



United Martial Arts Self Defense Academy Bylaws

UMASDA is a fully qualified division of
UMASDA, Inc. a California Non-Profit Corporation.

Bylaws Amended & Published 10/22/2013

I. Mission

- a. Development of Self Defense skill sets through measurable performance standards.
- b. Research & Development of methods of self-defense that are quantifiably and demonstrably measurable for inclusion in the training platform.
- c. Accomplish all requirements in an environment of inclusion and positive growth.



The purpose of the UMASDA is to provide a recognizable environment of learning and knowledge sharing of quality self defense study. All members are held to the same expectations and all instructors are bound by continuing education requirements to ensure standardization and perpetual refinement of contingent skill sets.

II. Governance

a. Officers

i. Executive Director

1. Responsible for overall direction of the Organization.
2. Final Accountability for all performance metrics.
3. All other Director level positions are classified by the following hierarchy to allow earned position promotions within the Organization:
 - a. Senior Director
 - b. Director
 - c. Associate Director
 - d. Administrative Director

ii. Senior Director(s)

1. Senior Director – Technology
 - a. Responsible for all aspects related to the research and implementation of technology for the Organization.
 - b. Reports to Executive Director.

iii. Director(s)

1. Quality Control
 - a. Admissions Director and responsible for ensuring all graduations meet or exceed requirements.
 - b. Head of Coursework Development Team (Curriculum Development).
 - c. Reports to Executive Director.
2. Records
 - a. Maintains archives/documentation for the Organization.
 - b. Reports to Executive Director.

iv. Associate Director(s)

1. Associate Director – Operations
 - a. Reports to the Executive Director.
 - b. Master of Ceremonies for E.C. Meetings
 - c. Works to create/manage budget/funding for Organization.
 - d. Reports to UMASDA Executive Director.

v. Positions may be created or removed as necessary by the Executive Director.

vi. Administrative Positions

1. Admin Director - Event Planning

- a. Planning and coordinating UMASDA Events via email, Facebook, etc.
 - b. Reports to Executive Director.
 - 2. School Manager
 - a. Day to day management of the UMASDA Headquarters School.
 - b. Reports to Executive Director.
- vii. Advisory Positions
 - 1. Advisors will also be classified with a three-tiered hierarchy to provide for internal growth and promotions in the future. Advisors are not required to be part of the active student body of the Organization.
 - a. Senior Advisor
 - b. Advisor
 - c. Associate Advisor
 - 2. Advisor – Examinations & Curriculum
 - a. Invited to sit on all Exam Boards and provide counsel for coursework development.

b. Boards

i. Leadership Advisory Board

1. Members

- a. Chairman: Director – Quality Control
- b. All Directors are part of the LAB.

2. Responsibilities:

- a. Administration of the Business Affairs of UMASDA.

- i. Product Sales/Pricing.
- ii. Inventory Control.
- iii. Staff Uniform Design & Approval.
- iv. Dress Code Policy.
- v. School Property.
- vi. Certificate / Logo Design & Approval.
- vii. Uniform Design / Selection.

- b. Confirmation & Installation of the Executive Director.

ii. Credentials Board

- 1. Responsible for setting requirements for Instructor Certification.
- 2. Responsible for certifying all Instructors.
- 3. Responsible for issuing Official Diplomas.
- 4. Comprised of a permanent three member Board.

- a. Executive Director
- b. Director – Quality Control
- c. Director - Records

iii. Board of Black Belts

1. Members

- a. Chairman: Director – Quality Control
- b. The Board of Black Belts is comprised of all Black Belts in active standing.

2. Examination Boards

- a. The Board of Black Belts is responsible to convene for all scheduled Exams as Examiners.
- b. For testing purposes the Board will be responsible for evaluating and rendering pass/fail/conditional pass decisions for individuals testing for their course graduations.

- c. Exam Boards must include as many Black Belts as are appropriate for the number of persons testing.
 - d. Must include:
 - i. Representative of the UMASDA Executive Director (or)
 - ii. Representative of the UMASDA Director – Quality Control.
- 3. Coursework Development Team (CDT)
 - a. Members
 - i. Leaders:
 - 1. UMASDA Executive Director
 - 2. Director – Quality Control
 - ii. Members are invited from the ASB Roster by either of the two Director level leaders.
 - b. Duties:
 - i. Responsible for R&D of the UMASDA Coursework.
 - ii. Review and determination of modifications to the UMASDA Curriculum.
- c. Councils
 - i. Leadership Council
 - 1. ASB Representatives: The two most senior classmen from each Coursework Branch will represent their course to the Leadership Advisory Board.
 - 2. “Under Classmen” refers to the Freshman, Sophomore, and Junior level coursework – 10X, 20X, and 30X levels. A graduate of course 102 who is studying course 103 would be senior to a student who is studying course 102.
 - a. Determined by Graduation Date.
 - b. Representatives must be Active status.
 - ii. Other Councils may be convened as necessary.

III. Members

- a. Voting rights.
 - i. Issues and considerations brought before either of the Leadership Divisions will be decided by a vote. If necessary, the vote may be expanded to include the entire UMASDA student body. Generally votes will be confined to either branch as needed.
- b. Petitions
 - i. Petition forms may be sent to either branch, or directly to the UMASDA Executive Director for review.
 - 1. See Addendum: UMASDA Petition Form
- c. Access to records
 - i. Access to records is limited to UMASDA Members in Good Standing.
 - ii. If substantial time is required to research any subject/topic requested by a member, a small processing fee may be assessed.
- d. Standing
 - i. Good Standing
 - 1. Current with membership dues.
 - 2. Conducting ones' self honorably in interpersonal actions in the school.
 - ii. Poor Standing
 - 1. Not current with membership dues.
 - 2. Dishonorable actions towards others.
- e. Activity
 - i. Active
 - 1. Actively training with UMASDA.
 - 2. Actively participating with UMASDA.
 - ii. Inactive
 - 1. No longer training with UMASDA for a period of time between 61 days – 8 months.
 - iii. Retired
 - 1. No longer training with UMASDA for a period of time exceeding 8 months.

IV. Records

- a. Kept on file at UMASDA Headquarters.
- b. Access to files is limited to Members in Good Standing.
- c. Rank records are kept on file:
 - i. Computerized.
 - ii. Hard copy.
 - iii. Certified Instructors will also keep a copy of the promotion record on file at the Member's main place of training.
- d. Official Diplomas:
 - i. Issued by UMASDA Headquarters with approval of the UMASDA Board of Credentials.
 - ii. Serial number of diploma must be recorded and logged with UMASDA Headquarters.
 - iii. Member must be in Good Standing to receive promotion to higher rank.
 - iv. Verification of Rank:
 - 1. By written request to UMASDA Headquarters.
 - 2. Will include necessary/relevant information.
 - 3. Using Official UMASDA request forms.
 - v. Graduation forms obtained from UMASDA Headquarters.
 - 1. Must be 100% completed and filed with UMASDA Headquarters before coursework graduations will be granted.
 - 2. See Addendum: UMASDA Official Graduation Information Form.

V. Education Structure

a. Instructorship

- i. Instructorship is multi leveled to encourage retention both of your own material as well as development of your own lineage. The concept is based on an inverted pyramid setup - designed to increase the volume of knowledge passed down, with the focus being on developing 2nd and 3rd generation lineage rather than the usual interpretation of the person at the top receiving greatest benefit.

ii. Instructor levels:

1. Assistant Instructor:

- a. Personal Study Requirement: Course 301+
- b. Assigned Student Teaching projects by a Credentials Board member.
- c. A recognized Assistant Instructor will have an Instructor ID assigned them in their ASB file. All students trained by an instructor in this class will be retroactively credited to them with proper documentation. Limitations:
 - i. Graduates of course 301 (Green Belts) may credit students for the 101 level exclusively.
 - ii. Graduates of course 302 (Brown Belt) may receive credit for students for 101 and 102 coursework.

2. Qualifying Instructor

- a. Personal Study Requirement: Course 401+
- b. Actively teaching the UMASDA Curriculum
- c. Recognized with this status after one student passes their 101 exam.

3. Certified Instructor

- a. Personal Study Requirement: Course 403+
- b. Teaching Requirements: Must meet one of the following:
 - i. Two 1st Generation graduates of course 401+.

- ii. One 2nd Generation graduate of course 401+.
- 4. Senior Certified Instructor
 - a. Personal Study Requirement: Course 405+
 - b. Teaching Requirements: Must meet one of the following:
 - i. Two 1st Generation Certified Instructors
 - ii. One 2nd Generation Certified Instructor
- 5. Master Certified Instructor
 - a. Personal Study Requirement: Course 501+
 - b. Teaching Requirements:
 - i. Two 1st Generation Senior Certified Instructors
 - ii. One 2nd Generation Senior Certified Instructor
- 6. Senior Master Certified Instructor
 - a. Personal Study Requirement: Course 503+
 - b. Teaching Requirements:
 - i. Two 1st Generation Master Certified Instructors
 - ii. One 2nd Generation Master Certified Instructor
- 7. Grand Master Certified Instructor
 - a. Personal Study Requirement: Only presented if the candidate has reached the 10th Degree Requirements in addition to the listed Teaching Requirements.
 - b. Teaching Requirements:
 - i. Two 1st Generation Senior Master Certified Instructors
 - ii. One 2nd Generation Senior Master Certified Instructor
- 8. Please see the Instructor Credential Reference Chart Attachment.

b. Coursework

i. UMASDA Curriculum is modeled after the modern collegiate academic system. That is, we consider our program to take approximately four years (minimum 2x per week attendance) from start until eligible to graduate course 401 - 1st Degree Black Belt.

ii. Coursework Structure

1. Freshman Year: Course 101 (Yellow Stripe), 102 (Yellow Belt), and 103 (Orange Belt). Collectively referred to as 10X.
2. Sophomore Year: Course 201 (Purple Belt) and Course 202 (Blue Belt). Collectively referred to as 20X.
3. Junior Year: Course 301 (Green Belt) and Course 302 (Brown Belt). Collectively referred to as 30X. Course 302 completes the AMS(TM) Kenpo system of study and prepares you for the greater challenge in the American Martial Science(TM) system.
4. Senior Year: Course 401 (1st Degree Black Belt). The 10X-30X levels are completed by the 401 level coursework, and move you forward into the American Martial Science(TM) system of study.
5. Courses 402-405 are considered Graduate level coursework and provide a framework of advanced study in the American Martial Science(TM) system. Course 405 is the end of personal physical study. 5th Degree Black Belt is the highest level one can attain through personal physical study, and succeeding courses deal exclusively with the development of advanced teaching methods designed to further the development and refinement of the curriculum.

6. 6th-10th Degree Black Belt information and requirements:

The UMASDA Board of Credentials will be responsible for Awarding all 6th through 10th Degree Black Belt ranks at the time the requirements are met; these ranks are reflective of contributions to developing other members of the UMASDA organization and as such there will be no formal examination to be administered for any of these degree levels.

Black Belt Degree*	Teaching Hours Req.	Contribution Attainment Reqs.	
		Time In Grade since last Elevation or Promotion	Student Achievement Progress Reqs: Required # and level of Black Belt students recognized by UMASDA HQ.
6 th	500 cumulative since Brown Belt.	Minimum 4 years since 5 th Degree.	<input type="checkbox"/> One Black Belt.
7 th	500 since 6 th Degree.	Minimum 4 years since 6 th Degree.	<input type="checkbox"/> 2 nd Degree: 1 <input type="checkbox"/> +At least one other Black Belt.
8 th	750 since 7 th Degree.	Minimum 5 years since 7 th Degree.	<input type="checkbox"/> 3 rd Degree: 1 <input type="checkbox"/> 2 nd Degree: 2 <input type="checkbox"/> +At least one other Black Belt.
9 th	1000 since 8 th Degree.	Minimum 5 years since 8 th Degree.	<input type="checkbox"/> 4 th Degree: 1 <input type="checkbox"/> 3 rd Degree: 2 <input type="checkbox"/> 2 nd Degree: 3 <input type="checkbox"/> +At least two other Black Belts.
10 th	1500 since 9 th Degree.	Minimum 5 years since 9 th Degree.	<input type="checkbox"/> 5 th Degree: 1 <input type="checkbox"/> 4 th Degree: 2 <input type="checkbox"/> 3 rd Degree: 3 <input type="checkbox"/> 2 nd Degree: 4 <input type="checkbox"/> +At least six other Black Belts.

Additional Information:

1) All promotions 6th through 10th Degree Black Belt assume the person being promoted is actively teaching.

- a) If someone ranked 6th through 10th Degree Black Belt becomes inactive as a teacher, their rank is frozen at that level.

i) Inactivity Clause:

- (1) If an instructor stops actively teaching for an extended period of time, any time credited towards future promotion will be subject to expiration/reduction proportional to the number of years taught and the number of years of inactivity calculated in using the following equation:
- (a) Hiatus years divided by active years equals the reduction of recognized years as a percentage ($H_1/A_1=R_1$).
- (2) Example: 6th degree black belt working towards 7th degree with three years (A_1) in rank (out of the required four) and 400 hours logged (L_1) as a teacher (out of the required 500) takes a hiatus for one year (H_1) before resuming teaching. Their level is affected thusly:
- (a) Years required for next promotion = 4 years
- (b) Years active since last promotion (A_1) = 3 Years
- (c) Length of Hiatus (H_1) = 1 year
- (d) $H_1/A_1 = R_1$ (1 year / 3 years = 33% Reduction)
- (e) 3 years – 33% = 2 years recognized for promotion
- (f) When the teacher returns from hiatus, they will be credited 2 years towards the four years required as a minimum for elevation to 7th Degree.
- (g) Teaching hours required: 500.
- (h) Hours logged since last promotion (L_1) = 400
- (i) $L_1 - R_1$ (400 hours – 33%) = 132 hours lost
- (j) 400 hours – 132 hours = 268 hours recognized
- (k) When the teacher returns from hiatus, they will be credited 268 hours towards the 500 hours required as a minimum for elevation to 7th Degree.
- (l) When it's all said and done, they will have been required to complete a total of 6 years and 668 hours instead of 4 years and 500 hours because of the hiatus.
- (m) If the individual is inactive longer than they were active since the last promotion, the standards for returning from retirement will apply (see below).

ii) Retirement Clause:

- (1) If either:
 - (a) A teacher has been inactive since their last promotion for a period of time equal to or greater than the number of years required for their next promotion (i.e., a 6th dan being inactive for four or more years) or
 - (b) If a teacher submits their written or verbal retirement notification to UMASDA Headquarters,
- (2) The teacher's rank is frozen at their current level.
- (3) If a teacher formally requests to be reinstated from Retired status:
 - (a) The teacher's frozen level will be reinstated after a probationary period and confirmation through the Student Testing Process the teacher has returned to actively teaching the UMASDA Coursework.
 - (i) Regardless of any previously earned Instructor Credential, one student from each level of training (101-401) must be submitted to HQ for quality assurance purposes. It does not need to be the same student for each level exam and there is no time limit to complete this requirement.
 - (b) Probationary Period: 50% of the current level time in grade requirements must be satisfied before any hours will be logged towards their next level's requirements.
 - (c) The current level time in grade requirements will be reset to zero after completion of the Probationary Period.
 - (d) Example: 7th degree with 4 years in rank is moved into Retired status and four years later requests to be reinstated to Active status.
 - (i) Time required for promotion to 8th degree (T_1): 5 years
 - (ii) Probationary time (P_1) = $T_1 \times 50\% = 2.5$ years
 - (iii) Therefore, this teacher returning to active status will earn an additional 7.5 years (2.5 Probationary + 5 required) time in grade before eligibility is earned for 8th Degree.
 - (iv) Teaching logged hours will be reset to zero and the teacher must log 500 hours as a teacher through the UMASDA Instructor Credential program prior to being eligible for elevation to 8th degree.

- b) Actively teaching is defined on a case-by-case basis by the UMASDA Board of Credentials including:
 - i) Communication standards.
 - ii) Student Progress standardized reporting requirements.
- 2) All elevations 6th through 10th Degree Black Belt are made upon the achievement of the required standards being met with documentation and requisite fees paid to Headquarters.

VI. Amendments

- a. Amendments, deletions, additions must be voted on by the Executive Committee and the Board of Black Belts.
- b. Members may submit in writing to the Executive Board or Board of Black Belts items for review.
- c. It shall take no less than a two-thirds (2/3) majority vote of the Executive Committee and the Board of Black Belts to enact any change to the Bylaws.

VII. Penalties

- a. Certified Instructors
 - i. Should a student be presented for examination by a previously Certified Instructor that does not meet the standards of UMASDA, that Instructor's Certification will be suspended, pending investigation and resolution of the issue(s).
 - ii. While under investigation the Instructor's Certification is not to be displayed publicly.
- b. Insider Information
 - i. Members of any division of UMASDA Leadership are bound by these Bylaws to be prohibited from discussing information from Official UMASDA Meetings outside of Leadership Meetings.

VIII. Bylaws Charter

- i. No member of UMASDA is exempt from these Bylaws.
- ii. Ratified by the UMASDA Executive Committee on 4 July, in the Sovereign State of California, USA, AD2005.