

# American Ju-Jitsu Association



A NON-PROFIT  
AMATEUR ATHLETIC ORGANIZATION

## CONSTITUTION & BYLAWS

Revision 5.1 (c) Copyright 2004.  
No portion of this document may be reproduced or used without the permission of the American Ju-Jitsu Association.

Revision 5.1, Created 12/16/04

**AMERICAN JU-JITSU ASSOCIATION  
CONSTITUTION & BYLAWS  
TABLE OF CONTENTS**

Article 1: Constitution of the American Ju-Jitsu Association . . . . .Page 3

Article 2: Bylaws: Promotions. . . . .Page 10

Article 3: Bylaws: Black Belt Requirements. . . . .Page 12

Article 4: Bylaws: Certification. . . . .Page 17

Article 5: Bylaws: Regional Director . . . . .Page 19

Article 6: Bylaws: Individual Memberships . . . . .Page 20

Article 7: Bylaws: Safety, Participant Release, & Sanctioning Activities . . . . .Page 23

Article 8: Bylaws: AJA Publications. . . . .Page 24

Article 9: Bylaws: Amending the Constitution or Bylaws. . . . .Page 26

Article 10: Bylaws: Inter-Organizational Sports Council [IOSC] . . . . .Page 27

**APPENDICES**

The following forms are to be duplicated by you for your use:

- Activity Entrance Form & Authorization to Consent to Treatment of Minor
- Sanction Request Form
- Certificate Application Form
- Individual Student Register

# 1. ARTICLE 1: CONSTITUTION OF THE AMERICAN JU-JITSU ASSOCIATION

## 1.1. Purpose and Functions

1.1.1. In order to further the study of the martial art of Ju-jitsu, the purpose and functions of the American Ju-jitsu Association, hereafter referred to as the AJA, shall be to:

- 1.1.1.1. Maintain the high standards of the martial art of Ju-jitsu by establishing general guidelines for the orderly promotion of qualified persons within the art of Ju-jitsu;
- 1.1.1.2. Serve as an association by which affiliated schools or clubs may cooperate and interact in order to promote the generous exchange of resources, ideas, information and the technical skills of Ju-jitsu;
- 1.1.1.3. Promote the martial art of Ju-jitsu to the general public, and within the global martial arts community, by increasing awareness to the many benefits of learning Ju-jitsu; and
- 1.1.1.4. Support, develop, and foster national and international amateur sport competition within the guidelines exclusively set forth in section 501(c)(3) of the Internal Revenue Code of the United States of America.

## 1.2. Qualifications for Membership in the AJA

1.2.1. Membership in the AJA shall be open to all active instructors in the martial art of Ju-jitsu and their students.

1.2.2. There are two types of Membership in the AJA: a) Dojo Charter; and b) Individual Membership

### 1.2.2.1. Dojo Charter

1.2.2.1.1. A Dojo Charter (certificate) may be granted to the Head Instructor (sensei), or acting head instructor, of any dojo that teaches any traditional style of Ju-jitsu (Ju-jutsu), and has an established program whereby students may obtain the rank of Shodan (or higher) in Ju-jitsu.

1.2.2.1.2. A Dojo Charter (certificate) authorizes the holder (head instructor) to act as an officer of the AJA and conduct events (including, but not limited to: seminars, exhibitions, and tournaments), use the AJA logo, and issue Individual Memberships (see next section) in the name of the AJA.

### 1.2.2.2. Procedure for membership:

1.2.2.2.1. The instructor of the dojo must be actively instructing the martial art of Ju-jitsu

1.2.2.2.2. The instructor of the dojo shall fill out the required application form including all required documentation and fees.

1.2.2.2.3. The instructor of the dojo shall forward all of these materials to the Regional Director for his review.

1.2.2.2.4. Once the application is submitted the instructor of the dojo may not seek or accept any promotions of rank in Ju-jitsu from any source, including another organization, unless such a promotion comes directly from his sensei.

1.2.2.2.4.1. This restriction shall remain in effect only until the BOD votes on the application and, if accepted, until such time as all originally requested certification for existing rank is issued by the AJA.

1.2.2.2.5. The Regional Director shall visit the instructor's dojo (if possible) and/or be in direct contact with the instructor.

1.2.2.2.6. The Regional Director will review the application and materials submitted by the instructor of the dojo, and submit such materials to the national Board of Directors (BOD) for their review and approval.

1.2.2.2.7. The BOD will review the materials and vote on the instructor's application.

1.2.2.2.7.1. A two-thirds (2/3) vote of the BOD is required for approval.

1.2.2.2.8. The BOD shall then request that the Certification Chairperson issue the appropriate certificate(s).

1.2.2.3. The Dojo Charter shall have the following conditions:

1.2.2.3.1. The certificate shall be issued under the head instructor's name,

1.2.2.3.2. The certificate shall be issued for a specific dojo and location,

1.2.2.3.3. The certificate shall be valid for one year unless special provisions are made for a longer or shorter term

1.2.2.3.3.1. Renewal forms shall be mailed to every dojo each year

1.2.2.3.3.2. Membership is not considered valid until ALL required forms and the appropriate fees are received by AJA national.

1.2.2.3.4. There shall be a fee for the certificate, which shall be paid at the same time as the application, or renewal, is made to the AJA.

1.2.3. Individual/Student Membership

1.2.3.1. Procedure for membership for students:

1.2.3.1.1. Membership fees:

1.2.3.1.1.1. All participants shall be required to pay the following:

1.2.3.1.1.1.1. Individual membership fee(s):

1.2.3.1.1.1.2. A national fee, used to defray expenses of the national organization;

1.2.3.1.1.1.3. A regional fee, if established by the region, to defray regional expenses; and

1.2.3.1.1.1.4. A local fee, if established by a dojo or group of dojo to defray local expenses.

1.2.3.1.1.2. All membership fees shall be used in compliance with the purpose and functions of the AJA as established in Article 1.1. of the Constitution.

1.2.3.1.2. See Article 6 for more information regarding Individual Memberships.

1.2.3.2. AJA Associate Membership

1.2.3.2.1. Qualification for Associate Membership:

1.2.3.2.1.1. The AJA BOD understands that any dojo and its instructor may undergo changes and hardships. If for any reason a dojo, which has previously secured AJA membership certification, must temporarily cease operation, provisions are hereby made so that a sensei may retain his/her dojo certification through an individual AJA Associate Membership.

1.2.3.2.1.2. Any head instructor holding an AJA Dojo Certificate as described in paragraph 1.2.2.3. of these articles, for at least three (3) consecutive years, may renew his/her annual Dojo Membership by converting it to an individual Associate Membership.

1.2.3.2.1.2.1. Associate Membership is not available to non-AJA dojo.

1.2.3.2.1.2.2. No **AJA** dojo may convert to Associate Membership during the calendar year.

1.2.3.2.1.2.3. Associate Membership is an "individual" membership, not a dojo membership, and does not carry with it the privileges given the dojo memberships described in these articles.

1.2.3.2.1.2.3.1. The holder of an Associate Membership may not collect individual/student AJA membership fees in the name of the AJA.

1.2.3.2.1.2.3.2. The holder of an Associate Membership may not request student promotion certificates to be issued from the AJA.

1.2.3.2.1.2.3.3. The holder of an Associate Membership may not renew said membership more than five (5) consecutive years. If the Associate Membership is not converted to an **AJA** Dojo Membership within this time, AJA Dojo Certification and

the Associate Membership shall be forfeited and the sense will be required to re-apply for Certification at any future date.

1.2.3.2.1.2.3.4. The fee for an individual Associate Membership shall be the same as the renewal fee for the Dojo Certificate, minus any individual, insurance or student fees [a total of \$25 as of this writing].

1.2.3.2.1.3. The holder of an Associate Membership is entitled to apply for a “personal” promotion certificate from the AJA.

1.2.3.4. Fees may be modified at the discretion of the BOD if they create an undue financial hardship for a particular dojo.

1.2.3.5. The procedure for the payment of individual membership fees can be found in Article 6. of this document, and on the Individual Student Register, available from the Membership Chairperson.

1.2.3.6. Discrimination prohibited in membership:

1.2.3.6.1. No person shall be restricted from membership or participation in the activities of the AJA because of their creed, color, race, sex, place of national origin, or any other reason established by legislation or court decision.

### 1.3. Governing Bodies

#### 1.3.1. National Board of Directors:

1.3.1.1. There shall be a national governing body known as the National Board of Directors (BOD).

1.3.1.2. It shall serve as the policy-making and governing body of the AJA.

1.3.1.3. It shall be composed of a maximum of seven members unless an increase or decrease is declared by a 2/3 vote.

1.3.1.4. Membership on the BOD shall be composed as follows:

1.3.1.4.1. President of the AJA who shall be responsible for the administration of the AJA

1.3.1.4.2. chairman of the BOD;

1.3.1.4.3. Vice-President who shall assist the President in the capacities stated above;

1.3.1.4.4. Regional Directors who are responsible for the administration of their particular regions of the AJA;

1.3.1.4.5. Secretary of the AJA who shall be responsible for communications among the BOD, members and/or non members as designated by the BOD;

1.3.1.4.6. Treasurer of the AJA who shall be responsible for maintaining the financial records for the AJA;

1.3.1.4.7. any at-large member who otherwise meets the requirements and is elected to serve on the BOD.

1.3.1.5. Qualifications for BOD membership:

1.3.1.5.1. Sandan or higher grade in Ju-Jitsu

1.3.1.5.2. head instructor of a dojo;

1.3.1.5.3. has shown prior experience in regional or national matters.

1.3.1.5.4. A yudansha who was a member of the BOD at the time the AJA was founded may retain BOD membership even though he/she is not currently actively teaching the art of Ju-Jitsu.

1.3.1.6. A prospective member to the BOD must receive a 2/3 vote of the BOD to secure membership.

1.3.1.7. Meetings

1.3.1.7.1. The BOD shall convene at least once each calendar year for the purpose of discussing topics and voting, as necessary, on issues of policy or administration within the scope of the functions of the organization as described in Article 1.1.

1.3.1.7.2. The chairman shall have the responsibility of

- 1.3.1.7.2.1. Calling such a meeting
- 1.3.1.7.2.2. convening such a meeting as well as determining it's time and location
- 1.3.1.7.2.3. sending an agenda to all BOD members at least 45 days in advance, whenever possible.
- 1.3.1.7.3. If a BOD member cannot attend a meeting of the BOD the chairman may request a voting proxy from the missing member.
  - 1.3.1.7.3.1. A BOD member may choose to or not to give his proxy to the BOD chairman
  - 1.3.1.7.3.2. In cases where the proxy is not given to the BOD chairman, the BOD chairman has the responsibility of allowing the BOD member to vote on issue[s] before the BOD by mail ballot, as described below, if a majority vote of the BOD is not secured for a matter under consideration at the annual meeting..
- 1.3.1.7.4. The chairman may conduct the annual meeting or other BOD business either
  - 1.3.1.7.4.1. directly via U.S. mail, e-mail, or other communication medium, at his discretion, when a physical meeting is unrealistic or impossible, or
  - 1.3.1.7.4.2. he may delegate such responsibility to the Secretary of the AJA.
- 1.3.1.7.5. Mail [or other communications medium] voting procedure for the BOD:
  - 1.3.1.7.5.1. The Chairman of the BOD shall send each BOD member a ballot and all materials pertinent to the issue being voted on.
  - 1.3.1.7.5.2. The members of the BOD shall have 30 days to vote on the issue and return their ballots to the chairman of the BOD.
  - 1.3.1.7.5.3. BOD members may be given a shorter time to respond, but not less than 15 calendar days.
  - 1.3.1.7.5.4. Phone votes, votes by e-mail, or by another communication medium are also acceptable.
  - 1.3.1.7.5.5. The decisions of the BOD shall be based upon the votes received by the Chairman of the BOD by the deadline date posted on the ballot or otherwise agreed to by the BOD.
  - 1.3.1.7.5.6. The deadline date may be extended in certain cases.
- 1.3.1.8. Removal & Resignation from the BOD
  - 1.3.1.8.1. A member of the BOD may resign by written notice to the remaining members of BOD or be removed by action of a majority vote of the BOD.
  - 1.3.1.8.2. The chairman may only be removed by action of a majority vote of the BOD upon:
    - 1.3.1.8.2.1. declaration of mental or physical incapacity by at least two licensed physicians,
    - 1.3.1.8.2.2. conviction of a felony or a crime involving fraud, theft, self-dealing or moral turpitude.
  - 1.3.1.8.3. Upon the removal or resignation of any member of the BOD, the remainder of his or her term shall be filled by appointment made by a majority of the remaining members of the BOD; provided however, that upon removal or resignation of the chairman of the BOD, a successor shall be determined as set forth in sections 1.3.1.5. and 1.3.1.6. above.
- 1.3.1.9. Reimbursement of Expenses and Compensation
  - 1.3.1.9.1. Members of the BOD, and appointed officers and committee members, shall be entitled to reimbursement of reasonable expenses which are reasonably related to the conduct of AJA's affairs. Expenditures in excess of \$10 shall be approved by the BOD in writing in advance, although expenses not approved in advance and in excess of \$10 may be reimbursed in the discretion of the BOD by subsequent action.
    - 1.3.1.9.1.1. Members of the BOD, shall be entitled to compensation for attendance at

meetings and work performed on behalf of AJA as determined by BOD, but in no event shall such compensation on an annual basis exceed \$10 without the approval of a majority of the members as set forth in section 1.3.1.7 only.

1.3.1.9.1.2. Nothing herein shall prohibit members of BOD or officers and committee members of AJA from receiving reasonable compensation for services rendered as martial arts instructors of BOD or for providing testing services for martial arts promotion, provided that such compensation shall not exceed comparable compensation received by martial artists of similar rank in the geographic region where the instructional or testing services are provided. In no event shall compensation be paid to members of BOD (or its officers or committee members), regardless of the type of services performed, if there are insufficient funds to pay for such services.

1.3.1.10. Indemnification

1.3.1.10.1. AJA shall indemnify an individual made a party to a proceeding because he or she is or was a director, officer, employee or representative of AJA (including its organizer) against liability incurred in the proceeding if:

1.3.1.10.1.1. He or she conducted himself or herself in good faith;

1.3.1.10.1.2. He or she reasonably believed that his or her conduct was in or at least not opposed to the best interest of AJA; and

1.3.1.10.1.3. In the case of any criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful.

1.3.1.10.2. These bylaws shall not be interpreted to limit in any manner the indemnification or right to advancement for expenses of an individual who would otherwise be entitled thereto. These bylaws shall be interpreted as mandating indemnification and advancement of expenses to the extent permitted by law.

1.3.1.11. BOD voting requirement on all issues:

1.3.1.11.1. All decision of the BOD shall be by majority vote of the BOD unless:

1.3.1.11.1.1. stated otherwise in the Constitution and/or Bylaws;

1.3.1.11.1.2. decided on by a 2/3 vote of the BOD established prior to voting on the issue.

1.3.2. Regional Boards

1.3.2.1. There shall be regional boards established as necessary to conduct the affairs of specific regions.

1.3.2.2. The Regional Board shall operate under the same guidelines as the BOD except as follows:

1.3.2.2.1. Membership requirements shall be as follows:

1.3.2.2.1.1. All head instructors of dojo(s) in a particular region shall be eligible to be members of the Regional Board of that region.

1.3.2.2.1.2. All decisions of the Regional Boards are subject to review and approval by the BOD.

1.3.2.2.1.2.1. Copies (minutes) of regional meetings shall be submitted to AJA national.

1.3.2.3. The Chairman of the BOD shall appoint the Regional Director to administer the affairs of the region.

1.3.2.4. The selection of the Regional Director may be made with the majority consent of the BOD and without the recommendation of the particular Regional Board.

1.3.2.5. The candidate for Regional Director should have the following qualifications:

1.3.2.5.1. Sandan or higher grade in Ju-Jitsu

- 1.3.2.5.2. head instructor of a dojo.
- 1.3.2.6. The Regional Director shall also become a member of the BOD.
  - 1.3.2.6.1. The powers and responsibilities of the Regional Director are further specified in Article 5: “Bylaws: Regional Director” in the Dojo Handbook.
- 1.3.3. Dojo Boards:
  - 1.3.3.1. Each dojo shall have a dojo board composed of the head instructor and assistant instructors.
  - 1.3.3.2. The Dojo Board shall establish rules for its internal operation in addition to any responsibilities declared by the Constitution and/or Bylaws of the AJA.
- 1.4. Promotions
  - 1.4.1. The designation of ranks, colors of belts, and the requirements of such below the rank of Sankyū shall follow the instructional criteria of the particular system which is on file with the AJA.
  - 1.4.2. No student shall be entitled to receive a promotion to any rank unless he/she has a valid (paid), up-to-date AJA membership and appropriate Judo gi.
  - 1.4.3. General promotion requirements for all grades (Mudansha & Yudansha) can be found in Article 2. “Bylaws: Promotions,” in the Dojo Handbook.
  - 1.4.4. Yudansha (Black Belt) requirements can be found in Article 3: “Bylaws: Black Belt Requirements,” in the Dojo Handbook
- 1.5. Instructors
  - 1.5.1. Certification as an Instructor
  - 1.5.2. A person may be certified as an instructor through the following procedure:
    - 1.5.2.1. possession of the rank of Shodan or higher, certified by the AJA;
    - 1.5.2.2. must be a minimum of 18 years of age, or legal age in the state in which the candidate resides
    - 1.5.2.3. observation and recommendation by the candidate’s instructor;
    - 1.5.2.4. completion of the appropriate forms and submission, with the required fee, to the Regional Director, for approval;
  - 1.5.3. Regional Director will then forward all materials to the Certification Chairperson for issuance of an appropriate certificate.
  - 1.5.4. The certificate will be issued through the Chairman of the BOD.
- 1.6. Authority of the Head Instructor
  - 1.6.1. The head instructor of each dojo (school) shall have the ultimate authority in decisions affecting the internal operation of his school, including the decisions of his Dojo Board and the promotion of his students.
- 1.7. Amendments
  - 1.7.1. Refer to Article 11: “Bylaws: Amending the Constitution or Bylaws,” in the ~ Handbook.
  - 1.7.2. Refer to Article 1.3.1.8. for the vote requirement.
- 1.8. Sanctions
  - 1.8.1. Sanctions may be applied to against any dojo, student, or instructor who violates the AJA Constitution or Bylaws in any form or manner.
  - 1.8.2. Sanctions may include, but are not necessarily limited to, the suspension and/or revocation of AJA certifications and/or benefits.
  - 1.8.3. AJA Certification may be suspended or revoked for any of the following reasons:
    - 1.8.3.1. conduct, which in the opinion of the BOD, is unbecoming a martial artist;
    - 1.8.3.2. dojo, not having all participants as paid **AJA** members;
    - 1.8.3.3. restricting dojo membership or participation in the activities of the AJA on the basis

of race, creed, color, sex, place of national origin, or any other reason established by legislation or court decision;

- 1.8.3.4. making false or misleading statements about rank, dojo, or martial arts background;
- 1.8.3.5. gross disrespect, e.g. demanding a promotion, threats to BOD members or the AJA;
- 1.8.3.6. communicating in a rude or abusive manner or use of profanity or abusive language;
- 1.8.3.7. abuse of students;
- 1.8.3.8. illegal issuance of ranks (e.g. Shodan issuing Shodan grade);
- 1.8.3.9. issuing ranks for personal or political gain;
- 1.8.3.10. dojo &/or student membership fees over 90 days overdue.

1.9. Procedure for suspension or revocation of AJA certification.

- 1.9.1. Regional Director, or other official, will give full details to the BOD regarding the violation of any above reason(s).
- 1.9.2. The Regional Director will also send a copy of such reasons for requesting suspension or revocation to the accused party.
- 1.9.3. The accused party shall have 30 days to reply in writing to the BOD, stating his/her position in the matter.
- 1.9.4. The BOD shall evaluate the matter & issue a decision within 30 days.
- 1.9.5. The decisions of the BOD are final.
- 1.9.6. ALL correspondence regarding suspension or revocation of AJA certification MUST be mailed via certified mail with a return receipt requested.

1.10. Dissolution of the AJA

- 1.10.1. Upon the dissolution of the AJA, the BOD, shall, after paying or making provisions for the payment of all the liabilities of the AJA, dispose of all the assets of the AJA exclusively for the purposes of the AJA in such manner, or to such an organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the BOD shall determine.

## 2. ARTICLE 2: BYLAWS: PROMOTIONS

### 2.1. Promotions

- 2.1.1. While the AJA does not wish to intervene in your philosophy or criteria regarding promotions or ranking it is essential that you have some standardized method of promotion so that your students will be in general compliance with other AJA students of similar grade.
  - 2.1.1.1. The Budoshin system is the most popular style in the AJA.
  - 2.1.1.2. The AJA is composed of many different ryu (styles) of the art.
  - 2.1.1.3. This means that different ryu may have different requirements for similar ranks.
  - 2.1.1.4. Other ryu in the AJA are Juko-ryu Kitoryu, Hakkoryu, Goshindo-ryu Ketsugo, Danzan-Ryu Katho-ryu Goshin-ryu and Seizon Ju-Jitsu as of 4/84.
  - 2.1.1.5. Many ryu have chosen to follow the Budoshin belt-rank requirements as a model for their ryu.
    - 2.1.1.5.1. A copy of the “Budoshin Ju-Jitsu Student Handbook and “Budoshin Ju-Jitsu Black Belt Requirements” are available from the AJA at your request.
  - 2.1.1.6. Instructional materials and promotional requirements for different ryu must be requested from specific instructors in the AJA & may be issued by them at their discretion.

### 2.2. Promotion requirements & conditions

- 2.2.1. No student shall be entitled to receive a promotion to any grade or rank unless he/she has a valid (paid), up-to-date AJA membership and appropriate gi.
- 2.2.2. Philosophically a promotion may be given for one of two reasons:
  - 2.2.2.1. The student may actually meet or exceed the requirements of a particular rank.
  - 2.2.2.2. You, as the instructor, recognize the potential ability of the student and may feel that an earlier promotion would be most helpful in assisting the student’s growth.
- 2.2.3. Students may be promoted in one of three ways based upon the discretion of the instructor:
  - 2.2.3.1. by examination;
  - 2.2.3.2. by tournament participation;
  - 2.2.3.3. by decision of the head instructor acting in his best judgment
- 2.2.4. All Mudansha promotions (below the rank of Shodan) must be made by a person of at least Shodan rank who holds a valid Instructor Certificate issued by the AJA.
- 2.2.5. All Yudansha promotions (Shodan or higher) must be made by an instructor who holds a Yudansha rank at least one rank higher than he is promoting the student to.

### 2.3. Certificates of Promotion; Mudansha Grades

- 2.3.1. Certificates of Promotion, issued by the AJA, are required for all grades of Sankyu or higher.
- 2.3.2. Certificates of Promotion, issued by the AJA, are optional for all lower grades.
- 2.3.3. There shall be a fee for all certificates of promotion.

### 2.4. Brown Belt Grades

- 2.4.1. There shall be three grades of Brown Belt:
  - 2.4.1.1. Sankyu, or third grade Brown Belt;
  - 2.4.1.2. Nikyu, or second grade Brown Belt;
  - 2.4.1.3. Ikkyu or first grade Brown Belt.
- 2.4.2. The criteria for promotion to Sankyu and Nikyu shall be as follows:
  - 2.4.2.1. character and ability of student;
  - 2.4.2.2. refer to Article 2.2.3 above.
- 2.4.3. The criteria for promotion to Ikkyu shall be as follows:
  - 2.4.3.1. reevaluation of articles 2.4.2.1 and 2.4.2.2 above;

- 2.4.3.2. evaluation by the instructor (& dojo board) as to the student's potential as an instructor.
  - 2.4.4. If the candidate has met the particular kyu-grade belt-rank requirements indicated in the Bylaws, the instructor of the candidate shall then submit a properly completed Certificate Application form, including the appropriate fee(s), directly to the National Certification Chairperson so that an AJA Certificate of Promotion can be issued to the student.
  - 2.4.5. Brown Belts shall be qualified to serve as assistant instructors if there are no Black Belts available to serve under the head instructor at the school at the time.
- 2.5. Yudansha Black Belt Ranks
- 2.5.1. The general and specific procedures for Yudansha promotions can be found in Article 3: "Bylaws: Black Belt Requirements," in the Dojo Handbook.
  - 2.5.2. If the candidate has met the particular belt-rank requirements indicated in the Bylaws, the instructor of the candidate shall then submit a properly completed Certificate Application form, including the appropriate fee(s), to his Regional Director so that an AJA Certificate of Rank can be issued to the student.
  - 2.5.3. A Black Belt Board, established by the BOD, shall review these standards from time to time as deemed necessary.
- 2.6. Certificate Application Form
- 2.6.1. A Certificate Application Form is enclosed at the end of the Dojo Handbook.
  - 2.6.2. Make copies of it for use, keeping the original.

### 3. ARTICLE 3: BYLAWS: BLACK BELT REQUIREMENTS

#### 3.1. General Information and Criteria

- 3.1.1. The AJA will recognize any legitimately certified Black Belt (Yudansha) in the martial art of Ju-Jitsu who is in good standing.
- 3.1.2. A copy of the current rank in Ju-Jitsu must be on file with AJA national.
- 3.1.3. The certificate must state that the rank is in the martial art of Ju-Jitsu
- 3.1.4. Promotions to higher Yudansha ranks may be secured and/or recognized by the AJA in the following ways:
  - 3.1.4.1. promotion by instructor;
  - 3.1.4.2. promotion by AJA Black Belt Board, hereafter referred to as the BBB;
  - 3.1.4.3. promotion by organization that Yudansha is affiliated with.
- 3.1.5. To secure AJA certification of their rank, Black Belts must provide the required information as stated on either the Dojo Application Form (new dojo) or Certificate Application Form (existing AJA dojos).
- 3.1.6. The Certificate Application form can be found in the Appendix at the end of the Dojo Handbook.
- 3.1.7. If the promotion is given by the candidate's instructor the AJA certificate will either have to be signed by the candidate's instructor or a member of the AJA BBB, at the BOD's discretion.
- 3.1.8. If the promotion is awarded through the AJA BBB the Chairman of the AJA BBB must sign the certificate in addition to any other required signatures.
- 3.1.9. The AJA shall periodically review the records of higher Yudansha in the AJA, following established procedure, to determine if they should be considered for further promotion.
  - 3.1.9.1. The criteria for consideration are listed in Article 3.4. "National Black Belt Board Criteria for Promotion."
- 3.1.10. Recommendations by the BBB must be reviewed and approved by the BOD.

#### 3.2. Minimum Black Belt Requirements

- 3.2.1. Shodan:
  - 3.2.1.1. no time-in-grade requirement;
  - 3.2.1.2. minimum requirements to be measured:
    - 3.2.1.2.1. technical knowledge
    - 3.2.1.2.2. optional approval by dojo board
    - 3.2.1.2.3. character & ability
    - 3.2.1.2.4. standard first—aid card recommended
    - 3.2.1.2.5. potential as an instructor;
  - 3.2.1.3. promotion must be made by an instructor of higher grade.
- 3.2.2. Instructor Certification:
  - 3.2.2.1. possession of the rank of Shodan (or higher), certified by the AJA;
  - 3.2.2.2. observation and recommendation by the candidate's instructor;
  - 3.2.2.3. completion of the appropriate forms and submission, with the required fee, to the Regional Director, for approval;
  - 3.2.2.4. Regional Director will then forward all materials to the Certification Chairperson for issuance of an appropriate certificate.
- 3.2.3. Nidan:
  - 3.2.3.1. one year time-in-rank as Shodan;
  - 3.2.3.2. minimum requirements to be measured
  - 3.2.3.3. all Shodan requirements,
  - 3.2.3.4. holder of a valid Instructor Certificate
  - 3.2.3.5. promotion by

- 3.2.3.5.1. instructor of higher grade or
- 3.2.3.5.2. AJA BBB (see Article 3.4.5.)

3.2.4. Promotion to higher Yudansha grades:

- 3.2.4.1. refer to Articles 3.4.3.8. and 3.4.4.11. for time-in-grade requirements;
- 3.2.4.2. minimum requirements shall be the same as those evaluated in Article 3.4.4. for the respective rank that the candidate is being considered for,
- 3.2.4.3. compliance is not required in all areas;
- 3.2.4.4. promotion by:
  - 3.2.4.4.1. an instructor of higher grade or
  - 3.2.4.4.2. the AJA BBB under Article 3.4.5.

3.3. Special Indications of Rank

- 3.3.1. A red/white belt may be worn at the rank of Rokudan and higher grades.
- 3.3.2. The title of Professor shall be given at the rank of Shichidan.

3.4. National Black Belt Board Criteria for Promotion

- 3.4.1. Promotion to Shodan may be made only by the sensei of the student in compliance with the requirements and procedures of the specific style or ryu.
- 3.4.2. General criteria for all promotions for Nidan or higher Yudansha — philosophical considerations:
  - 3.4.2.1. Refer to the criteria of specific styles if such is available.
  - 3.4.2.2. Areas of stress or emphasis:
    - 3.4.2.2.1. technical proficiency and knowledge shall be emphasized at the levels of Nidan through Yodan;
    - 3.4.2.2.2. how the candidate's promotion will affect others in the past and future, with respect to his current and proposed rank, will be the major area of emphasis for Godan and higher Yudansha.
  - 3.4.2.3. The criteria listed in Articles 3.4.3. & 3.4.4. below shall be considered as general factors for evaluating a candidate.
    - 3.4.2.3.1. Compliance is not required in all areas of measurement.
    - 3.4.2.3.2. The more areas that can be evaluated the more effective the evaluation can be.
    - 3.4.2.3.3. Some criteria may be more applicable than others with respect to the particular candidate.
    - 3.4.2.3.4. The criteria should be used as a broad range to determine growth and advancement in the art so that deserving candidates in the AJA can be promoted.
    - 3.4.2.3.5. In certain cases lower ranking Yudansha may be operating at significantly higher Yudansha levels even though they have held a lower rank for a number of years.
      - 3.4.2.3.5.1. E.g., a Shodan running his own dojo for several years and operating at the Sandan or Yodan level.
      - 3.4.2.3.5.2. Such cases will be evaluated on an individual basis.
- 3.4.3. Promotions from Nidan through Yodan
  - 3.4.3.1. Stress should be on the proficiency of the candidate.
  - 3.4.3.2. Promotions should be based upon the requirements of the particular style if such are available.
  - 3.4.3.3. If no specific skills are specified or available then the promotion shall be based upon the general criteria stated in Article 3.4.4. below.
  - 3.4.3.4. If no specific technical skills are available as required then the Budoshin style criteria shall be used but only as a reference or guide with respect to technical proficiency (mat skills).

- 3.4.3.5. There shall be some sort of technical proficiency examination.
- 3.4.3.6. The demonstration may be by videotape or visitation.
- 3.4.3.7. First-aid certification is required with skill in CPR and Kappo recommended.
- 3.4.3.8. Time-in-rank requirements for consideration for:
  - 3.4.3.8.1. Nidan: 2 years minimum as Shodan;
  - 3.4.3.8.2. Sandan: 3 years minimum as Nidan;
  - 3.4.3.8.3. Yodan: 4 years minimum as Sandan.
- 3.4.4. General criteria for promotion to Nidan and higher Yudansha - areas of measurement:
  - 3.4.4.1. Personal growth in Ju-Jitsu
    - 3.4.4.1.1. improvement in measurable skills
    - 3.4.4.1.2. workout time per week
    - 3.4.4.1.3. development of techniques (modifications, new, etc.)
    - 3.4.4.1.4. specialization in one area of Ju-Jitsu techniques or weapons
    - 3.4.4.1.5. other skills
    - 3.4.4.1.6. study of other martial arts or styles of Ju-Jitsu
      - 3.4.4.1.6.1. optional factors stated in Article 3.4.4.1 above can be applied here
  - 3.4.4.2. Potential for future growth
    - 3.4.4.2.1. candidate should establish goals
    - 3.4.4.2.2. goals should be specific
    - 3.4.4.2.3. goals should be reasonable
    - 3.4.4.2.4. goals should be based upon the rank and the ability of the candidate
  - 3.4.4.3. Contributions and responsibilities
    - 3.4.4.3.1. to the dojo
    - 3.4.4.3.2. as an instructor
    - 3.4.4.3.3. changes or improvements in instruction
    - 3.4.4.3.4. growth in students
    - 3.4.4.3.5. number of Yudansha of various ranks promoted by candidate
    - 3.4.4.3.6. community service
    - 3.4.4.3.7. other
    - 3.4.4.3.8. to the organization
  - 3.4.4.4. active in AJA on the local, regional, or national levels in any of the following capacities:
    - 3.4.4.4.1. advisory
    - 3.4.4.4.2. administrative
    - 3.4.4.4.3. committee
    - 3.4.4.4.4. governing
  - 3.4.4.5. effective publicizing of the AJA and its activities to other Ju-Jitsu organizations or martial arts organizations
  - 3.4.4.6. participation in local, regional, or national AJA activities; e.g., clinics, tournaments, seminars, etc.
  - 3.4.4.7. other
  - 3.4.4.8. to the art
  - 3.4.4.9. what has candidate done personally to promote the art of Ju-Jitsu?
    - 3.4.4.9.1. published materials (by established printing house or self-published)
    - 3.4.4.9.2. clinics, travel, etc.
    - 3.4.4.9.3. other
  - 3.4.4.10. First-Aid training required of all Yudansha candidates and CPR/Kappo training recommended
  - 3.4.4.11. Time-in-rank requirements:
    - 3.4.4.11.1. Nidan through Yodan as specified in Article 3.4.3.8.
    - 3.4.4.11.2. Godan and higher Yudansha
      - 3.4.4.11.2.1. no specific time-in-rank requirements

- 3.4.4.11.3. The BBB will notify the candidate when he/she is being considered for promotion so that the candidate may submit any materials requested by the BBB.
- 3.4.5. Methods and Procedures for evaluation for promotion by the BBB
  - 3.4.5.1. Notification for consideration for promotion by BBB
  - 3.4.5.2. The BBB will only consider existing Yudansha for higher Yudansha ranks.
  - 3.4.5.3. The Yudansha must meet the following criteria to be considered by the BBB:
    - 3.4.5.3.1. the candidate's instructor must be deceased or retired,
    - 3.4.5.3.2. the candidate's parent organization must not be in existence any longer, or
    - 3.4.5.3.3. the candidate's instructor or parent organization must be at such a distance that travel is unrealistic or impossible.
  - 3.4.5.4. A person who feels that he/she meets the above criteria for evaluation by the BBB should request a "Request for Consideration for Promotions form from the BBB unless the BBB contacts the Yudansha first.
  - 3.4.5.5. Once the candidate has made application to the BBB the BBB shall notify the candidate as soon as he/she is being considered for promotion to the next Yudansha rank.
  - 3.4.5.6. The BBB shall follow the criteria as established in Article 3.4. or it may follow the criteria of the Budoshin Ju-Jitsu Black Belt Handbook.
    - 3.4.5.6.1. This will allow the candidate to know what is required of him and by what general date the requirements should be met.
  - 3.4.5.7. Evaluation Procedure of the BBB
    - 3.4.5.7.1. The candidate will submit all required materials to the BBB as specified in Article 3.4.4.
    - 3.4.5.7.2. Mat Examinations:
      - 3.4.5.7.2.1. If a candidate wishes to have a mat examination or the BBB requires a mat examination to determine technical proficiency, all other promotion requirements must be completed and submitted to the BBB prior to the mat examination.
      - 3.4.5.7.2.2. The candidate must secure prior permission of the BBB to have a particular Yudansha conduct the mat examination prior to the actual mat examination.
      - 3.4.5.7.2.3. If a candidate wishes to have a mat examination conducted by a Yudansha of higher grade (who is not his direct sensei or from an organization with which the candidate is officially affiliated and recognized by)
      - 3.4.5.7.2.4. If the BBB requests a mat examination and the candidate wishes to have the mat examination conducted by a Yudansha of higher grade (who is not his direct sensei or from an organization with which the candidate is officially affiliated and recognized by)
        - 3.4.5.7.2.4.1. The BBB shall establish a list of Yudansha who are approved to conduct mat examinations on the behalf of the BBB
        - 3.4.5.7.2.4.2. These qualified Yudansha shall be referred to as "Certified Examiners"
        - 3.4.5.7.2.4.3. The BBB shall determine the criteria for the selection of "Certified Examiners"
        - 3.4.5.7.2.4.4. Candidates for mat examinations will be required to select a "Certified Examiner" from this list unless they secure BBB approval to select another Yudansha.
        - 3.4.5.7.2.4.5. Candidates are responsible for paying all expenses of Certified Examiners.
        - 3.4.5.7.2.4.6. Whenever possible a videotape (VHS format) shall be made of the

examination and submitted to the BBB as a part of the evaluation process.

3.4.5.7.3. The BBB will evaluate the submitted materials, based upon the criteria established in Articles 3.4.4. and make a recommendation to the BOD.

3.4.5.7.4. The BOD may, at its discretion, vote on the promotion;

3.4.5.7.5. a 2/3 vote is required to approve the promotion.

3.4.5.7.6. A certificate of promotion will then be issued by the BBB.

### 3.5. Right of Review of Outside Promotions by BBB

3.5.1. The BBB shall have the right to review promotions made under any of the following conditions and shall have the right to deny recognition of any such promotions.

3.5.1.1. where the promotion is made by an organization not familiar to the AJA or Regional Director;

3.5.1.2. where the promotion is not made by the candidate's sensei;

3.5.1.3. where the sensei/student relationship is of a questionable manner;

3.5.1.4. where a Yudansha is skipping one or more Yudansha ranks (e.g. Ikkyu to Nidan, Shodan to Sandan, etc.)

3.5.1.5. where the Regional Director can determine any other reason why the promotion should be reviewed by the BBB.

3.5.2. If the BBB denies recognition of promotion for any of the above reasons the Chairperson of the BBB shall notify the candidate of the decision of the BBB and the reason (s) for the decision.

### 3.6. Composition of the BBB:

3.6.1. The BBB shall be composed of the following members:

3.6.1.1. Vice-President of the AJA

3.6.1.2. all Regional Directors

3.6.2. All decisions of the BBB shall be by majority vote.

#### 4. ARTICLE 4: BYLAWS: CERTIFICATION

##### 4.1. Certification

- 4.1.1. There are five different types of certification available from the AJA:
  - 4.1.1.1. Certificate of Promotion - by Instructor
    - 4.1.1.1.1. issued for any grade promotion
    - 4.1.1.1.2. requested by instructor & approved by regional director
  - 4.1.1.2. Certificate of Rank - by Black Belt Board
    - 4.1.1.2.1. issued for cross-certification or Black Belt Board promotion only
    - 4.1.1.2.2. requested by BBB or BOD
    - 4.1.1.2.3. issued for ranks of Shodan & up only if for cross-certification of existing rank
    - 4.1.1.2.4. issued for ranks of Nidan & up only if promotion by BBB
  - 4.1.1.3. Dojo Charter
    - 4.1.1.3.1. issued to registered AJA dojo(s)
    - 4.1.1.3.2. requested by BOD
    - 4.1.1.3.3. valid for one year [See Article 1.2.2.3.3.]
  - 4.1.1.4. Instructor Certificate
    - 4.1.1.4.1. required in order to instruct in an AJA dojo
    - 4.1.1.4.2. requested by candidate's instructor or regional director
    - 4.1.1.4.3. prerequisite for Nidan
    - 4.1.1.4.4. candidate must be of "legal" age in his particular state
  - 4.1.1.5. European Ju-Jitsu Union (EJJU) Certification of Rank
    - 4.1.1.5.1. issued to Rokudan [6<sup>th</sup> dan] & higher ranks only.
    - 4.1.1.5.2. issuance at discretion of EJJU & AJA
- 4.1.2. To secure any of the certificates listed above (except Weapons Certification) you must follow the steps below:
  - 4.1.2.1. The individual must be a paid member of the AJA prior to requesting any of the above certificates.
    - 4.1.2.1.1. His/her name must be on a Individual Student Register that is already on file with the AJA
    - 4.1.2.1.2. Submission of an individual's AJA membership at the same time as requesting any of the above certificates may cause an unusually long delay in the issuance of such certificates.
  - 4.1.2.2. fill out the Certificate Application Form (current members) or Dojo Application Form (new dojo applicants)
    - 4.1.2.2.1. Fill out a separate form and attach a separate check for each certificate requested.
    - 4.1.2.2.2. Do not include any other fees [e.g., dojo or individual student membership fees] in a check attached to a certificate application form.
  - 4.1.2.3. enclose the appropriate fees & materials;
  - 4.1.2.4. forward the items described in Articles 4.1.2.2.1. & 4.1.2.2.2. above to your regional director for his signature;
  - 4.1.2.5. see the Certificate Application form or Dojo Application form for more specific instructions.
    - 4.1.2.5.1. Both forms may be found in the appendix at the back of the Dojo Handbook
  - 4.1.2.6. The Regional Director shall then forward the application and fees to the Certification Chairperson for issuance of the appropriate certificate[s].
  - 4.1.2.7. The candidate's individual membership **MUST BE VERIFIED** by the Certification Chairperson, prior to issuance of any certificate to the candidate.

##### 4.2. Certification Chairperson

- 4.2.1. There shall be a Certification Chairperson to administer the issuance and registration of

official AJA certificates.

- 4.2.2. Information regarding the Certification Chairperson can be found at the end of the Dojo Handbook.
- 4.2.3. The Regional Director shall send all requests for certification (except Weapons Certification) directly to the Certification Chairperson.
- 4.2.4. Individual instructors should contact their Regional Director or Certification Chairperson directly if there are any problems or undue delays in issuance of a certificate.

ARTICLE 5: REGIONAL DIRECTOR

5.1. Regional Director

5.1.1. Under the Constitution and Bylaws of the AJA the Regional Director shall be empowered to:

- 5.1.1.1. investigate and visit potential member dojo(s);
- 5.1.1.2. request the AJA to send applications to prospective dojo(s);
- 5.1.1.3. review applications for membership, certification of rank, and instructor certificates;
- 5.1.1.4. sign all certificates and documents pertaining to the region;
- 5.1.1.5. receive all correspondence pertaining to the region;
- 5.1.1.6. forward all pertinent materials from the AJA to dojo(s) in the region;
- 5.1.1.7. review and evaluate skills and records of potential candidates for Yudansha grades;
- 5.1.1.8. certify Shodan grades as qualified to teach the martial art of Ju-Jitsu;
- 5.1.1.9. evaluate head instructors of member dojo(s) prior to renewal of dojo membership;
- 5.1.1.10. meet with the Regional Board as necessary to conduct the affairs of the region;
- 5.1.1.11. sanction all activities within the region;
- 5.1.1.12. establish regional fees to cover reasonable and necessary expenses within the region within the purposes and functions of Article I.1. of the Constitution of the AJA;
- 5.1.1.13. represent his region on the BOD;
- 5.1.1.14. serve as a member of the National Black Belt Board.

5.1.2. Qualifications for Regional Director are detailed under Article I.3.2.5. of the Constitution of the AJA.

5.1.3. Your Regional Director can help you in the following areas:

- 5.1.3.1. Membership
- 5.1.3.2. organization of activities
- 5.1.3.3. tournaments
- 5.1.3.4. newsletter
- 5.1.3.5. promotions
- 5.1.3.6. instructional advice
- 5.1.3.7. public relations
- 5.1.3.8. certification

5.1.4. The AJA is divided into three regions in the United States:

5.1.4.1. Western — includes the states of:

Washington	Nevada	Wyoming	Idaho
Oregon	Colorado	Utah	
California	Arizona	Alaska	
New Mexico	Montana	Hawaii	

5.1.4.2. Northern — includes the states of:

N. Dakota	S. Dakota	Nebraska	Kansas
Minnesota	Iowa	Missouri	Wisconsin
Illinois	Michigan	Indiana	Ohio
Pennsylvania	Maryland	Delaware	New York
New Jersey	Connecticut	Rhode Island	Massachusetts
Vermont	New Hampshire		Maine
Dist. of Columbia	Virginia		

5.1.4.3. Southern — includes states of:

Oklahoma	Texas	Arkansas	Louisiana
Kentucky	Tennessee	Mississippi	Alabama
Georgia	Florida	S. Carolina	N. Carolina
W. Virginia			

5.1.5. The Regional Directors for the AJA regions in the US. Are listed in the Appendix at the end of the Dojo Handbook.



6. ARTICLE 6: BYLAWS: INDIVIDUAL MEMBERSHIPS
- 6.1. Membership
- 6.1.1. Individual Memberships
- 6.1.1.1. All participants in the dojo, regardless of status or rank, MUST become paid members of the AJA.
- 6.1.1.2. The instructor & dojo are not covered by the AJA liability insurance unless ALL participants, including the instructor, and assistant instructors are paid AJA members.
- 6.1.1.3. Insurance coverage for participants is NOT EFFECTIVE UNTIL
- 6.1.1.3.1. Registration is received by the Membership Chairperson.
- 6.1.1.3.2. A copy of the Dojo Release is attached to the registration
- 6.1.1.3.3. Any additional required forms are received
- 6.1.1.3.4. ALL required fees are paid.
- 6.1.1.4. It is strongly recommended that you mail Individual Student Registers via certified mail with return receipt to assure a coverage date.
- 6.1.1.5. No benefits of membership can be granted unless the student is an AJA member.
- 6.1.2. Benefits of membership
- 6.1.2.1. Helps create camaraderie,
- 6.1.2.2. Creates more interest and participation in AJA activities,
- 6.1.2.3. Qualifies the student to receive:
- 6.1.2.3.1. promotions,
- 6.1.2.3.2. newsletters,
- 6.1.2.3.3. special awards, and
- 6.1.2.3.4. other benefits.
- 6.1.2.4. It also helps the AJA become a more effective and stronger organization.
- 6.1.3. Memberships are valid for the current calendar year.
- 6.1.3.1. Memberships received after October 15 shall be valid through the following calendar year.
- 6.2. Instructions for filling out “Individual Student Register” and issuing AJA Membership Cards
- 6.2.1. A copy of the “Individual Student Register” is in the back of the Dojo Handbook. Make a copy of it to use as described below.
- 6.2.2. Always keep your original “Register” and send a photocopy of your “original” to the AJA Membership Chairperson.
- 6.2.3. Additional copies of the “Individual Student Register” are available from AJA national.
- 6.2.4. Instructions on how to fill out the “Individual Student Register” and individual membership cards is as follows:
- 6.2.4.1. Check with AJA national and/or your regional director for the current national and possible regional & local membership fees.
- 6.2.4.1.1. The national fee does not include or cover any local or regional fees or activities.
- 6.2.4.2. Collect the AJA fee from the student.
- 6.2.4.2.1. Regional and/or local fees should also be collected at this time.
- 6.2.4.3. Add the student’s name to the Individual Student Register. See paragraph 6.2.1., above, and paragraph 6.2.4.10., below, for further instructions regarding the Individual Student Register.
- 6.2.4.3.1. If your “Dojo Number Sequence is the 200’s the number for the first student’s name listed would be #201.
- 6.2.4.4. Fill out the AJA Annual Membership card for the student.
- 6.2.4.4.1. Put his/her assigned AJA# from the Student Register in the space provided.
- 6.2.4.4.2. Put the “Valid To” date in the space provided.
- 6.2.4.4.2.1. This should be December 31<sup>st</sup> of the current calendar year.

- 6.2.4.4.2. If membership is received after October 15 the “Valid to” date should be December 31<sup>st</sup> of the FOLLOWING calendar year.
- 6.2.4.4.3. Sign the card.
- 6.2.4.4.4. Give the card to the student to sign.
- 6.2.4.5. An up-to-date copy of your "Individual Student Register" and fees should be sent to the Individual Membership Chairperson as soon as new students are added.
- 6.2.4.6. An up-to-date copy of your "Individual Student Register" and fees should be sent to the Membership Chairperson no less than quarterly.
- 6.2.4.7. Include AJA fees [national & regional/local if appropriate] in a check made out to the AJA.
- 6.2.4.8. Your register may be used at any scheduled national or regional AJA activity for admission purposes.
- 6.2.5. AJA Annual Membership Cards
  - 6.2.5.1. AJA Annual Membership cards are available from the AJA Materiel Chairperson at no charge.
  - 6.2.5.2. Refer to the end of the Dojo Handbook for the contact person.
- 6.3. Honorary AJA Memberships
  - 6.3.1. For the purpose of goodwill within the worldwide martial arts community, and for providing public relations services within local communities, the AJA allows qualified sensei [see below] to bestow an individual “Honorary Membership” position.
    - 6.3.1.1. Sensei who are qualified to grant Honorary memberships are any head instructor holding an AJA Dojo Certificate as described in paragraph 1.2.2.3. of these articles.
    - 6.3.1.2. In order to keep the boundaries of “honorary membership” within the scope as intended by paragraph 6.3.1., above, the following guidelines are provide to determine which individuals are worthy candidates for honorary membership.
      - 6.3.1.2.1. Any officer of any martial arts organization (does not have to be Jujitsu) who would be a good contact person (President, Communications Director, etc.) for the exchange of newsletters and information regarding seminars, tournaments, exhibitions and anything else of interest to AJA sensei and students.
      - 6.3.1.2.2. Any community leader such as a minister or a city official who may have helped a particular dojo with publicity, funding or finding a suitable location.
  - 6.3.2. Honorary memberships must be approved by your AJA Regional Director.
    - 6.3.2.1. Fill out the “Honorary AJA Membership Nomination” form.
      - 6.3.2.1.1. Be sure the nominee’s name is spelled correctly as it is to appear on the certificate.
      - 6.3.2.1.2. Provide a detailed description as to the reason this person is being nominated as an Honorary AJA member.
      - 6.3.2.1.3. If this person is affiliated with a martial arts organization, be sure to check the box “Add to mailing list”.
    - 6.3.2.2. Mail the form with appropriate fees to your Regional Director. Make checks payable to AJA.
      - 6.3.2.2.1. Fees and mailing address of Regional Directors are listed on the form.
      - 6.3.2.2.2. If the certificate needs to reach you by a certain date, note that date on the form (not less than one month from postmark), and write “RUSH” on the form and on the envelope sent to your Regional Director. You MUST allow at least four (4) weeks for processing of certificates.
  - 6.3.3. The Regional Director will either approve the nomination and forward the form to Certificate chairperson (by fax, if possible) and fees to AJA Treasurer, or disapprove the nomination and return form and fees to the requestor. The Regional Director shall approve all reasonable requests, but may disapprove any nomination for reasons such as:
    - 6.3.3.1. Incorrect information or incorrectly submitted form.

- 6.3.3.2. Too many nomination requests from an individual sensei (no more than two per year).
- 6.3.3.3. Not enough information to determine eligibility.
- 6.3.4. The Certificate chairperson, upon receipt of approved application from the Regional Director, shall:
  - 6.3.4.1. Contact the Membership chairperson (by email, phone or fax) to verify that the nominee is not already listed as an Honorary AJA member, and to receive an AJA membership number for the certificate.
  - 6.3.4.2. Provide the certificate as requested (note box checked to mail to sensei or nominee).

## 7. ARTICLE 7: SAFETY, PARTICIPANT RELEASE, & SANCTIONING ACTIVITIES

### 7.1. Safety

7.1.1. Injuries can occur in Ju-Jitsu, as with any physical activity.

7.1.1.1. The chances of this can be reduced if:

7.1.1.1.1. your classes are properly supervised,

7.1.1.1.2. appropriate protective equipment is used, and

7.1.1.1.3. you as well as others acting in a supervisory capacity know what to do and NOT to do in an emergency.

7.1.1.1.4. First—aid and CPR courses are strongly recommended for anyone acting in a teaching or supervisory capacity.

7.1.1.1.5. Your dojo should have a set of simple safety rules.

7.1.1.1.5.1. Every student should understand and follow them.

7.1.1.1.5.2. They should be posted where everyone can see them.

7.1.1.1.5.3. A sample list can be found in the Budoshin Ju-Jitsu Student Handbook available from the AJA.

### 7.2. Participant Release

7.2.1. I. Any student participating in any AJA activity MUST complete an “Activity Entrance Form”

7.2.1.1. A copy of this form can be found in the Appendix of the Dojo Handbook for you to duplicate.

7.2.2. Any student, under the age of 18 must also complete the “Authorization to Consent to Treatment of Minor” form.

7.2.2.1. This form can be found below the “Activity Entrance Form” on the same page.

7.2.2.2. Modifications to this form may have to be made to bring it into compliance with your state laws.

7.2.3. You would be considered negligent if these forms or similar forms (of equal or stronger status and in compliance with local state laws) was not used.

### 7.3. Sanctioning Activities

7.3.1. All AJA activities must be sanctioned by the AJA.

7.3.1.1. The AJA can sanction activities only within the scope of the accident/liability policy.

7.3.2. All Sanction Request forms must be approved by the Regional Director before being sent to the AJA President for final review & approval.

7.3.2.1. Sanction Request Forms are available from your regional director or AJA national

7.3.2.2. Dojos must provide proof of current **AJA** status, or

7.3.2.3. Have proof of special liability coverage for your activity through the AJA, or

7.3.2.4. A liability policy from another source which has the AJA listed as “also insured”

7.3.3. A copy of Sanction Request for Amateur Athletic Activity can be found in Appendix of the Dojo Handbook for you to duplicate.

7.3.4. Follow all directions on the “Sanction Request” form.

## 8. ARTICLE 8: AJA PUBLICATIONS

### 8.1. AJA Newsletter

- 8.1.1. The AJA Newsletter is a quarterly publication sent to all AJA members through their dojo
- 8.1.2. It is our major form of communications to members.
- 8.1.3. Any person (student or sensei) may submit material to be included in the Newsletter.
- 8.1.4. All materials for publication and inquiries should be sent to the Newsletter Editor
  - 8.1.4.1. See the Appendix for this person's name, address, and phone number.

### 8.2. Notes to Sensei

- 8.2.1. This brief newsletter is issued as necessary, to sensei of all dojo(s).
- 8.2.2. It contains vital information that may be of interest to you and may possibly affect your students in the future.
- 8.2.3. All material usually comes from sensei(s), the BOD, or the president, and is very limited in scope but essential for you to know.
- 8.2.4. It is used to keep sensei up to date on policy matters and AJA decisions.
- 8.2.5. Additional copies are available from AJA national.

### 8.3. AJA Flier

- 8.3.1. This flier is designed to provide information about the AJA to your students and to your community.
- 8.3.2. Space is available to add information about your own dojo.
- 8.3.3. Copies are available from the Materiel Chairperson:
- 8.3.4. See the Appendix for this person's name, address, and phone number.
- 8.3.5. Small quantities are free.
- 8.3.6. Large quantities must be paid for.

### 8.4. Dojo Directory (AJA website)

- 8.4.1. This directory contains information on AJA dojo & affiliates.
  - 8.4.1.1. Contains:
    - 8.4.1.1.1. names & addresses of AJA dojo(s) & affiliates
    - 8.4.1.1.2. name of sensei
    - 8.4.1.1.3. day(s) & time(s) of classes
    - 8.4.1.1.4. phone number and/or email address, to contact for more information
- 8.4.2. The Dojo Directory is updated on an annual basis.

### 8.5. Annual Ju-jitsu Activities Calendar (newsletter & website)

- 8.5.1. This calendar contains events from AJA and non-AJA dojo(s) for the upcoming year.
- 8.5.2. All events must be sanctioned (approved) by the AJA President.
- 8.5.3. If you want to have activities listed please send the following information to AJA national at least 3 months before the event:
  - 8.5.3.1. date of event
  - 8.5.3.2. title of event
  - 8.5.3.3. location
  - 8.5.3.4. contact person (phone or address)
  - 8.5.3.5. general information is ok if date, etc., are not definite
  - 8.5.3.6. sanction request form signed by your regional director
- 8.5.4. Copies of the are sanction request form are available from the Materiel Chairperson.

### 8.6. Videotape Catalog

- 8.6.1. This is a catalog of our library of VHS format videotapes.

- 8.6.2. Our library contains videotapes of three general areas:
  - 8.6.2.1. different styles of Ju-jitsu in the AJA
  - 8.6.2.2. clinics and seminars
  - 8.6.2.3. tournaments
- 8.6.3. The catalog is periodically updated as new videotapes are logged.
- 8.6.4. For information regarding the Videotape Catalog contact the Videotape Library Coordinator.
  - 8.6.4.1. See the Appendix at the end of the Dojo Handbook.

9. ARTICLE 9: BYLAWS: AMENDING THE CONSTITUTION OR BYLAWS

9.1. Who May Amend Constitution or Bylaws

9.1.1. Amendments to the Constitution or Bylaws may be proposed by any of the following:

- 9.1.1.1. a member of the BOD
- 9.1.1.2. a Regional Director
- 9.1.1.3. a Regional Board
- 9.1.1.4. a Regulatory Board
- 9.1.1.5. a Dojo Board

9.2. Procedure to Propose an Amendment

9.2.1. On a piece of paper, preferably typed (or in black ink):

- 9.2.1.1. clearly state your proposal,
- 9.2.1.2. clearly and completely state the reason(s) for the proposal &/or your position in the matter,
- 9.2.1.3. list your name, address, and phone number.

9.2.2. Send your proposed amendment to the Chairman of the BOD, do AJA national.

9.2.3. Your proposal will be submitted to the BOD within 30 days of receipt unless you are notified otherwise.

9.3. BOD Vote

9.3.1. The BOD members will have 30 days to respond to the proposed amendment in accordance to the provisions in Article I.3.1.7. of the Constitution of the AJA.

10. ARTICLE 10: BYLAWS: INTER-ORGANIZATIONAL SPORTS COUNCIL [IOSC]

10.1 IOSC Bylaws

10.1.1. Purpose:

10.1.1.1. The purpose of the IOSC shall be to provide a means by which member jujitsu organizations can cooperate and interact in the following areas to promote amateur jujitsu competition:

10.1.1.1.1. Development & support of a VARIETY of competitive formats in which jujitsu practitioners of ALL ryu, organizations, ranks & ages may effectively participate together

10.1.1.1.2. Development of a master calendar of events scheduled by member organizations and distribution of such a calendar to all member organizations for distribution to their respective memberships

10.1.1.1.3. Development of a master calendar of events scheduled by the IOSC and distribution of such a calendar to all member organizations for distribution to their respective memberships

10.1.1.1.4. Encourage member organizations to have their individual members participate in and support IOSC activities & tournaments.

10.1.1.2. The IOSC shall seek to establish regional, national and international competition using a variety of competitive formats in which jujitsu practitioners of ALL ryu, organizations, ranks and ages may effectively participate together

10.1.1.2.1. The IOSC shall seek to develop international amateur competition by inviting jujitsu practitioners [representing other countries] to participate in IOSC developed/sponsored tournaments.

10.1.1.2.2. The IOSC shall also encourage jujitsu organizations in other countries to use the competitive format[s] supported by the IOSC for the purpose of developing effective and ongoing international amateur competition.

10.1.1.2.3. The IOSC shall also communicate with national and international general amateur sports organizations for the purpose of seeking recognition of the IOSC [and respective organizations in other countries] as the governing body for amateur jujitsu competition in the U.S. and member countries respectively.

10.1.1.3. The IOSC shall also act in an advisory capacity to the AJA Board of Directors and the governing boards of the member organizations for the purpose of developing inter-organization cooperation

10.1.1.3.1. The IOSC shall have one “advisory” [non-binding] vote on the AJA BOD.

10.1.2. Membership & Organization

10.1.2.1. Membership shall be open to any jujitsu organization that meets the following criteria:

10.1.2.1.1. An IRS code 501[c][3] organization with member dojo in more than three states

10.1.2.1.2. An organization, which in the opinion of the other IOSC members, is a national or regional governing body for jujitsu in the U.S.

10.1.2.1.2.1. A national or regional organization must have member dojo in at least three states.

10.1.2.2. Each organization shall have one representative seat/vote on the IOSC.

10.1.2.2.1. No representative on the IOSC may represent more than one organization

10.1.2.2.2. Each organization shall decide on the criteria for its IOSC representative & shall have the ultimate authority in appointing and recalling its IOSC Representative

10.1.2.2.3. IOSC representatives shall be required to have an active e-mail account for

- ease & speed of communication.
- 10.1.2.3. There shall not be any fees charged to member organizations as a condition of IOSC membership.
  - 10.1.2.3.1. The IOSC may decide to levy a reasonable fee to its member organizations, subject to review & approval by the individual member organizations, for the purpose of accomplishing the purposes & goals as stated in this document.
- 10.1.2.4. The IOSC shall select the following officers:
  - 10.1.2.4.1. chairman
    - 10.1.2.4.1.1. to supervise & conduct meetings & activities
    - 10.1.2.4.1.2. to represent the IOSC on the AJA BOD with an advisory [non-binding] vote
  - 10.1.2.4.2. secretary
    - 10.1.2.4.2.1. to keep a record of meetings & conduct any votes
  - 10.1.2.4.3. other officers as necessary to carry out it's goals & purposes
  - 10.1.2.4.4. The term of office for all officers shall be three years
    - 10.1.2.4.4.1. Officers may be reelected to office
- 10.1.2.5. An officer may be removed from office by a 2/3 vote of the IOSC for any of the following reasons:
  - 10.1.2.5.1. Violation of any local, state or federal statute pertinent to the AJA or AJAIOSC
  - 10.1.2.5.2. Violation of any criteria established in the AJA Code of Ethics
- 10.1.3. IOSC voting:
  - 10.1.3.1. Any IOSC representative may bring any matter, within the jurisdiction of the IOSC to the IOSC board for discussion &/or vote:
    - 10.1.3.1.1. Discussion and voting may be conducted in any of the following venues:
      - 10.1.3.1.1.1. Live IOSC meeting
      - 10.1.3.1.1.2. Phone
      - 10.1.3.1.1.3. E-mail
      - 10.1.3.1.1.4. U.S. mail
  - 10.1.3.2. A 2/3 vote of the entire IOSC [representatives] shall be required to:
    - 10.1.3.2.1. Modify the IOSC bylaws
    - 10.1.3.2.2. Elect or remove officers
    - 10.1.3.2.3. Add new member organizations
    - 10.1.3.2.4. Levy any fees
  - 10.1.3.3. A simple majority vote shall be required for all other matters unless the IOSC votes to require a 2/3 vote on a particular issue.
- 10.1.4. Right of Review
  - 10.1.4.1. As the IOSC is sponsored under the auspices of the AJA, the AJA BOD shall have the ultimate authority to override any decisions of the IOSC if such a need arises.
    - 10.1.4.1.1. The AJA BOD recognizes the IOSC as a quasi-independent governing body and will not infringe upon the IOSC unless such proposals, decisions or actions of the IOSC:
      - 10.1.4.1.1.1. are determined to be in violation of the goals & purposes of the AJA
      - 10.1.4.1.1.2. would endanger the 501[c][3] status of the AJA as an amateur athletic association in the United States.
      - 10.1.4.1.1.3. would be in violation of any local, state, or federal statute or court decision.
      - 10.1.4.1.1.4. Would otherwise place the AJA in a precarious position.
  - 10.1.4.2. Should the need for AJA BOD review arise:

- 10.1.4.2.1. the Chairman of the AJA will communicate and discuss the matter with the Chairman of the AJAIOSC.
- 10.1.4.2.2. if the matter cannot be resolved informally then the AJA BOD action will take a formal action through a BOD vote.

### **Revision Log:**

Revision 4.0, created 5/25/01.

- Section 1.2.3.2.: Associate Membership
- Section 6.3.: Honorary Memberships
- other minor corrections

Revision 5.0, created 4/20/04.

- Added Article 10.: IOOSC
- other minor corrections

The current revision of the AJA Constitution 5.1, created 12/16/04, reflects changes approved by Board of Director mandates of October 1, 2004.

- Section 1.1.: Purpose & Function
- Section 1.2.: Qualifications for Membership
- Section 6.1.: Membership
- other minor corrections