

The Bylaws of Keymen's Club of Japan

Revised/Effective September 8, 2024

Bylaw 1 Bank Account Management

The bank accounts established by the association shall be managed by the Treasurer.

Bylaw 2 Extra-budgetary Expenditure

When the Club budgets for the extra-budgetary expenditure prescribed in Article 4(1), the Board of Directors discusses and calls for opinions of members, informing it on the Club monthly bulletin and the member mailing list. After it elapses two weeks, the Board of Directors decides the budget.

Bylaw 3 Club Bulletins

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

Bylaw 4 Delay of Membership Fee Payment

If a member delays paying the annual membership fee, the Board of Directors follows the 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 Board of Directors approves the reason for the delay.

Bylaw 5 Withdrawal from the Club

When a member offers withdrawal from the Club according to Article 6(4), The 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 Memorial Member

A member who shall lose his/her membership according to Article 6(5), Silent Key, shall be a Memorial Member of the Club. However, a member may choose not to become a "Memorial Member" if he/she so desires.

Bylaw 7 Exceptional Withdrawal Request

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

Bylaw 8 Readmission to the Club

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

Bylaw 9 Admission Fees and Membership Fees

The admission fees and membership fees stipulated in Article 8 are as follows:

- (1) The admission fee is 600 yen (US\$5 for Associate Members).
- (2) The membership fee per fiscal year is 1,200 yen. However, this fee is waived for Associate Members.

- (3) The admission fee and membership fee shall be paid in advance in one lump sum and transferred to the account designated by the Club. The members shall bear transfer fees.
- (4) The deadline for payment of membership fees shall be the day before the beginning of the fiscal year as stipulated in Article 17.
- (5) New members will be exempt from paying membership fees at the time of admission.
- (6) For Associate Members, payment of admission fee in foreign currency may be made in cash or by electronic payment via PayPal.
- (7) Membership fees once paid will not be refunded. However, in the case of withdrawal due to death between the date of payment and the first day of the year to which the membership fee applies, the membership fee for that year will be refunded.

Bylaw 10 Regional Directors

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

- Hokkaido (JA8 call area)
- Tohoku (JA7 call area)
- Kanto (JA1 call area)
- Hokuriku/Shin'etsu (JA9 and JA0 call areas)
- Tokai (JA2 call area)
- Kinki (JA3 call area)
- Chugoku/Shikoku (JA4 and JA5 call areas)
- Kyushu/Okinawa (JA6 call area)

Bylaw 11 Sectional Directors and Assistant Secretaries

Sectional Directors prescribed in Article 8(6) are in charge of the following sections.

- Public relations section
- Administration section
- Overseas section
- System Maintenance and developing section
- Prize section
- Contest section
- MOA (meeting on the air) section
- Club station section
- Exhibition section

- (1) Each section can have Assistant Secretaries under the approval of the Board of Directors. Assistant Secretaries are not members of the Board of Directors.
- (2) Assistant Secretaries cooperate with Section Directors in the work of their sections.

Bylaw 12 Election of Directors

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

- (1) The Board of Directors appoints an Election Administrator from among its members. Candidates for President, Vice-President, Treasurer and Auditor shall notify themselves to the Election Administrator by a separately specified date.
- (2) In the case of a single candidate, the candidate shall be elected unopposed; in the case of multiple candidates, the election shall be held under the Election Administrator.
- (3) If there are no candidates, the Board of Directors will elect a candidate before the General

Meeting.

Bylaw 13 Reappointment of Directors

The handling of reappointment of Directors as stipulated in Article 11 shall be as follows:

- (1) Those who hold the positions of President, Vice-President, Treasurer and Auditor elected at the General Meeting pursuant to Article 10(1) and who have served two terms (four years) on the scheduled date of inauguration shall not be able to run for the same positions.
- (2) In the case where no candidate is present for a position under above (1), but an applicant is present during the candidate selection process at the Board of Directors Meeting, a person who has served two terms (four years) as of the scheduled date of inauguration shall not be a candidate. This does not apply if no other applicant is present.
- (3) In the case of Regional and Sectional Directors elected under Article 10 (2), if an applicant for office is present during the election process at the Board of Directors Meeting, a person who has served two terms (four years) as of the scheduled date of inauguration shall not be reappointed, unless there is no other applicant for office.
- (4) The term of office for the purposes of this Bylaw 13 shall commence from the date of the 25th General Meeting and thereafter from the date of each General Meeting.

Bylaw 14 General Meeting

General Meeting prescribed in Article 13 shall be held on the second Sunday of September every two years. The Board of Directors shall change the date if it is regarded as necessary.

Bylaw 15 Proxy

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

- (1) Proxy received not later than the deadline without modification shall be validated.
- (2) The delegated person has the resolve right and the right of a blank proxy belongs to the Chairperson of the General Meeting.
- (3) Notion about disapproval subject on proxy shall be treated as an opposed vote.

Bylaw 16 Subsidies for participants in the meetings

The club will subsidize member participation in general meetings and regional meetings as follows;

- (1) A participant in the General Meeting is subsidized up to 5,000 yen per person. The total amount of the subsidies for a General Meeting shall be adjusted within the total budget of the meeting based on the number of the participants.
- (2) A participant in the regional meeting is subsidized up to 1,000 yen per person/meeting, limited to two meetings in the same two-year fiscal year. Communication expenses for preparing the meeting will be paid separately.

Bylaw 17 New Bylaws

If a Director needs to make new Bylaws, he or she shall draft the rules and obtain approval by the Board of Directors.

Bylaw 18 Document Retention Period

Documents shall be maintained for the periods described below;

- (1) Financial audit documents: Four years

- (2) Paper documents for Admission and Withdrawal: Four years. They shall be converted to digital data later.
- (3) Application forms for KCJA Award: Four years
- (4) Contest logs: One year
- (5) Regardless of the above, digital data shall be maintained as long as possible, and passed to the successors.