

DRAFT AMENDED AND RESTATED (DECEMBER 15, 2019)

**BYLAWS OF NANKA JUDO YUDANSHA KAI
(SOUTHERN CALIFORNIA JUDO BLACK BELT ASSOCIATION, INC.)**

I. ARTICLE I OFFICE

Section 1.1 Principal Office

- a.) The Principal Office of the NANKA Judo Yudansha Kai, (hereinafter referred to as "NANKA"), shall be located in the County of Los Angeles, California or in a neighboring county, at an address to be established by resolution of the Board of Directors.
- b.) "NANKA" as used in these Bylaws means the NANKA Judo Yudansha Kai, also known as the Southern California Judo Black Belt Association, Inc., a California non-profit corporation.

Section 1.2 Other Offices

NANKA may have such offices, either within or outside the City or County of Los Angeles, as the Board of Directors may determine, or as the Officers of NANKA may require from time to time.

Section 1.3 Registered Office

- a.) NANKA shall have, and continuously maintain in the State of California, a Registered Office and a Registered Agent (whose office is identical with such Registered Office), as required in the California Non-Profit Corporation Act.
- b.) The Registered Office may be, but need not be, identical with the Principal Office of NANKA, and shall be located in the County of Los Angeles. The location of the Registered Office may be changed from time to time by the Board of Directors.

II. ARTICLE II MEMBERSHIP

Section 2.1 Classes of Members

NANKA shall have four (4) Classes of Members, which are as follows:

- a.) Regular Member.

A Regular Member shall be a judoka who has a rank of Sankyū or higher; recognized by the United States Judo Federation ("USJF") and is either registered with NANKA through a Member Dojo or is a member in good standing with the USJF and is exclusively associated with NANKA.

- b.) Associate Member.

An Associate Member shall be a judoka who is a member of a Member Dojo, but who does not hold the rank of Sankyu or higher. An Associate member does not have the same or full rights as a Regular Member for activities that effect the running or management of the organization. Associate members will be recognized as being eligible to receive benefits such as stipend, member of NANKA competition teams or training squad.

c.) Honorary Member.

An Honorary Member shall be member of NANKA and who has an established history with NANKA and has rendered distinguished service to the sport and art of judo, and/or for the general welfare of NANKA. A candidate for Honorary Membership shall be considered for approval by the Board of Directors at the Annual General Meeting based upon a detailed written nomination by two (2) or more Member Dojos,

d.) Life Member.

A NANKA Life Member is a person who has donated the requisite Life Membership fee in the amount prescribed by the Board of Directors, solely for the benefit of NANKA. This individual will no longer be required to pay the annual NANKA membership fee.

e.) Member Dojo.

A Member Dojo shall be any judo club within the jurisdiction of NANKA, which is registered by NANKA. The Head Instructor of such a Dojo shall be a Regular Member holding at least the rank of Shodan and a USJF Teachers Certification or USJF Coaching Certification.

Section 2.2 Membership

Regular Members, Associate Members and Member Dojos are required to maintain current paid-up membership in NANKA to remain in good standing.

Section 2.3 New Dojo Membership Acceptance

To apply for acceptance as a Member Dojo, a written request with the following information shall be submitted to the President.: (i) an application fee in the amount prescribed by the Board of Directors, (ii) letters of recommendation from three (3) Member Dojos, and (iii) a written description containing the following information:

- Name of the dojo.
- Address of the dojo.
- Names and ranks of the instructors.

- Aims and purposes.
- Ownership and management.
- Description of facilities.
- Valid background check from USJF, USJA or USA Judo, with a minimum of 24 months remaining.
- Proof of CDC HeadsUp certification for at least the Head Instructor
- Proof of SafeSport Certification for at least the Head Instructor
- Current USJF Instructors or USJF Coaching Certification.

Section 2.4 Dojo Membership Change Approval

Any Member Dojo making a change of name, address, instructors, or facility shall inform NANKA in writing at least thirty (30) days in advance.

Section 2.5 Transfer of Member to another NANKA Dojo

Any member desiring to transfer its membership in NANKA to another Member Dojo shall follow the following procedure:

- a.) Obtain NANKA Transfer form from the President or the Registration Chairperson.
- b.) Obtain signature from the Head Instructor or an officer of the Member Dojo from which the student is transferring and date on the NANKA Transfer Form.
- c.) Obtain the signature of the Head Instructor or officer of the Member Dojo into which the student is transferring.
- d.) Submit signed NANKA transfer form to the President or Registration Chairperson.
- e.) After the date of transfer, the member must wait four (4) months before representing the new Member Dojo in a team tournament.

Section 2.6 Termination of Member or Member Dojo

The membership of any Member or Member Dojo of NANKA shall terminate in the following manner:

- a.) Upon written request showing just cause for such termination delivered to the President or Secretary of NANKA, personally or by United States Mail;
- b.) Upon a Member's death or the closing of Member Dojo;
- c.) By withdrawal of recognition of a dojo as a Member Dojo by the Board of Directors due to the losing of qualification under Section 2.1 or 2.4;
- d.) By the Member or Member Dojo not paying the required annual dues; or,

e.) Upon expulsion by disciplinary action as provided hereinafter.

III. ARTICLE III FEES AND DUES

Section 3.1 Regular Member

Regular Members shall be required to pay annual NANKA membership dues in a sum as set forth and changed from time to time by the Board of Directors during any regular meeting. Payment of NANKA membership dues is nominally included within the USJF annual membership fee, as long as the member elects NANKA as their member yudanshakai.

Section 3.2 Associate Member

Associate Members shall be required to pay annual NANKA membership dues in a sum as set forth and changed from time to time by the Board of Directors during any regular meeting.

Section 3.3 Honorary Member

Honorary Members shall not be required to pay annual NANKA membership dues, or the NANKA portion of the USJF membership fee. Honorary Members will still be required to meet any insurance requirements.

Section 3.4 Member Dojo

Member Dojos shall be required to pay annual NANKA Dojo Membership dues as set forth by the Board of Directors.

Section 3.5 New Member Dojo

The payment of an application fee shall be required of all New Member Dojos as set forth by the Board of Directors from time to time during any regular meeting.

Section 3.6 Life Membership

NANKA shall be empowered to accept NANKA Life Membership dues. The Life Membership dues shall be in the sum as set forth by the Board of Directors from time to time during any regular meeting. The Life Membership dues may be refunded upon request of a Life Member when their membership is terminated, after deduction of all annual membership fees accumulated during the period of their membership. Life Membership benefit includes the deferment of the NANKA portion for Promotion Fees but does not include the processing fees or the USJF portion of membership fees.

Section 3.7 Tournament Fees

All contestants shall pay the entry fees required for each tournament in a sum as set forth and changed from time to time by either the Board of Directors during a regular meeting, or the Executive Committee.

Section 3.8 No payment of Fees and Dues

All membership fees and dues as required that are not paid will constitute a loss of rights of Members as specified throughout these Bylaws.

IV. ARTICLE IV MEETING OF MEMBERS

Section 4.1 General Meeting

- a.) A General Meeting of the Members shall be held annually at a place as may be designated by the President for the purpose of annual reports, election of NANKA officers for the upcoming year, election of delegates to the USJF and such other business as may come before the meeting.
- b.) At a General Meeting, only Regular Members in good standing (paid-up-members) shall have the right to vote. Voting by proxy is not permitted at any General Meeting.
- c.) At a General Meeting, a minimum of 20 Regular Members in good standing shall constitute a quorum of Members, and ten (10) Member Dojos in good standing shall constitute a quorum of Member Dojos. The General Meeting shall require quorum of both Regular Members and Member Dojos.

Section 4.2 Special Meeting

A Special Meeting of the Members may be called at any time by the President or by Regular Members with a petition signed by not less than ten (10) Head Instructors of Member Dojos.

Section 4.3 Notification

The Registration Committee (Section 9.8) shall notify every Regular Member in good standing by e-mail or mail at their last known address of the place, time, and business of the General and Special Members Meetings at least 10 days but not more than 90 days prior to each meeting. Notice shall include the proposed agenda for the meeting.

Section 4.4 Voting at General and Special Meetings

- a.) A majority of the total votes cast on any matter shall be required for approval as an official action of a meeting, except as otherwise expressly provided in these Bylaws.

b.) Voting at a meeting may be by voice vote or by show of hands, except as otherwise provided hereinafter. Election of officers will be conducted by secret written ballot. Any matters may be voted by secret ballot upon motion to vote by ballot duly approved by a vote of a majority of the Members present at such meeting.

Section 4.5 Time Limits for Debates

Time limits for debates shall be set at the discretion of the Chairperson of the meeting.

IV. ARTICLE V DIRECTORS

Section 5.1 Board of Directors

The Board of Directors shall consist of one (1) Regular Member from each Member Dojo (per Section 5.2) and all elected Officers of NANKA. In addition, yudansha of seventh (7th) dan/degree or higher (USJF or USJA) and with continuous regular NANKA membership longevity of twenty (20) years, will automatically be a voting member of the Board of Directors. The President shall be the Chairperson of the Board of Directors.

Section 5.2 Directors of Member Dojos

The Head Instructor of each Member Dojo shall appoint one (1) Director for the Member Dojo each year, three (3) weeks prior to the first regular meeting of the Board of Directors in January. If a Director representing a Member Dojo cannot attend a meeting of the Board of Directors, the Head Instructor may authorize any of its members to attend the meeting as an Alternate Director on behalf of the Member Dojo. If the Alternate is a Regular Member of NANKA, they may have a vote only upon presentation of written authorization from the Head Instructor of the Member Dojo. In the event the Alternate is not a Regular Member of NANKA, they may have a voice, but shall have no voting right. Each Director of a Member Dojo shall have one vote for each twenty (20) NANKA members paid up through the end of the month preceding the meeting, not to exceed not to exceed five (5) votes per Member Dojo. See the chart below.

- 1 to 20 NANKA members - one (1) vote
- 21 to 40 NANKA members - two (2) votes
- 41 to 60 NANKA members - three (3) votes
- 61 to 80 NANKA members - four (4) votes
- 80 plus NANKA members - five (5) votes

Section 5.3 Exercise of Powers

The Board of Directors shall authorize the NANKA Executive Committee to exercise the powers of NANKA, control its property and conduct its affairs.

Section 5.4 Accept or Deny Members/Dojos

The Board of Directors shall be empowered to accept individual Members, Member Dojos, and instructors into NANKA upon the recommendation of the Registration Committee; and to withdraw its approval of membership of disqualified individual Members, Member Dojos and instructors for cause.

Section 5.5 Disciplinary Action

The Board of Directors shall be empowered to take disciplinary action against any Member or Member Dojo as provided in Article XII.

Section 5.6 Vacant Positions

The Board of Directors shall be empowered to fill vacancies of Officers for their remaining terms.

Section 5.7 Expenditures

The Board of Directors shall approve all budgets and expenditures for items not in an approved budget. The President has discretion to spend up to Five hundred dollars (\$500.00) for an item that has not been included in an approved budget. The Executive Committee may authorize expenditures subject to ratification by the Board of Directors. Such expenditures will be reported to the Board of Directors for approval or ratification at the Board's next regular meeting. The President's discretionary expenditure limit may be adjusted from time to time by the vote of the Board of Directors.

Section 5.8 Regular Meeting

The Board of Directors shall meet January, March, May and November_at such time and place as the President may designate.

Section 5.9.1 Notification of Regular Meeting

The Registration Committee shall send notice of the Regular Meetings of the Board of Directors at least thirty (30) days ahead of the scheduled meeting. Any changes of the date, time or place of the meeting that occur after the initial notice should be sent as soon as possible. Notifications should include a draft Agenda.

Section 5.9.2 Special Meetings and Notification of Special Meeting

A Special Meeting of the Board of Directors may be called at any time by the President or by any two (2) Board members. The Registration Committee shall notify every member of the Board of Directors by e-mail, mail or telephone of the time, place, and business of any Special Meeting of the Board of Directors, along with its purpose and intended Agenda at least ten (10) days ahead of the scheduled meeting.

Section 5.10 Quorum

At any meeting of the Board of Directors, 10% of the total number of Directors shall constitute a Quorum. The Executive Secretary shall announce the minimum number of Directors for a Quorum at the beginning of the meeting.

Section 5.11 Rule of Meeting

The rules of Meetings set out in Sections 4.4 and 4.5 shall apply to the meetings of the Board of Directors.

Section 5.12 New Business

New business shall be written in the form of a motion or resolution and be sent to the Executive Secretary at least ten (10) days prior to the scheduled Board of Directors meeting to be placed on the Agenda. Written motions received after the ten-day limit will either be put on the next meeting's agenda or may be rescinded by the author.

V. ARTICLE VI OFFICERS

Section 6.1 Officers

The Officers of NANKA shall consist of the elected positions of President, Six (6) Vice-Presidents, Executive Secretary, Junior Promotion Board Chairperson, Senior Promotion Board Chairperson, Treasurer and two (2) Auditors.

Section 6.2 Officer's Qualifications

Any Regular Member in good standing who has been a member of NANKA for at least one (1) year, is qualified to be an Officer of NANKA. Officers shall be elected for a two (2) year term by a majority vote of the Regular Members in good standing that are present at the annual General Meeting. Each elected Officer EXCEPT THE TREASURER shall not serve in the same capacity for more than two (2) consecutive terms. For the purpose of election, each of the

Vice-Presidents are considered to be in a different capacity respectively for purposes of term limits. The term of office for each Officer shall run from September 1 through the following August 31.

As a condition of being nominated for an Officer position, a candidate must agree to read and sign the NANKA Yudanshakai Ethics and Morals Understanding (Annex A to these Bylaws) if elected.

All Officers shall sign the Ethics and Morals Understanding document before beginning subsequent terms. Any Officer in a position which is not term limited shall sign the Ethics and Morals Understanding document every two (2) years.

Section 6.3 Chief Executive Officer

The President shall be the Chief Executive Officer of NANKA and shall in general, subject to the control of the Board of Directors, supervise and control the affairs of NANKA. The President will serve as the Chairperson of the Executive Committee (See Section 9.2).

The President shall perform all duties incidental to the office and other such duties as may be required by law; shall adhere to the Articles of Incorporation of NANKA and implement these Bylaws and shall perform such other duties which the Board of Directors may prescribe from time to time. The President shall preside at all meetings of the Members and of the Board of Directors.

Section 6.4 Vice-Presidents

NANKA shall have five (5) Vice-Presidents as follows:

- a.) Executive Vice-President shall assume the duties of the President (in his or her absence, resignation, death or disability) until a replacement is elected by the Board of Directors and shall assume the leadership and duties of the Tournament Committee Chairperson.
- b.) Marketing and Communications Vice-President shall assume the leadership and duties of the Marketing and Communications Committee Chairperson.
- c.) Referee Vice-President shall assume the leadership and duties of the Referee Committee Chairperson.
- d.) Kata Vice-President shall assume the leadership and duties of the Kata Committee Chairperson.

- e.) Development Vice-President shall assume the leadership and duties of the Development Committee Chairperson.

Section 6.5 Representatives for the USJF Board of Directors

- a.) The purpose of NANKA's Representatives to the USJF is to serve on the USJF Board of Directors.
- b.) The NANKA Representatives will be elected by the Regular Members at the annual General Meeting (Section 4.1) and shall consist of two (2) Representatives and two (2) Alternate Representatives.
- c.) The Representatives will give an oral and/or written briefing to the NANKA Board of Directors on the results of the USJF Board of Directors meetings.

Section 6.6 Representatives for the USJF Board of Examiners

- a.) The purpose of NANKA's Representatives to the USJF is to serve on the USJF Board of Examiners.
- b.) The NANKA Representatives will be at least 6th Dan and will be elected by the Regular Members at the annual General Meeting (Section 4.1) and shall consist of two (2) Representatives and two (2) Alternate Representatives.
- c.) The NANKA Representatives will give an oral and/or written briefing to NANKA Board of Directors on the results of the promotion of NANKA's high rank nominees approved by the USJF Board of Examiners.

Section 6.7 Executive Secretary

The Executive Secretary shall conduct the following duties:

- a.) Shall assume the duties of the Secretarial Committee Chairperson.
- b.) Certify and keep the original or a copy of these Bylaws as amended or altered to date.
- c.) Maintain a minute book of all meetings of the Directors and Members; recording therein, the time and the place of the meetings, whether Regular or Special; and if Special, how authorized; the notice given; the names of those present at the meetings; and the proceedings thereof.
- d.) To insure that all meeting notice and reminders are duly given in accordance with the provisions of these Bylaws or as required by law.
- e.) Be custodian of the records and seal of NANKA.
- f.) Exhibit and archive on the NANKA Website, the current Bylaws, and the minutes of the meetings of the Members and Board of Directors.
- g.) Shall record and keep a list of the assets of NANKA.

- h.) In general, perform all duties incident to the Office of Secretary and such other duties as may be required by law, by the Articles of Incorporation or these Bylaws, or which may be assigned to the Secretary from time to time by the Board of Directors.

Section 6.8 Nomination of Officers

Nominations for officers of may be (i) from the floor at the General Meeting of Members by any Regular Member, (ii) by the Executive Committee. Candidates for officers' positions nominated by the Executive Committee shall be included in the notice for the applicable General Meeting. Each outgoing officer may submit a list of prospective nominees for his or her position, to the Executive Committee not less than 30 days prior to the applicable General Meeting.

Section 6.9 Treasurer

The Treasurer shall be the Chief Financial Officer of NANKA. Due to the nature and need for financial continuity of NANKA, the office of Treasurer shall be exempt from the term limits imposed by these bylaws on the other NANKA Officers. The office of Treasurer if vacant, shall be filled as provided in Section 5.6.

Subject to the provision of Article X of these Bylaws, the Treasurer shall have the following duties:

- a.) Serve as and perform the duties of the Finance Committee Chairperson.
- b.) Manage and provide oversight of the NANKA Office Manager.
- c.) Have charge and custody of, and be responsible for all funds of NANKA, which includes monies accumulated by any Committee, the Board of Directors, and other divisions of NANKA, and to deposit all such funds in the name of NANKA in such banks or other depositories as shall be approved by the Board of Directors.
- d.) Receive, and give receipt for, moneys due and payable to NANKA from any source whatever.
- e.) Disburse or cause to be disbursed the funds of NANKA as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- f.) Keep and maintain adequate and correct accounts of NANKA's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

- g.) Exhibit at all reasonable times and upon reasonable notice, the books of account and financial records of NANKA to any Director of NANKA or to their agent or attorney, on request therefor.
- h.) Exhibit at all reasonable times and upon reasonable notice, the books of account and financial records of NANKA to any Regular Member in good standing, their agent or attorney, on written demand therefor for a purpose reasonably related to interest of such Member.
- i.) Render to the President and Directors, whenever the President and/or Directors request it, an account of any or all Treasurers' transactions and of the financial records of NANKA.
- j.) Prepare, or cause to be prepared, and certify the financial statements to be included in the annual report to Members and presented at each Board of Director's Regular Meeting.
- k.) If required by the Board of Directors, give a bond for the faithful discharge of their duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to them from time to time by the Board of Directors.

Section 6.10 Auditors

Auditors or agents assigned and approved by the Board of Directors shall audit the financial transactions of NANKA and submit a written report to the Board of Directors at a minimum of once every two years.

Section 6.11 Cabinet Members

The President may appoint Cabinet Members each year from among any Members including Associate Members, without limitation of terms as follows:

- a.) Legal Counsel to handle legal matters of NANKA and to assist all NANKA Committees.
- b.) Property Custodian to keep records of NANKA and to assist the Finance Committee
- c.) Recording Secretary to keep records of official matches of individual contestants and to assist the Tournament Committee.
- d.) Parliamentarian to advise the President on procedural matters.
- e.) Historian/Photographer to keep the official photo album of NANKA and to assist the Marketing and Communications Committee.
- f.) Public Relations Secretary to assist the Marketing and Communications Committee.
- g.) Registration Secretary to assist the Registration Committee.

- h.) Assistant Secretary to assist the Secretarial Committee.
- i.) Sergeant-at-Arms to maintain order and decorum of meetings.
- j.) Any other Cabinet Members deemed necessary by the President.

The Board of Directors must approve all Cabinet Members. Cabinet Members do not have a vote at the Board Meetings.

VI. ARTICLE VII EVENTS COORDINATOR

The Events Coordinator shall manage and facilitate the logistical arrangements for the NANKA events as approved by the Board of Directors. NANKA recognizes the amount of time and effort it takes to coordinate the NANKA events and shall pay the Event Coordinator the compensation approved from time to time by the Board of Directors. Appendix II of these bylaws contains the current list of approved NANKA events to be managed by the Events Coordinator.

The Event Coordinator's duties include; selection of the best date for NANKA event(s) and obtain NANKA Board of Director's approval for approved events; securing the event venue, working with the NANKA Office Manager on obtaining any necessary sanctioning; generating event forms and "Certificates of Insurance" as needed; coordinating with venue management and representatives to provide required legal and event documentation and logistical support during the event; coordinating with NANKA Marketing and Communications Vice President and Committee; providing information and details for the promotion of the event; ensuring that any other logistical needs for the event are obtained or dealt with (examples: Tournament medals and awards, Certificates generated, etc.). A detailed set of duties for the Event Coordinator is described in Annex B of these by-laws.

VII. ARTICLE VIII JUDO RANKS

Section 8.1 Issuance of Rank

NANKA shall issue Judo ranks recognized by the United States Judo Federation.

Section 8.2 Promotion Below Nikyu

Promotion below the rank of Nikyu shall be effected by the Member Dojo Head Instructor and submitted to the Jr. Promotion Secretary for administrative record.

Section 8.3 Promotion Above Sankyu

Only the respective Board of Examiners shall effect promotion to the rank of Nikyu, Ikkyu, and all black belt degrees.

Section 8.4 Change in Ranks

Recommendation for change in ranks of Niikyu, Ikkyu, and all black belts shall be submitted by dojo Head Instructors to the respective Board of Examiners. Deadlines for the submission for this type of rank change shall be designated by the Senior Board of Examiners and the Junior Board of Examiners

VIII. ARTICLE IX COMMITTEES

Section 9.1 General

- a.) Purpose - NANKA's activities will be operated by the committees to fulfill its administrative and technical responsibilities. Nothing in this section is intended to preempt the responsibilities of the Board of Directors as contained under Article V of these Bylaws.
- b.) Membership - Each committee will be chaired by a NANKA Officer and may include selected members from the Board of Directors and other NANKA Members as required. Committees may also utilize non-members when specialized functions are required.
- c.) Operations - Each committee may create their own subcommittees. Because there is an interrelationship between the activities of the committees, each committee will assist other committees as needed. Committees will select their own members, keep minutes of meetings, establish budget forecasts of revenue and expenses, prepare operating procedures to be used by NANKA Members and Dojos (e.g. promotions, registration), and develop their own programs. Committee operating procedures should be consistent with USJF procedures.
- d.) Functions - Within each of the following sections there is a general description of each committee's responsibilities. These descriptions are intended to be a guide and are not all inclusive. Committees may recommend to the Executive Committee and Board of Directors changes to their responsibilities, and whenever these Bylaws are changed, the general descriptions in these Bylaws can be changed.
- e.) Approvals - The Board of Directors is responsible to approve committee budgets and procedures that impact NANKA's operations. Each Committee Chairperson has the responsibility to keep the Board of Directors advised as to their committee's activities. The Board of Directors shall have exclusive authority to approve or disapprove any committee actions, and the Board of Directors may issue such directions, as it deems necessary. For purposes of this Section the term "committee"

shall include any and all committees referred to in these Bylaws, including the committees described in Section 6.4 above.

Section 9.2 Executive Committee

- a.) Membership - Chaired by the President and composed of the Executive Secretary, Treasurer, Assistant Treasurer (if any), and the five (5) Vice-Presidents.
- b.) Functions - The Executive Committee will conduct the affairs of NANKA other than those delegated to other committees: prepare an agenda and recommendations for Board of Director meetings, Members Annual and Special Meetings, and appropriation of funds for NANKA business in accordance with budgets approved by the Board of Directors. Expenditures for items not in the budget may be made if less than five hundred dollars (\$500.00) or with the approval of at least five (5) officers, subject to ratification by the Board of Directors. The Executive Committee may request at a specified time and place, special meetings of the Board of Directors and the Members.

Section 9.3 Finance Committee

- a.) Membership -Chaired by the Treasurer and composed of the Assistant Treasurer (if any), Property Custodian (if any) and other NANKA members as required. At least one (1) member of the committee should have professional training in finance or accounting.
- b.) Functions - to maintain accounting records of assets, liabilities, income, and expenses, to maintain a budget system to include forecasts of income and expenses and to prepare financial statements and to assist in the preparation of tax returns. In the event of special activities such as grants or sponsorship of judo tournaments, to assure that adequate financial records are kept.
- c.) An independent accounting firm will be used to prepare tax returns and other reports as requested by the Finance Committee, the Executive Committee, or the Board of Directors.

Section 9.4 Audit Committee

- a.) Membership - Two (2) Auditors elected by the Board of Directors.
- b.) Function – To operate in an independent capacity to review internal controls and financial records and to provide the Board of Directors the results of their audit and recommendations to improve NANKA's financial operations.
- c.) At least one (1) member of the committee should have professional training in finance or accounting.
- d.) Annually review and manage NANKA conflict of interest statements.

Section 9.5 Secretarial Committee

- a.) Membership - Chaired by the Executive Secretary and composed of the Assistant Secretary (if any), Historian (if any), and other NANKA Members as required.
- b.) Functions – Responsible for record keeping and publication of NANKA documentation; prepare minutes of Executive Committee, Board of Director's, Members Annual and Special Meetings. Maintain copies of minutes and reports of the various committees and subcommittees. Maintain a current copy of the Bylaws and Articles of Incorporation. Archive and publish on NANKA website (where appropriate) copies of minutes of the Board of Director's and Members Annual and Special meetings, and records of the various committees and subcommittees. Maintain a records system including copies of correspondence, reports, minutes, tournament records and publications generated by the Board of Directors, committees, subcommittees and any special activities. Maintain and keep current a record of NANKA assets.

Section 9.6 Tournament Committee

- a.) Membership - Chaired by the Executive Vice-President (Tournament Director) and composed of the NANKA Event Coordinator, the Referee Vice President, the Kata Vice-President, and other members of NANKA as required.
- b.) Functions – To be responsible for all matters pertaining to NANKA tournaments including tournament format and dates. To oversee the functioning of NANKA tournaments including officiating and designating a Tournament Director (or arranging and assigning a designated substitute) who will be announced on the submitted sanction for the event. To obtain appropriate USJF and other applicable sanctions, facilities, mats, equipment, awards, and other services required for each NANKA tournament. To supervise and coordinate staffing of referees, timekeepers, and scorers, registration, security, and food services by the NANKA Events Coordinator. To keep and preserve records of NANKA tournaments and the results of all NANKA tournaments. Submit to the Finance Committee budget forecasts of revenue and expenses. Submit to the Secretarial Committee current tournament schedules and results of NANKA tournaments. The Tournament Committee may also assist Member Dojos in operating their own sponsored tournaments.

Section 9.7 Marketing and Communications Committee

- a.) Membership - Chaired by the Marketing and Communications Vice President (Marketing and Communications) and composed of the Web Manager, Photographer (if any), Office Manager, Events Coordinator, and other Members of NANKA as required.

- b.) Functions - Manage the brand marketing of NANKA and provide means to outreach to existing and prospective Members. Shall develop programs and projects to generate funds and other resources for promoting the growth of judo and NANKA.
- c.) Committee tasks include but not limited to the following: Conduct public relations activities, press release, advertising, prepare NANKA judo information system (such as web site and social media presence), obtain grants and donations. Develop programs for generating funds and other resources for assisting in the growth of judo in NANKA. These programs may include grants, donations, and revenue producing events allowed under NANKA's non-profit status. Provide the Finance Committee with budget forecasts of revenue and expenditures, and any other financial records. Manage social affairs including annual installation dinner and honoring visiting guests. Provide the Secretarial Committee with copies correspondence, literature and announcement of events.

Section 9.8 Registration Committee

- a.) Membership - Chaired by the President and composed of the Office Manager, at least one (1) other member of the of the Board of Directors, and other members of NANKA as required.
- b.) Functions – The Committee shall be responsible for managing all aspects regarding individual and Dojo Membership of NANKA. The Committee Chair shall oversee and work closely with the NANKA Office Manager and shall oversee the appropriate duties and task related to the function of the Registration Committee. The Registration Committee's duties include: (i) monitoring, promoting and providing reports of individual and Dojo memberships; (ii) assuring that all funds received by NANKA are recorded and deposited in NANKA's accounts, and that relevant funds are transmitted to the USJF as appropriate; (iii) make available on request a list of current paid Members and Member Dojos to requesting NANKA committees to verify membership status; (iv) maintain an up-to-date mailing and email list of Members and Member Dojos; (v) oversee any organization wide announcements (working with the Marketing and Communications Committee); (vi) provide the Secretarial Committee with a copy of all announcements mailed and a list of paid Members and Member Dojos at the end of each fiscal year; and (vii) provide the Finance Committee with budget forecasts of revenues and expenditures, including copies of all accounting records (i.e. receipts, expenses, deposits and transmittals).

Section 9.7

Section intentionally left blank.

Section 9.10 Kata Committee

- a.) Membership - Chaired by the Kata Vice-President and composed of other NANKA members as required.
- b.) Functions - Provide for a kata training and certification program within NANKA. Facilitate kata training exchange programs. Develop kata judges and a score keeping system. Conduct kata competition within NANKA. Coordinate kata training and competition with the Tournament and Development Committees. Develop written operating policies and procedures as required kata certification and competition. Provide the Secretarial Committee with copies of minutes, policies/procedures, schedules and training material. Provide the Finance Committee with budget forecasts of revenue and expenses, and other financial data.

Section 9.11 Referee Committee

- a.) Membership - Chaired by the Referee Vice-President and composed of other NANKA members as required.
- b.) Functions - Provide a training and certification program for referees, specialized training for tournament support personnel (e.g. timekeepers, score keepers) and training instructors, coaches and players in contest rules. Provide staffing of referees and support personnel on NANKA tournaments. Coordinate with the Tournament Committee on the adequacy of the tournament facility (i.e. mat layout) and staffing. Develop written operating procedures and forms where necessary. Provide Secretarial Committee with copies of procedures, meetings minutes, schedules and instruction material. Provide Finance Committee with budget forecasts of revenue and expenses and any other financial data.

Section 9.12 Development Committee

- a.) Membership - Chaired by the Development Vice-President composed of other NANKA members as required.
- b.) Functions - Develop a comprehensive judo program to supplement the training of the Member Dojos for junior and senior judokas in a broad spectrum of judo. Manage and implement award programs for providing funds for selected Judokas to help supplement the expenses incurred in regional, national, or foreign competition. To coordinate its activities with the Referee, Kata, and Tournament Committees which may include the following:
 - 1. Technical training, which includes the broad spectrum of judo skills, preparing the judoka for promotion and competition.
 - 2. Competition training, which includes specialized conditioning and competitive skills.

3. Student exchange programs which includes cross-training with exchange/goodwill programs for NANKA judoka in other countries.
4. Elementary, high school, and college judo programs in NANKA.
5. Instructor training to improve teaching skills.
6. Coaches training, certification programs and selection.
7. Research program to incorporate new skills into the various training areas. Coordinate research with similar programs in USJF or other similar organizations.
8. Inter-dojo skills exchange program within NANKA including visiting NANKA instructors and students.
9. Obtain necessary sanction for clinics and out of country trips.

Provide copies of minutes, schedules and training documents to the Secretarial Committee. Provide budget forecasts of revenues and expenses, including other financial records to the Finance Committee.

Section 9.13 Promotion Committees

Junior and Senior Boards

1. The Boards of Examiners shall consist of a Junior Board of Examiners and a Senior Board of Examiners. Both Boards of Examiners shall elect its Chairperson and Secretary from among the members of its respective Board each year.
2. Both Boards of examiners shall establish the rules, procedures, regulations, and qualifications regarding the promotion of judo rank within the jurisdiction of NANKA, subject to the Board of Directors' approval.
3. Both Boards of Examiners shall meet at least once a year to review and approve promotions.

a.) **Senior Board of Examiners**

The Senior Board of Examiners shall consist of yudansha with the rank of Rokudan (6th Dan) or higher, who are Regular Members in good standing with NANKA. The Senior Board of Examiners shall promote individual Members to the rank of Godan (5th Dan) and higher (subject to the scope of rank authority given to NANKA by the USJF). The Senior Board will have a quorum of (10) percent of the eligible Members with not more than two (2) Members from a single Member Dojo

b.) **Junior Board of Examiners**

The Junior Board of Examiners shall consist of one (1) Member each from each of the Member Dojos with a rank of Sandan (3-Dan) or higher. Each such Member must be a Member of NANKA for at least two (2) years and shall be appointed by the Head Instructor of the Member Dojo. The Head Instructor of a Member Dojo shall be empowered to appoint, remove, or replace its Member to the Junior Board of Examiners from among the Dojo Members including themselves. The Junior Board of Examiners shall promote individual Members through the rank of Sandan. The Junior Board will have a quorum of ten (10) percent of the eligible Members.

Section 9.15 Specific Purposes/Activities Committee

The President may appoint Committees for Specific Purposes or Activities from time to time. Each Committee may adopt rules and procedures for its own government that are not inconsistent with law, with these Bylaws, or with the rules and regulations adopted by the Board of Directors.

IX. ARTICLE X EXECUTION OF INSTRUMENT, DEPOSIT, AND FUNDS

Section 10.1 Execution of Instrument

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution, authorize any Officer(s), or agent of NANKA to enter into any contract or execute and deliver any instrument in the name of and on behalf of NANKA.

Unless so authorized, no Officer or agent shall have any power or authority to bind NANKA by any contract or engagement or to pledge its credit or to render its pecuniary liability for any purpose or in any amount except an expenditure of not more than \$500.00 per item authorized by the President.

Section 10.2 Disbursement of Funds

Checks, draft, promissory notes, orders for payments of money, petty cash, and other evidences of indebtedness of NANKA shall be signed by any combination of two (2) Officers between the Treasurer, Assistant Treasurer (if any), Executive Secretary, and the President.

Section 10.3 Execution of Deposit

All funds of NANKA shall be deposited from time to time to the credit of NANKA in such banks, trust companies, or other depositories as the Board of Directors may authorize.

Section 10.4 Contributions, Gifts, Bequest

The Board of Directors may accept on behalf of NANKA any contributions, gifts, bequest, or device for the general purposes or for any special purpose of NANKA.

Section 10.5 NANKA Office and Registration Manager

The NANKA Office and Registration Manager is a paid position expressly intended to support administrative and secretarial tasks of the various Committees of NANKA. The Office and Registration Manager will be directly responsible to the President but will coordinate the day to day task and duties with the Treasurer, the Second Vice President (Marketing and Communications) and the Events Coordinator. The list of such tasks and expected functions of the Office Manager are documented in Appendix I of these By-Laws. This list may change from time to time on approval of the Board of Directors. Hiring and termination of the Office and Registration Manager shall require the approval of the Board of Directors.

X. ARTICLE XI FISCAL YEAR

Section 11.1 Length of Time

The fiscal year of NANKA shall begin on the first day of September and end on the last day of August in each year.

XI. ARTICLE XII DISCIPLINARY ACTION

Section 12.1 Discipline Action

A member of NANKA, whether an Individual Member or a Member Dojo, may be expelled, suspended, subjected to probation, or otherwise disciplined as set forth in these Bylaws.

Section 12.2 Reasons for Disciplinary Action

Grounds for disciplinary action by NANKA shall be as follows:

- a.) Malicious or disloyal utterance or acts against NANKA and/or its Members.
- b.) Violation of any provision of these Bylaws.
- c.) Knowingly violating any rules or regulations set forth by the Board of Directors or other bodies vested with such regulatory authority.
- d.) Maliciously making false charges against a NANKA Officer or Member.
- e.) Conviction for any felony.

- f.) Conduct unbecoming a Judoka which brings discredit to NANKA and/or to the sport of judo.
- g.) Being in arrears of fees or other financial obligations to NANKA for more than three months.
- h.) Knowingly making false statements on application for membership or other false representations as to rank or status in NANKA.

Section 12.3 Board of Directors

The Board of Directors shall have the power to institute a disciplinary action, to hold a hearing and to make a disciplinary decision on behalf of NANKA.

Section 12.4 Temporary Suspension

The Board of Directors may temporarily suspend a Member or Member Dojo pending a hearing for the violation, provided that the alleged charges warrant such immediate action.

Section 12.5 Hearing

No Member may be disciplined without benefit of a hearing. In the case of temporary suspensions, no suspension shall be for a period of longer than eight (8) weeks without benefit of a hearing. Failure to conduct a hearing on the charges within eight (8) weeks shall be deemed a dismissal of the charges.

Section] 2.6 Reinstatement

Any suspended or expelled Members may be reinstated by a two-thirds vote of Board of Directors present at a Board of Directors meeting.

Section 12.7 Discipline Action to a Member Dojo

The Board of Directors shall also be empowered to discipline a Member Dojo for the following reasons:

- a.) Neglecting the obligations imposed by the Board of Directors.
- b.) Violating the rules and regulations set forth by the Board of Directors.

XII. MISCELLANEOUS RULES

Section 13.1 Competition

Competition and NANKA tournaments shall be governed by the current contest or modified rules of the I.J.F., and USJF.

NANKA, on the basis of safety can with a two-thirds majority of the Board of Directors, define and specify special rules to be used in NANKA only

tournaments. These special contest rules shall be clearly indicated on all NANKA Tournament forms and packages.

Section 13.2 Standing Rules

The Board of Directors may adopt standing rules to supplement these Bylaws. Any adopted standing rules shall be recorded by the Executive Secretary and published as a document on the NANKA website.

Section 13.3 Robert's Rules of Order

In all matters not covered by these Bylaws or standing rules, all Members and Board of Directors meetings shall be conducted and governed by the Robert's Rules of Order as revised from time to time.

Section 13.4 Amending Articles of incorporation and Bylaws

Two-thirds vote of the Regular Members in good standing, present, and voting at any General Meeting may amend the Articles of Incorporation and these Bylaws. These Bylaws may also be amended by the Board of Directors with the approval of a majority of the responding Member Dojos which under no circumstance shall be less than twenty-five percent (25%) of the Member Dojos. Before any amendment to the Articles of Incorporation may be acted upon, each Regular Member in good standing shall be furnished a copy of the proposed amendment in writing at least ten (10) days prior to any vote on the amendment. Before any amendment to these Bylaws may be acted upon, each member of the Board of Directors and Member Dojo shall be furnished a copy of the proposed amendment in writing at least ten (10) days prior to any vote on the amendment. Amendments shall become effective immediately upon their adoption. Mailing or e-mailing to the last known address of the Regular Members, Member Dojos, Officers and Directors shall be considered as fulfilling the requirement of furnishing a copy of the amendments.

Section 13.5 Mandatory Reporting

For instances where mandatory reporting is required for members over the age of 18 years old; (E.g. Head Instructor, Instructor, Coach, Referee, Yudansha Rank etc.) Such reports shall include CDC HeadsUp and SafeSport.

ANNEX A TO BYLAWS

NANKA JUDO YUDANSHA KAI ETHICS AND MORALS UNDERSTANDING

Understanding of Principles, Ethical Behavior, Non-Disclosure, and Conflict of Interest

All Groups and persons who choose to serve NANKA Judo Yudansha Kai, ("NANKA") whether as officers, directors, volunteers, contractors, or paid employees, are held to the highest standards of conduct, and are accountable for acts in violation of this Agreement. As guardians and custodians of Judo ideals, they assume an obligation to subordinate individual interests to the interest of the Judo community. What may be considered acceptable conduct in some businesses may be inappropriate in service to NANKA.

Those who serve NANKA must do so without personal gain, to avoid any institutional loss or embarrassment, and to behave in such a way that NANKA's trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict of interest. NANKA has provisions in place to approve pre-disclosed contractual arrangements in appropriate situations.

While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in these areas are mutual welfare and benefit, disclosure, physical absence and non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on integrity. Any individual accepting the privilege of serving NANKA must also accept these principles.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often create potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, as well as physical absence from and strict non-participation in any process relating to the matter in question. Conflict of interest shall include, but not be limited to, conditions where a member, businesses of members, or family are enhanced in financial means, position, gifts or services that would not be accessible in the absence of the member's affiliation and service to NANKA in any capacity.

The following guidelines are not precise examples of, or limitations on, acceptable conduct:

1. The business of NANKA is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. NANKA assets, services, opportunities, authority, and influence are not to be used for private benefit.
3. All individuals who act on behalf of NANKA or its Committees or Subcommittees will be required to avoid all appearances of conflict of interests and shall maintain the confidentiality of all materials and information of the Committee or Subcommittee on which they serve. All individuals will make full disclosure of the nature and extent of any actual or potential conflict of interest when they first become aware of the conflict. In the consideration of an issue, where possible conflicts exist, such individuals will avoid evaluating, or in any other way influencing, directly or indirectly, or voting on the matter involved, and will be physically absent during the evaluation and vote, and shall not take part in any of the discussion or processes of the Committee or Subcommittee that ultimately proffers a recommendation to NANKA. This includes, but is not limited to, the award of contracts, the purchase of goods and services, and the allocation of NANKA resources.
4. Gifts, travel, hotel accommodations, entertainment or favors are neither to be given nor received, except in the normal course of business of NANKA. The gifts of cash, given or received, are strictly prohibited without prior notice and approval of the Executive Committee of NANKA, and all approved transactions shall go through the administrative process maintained by the Executive Committee and/or Treasurer. Gifts and favors of more than one Hundred Dollars (\$100) value should not ordinarily be accepted or given. If circumstances render it awkward to refuse a gift, the donor should be thanked and told that the gift is being accepted on behalf of, and shall be delivered to, NANKA. All gifts and favors accepted under the conditions above are to be reported within thirty (30) days to the Executive Committee and recorded by the Treasurer and Secretary of NANKA.
5. All expenses incurred in the furtherance of NANKA business (including representation, administration, tournaments and clinic expenses) are to be reasonable, necessary, and substantiated by original receipts.
6. Each individual has the responsibility to maintain and shall maintain the confidentiality of NANKA in all matters of business in service to a Committee or Subcommittee. This includes both proprietary and sensitive information. The reporting agent of each Committee or Subcommittee shall be the Chair of the Committee or Subcommittee or a designee identified by written memo to the President of NANKA.

7. All expenditures in the course of normal business by an individual, contractor, subcontractor, tournament director or employee shall be recorded and ledgered, and shall be available at each Board of Director meeting or for review by the Executive Committee and President of NANKA upon request. All expenditures in excess of one thousand Dollars (\$1000) must include documented bids from three sources unless the source used is approved in advance by the Board of Directors or Executive Committee. All compensation paid to tournament directors, clinicians, coaches, NANKA representatives, or staff shall be paid and documented via the procedures and protocols in accordance with generally accepted accounting principles.

8. No member of the Board, Executive Committee or any subcommittee of NANKA, coaches or instructors should vote on an issue pending before that Board, Committee, or subcommittee where there is a direct or indirect benefit to that member, to the member's business(es), or to a member of his or her immediate family. Board of Directors members, Committee members, Subcommittee members, coaches and instructors should refrain from voting on financial issues affecting their own students or members of their own club.

Breach of terms of this Agreement may be grounds for immediate suspension from participation in the activities of NANKA by the Board of Directors.

I ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THE NANKA STATEMENT OF PRINCIPLES, ETHICAL BEHAVIOR, NON-DISCLOSURE, AND CONFLICT OF INTEREST AND I PLEDGE MY FULL SUPPORT OF THE SPIRIT AND THE LETTER OF THE REQUIREMENTS CONTAINED HEREIN.

Signature Date

Name (Print or Type)

Approved by the NANKA Executive Committee

ANNEX B
NANKA JUDO YUDANSHAKAI

List of NANKA Events Assigned to NANKA Events Coordinator

- West Coast Invitational Tournament
- Spring Invitational Tournament
- NANKA Annual Awards Banquet
- Fall Invitational Tournament
- Fall Team Challenge Tournament
- Grassroots Judo™ Winter Nationals® Tournament

**APPENDIX I
NANKA JUDO YUDANSHAKAI**

DUTIES OF NANKA OFFICE MANAGER

As defined in Section 10.5 of these Bylaws, the NANKA Office Manager is intended to provide administrative support to NANKA, its Officers and Committees. This Appendix documents the duties of the NANKA Office Manager and can be modified by the approval of the NANKA Board of Directors.

1. Support the President with all Registration Committee obligations, including as a day to day liaison with the USJF
2. Maintain NANKA mailing list & email blasts in conjunction with NANKA webmaster
3. Administer Preregistration for tournaments
4. Make all check deposits promptly
5. Administer onsite registration at the tournaments
6. Make & provide all copies of needed forms
7. Keep all copies of completed forms
8. Ensure on time payment of NANKA Tournament Venue fees (e.g. Westminster High School) and other relevant monthly payments
9. Handle sanctions and Certificates of Insurance for each tournament plus reports
10. Reconcile revenue & make deposits from tournaments & clinics
11. Publish the results of each tournament
12. Order tournament medals and awards and other capital outlays
13. Manage updates on website calendar of events
14. Prepare and distribute certificates from clinics
15. Maintain and distribute referee polo shirts
16. Handle online registration in conjunction with webmaster.

APPENDIX II

LIST OF DUTIES OF THE NANKA EVENT COORDINATOR.

As defined in Article VII of these Bylaws, the NANKA Event Coordinator is paid position whose primary duty is to manage and facilitate the logistical arrangement of NANKA events approved by the Board of Directors. The duties of the Event Coordinator can be modified by the approval of the NANKA Board of Directors.

1. Tournament Pre-Registration Procedures

1. Pre-registration clubs will:
 - Collect the Registration Forms
 - Ensure it is completed correctly (remember both competitor and parent/guardian must sign even if a minor!)
 - ALL areas are signed including your sensei holding a rank of shodan or higher.
 - Copy of the current cards (USJF, USJA, or USA Judo) attached to the Registration Form
 - Weigh-ins (no sooner than 5 days prior to the tournament)
 - Collecting all monies due, etc.
2. The morning of the tournament please designate someone to arrive early with your completed pre-registrations with weights and money or checks to be handed in at the registration table.

2. Pre-Tournament

1. Choose Tournament Dates and get approval from Tournament Vice-President
2. Secure tournament venue
3. Work within conjunction with Nanka's Office Manager on Tournament Entry Forms and submit for sanctioning and "Certificate of Insurance" as needed. When submitting for sanctioning, inform USJF that Nanka will need Medical Malpractice coverage for the sanctioned event
4. Make sure "Certificate of Insurance" is delivered to school district
5. Oversee submission of final forms for Nanka VP of Communications for website posting
6. Handle Pre-Registration in conjunction with Nanka Administrative Assistant as listed above
7. Order medals
8. Arrange for volunteers
 - Pooling
 - Registration
 - Weigh in/Coaches Badges
 - Score Tables
 - Announcer
 - Security

- Awards
 - Medic
 - Singer for National Anthem
9. Hospitality
- Make 2-3 carafes of coffee, pot of hot water and 2 dozen donuts for referee meeting
 - Volunteers to run hospitality
 - Food Donations from judo clubs for referee and volunteers for lunch
 - (4) cases of water unless donated ahead of time
 - i. (2) for hospitality
 - ii. (2) for referee's, score tables, pooling, announcer, awards
 - Candy for scoring table & referees
10. Mat Setup
- Coordinate with Josh Resnick (High School Wrestling team)
 - \$1800 for setup/takedown and facility rental
11. Concessions
- Ask Development, Kata or other Nanka Reps first
 - Ask Nanka Clubs if above groups cannot do it
12. Emcee the tournament in conjunction with Announcer, VP of Referees, and President

3. During the Tournament

1. Arrive 30 minutes before registration start to inspect mats, registration, pooling, hospitality and medic area.
2. Setup mat area
 - Electronic scoreboards
 - Tournament rules and match times
 - Mat Numbers, belts, pencils and accessories
 - Coaches chairs
 - Score table with (3-4 chairs)
 - Referee's area (3 tables per side with 12-15 chairs)
 - Water/Candy for Referee's and Scoretable volunteers
 - Medic Table
 - i. Ice
 - ii. Map to nearest Hospital/Urgent Care
 - iii. Injury forms
3. Setup pooling area
4. Setup up Awards area/Announcer (usually close together)
5. Get the microphones for announcing
6. Make sure mat bins are secured and put into storage at WHS.
7. Make sure hospitality and tournament floor is cleaned up.
8. Setup podium and awards backdrop- A new 2019 banner needs to be made.

4. After the Tournament

1. Complete the tournament report in conjunction with Nanka's Administrative Assistant and injury reports as required by sanction to USJF National Office in conjunction with Nanka's VP of Communication and Administrative Assistant.
2. Request reimbursement for expenses to Nanka treasurer
3. Publish the results-Send to Nanka office for posting in conjunction with Nanka's VP of Communications and Administrative Assistant.
4. Complete the tournament report for Nanka (before board meeting)
5. Submit all checks and cash collected along with the entry forms to the Nanka Office.

5. NANKA Awards Banquet:

1. Secure the venue
2. In conjunction with designated person, develop and produce brochure for the event.
3. Coordinate Judoka of the year selection from all clubs.
4. Coordinate Referee of the year.
5. Coordinate banquet agenda.
6. Recruit an emcee.
7. Secure awards and center pieces