

JKA of NM Member's Association Charter
August 15, 2009

Statement of Purpose

The JKA of NM Member's Association is intended to bring the dojo members and their families together as a community to support the social needs of its membership and maintain the traditional Japanese spirit of the dojo, which is that a dojo is cared for (on many levels) by its users. The JKA of NM Member's Association will be used to achieve a number of goals including:

- a. organize social activities both within and outside of the dojo;
- b. develop and execute fund raising activities to support Member's Association and other appropriate dojo functions; and,
- c. create a support group for maintaining and improving the dojo, as well as, the community and traditional Japanese spirit of the dojo.

By organizing this effort we can better plan, communicate and execute these activities.

Membership

Dojo members (karateka), family members, or parent(s)/guardian(s) of a minor that is a member/karateka are automatically members of the JKA of NM Member's Association. There are no additional dues.

Participation in Association activities is not required, however, to foster the community spirit, we encourage strong, positive, and active participation so that "many hands make light work" and so that the "work" we do ultimately benefits the entire dojo and its membership in one form or another.

All members of the JKA of NM Member's Association have the following responsibilities:

- a. Please share any ideas and comments about the JKA of NM Member's Association and its activities with the Member's Association Steering Committee.
- b. All events that raise funds for or use funds of the JKA of NM Member's Association must be formally presented and approved by the Steering Committee prior to implementation. If this process does not occur, members are solely and financially responsible for their individual actions.
- c. When participating in the JKA of NM Member's Association events, act responsibly, respectfully, and ethically.

Steering Committee and its Responsibilities

The JKA of NM Member's Association has a Steering Committee consisting of four adults over the age of 18. Steering Committee members must be 3rd kyu and above, and preferably 1st kyu and above. One of the four Steering Committee members must also be a member of the New Mexico Karate Association (NMKA) Board of Directors, which will help ensure continuity and communication between the governing body of the NMKA and the Members Association.

The Steering Committee has the following responsibilities:

- a. identify the needs of the dojo and its membership;

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- b. solicit input from members regarding potential ways to address those needs;
- c. prioritize needs based upon the available Association resources (e.g. funds, time, and people) and input from Sensei Nagatomo;
- d. schedule and plan Association meetings;
- e. communicate Association news, events, treasury balance/expenditures, and other Association-related items with the membership, the NMKA Board of Directors, and Sensei Nagatomo; and,
- f. ensure that the Member's Association operates efficiently and ethically.

Members of the Steering Committee are unpaid volunteers who serve one-year appointments that begin in August. Each committee member has an established set of responsibilities to assist in the smooth, efficient, and ethical functioning of the Member's Association. Roles of individual committee members may vary and be shared with each other as needed, but will generally fall into the following categories:

- treasury oversight (funds are handled by a non-Steering Committee member for checks and balances)
- fund raising coordination and oversight
- event/activity coordination and oversight
- communication
- other tasks as needed

Details of the responsibilities of each of the individual roles and processes (e.g. financial reporting) are described in the by-laws.

Association Meetings and Information Sharing

The Association meetings will be the primary mechanism for soliciting ideas and input from the membership, as well as planning Association-related events and activities. Meetings will be called and organized by the Steering Committee and held as needed, with a minimum of two (2) general membership meetings per year.

Information/announcements will be shared via the dojo newsletter, email, flyers posted in the dojo, verbal announcements after class, and through the JKA of NM Member's Association website.

The Relationship of the Member's Association with the New Mexico Karate Association (NMKA) Non-Profit Corporation/JKA of NM Business

The dojo is managed using a combination non-profit corporation (New Mexico Karate Association, NMKA) and sole-proprietorship model (Japan Karate Association of New Mexico, JKA of NM). The JKA of NM Member's Association is an independent, non-profit group separate from the business organizations of the dojo (NMKA/JKA of NM).

However, it is understood that the JKA of NM Member's Association was established to support the dojo and its members, and, therefore will exist only as long as the NMKA/JKA of NM exists. In addition, there must be able and forthright members willing and available to participate on the Steering Committee for the JKA of NM Member's Association to function.

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Since the JKA of NM Member's Association is a distinct and separate entity from the NMKA/JKA of NM, the JKA of NM Member's Association operates as follows. The JKA of NM Member's Association:

- a. obtains and manages its own separate funds (i.e. no co-mingling of funds with NMKA/JKA of NM);
- b. has differing roles/purposes and activities from the NMKA/JKA of NM;
- c. has independent decision-making authority over the Association's activities, management and use of its own funds; and
- d. does not have say or input into the business practices of the NMKA/JKA of NM or Sensei Nagatomo.

In light of the organization's purpose, the JKA of NM Member's Association must function in a manner that supports and promotes the goals of the NMKA/JKA of NM and honors the vision of its founder, Sensei Nagatomo. Thus, it is the responsibility of the Steering Committee to maintain close and open communication, as well as seek guidance and input as needed, with Sensei Nagatomo and the NMKA Board of Directors.