in good standing of Bushin Kan Honbu Dojo, Dai Nippon Butoku Kai, USA Division but who do not train consistently or primarily at Triangle Bushin Kan Dojo are considered assistant or guest instructors for Triangle Bushin Kan Dojo, respectively. Instructors, assistant instructors, and guest instructors will have the rank of First Dan to Tenth Dan in the martial discipline they are teaching. All instructors are responsible for the safe and consistent training of Yukyusha.

Lead Instructors

Lead instructors will be designated for each of the martial arts disciplines being taught in Triangle Bushin Kan Dojo. Each discipline will have one lead instructor. The instructor is solely responsible for maintaining the curriculum and for the promotion of students within that discipline. All lead instructors must be approved by the Director of TBKD.

Associate Members

Yudansha who are members in good standing of Bushin Kan Honbu Dojo, Dai Nippon Butoku Kai, USA Division who do not choose to commit to instructor status in TBKD and who desire to train as 10th Kyu white belt students in Triangle Bushin Kan Dojo are considered associate members. Associate members are encouraged to make tax-deductible donations to TBKD equivalent to membership dues for the benefit of the organization.

Membership Dues

Student members are required to submit membership dues to remain in good standing and to be eligible for the Training Program. Dues may be paid every one, six, or twelve months. Membership dues are nonrefundable. The schedule of membership dues is provided in Appendix A.

Waiver of Dues and Event Scholarships

Students may request a full or partial waiver of dues to allow for continued training when limited financial means or other financial hardships would otherwise prevent membership to the Training Program. Students may request event specific scholarships to attend special camps, clinics, or other events associated with the promotion and advancement of the TBKD mission. Students receiving waivers or event scholarships may be required to perform duties or workdays as compensation to TBKD. Duties and workdays for students receiving waivers or event scholarships will be established on a case-by-case basis but would include activities to support TBKD activities and further the TBKD mission. At the request of the student, other activities such as volunteer community service may be approved as compensation. Duties and workdays will not necessarily be a requirement for every waiver or event scholarship. The student's lead instructor will recommend waivers and event scholarships to the Director of Triangle Bushin Kan Dojo including any recommended compensation to TBKD. Final approval of waivers, event scholarships, and compensation activities is at the sole discretion of the Director of Triangle Bushin Kan Dojo. After final approval, the lead instructor will report all waivers and scholarships to the TBKD Treasurer to be recorded and noted.

3. TRAINING

Training Times

Formal training is accomplished two nights weekly as noted in Appendix B. Students should arrive a minimum of 15 minutes prior to class to prepare for formal training. Water breaks will be scheduled during the training time. Notices will be sent to all members to confirm dates and time for informal weekend training. Additional training sessions may be scheduled by student request and availability of instructors.

Training Locations

Current training location encompass any outdoor public area or park environment. Locations may also include the private residences of instructors or students. The primary consideration for an appropriate training location shall be a safe and productive training environment. Training locations may be changed with notice from the lead instructors.

Daily Weather and Seasonal Conditions

Formal outside training will be cancelled under severe weather conditions including storms, hurricanes, hail, and blizzards. The lead instructor will contact members to confirm cancellation of class or to set an alternate training location that ensures the safety of all members.

Cancellation of Training

The Director of TBKD or lead instructor may cancel training as necessary when TBKD Instructors are not available to lead formal training. Students are encouraged to use the time to individually review and refine basic skills. At the discretion of the lead instructor, monthly fees may be waived if the majority of training sessions for that discipline are canceled. Waiving of fees will be approved by the Director of Triangle Bushin Kan Dojo and immediately reported to the Treasurer. For students paying on a 6 or 12 month fee schedule, waiving of a month's fees will extend their membership for an extra month.

Special Camps, Clinics, and Other Events

Special Camps, Clinics, and other training opportunities will be offered through Dai Nippon Butoku Kai USA Division. Information for each event will be announced as it is made available. Attendance at these events is optional but highly recommended as they present invaluable training opportunities. All members of TBKD in good standing are welcome to register and attend these events.

Cross Training

Triangle Bushin Kan Dojo highly discourages continuous cross training between Martial Arts disciplines. We request that students choose one discipline and commit to that form for a minimum of 2 or 3 years before attempting any serious cross-training in another art. Exceptions may be made on a case-by-case basis.

4. RANK AND TITLE CERTIFICATION

Promotions

Membership in Triangle Bushin Kan Dojo does not in any way imply or guarantee promotion in rank. Rank is earned through consistent and diligent training, dedication, and perseverance. Testing is continuous through the entire training process. Formal

acknowledgement of progress will be accomplished approximately three times per year and at the discretion of the lead instructor. The table provided in Appendix C outlines the general skill requirements anticipated for each rank.

TBKD acknowledges promotion to Shodan and above only through the official testing from Bushin Kan Honbu Dojo, Dai Nippon Butoku Kai USA Division.

Certification

Promotion to the rank of **Go-Kyu** and above may require registration with Dai Nippon Butoku Kai, USA Division. Registration requires a one-time fee for each rank attained and annual membership dues to DNBK.

Promotion to shodan elevates students to the appropriate instructor status. New Shodans are no longer expected to pay TBKD membership dues but are required to take on leadership and instructor responsibilities.

5. MEMBER RESPONSIBILITIES AND CONDUCT

Expectations of Kyu and Dan Rank

Higher rank bestows greater responsibility on the practitioner. Students must set an example for beginning white belt students by arriving to class early, setting up the dojo, and remaining until the dojo is cleared.

Instruction is limited to Yudansha only. Yukyusha are not authorized to teach the martial art they are learning through TBKD to anyone at anytime. Yukyusha may train together and discuss techniques but may not instruct other students or non-students without the direct supervision of the instructors.

Conduct Inside the Dojo

Attendance in martial arts training is optional. Proper conduct is expected and required at all times for the safe and efficient training of all members. It is expected that all participants will follow the directions of the instructors.

Conduct Outside the Dojo

Members are expected to exemplify martial virtues in all aspects of daily living. Members will at no time use their training for aggressive confrontations outside the dojo unless no other means are available to maintain safety and result in peaceful resolution of conflict. Immoral or abusive conduct may result in disciplinary action ranging from removal of rank to termination of membership in TBKD. Appropriate disciplinary action will be determined at the recommendation of the lead instructor and the discretion of the Director of TBKD. Disciplinary process is described in more detail in Section Six below.

Safety and Injuries

All students must be aware of their own physical limitations. In the event that a student determines it is necessary to stop training for safety reasons, the student must inform the instructors, bow out of the training session, and re-establish physical and mental balance. When ready, students may bow back into training. All injuries must be reported to the instructors immediately.

General Training Etiquette

Proper etiquette is the outward sign of a prepared mind. Students should keep all outside concerns from entering the dojo. By following etiquette rules, instructors know that students have the proper mindset to safely and efficiently train.

Arrival Time

Official arrival time is fifteen minutes prior to training time.

Jewelry

No jewelry is permitted during training.

Grooming

Fingernails and toenails should be neatly trimmed or manicured. Hair must be cut short or tied back away from the face and neck. Training Dogi must be washed regularly.

Entering and Exiting the Dojo

All students must bow into and out of the Dojo at all times. Students must be properly attired while in the Dojo. All weapons must be properly bowed into and out of the dojo. All other items must be placed neatly on the floor while bowing into and out of the Dojo.

Attitude

All members are required to be respectful and attentive while in the Dojo. All students must have proper mind-set for safe and efficient training. Proper body posture must be maintained during all training sessions and while inside the Dojo.

Dojo Maintenance

It is the responsibility of all students to clean the dojo before and after all training sessions. All personal items must be placed neatly in the designated area.

6. DISCIPLINARY ACTION

Disciplinary Action

The TBKD Director may censure, suspend for a definite or indefinite period of time, or expel any member of the TBKD, including any student member, instructor, or associate member or any person participating in any capacity whatsoever in the affairs of the TBKD who has contravened any of the Bylaws or Rules of the TBKD or who has acted in a manner which brings disrepute upon the TBKD. As appropriate, the director will refer matters involving Yudansha to DNBK for further action.

7. BUSINESS OPERATIONS

Annual Meeting

The date, time, and place of the regular annual meeting shall be set by the Director. Special meetings may be called by the Director. Notice of each meeting shall be given

to each TBKD officer and to every TBKD instructor by electronic mail not less than ten days before the meeting.

Director

The management of TBKD shall be vested in the Director. The Director of the TBKD shall have all powers necessary to properly manage TBKD including, but not limited to, review and adoption of an annual budget, approval of TBKD expenditures, establishment of fees for TBKD, admission of eligible members, amendment of Bylaws and appointment of Officers. At his/her discretion, the Director has the authority to remove the Deputy Director or any officer, committee chair, or committee member from his/her position and responsibilities.

The Director is responsible for overall policy and direction of TBKD and delegates responsibility for day-to-day operations to the appointed officers and instructors. The Director receives no compensation other than reasonable expenses. The term of the Director is unlimited. The current Director will appoint a new Director at such a time as the current Director decides to retire from the position.

Deputy Director

The Deputy Director of TBKD shall be appointed by the Director and is responsible for the duties of, and have all the powers of, the Director in the event the Director is unable to manage TBKD. The Deputy Director will be relieved of these responsibilities when the Director is able to resume his/her role. In case of sudden permanent loss of the Director of TBKD, the Deputy Director will automatically become the new Director and will appoint a new Deputy Director. The term of the Deputy Director is unlimited. The Deputy Director receives no compensation other than reasonable expenses. The current Director will appoint a new Deputy Director at such a time as the Deputy Director decides to retire from the position.

Officers

There shall be three officers of the TBKD consisting of a Chair, Secretary, and Treasurer. Officers shall share all duties for the running of TBKD, however primary responsibilities for each officer are defined below. The officers receive no compensation other than reimbursement of reasonable and directly associated expenses as approved by the Director of TBKD. Their duties are as follows:

The Chair, who is also the Director, shall convene regularly scheduled Board meetings and shall preside or arrange for the Secretary or Treasurer to preside at each meeting.

The Secretary shall be responsible for keeping records of TBKD actions, including the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each officer and TBKD instructor, and assuring that corporate records (such as incorporation documents, bylaws, member registration forms, inventory lists, etc) are maintained.

The Treasurer shall make a report at each meeting. Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to all TBKD members and the public on request. The Treasurer shall be responsible for preparing annual financial reports, receiving all monies, paying all bills approved by the Director, and signing checks.

Each officer shall be appointed by the Director at the annual meeting and serve a term of one (1) year, such term to end at the end of the calendar year. There are no limits to the number of terms. Officers are required to be members in good standing of TBKD.

Office Vacancies

If an office becomes vacant, the Director will appoint a new officer or will assume the responsibilities of that office until an appropriate candidate is available for appointment.

Committees

The Director may create committees as needed, such as fundraising, web design development, etc. The Director appoints all committee chairs. The committee chair, with the advice and consent of the Director, shall appoint all other committee members as necessary and appropriate.

8. ANNUAL REPORTS

The Director shall prepare a complete report of the status and membership of TBKD annually. The report shall include names and ranks of all students including recent promotions, disciplinary actions, fundraisers, and other special events.

9. FINANCES AND ASSETS

Finances and Reporting

The Director and Treasurer are responsible for developing and reviewing fiscal procedures, fundraising plans, and annual budgets. The Director must approve the budget, and all major expenditures must be within the budget. Any major change in the budget must be approved by the Director. The fiscal year shall be the calendar year. The TBKD treasurer will prepare annual TBKD financial reports showing the year's income and expenditures. The TBKD treasurer will also maintain a plan sheet for a minimum of two years past the current year. The financial records of the organization are public information and shall be made available to the membership and the public on request.

Assets and Inventory

The Director may, if sufficient excess funds are available, elect to purchase equipment necessary for the efficient running and organization of TBKD training. All equipment will be documented in the TBKD Inventory List.

10. AMENDMENTS

These Bylaws may be amended or revised when necessary by the TBKD Director. Proposed revisions and amendments will be provided to officers and instructors of TBKD for review and comment. The director will consider all comments and will notify the instructors and students of amendments/revisions when available.

These revisions were approved by the Director of Triangle Bushin Kan Dojo on September 1, 2004.

Julie E. Hunt, Director of TBKD

Date

Appendix A

Schedule of Membership Dues Effective September 1, 2002

Individuals

One Month Membership	\$30.00
Six Month Membership.....	\$165.00
Twelve Month Membership	\$300.00

Families

One Month Family Membership (2 members).....	\$50.00
Per additional family member	\$20.00
Six Month Family Membership (2 members)	\$275.00
Per additional family member	\$110.00
Twelve Month Family Membership (2 members).....	\$500.00
Per additional family member	\$200.00

Appendix B

Training Schedule Revised April 2, 2003 Revised December 29, 2003

Aikido Formal Training

Wednesday 7:00 PM to 8:15 PM
Friday 7:00 PM to 8:15 PM

Aikido Informal Training

Wednesday - Aikido 8:30 PM to 9:30 PM
Friday - Aikido 8:30 PM to 9:30 PM

Karate Formal Training

Tuesday 6:30 PM to 8:30 PM
Thursday 6:30 PM to 8:30 PM

Informal Training

Monday - Kobudo TBD
Saturday - Aikido TBD
Additional Days/Times by request TBD

Appendix C

Anticipated Skills by Discipline and Rank

Revised December 29, 2003

Aikido

Rank	Skills
Ju Kyu	Tai-Sabaki, Breakfalls; Kokyu Waza 1-4
Kyu Kyu	Aiki-Kihon; Kokyu Waza 5-10
Hachi Kyu	Aiki Kata Part 1; Kihon Waza 1-10
Shichi Kyu	Aiki Kata Part 2-4; Kihon Waza 11-15
Roku Kyu	Aiki Ken; Kokyu Waza 11-15
Go Kyu	Kokyu Waza 16-20; Kihon Waza 16-20
Yan Kyu	Kokyu Waza 21-23
San Kyu	Kihon Waza 21-25; Aiki No Jo
Ni Kyu	Kihon Waza 26-30; Ni Kaku No Nagare
Ik Kyu	Kihon Waza 31-35; Lead training under supervision
Kari Shodan	Lead training under supervision
Shodan	Hagakure Omote and Ura

Karate

Rank	Skills
Ju Kyu	
Kyu Kyu	
Hachi Kyu	
Shichi Kyu	
Roku Kyu	
Go Kyu	
Yan Kyu	
San Kyu	
Ni Kyu	
Ik Kyu	
Kari Shodan	
Shodan	