

**Promotions**

- I. Kyu Ranks
  - A. Kyu ranks shall be at the discretion of the instructor. Exceptions to this, are individual members who are not members of a registered school. In this instance, promotions are at the discretion of the Standards Committee.
  - B. Prior to being eligible for the rank of Shodan, a member must have been registered as brown belt in the year preceding the expected date of promotion. While the instructor may still make the promotion, it will be considered a dojo issue and not be officially recognized by the organization until such time as the preceding criteria has been met.
- II. Black Belt Ranks
  - A. The ranks of Shodan and Nidan are at the discretion of the instructor.
  - B. Ranks of Sandan and above shall be submitted to the Standards Committee as a recommendation. The Standards Committee shall immediately review the request and either confirm, or deny based on the information at hand.
  - A. As a matter of protocol, **all black belt promotions** should entail a letter of request to the standards committee stating the reasons for the promotion and supporting documentation. This request should be made by the person making the promotion, or his/her designee. This applies to all promotions, including the ranks of Shodan and Nidan. While these ranks are at the discretion of the instructor, the promotion may or may not be certified by the organization. In those rare instances, the person may hold the rank in accordance with their club's standards however, no issuance of an AJI certificate would be made.
- III. The above applies to those ranks acknowledged and certified by the AJI. Notwithstanding any of the forgoing provisions, any instructor may promote within his/her own organization at his/her discretion. However, ranks awarded under those circumstances are not recognized as official or certified ranks of the AJI.

# American Jujitsu Institute Policies and Procedures

**Policy # 2002-02**

## **New Schools**

- I.** Purpose
  - A. The AJI is an inclusive organization. While we promote Kodenkan/Danzan Ryu Jujitsu, we welcome other forms of martial arts.
  
- II.** The AJI accepts new schools in a variety of ways.
  - A. At the recommendation of a member.
  - B. By request – when the AJI actively seeks a new member school or organization.
  - C. By application – when an organization makes a request on their own to become a member.
  
- III.** Procedure
  - A. When an application for school membership is made, (by any of the above three listed means), the board of directors shall act on the request.
  
  - B. The board shall have its representative make contact with the prospective school, whenever physically possible. The purpose of this contact is to introduce the AJI to the applicant and to answer questions that the applicant might have of the organization. The representative shall make every effort to answer questions brought forth by the prospective member(s).
  
  - C. The application shall then be approved or denied.

6/1/2002  
Date Revised

  
Authorized Signature

**Life Membership**

- I. The AJI encourages Life Memberships.
- II. Life memberships are open to those members in good standing who:
  - A. Have attained the rank of Nidan or higher (Amended 4-4-2015)
  - B. Have successfully completed their initial probationary period
- III. Life membership fee shall be \$500.00 (Amended 4-4-2015)
  - A. Payment may be made in full, or
  - B. within two years of the application for life membership and the acceptance.
  - C. (Amended 4-4-2015)  
The fee shall increase every 5 years by 10% of the initial base cost.  
  
ie: 2020 - \$550.00  
2025 - \$600.00  
2030 - \$650.00 etc.....

## Time and Grade Policy

- I. This notice is a restatement of the Time and Grade Policy adopted on March 7, 1999.
- II. The BOD reserves the right of variance under special circumstances when a director or the person requesting a promotion, can fully document and articulate reasons for the variance.
- III. The minimum age for Yudansha (Black Belts) is 16 years of age. While the AJI does not encourage the practice of having Junior Black Belts, it does not forbid it. Each school or region is allowed the option.

### IV. Time-In-Grade and Ranks:

A. Shodan (1)	to	Nidan(2)	2 years
B. Nidan(2)	to	Sandan(3)	3 years
C. Sandan(3)	to	Yondan(4)	4 years
D. Yondan(4)	to	Godan(5)	5 years
E. Godan(5)	to	Rokudan(6)	5 years
F. Rokudan(6)	to	Shichidan(7)	5 years
G. Shichidan(7)	to	Hachidan(8)	5 years
H. Hachidan(8)	to	Kudan(9)	5 years
I. Kudan(9)	to	Judan(10)	6 YEARS

### V. Professorship Titles

- A. Yudansha must be of a rank of Shichidan or higher.
- B. Must have been an AJI member in good standing for the previous ten (10) consecutive years.
- C. Must be dedicated, loyal, humble, faithful and continues to promote the AJI.
- D. Variance to rule (b) can be made provided there is a consensus and/or written recommendations from other Professors.

### VI. Judan Promotions

- A. Yudansha must hold the rank of Kudan
- B. Must be 62 years of age or older.
- C. Must have been an AJI member for the past fifteen (15) consecutive years.
- D. The BOD may grant a variance to rule (c) only to the extent that the Kudan applicant has been a member for the past thirteen (13) consecutive years.

## American Jujitsu Institute Policies and Procedures

### VII. New Applicants and Yudansha after January 1<sup>st</sup>, 1999.

- A. Three years initiation period
- B. At the end of the initiation period, the board will evaluate each candidate and, barring any non-fulfillment on the candidate's part, will promote the member to whatever their current rank is, or should be. In essence, the candidate will be given credit for all years.
- C. Shodan candidates would receive both the Shodan and Nidan certificates at the end of the probationary period. Further, he would only have to wait another 2 year for his/her Sandan. This gives the candidate credit for all of his/her years. The date of the diploma will reflect the ending initiation date which also signifies the starting date for the next rank.  
  
(Amended 4-4-2015)
- D. New Yudansha candidates are limited to a rank no higher than 7<sup>th</sup> Degree Shichidan. A potential candidate may be of a higher rank. However, the AJI will only recognize that person at 7<sup>th</sup> rank.
  - 1. The candidate would be eligible to receive his/her Shichidan certificate upon completion of the 3 year initiation period.
  - 2. The candidate would have met the minimum requirement for promotion to 8<sup>th</sup> Degree/Hachidan at the end of the first 5 years of continued membership in good standing.
  - 3. The BOD reserves the right of variance, but only to the extent that the arguments in favor must be compelling, overwhelming, clear and concise.
    - a) The vote for the variance will only carry with 2/3rds or higher, in favor .

### VIII. (Amended 4-04-2015)

**Member In Good Standing** is defined as any current member

- A. who has successfully completed the three year initiation period
- B. who is dedicated, loyal and has promoted the AJI
- C. who is committed to a lifestyle predicated on the esoteric principles.
- D. who's dues are not delinquent.

## Elections

**I. Purpose:** To establish guidelines for elective office.

**II. Procedures:**

1. Elections shall be held every two years.
2. A nomination committee (Election Committee) shall be appointed. The committee shall have a minimum of two (2) members and a maximum of four (4) members.
3. The committee shall select its own chairperson.
4. The committee shall nominate, screen and select qualified candidates for office.
5. Candidates may also be nominated by any ACTIVE member as defined by Bylaws.
6. All current officers and directors shall be re-nominated for office.
7. The committee shall review the qualifications for each candidate. Their review shall include current membership status, past history, rank, prior service to the organization and character of each nominated candidate. Further, the committee shall ensure that the candidate will accept the position if elected to office.
8. The committee shall submit a final list of qualified candidates and offices running for, to the BOD.
9. The BOD shall act to accept or deny the list. Once accepted, no changes can be made to the list.
10. Elections shall take place with only the candidates on the selected list.
11. The existing BOD shall certify the results of the election.
12. Election results shall be announced by the committee, or Secretary immediately following certification of the results.
13. The newly elected BOD shall take office on January 1<sup>st</sup> of the new year.

**III. Time Guidelines**

1. The committee shall be appointed in September of the year preceding the effective year.
2. Nominations shall be made, screened and the final selection list submitted to the BOD no later than the 15<sup>th</sup> day of November of that year.
3. The BOD shall act to accept or deny the list no later than December 1<sup>st</sup> of that year.
4. If accepted, ballots shall be mailed out to ACTIVE members for voting.
5. The BOD shall ensure that enough time is allotted for ballots to be returned and counted. Results shall be collected, counted and certified by December 30<sup>th</sup> of that year.
6. If the BOD denies the list, it shall state its reasons in writing, send it back to the committee and a new list compiled. This second list shall be final.
7. In the event the first list is denied and a second becomes necessary, the BOD shall still ensure that ballots are sent out and received in a timely manner. The results shall still be received, counted and certified by December 30<sup>th</sup> of that year.

## Associate Professorships

- I. Purpose:** To reactivate the practice of awarding Associate Professors titles.
- II. Procedures**
1. The title of Associate Professor shall be reactivated.
  2. The title may be conferred only by a majority vote of the BOD.
  3. A request for a candidate may be made by any ACTIVE member of the organization.
  4. A committee shall be appointed to determine the qualifications of the potential candidate.
  5. The committee shall be made up of least two elected officials. The president shall have the authority to appoint non-elected officials to the committee provided the person is of the rank of Godan (5<sup>th</sup> degree) or higher.
  6. The committee shall report their findings and recommendations to the BOD within sixty (60) days of receiving a nomination.
  7. The BOD shall act within thirty (30) days of receiving the findings and recommendations of the committee.
  8. The person nominating the candidate and the candidate shall be notified within seven (7) days of a decision by the BOD. The notification shall be in writing.
- III. Qualifications**
1. The candidate must have been a member in good standing for the past five (5) consecutive years.
  2. The title may only be awarded to candidates of 5<sup>th</sup> (Godan) and 6<sup>th</sup> (Rokudan) ranks.
  3. The committee shall review the candidate's history, service to the organization and any other background information that it considers germane to the process.
- IV. Certificates**
1. Certificates may be awarded to candidates after confirmation.
  2. The cost of the certificate shall be borne by the candidate.
  3. The cost of the certificate shall be set by the BOD. This cost shall not exceed the cost of a Professorship certificate.

## Regional Managers/VP's

### I. Purpose

To establish duties and responsibilities of regional managers or regional vice-presidents.

### II. Procedures

1. Regional Managers / VPs are appointed by the president.
2. The term length is determined by the president.
3. Regional managers report directly to the president or, in his absence or where applicable, to a sitting director of the BOD.
4. Regional Managers shall be responsible for a specific geographical area or for a specific group or organization.

### III. Duties and Responsibilities

1. Maintains liaison within his/her area of responsibility and the president.
2. Gathers information for president and/or BOD.
3. Arbitrates regional disputes in the absence of a director.
4. In the absence of a director, conducts meetings and gatherings in their regional areas and generally acts as an extended arm of the governing body.
5. Attends major functions supported by the BOD.
6. Attends localized minor functions as supported by the BOD such as clinics, tournament, gatherings etc.
7. Reports to the president any adverse information that could be detrimental to the organization.
8. Listens to member's problems and suggestions to improve the organization and to report these to the president or designee.
9. Supports the decisions of the BOD once they are made, regardless of whether or not you agree with the decision.
10. Passes on information from the BOD to members within his/her area of responsibility.



## Degree Certificates

### I. Purpose

To establish guidelines for awarding degree certificates.

### II. Affected Certificates

This policy shall affect the following degrees in Danzan Ryu Jujitsu and Martial Arts:

Associate  
Bachelor  
Masters  
PHP/Doctorate

This policy shall not affect any honorary awards or degrees.

### III. Minimum Requirements

a. Candidates must meet the requirements as outlined in the degree program guide titled :

#### **THE AMERICAN JUJITSU INSTITUTE DEGREE PROGRAM**

b. Notwithstanding qualifications requirements listed in the above document, candidates for any degree must be a member in good standing of the American Jujitsu Institute.

### IV. Process

All applications for degrees shall be routed by committee and through to the BOD for approval or denial

### V. Fees

Fees for degrees under this program shall be \$300.00. This fee shall be submitted along with the application for degree. An application cannot be submitted prior to the completion of all course requirements. The fee is refunded if the application is denied

### Chief Instructors

- I. This notice is a restatement of standing rules governing Chief Instructor.
- II. Chief Instructors are limited to those Yudansha who have attained the rank of Nidan, or higher.
- III. While an instructor may run a school at the rank of a Shodan, he/she must be under the tutelage of a higher ranking instructor. This person will act as the mentor and trainer of the Shodan teacher. Officially, this mentor would carry the title of Chief Instructor for that school.
- IV. This process would continue until such time as the instructor attains the rank of Nidan. At that point, he/she would officially be recognized as the Chief Instructor. The relationship with the mentor/teacher ends.
- V. Chief Instructors are responsible for registering their schools and students on an annual basis. Annual registration should be completed in a timely manner, no later than March 31<sup>st</sup> of the year.

## Certification for Special Programs

### I. Purpose

To establish guidelines for the issuance of College level degrees to students of special needs, or handicapped programs such as autism.

### II. Types

The degrees issued under these guidelines are limited to Associate of Martial Arts and Bachelor of Martial Arts. The AJI recognizes that certain special requirements are necessary for any such program to be successful. As such, some of the standards contained in "*The American Jujitsu Institute Degree Program*" guide may not be applicable, or feasible in this instance. Still, a certified degree can be awarded for accomplishments within the specific field that is meaningful and legitimate.

### III. Program Details

The criteria for minimum requirements shall be established by the program manager. The manager should reference "*The American Jujitsu Institute Degree Program*" manual in establishing requirements.

- A. The program must be submitted to the BOD for review and acceptance.
- B. The program, as presented to the BOD must be sufficiently detailed to ensure genuine professionalism so as not to bring discredit to the American Jujitsu Institute, or its members.

### IV. Basic Qualifications

- A. The program manager must be a member in good standing who is considered an expert in the art/field being taught.
- B. Candidates must be members in good standing at the time certification.
- C. Program managers may submit request for a degree only after the candidate has successfully completed all course requirements.

### V. Fees

Fees for degrees under this program shall be \$300.00. This fee shall be submitted along with the application for degree. An application cannot be submitted prior to the completion of all course requirements. The fee is refunded if the application is denied.

## Registration

- I.** Fees are paid on an Annual basis. Individual and School fees are due on the first day of the year.
- II. Annual Fees**
1. All Kyu Ranks \$25.00 per year
  2. All Black Belt Ranks \$40.00 per year
  3. Chief Instructors \$50.00 per year
    - a) There is no additional black belt fee for chief instructors.
  4. Dojo \$60.00 per year
- III. Delinquencies**  
A dojo is considered delinquent if dojo fees are not received by the 31<sup>st</sup> of March. A \$10.00 delinquent fee is assessed for any delinquent dojo registration.
- IV. New Member Fee**  
New member fees are prorated by quarters depending on the time of year the member has joined the organization. This applies to all types of Annual Fees.

Example: Kyu Ranks

January 1 through March 31	\$ 25.00
April 1 through June 30	\$ 18.75
July 1 through September 30	\$ 12.50
October 1 <sup>st</sup> through November 30	\$ 6.25

Black Belt and Chief Instructor Fees are also prorated by quarters.

Members joining in the month of December shall be credited with an official entry date of January 1<sup>st</sup> of the following year and will be charged the full \$ 25.00 fee. For Chief Instructors and Black Belts, the same will apply.