



European Suzuki Association

Founding a National Suzuki Association

Check List

FIVE STAGES

1. **CONTACT** ESA and ESTABLISH PROCEDURES
2. **FOUND** A NATIONAL ASSOCIATION ACCORDING TO THE ESA RULES
 - a. Form an association
 - b. Prepare Statutes in accordance with legal practice and ESA Model Statutes
3. **APPLY** FOR ESA MEMBERSHIP
 - a. Founder Members details
 - b. Short history and 3-5 year plan
 - c. Attendance of ESA Meeting
 - d. Election of Country Member and Country Representative
4. **SIGN** A SUZUKI™ NAME AGREEMENT SUB LICENCE
 - a. Signatures from Country Representative, ESA Chair, ISA CEO
5. **REGISTER** THE SUZUKI™ TRADEMARK
 - a. ESA notify ISA of new Country Member

COUNTRY

NAME OF ASSOCIATION

1. CONTACT ESA and ESTABLISH PROCEDURES

ACTION	NOTES
<p>Contact the Office of the European Suzuki Association (ESA) esa@europeansuzuki.org</p> <p>Procedures on how to found a national Suzuki Association –</p> <ul style="list-style-type: none"> ✓ Links to ESA website ✓ Model Statutes ✓ Check List 	<p>Date of first contact</p> <p>Name</p> <p>Email</p> <p>Date sent</p>



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2. FOUND A NATIONAL ASSOCIATION ACCORDING TO THE ESA RULES

ACTION	NOTES
<p>a. Form an association</p> <ul style="list-style-type: none"> ✓ There can only be one National Suzuki Association ('the Association') in each country licensed to use the name "Suzuki" for its activities in accordance with the Name Agreement between the ESA and the International Suzuki Association (ISA) ✓ The Association must be constituted according to the laws of the country in which it operates and a copy of its Statutes (in English) is deposited with the ESA ✓ It must be democratically structured and open to all interested teachers and others 	
<p>b. Prepare Statutes in accordance with legal practice and ESA Model Statutes- the following to be included in the Statutes.</p>	
<p>NAME, SEAT AND GOAL Article 1</p>	
<ul style="list-style-type: none"> ✓ The Statutes must specify that 'the purpose of the Association is to further the educational aims and methods established by Dr Shinichi Suzuki'. ✓ The aims and objectives of the Association must be in accordance with Suzuki philosophies 	
<p>MEANS Article 2</p>	
<ul style="list-style-type: none"> ✓ Teacher Training must be the main focus of the activities of the National Suzuki Association, and this should be reflected in the aims and work of the National Association. ✓ The Association must be prepared to support the Suzuki Teaching and Teacher Training activities of all Suzuki Teachers and groups in the country. 	



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2. FOUND A NATIONAL ASSOCIATION ACCORDING TO THE ESA RULES continued

ACTION	NOTES
MEMBERSHIP Article 3	
<p>✓ Membership of the Association should be open to the following categories:</p> <p>(a) A members – Fully qualified Suzuki Teachers (ESA level 5 [ESA diploma]) or recognised qualification outside Europe (as determined by the ESA Board)</p> <p>(b) B1 members - Accredited Suzuki Teachers (ESA level 3 or 4 [ESA Accreditation])</p> <p>(c) B2 members – Suzuki teachers with ESA levels 1 and 2</p> <p>(d) B3 members – Teachers with no formal Suzuki qualification</p> <p>(e) C members - All others</p> <p>✓ Only qualified persons, those listed above in a, b, and c, are entitled to describe themselves as Suzuki teachers</p>	
BOARD Article 6	
<p>✓ The number of Board members is decided by the AGM. The term of office of Board members is three to five years maximum.</p>	
ASSEMBLY GENERAL (AGM) Article 8	
<p>✓ An AGM (Annual General Meeting) is to be held every year</p> <p>✓ The AGM nominate a Country Representative/Director who will attend ESA Board Meetings and AGMs. A Deputy should also be appointed by the AGM.</p>	



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2. FOUND A NATIONAL ASSOCIATION ACCORDING TO THE ESA RULES continued

ASSEMBLY GENERAL (AGM) Article 10	
<ul style="list-style-type: none">✓ A quorum for meetings of the membership shall be expressly included. ✓ Each member has one vote, but in any case, A and B members together cannot be overruled. It is suggested to consider that A, B1 and B2 members are full members, but B3 and C members are Associate members.	
BYE-LAWS Article 13	
<ul style="list-style-type: none">✓ Any rules or procedures approved by the AGM are considered as an Internal Regulation which is an integral part of Statutes.	



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3. APPLY FOR ESA MEMBERSHIP

ACTION	NOTES
<p>a. Founder Members details</p> <ul style="list-style-type: none">✓ Qualifications and experience✓ References	Date received
<p>b. Short history and 3-5 year plan</p> <ul style="list-style-type: none">✓ Application letter with a short history of how Suzuki started in the country and an outline of a 3 to 5 year plan.	Date received
<p>c. Attendance of ESA Meeting</p> <ul style="list-style-type: none">✓ If all the above criteria has been met, the nominated Country Representative/Director will be invited to attend the next ESA Board Meeting and AGM	Date attended
<p>d. Election of Country Member and Country Representative/Director</p> <p>The national Suzuki association will be put forward for election as a Country Member at the AGM</p> <p>The Country Representative/Director will be put forward for election at the AGM</p>	Date of election

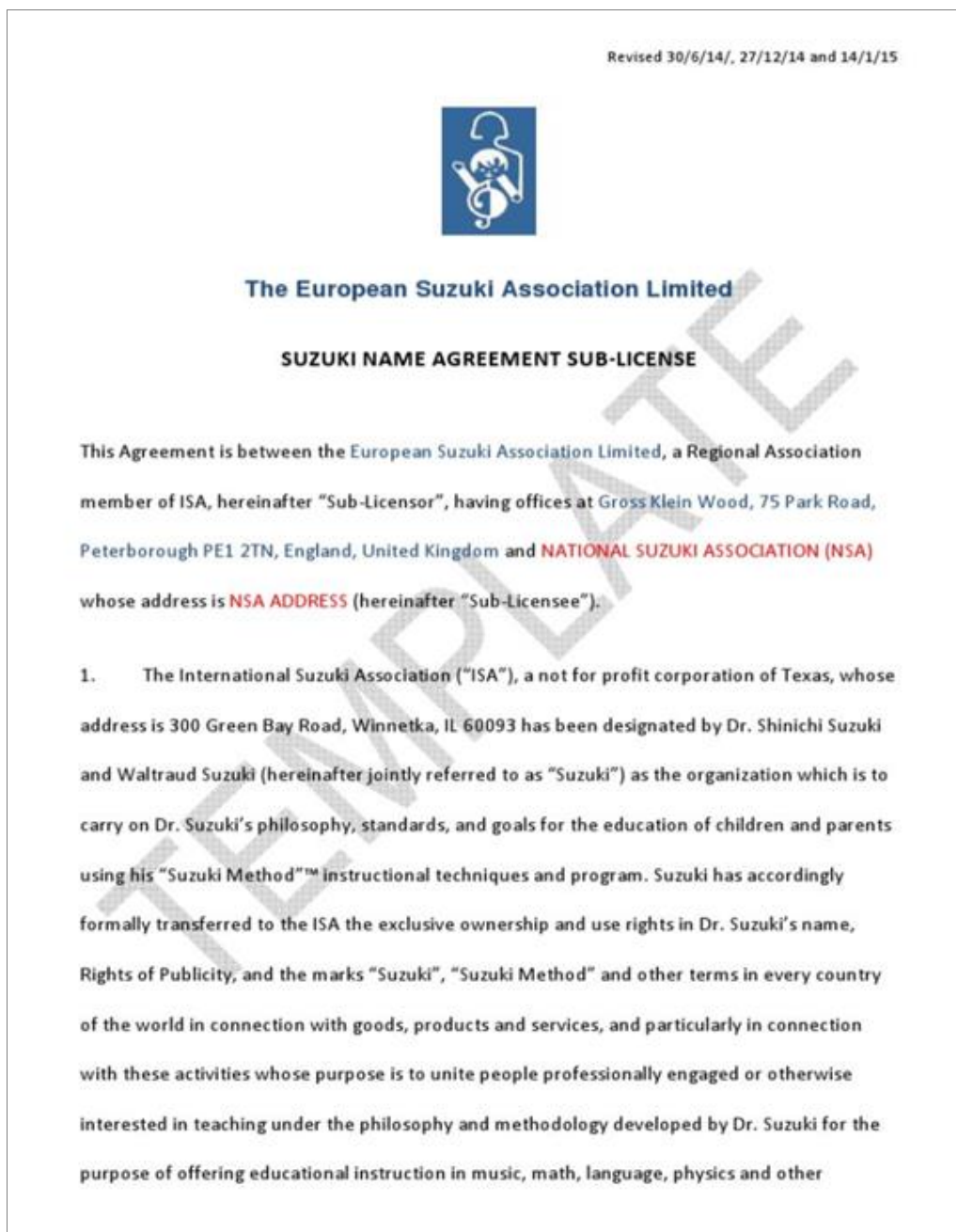


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4. SIGN A SUZUKI™ NAME AGREEMENT SUB LICENCE

ACTION	NOTES
<p>a. Signatures from – Country Representative/Director ESA Chair ISA CEO</p>	<p>Date signed</p>





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5. REGISTER THE SUZUKI™ TRADEMARK

ACTION	NOTES
a. ESA notify ISA of new national Suzuki Association	Date notified Date Trademark registered