

The Bylaws of Keymen's Club of Japan

Effective February 1, 2020

Bylaw 1

The headquarters prescribed in Article 2 is located at the place of the Club's president and Club opens the bank account under the name of the Club treasurer.

Bylaw 2

When the Club budgets for the new expenditure prescribed in Article 4(1), the Club board of directors discusses and calls for opinions of members, informing it on the Club monthly bulletin. After it elapses two weeks, the Club board of directors decides the budget.

Bylaw 3

In order to attain the activities prescribed in Article 4, monthly Club bulletin shall be issued and distributed to the Japanese members. Associated members will receive quarterly one written in English.

Bylaw 4

If a member delays to pay annual membership fee, the Club board of directors follows procedures described below.

- (1) For the case that the fee is paid by the end of July, his/her membership will be kept.
- (2) For the case that the fee is paid by the end of September, his/her membership will be kept under the condition that the reason of the delay is approved by the Club board of directors.–

Bylaw 5

When a member offers withdrawal from the Club according to Article 6(4), The Club board of Directors shall ask the directors if there are any opinions about dissuasion. The offer shall be accepted if it is impossible to dissuade.

Bylaw 6

A member who shall lose his/her membership according to Article 6(5), silent key, shall be a memorial member of the Club.

Bylaw 7

Article 6(6) is applied to the case that the reason is objectively equivalent to the case prescribed in Article 6(4).

Bylaw 8

The application procedure for a re-applicant is the same as that for a new applicant.

Bylaw 9

Member shall pay a membership fee defined in Article 7(1) in a lump in advance of beginning of a fiscal term.

- (1) The fee shall be paid to the Club account.

- (2) One fiscal term contains two years. The payment of fee must be made by the end of June in the first year of a fiscal term.
- (3) New Japanese member shall pay ¥600 as an entrance fee and does not need to pay a membership fee for the first fiscal term. New associate member must pay US\$5 or 3 IRCs as an entrance fee. A check is not acceptable because of the high charge for cashing in Japan.
- (4) Once it is paid, it will not be returned. (When a member who paid a membership fee becomes silent key before the beginning of the new fiscal term, the fee paid shall be returned.)

Bylaw 10

In accordance with Article 8 (5), eight Regional Directors shall serve in the following regions:

- (1) Hokkaido (JA8 call area)
- (2) Tohoku (JA7 call area)
- (3) Kanto (JA1 call area)
- (4) Hokuriku/Shin'etsu (JA9 and JA0 call areas)
- (5) Tokai (JA2 call area)
- (6) Kinki (JA3 call area)
- (7) Chugoku/Shikoku (JA4 and JA5 call areas)
- (8) Kyushu/Okinawa (JA6 call area)

Bylaw 11

The procedure of election of directors prescribed in Article 9(1) is as follows.

- (1) The Club board of directors chooses the leader of election administration committee from among its members. Those who want to be directors prescribed in Article 8(1)-(4) offer themselves to the committee by the date specified separately.
- (2) When there are candidates more than two for a director, the committee engages in selection of directors.
- (3) When there is no offer, the Club board of directors nominates candidate.

Bylaw 12

General meeting prescribed in Article 13 shall be held on the second Sunday of September every two years. The Club board of directors shall change the date if it is regarded as necessary.

Bylaw 13

Proxy prescribed in Article 13(3) shall be treated as follows.

- (1) Proxy sent not late deadline without modification shall be available.
- (2) The delegated person has the resolve right and the right of a blank proxy belongs to the chair person.
- (3) Notion about disapproval subject on proxy shall be treated as an opposed vote.

Bylaw 14

Subsidies for a member who participates in the meetings;

- (1) A participant in the general meeting is subsidized ¥5000 or less.
- (2) A participant in the regional meeting is subsidized ¥1000 or less. Subsidy (2) is made twice in a fiscal term (two years). Communication expense for preparing meeting will be paid.–

Bylaw 15

If a director needs to make new bylaws, he or she shall draft rules and obtain the approval by the Club board of directors.

Bylaw 16

Document shall be maintained for period described below;

- (1) Four years for those which are needed to be made audit.
- (2) No rejection for those of admission.
- (3) No rejection for those approving withdrawal.
- (4) No rejection for those of KCJA application.
- (5) One year for contest logs.