

# Constitution and Rules of Karate Kai Scotland

## 1.0 Name

The association shall be known as **Karate Kai Scotland** (known herein as the **association**).

## 2.0 Objectives

- a) The instruction, promotion and development of Karate in Scotland and abroad. This will include traditional Karate instruction, competition (Sport) karate and refereeing / judging at approved events.
- b) The association will operate as a multi-style karate association.
- c) The association will provide equal opportunities for successful participation by all section of the community.
- d) The association will operate as a non- profit making organisation with no paid officials.

## 3.0 Affiliation

The association shall be affiliated to (i.e. members of) the **Scottish Karate Governing Body** (SKGB), and in doing so, will be affiliated to the **British Karate Federation**, the **European Karate Federation** and the **World Karate Federation** (WKF). Affiliation by members of the association to other national and / or international governing bodies who are not part of the WKF *family* is not permitted.

## 4.0 Membership

All members are subject to the Constitution and Rules of the Association and the regulations of the SKGB.

### 4.1 Club membership

- a) **Full** club membership of the association is open to any Scottish based karate club who are not already members the SKGB (either via another association or directly).
- b) All instructors / coaches of member clubs must hold a valid SKGB Coach's Licence.
- c) **Provisional** club membership shall be offered to new member clubs where their instructors and coaches do not yet hold a valid SKGB Coach's Licence.
- d) Member clubs who hold provisional membership must ensure that their instructors / coaches obtain their SKGB Coach's Licence **within one year** of joining the association at which point they will automatically become **Full** club members. Failure to meet this requirement will result in club membership of the association being withdrawn.

- e) All clubs in full or provisional membership of the association **must** licence **all** of their students and instructors / coaches with the association in accordance with conditions set out in section 8.0.

#### 4.2 Individual Membership

- a) Individual membership of the association is open to all students and instructors / coaches of karate clubs who hold either full or provisional membership of the association.
- b) Individual members aged 15 years and younger shall be referred to as **Junior Members** of the association. Individual members of the association aged 16 years and over shall be referred to as **Senior Members** of the association.
- c) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- d) All individual members of the association **must** hold a valid association licence.

#### 4.3 Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
  - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Section 2 of this constitution.
  - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any club or individual membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- b) The member may apply for reinstatement at the next meeting of the management committee.
- c) Any individual member who fails to renew their association licence in accordance with Section 8.0 shall automatically have their membership of the association suspended until such times as their licence is renewed.
- d) Any member under suspension shall be barred from taking part in any activities organised by the association.
- e) The management committee shall inform the member in writing of any decision to terminate their membership.
- f) Notification of the termination of a club or individual membership will be forwarded to the SKGB, as appropriate.

### 5.0 Office Bearers

- a) Office bearers of the association shall consist of the following :

- Chairperson
  - Treasurer
  - Secretary
  - Child Protection Officer
  - Chief Referee
- b) All office bearers shall be appointed for a period of two years by the Management Committee.
- c) The Chairperson **must** be a voting member of the Management Committee. All other Office Bearers are not required to be voting members of the Management Committee.
- d) The **Chairperson** is responsible for the following;
- Chairing all meetings of the association.
  - Arranging for notification, agendas and minutes of previous meetings of the association to be sent out to relevant individuals at least one week prior to the scheduled meeting.
  - Representing the association at any relevant meetings of the SKGB or any other organisation's meetings which the association may benefit from attending.
- e) The **Treasurer** is responsible for the following:
- Making and ensuring adequate banking arrangements for the association.
  - Receiving all monies due to the association, i.e. licence fees, donations, etc.
  - Making all financial payments for the associations as directed by the Management Committee.
  - Reporting on association finances at each meeting of the Management Committee.
  - Preparing an income and expenditure account and balance sheet for the association's financial year.
  - Advising the Management Committee of all financial transactions.
  - Submitting all records required for an audit to be placed before the Management Committee if they so request.
- f) The **Secretary** is responsible for the following;
- Arranging for minutes to be taken at all meetings of the association.
  - Issuing of all association licences.
  - Maintaining adequate records of all licences issued by the association (i.e. name, address, date of birth, gender, etc. of all individual members).
  - Maintaining an association Dan Grade Register
  - Producing membership information as required by the Management Committee and the SKGB.
  - Forwarding all licence fees (and associated information) to the Treasurer.
  - Arranging adequate *Member to Member* insurance for all individual members of the association.
- g) The **Child Protection Officer** is responsible for the following;

- The implementation and operation of the SKGB Child Protection Policy within the association.
- Liaison with the SKGB Child Protection Committee as required by the association and / or the SKGB.

- h) The **Chief Referee** is responsible for the following:
- Developing refereeing within the association.
  - Liaising with the SKGB Refereeing Commission.

## 6.0 Management Committee

- a) The affairs of the association shall be conducted by a Management Committee which shall consist of both **Voting** and **Non-voting** Members.
- **Voting members** shall be the chief instructors (or their representatives) from each of the association's member clubs. Each voting member shall have **one** vote.
  - **Non-voting** members shall include any of the Office Bearers who are not also considered to be voting members (as defined above) and any advisers to the association (as appointed by the Management Committee).
- b) The Management Committee shall meet as frequently as is deemed necessary to conduct the association's business. Any voting member of the Management Committee may call for such a meeting with the consent of one of the Office Bearers, or by obtaining a majority of votes from other voting members of the Management Committee. The Management Committee shall meet a minimum of once per year.
- c) Where an item of business is to be discussed in which any member of the Management Committee has a special interest, that member shall declare such interest.
- d) At meetings of the Management Committee, the Chairperson, or in their absence a member selected by the meeting, will take the Chair.
- e) All decisions of the Management Committee shall be based on a simple majority of votes. In the event of a tied vote, the Chair may exercise a casting vote. Where a voting member is unable to attend the meeting they may, if they wish, ask the Chairperson to cast their vote on their behalf. A voting member must, in these circumstances, e-mail the Chairperson at least one day before the meeting outlining their vote in relation to individual items on the agenda.
- f) The quorum shall be two thirds of those eligible to vote being in attendance at the meeting.
- g) A minute must be kept of all meetings of the Management Committee.

## 7.0 Finance

- a) The income and property of the association, however derived, shall be applied solely towards the objectives of the association as set out in Section 2, of this constitution.
- b) The association shall have the power to raise money by means of yearly licence fees and other fees as determined by the Management Committee.

- c) All monies shall be lodged in a bank account in the name of the association.
- d) The Chairperson, Treasurer and Licence Officer shall be authorised signatories to sign cheques on behalf of the association, of which two signatories shall be needed.
- e) The financial year of the association shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.

## 8.0 Licence requirements

- a) All members must apply for an association licence **within four weeks** of joining an association member club.
- b) All association licences are due for renewal on the **1<sup>st</sup> March each year**.
- c) The Management Committee shall review the licence fee and the cost of the association licence and grading book on an annual basis.
- d) The current licence fee and the cost of the association licence and grading book for all members are outlined below;

- Applications for a new licence
 

-	March & April	£12.00
-	May & June	£10.00
-	July & August	£8.00
-	September - February	£6.00
- Applications to renew a licence - £12.00
- Association licence & grading book - £3.00 (in addition to the licence fee)

## 9.0 Grading criteria

All members presenting themselves for a grading examination must hold a valid association licence.

### 9.1 Grading syllabus

- a) To ensure an element of consistency across the association in relation to grading criteria, the Management Committee are responsible for establishing and reviewing the minimum requirements in relation to grading criteria. In doing so, association level grading requirements will be established for each of the styles practiced within the association.
- b) Individual clubs are responsible for developing their own comprehensive grading syllabus and criteria based on the minimum requirements established by the association.

### 9.2 Kyu Grading examinations

- a) Member clubs have the primary responsibility for conducting all Kyu Grading examinations with their club.

- b) The association may from time to time arrange association level Kyu Grading examinations which will be open to all members of the association.
- c) Member clubs are responsible for producing Kyu Grade Certificates for their students.

### 9.3 Dan Grading examinations

- a) The presentation of members for Dan Grading examinations is the responsibility of member clubs.
- b) At least one **SKGB Ratified Dan Grade Examiner** must be involved in all Dan Grading examinations.
- c) The following criteria shall be applied to all members of the association in relation to presentation for a Dan Grading.

Grade	Minimum Age	Minimum time since last grading	Grading examination conducted by
1 <sup>st</sup> Dan	11 years	6 months	Club or Association
2 <sup>nd</sup> Dan	16 years	2 years	Association Grading Panel only
3 <sup>rd</sup> Dan	21 years	3 years	Association Grading Panel only
4 <sup>th</sup> Dan	25 years	4 years	Association Grading Panel only
5 <sup>th</sup> Dan	30 years	5 years	Association Grading Panel only

**(N.B. Meeting the minimum requirements outlined above does not mean that an association member will be automatically presented for their Dan Grade examination by their club.)**

### 9.4 Awarding of Dan Grades by the association

- a) The Management Committee shall have the authority to award to Dan Grades to members of the association without the need for the member to sit a Dan Grading Examination. Generally, the awarding of a Dan Grade will relate only to senior grades (i.e. 4<sup>th</sup> Dan and above). However, the Management Committee can award 1<sup>st</sup> to 3<sup>rd</sup> Dan grades should it decide to do so.
- b) Before the Management Committee can award a Senior Dan Grade the following **minimum** criteria must have been satisfied.

Grade	Minimum Age	Minimum time since award of last Dan Grade
4 <sup>th</sup> Dan	25 years	4 years
5 <sup>th</sup> Dan	30 years	5 years
6 <sup>th</sup> Dan	40 years	6 years
7 <sup>th</sup> Dan	45 years	7 years

- c) In deciding whether or not to award a Senior Dan Grade to a member of the association, the Management Committee will consider, in addition to the member satisfying the minimum

criteria, the member's commitment, support and loyalty to the association and Karate in general. (N.B. Meeting the minimum requirements outlined above does not mean that an association member will be automatically awarded a Senior Dan Grade.)

- d) The association is responsible for the production and supply of Dan Grade Certificates for use by member clubs.
- e) The Management Committee shall review the Dan Grading fees on an annual basis.
- d) The current Dan Grading fees and the cost of the association Dan Grading Certificate are outlined below;

**1<sup>st</sup> Dan** - £50.00

**2<sup>nd</sup> Dan**- £75.00

**3<sup>rd</sup> Dan**- £90.00

**4<sup>th</sup> Dan**- £90.00 or **FREE** if member has sat a Dan Grading with the association

**5<sup>th</sup> Dan**- £90.00 or **FREE** if member has sat a Dan Grading with the association

## 10.0 Senior Instructors

The association **will not** have a designated Chief Instructor. Instead, the association will have a group of Senior Instructors, i.e. members who hold an SKGB Ratified Grade of 4<sup>th</sup> Dan or higher and a valid SKGB Coach's Licence.

## 11.0 Policy of non-interference

One of the fundamental principles of the association is a policy of non-interference in the day to day running of member clubs. Whilst member clubs are required to adhere to the requirements outlined in this constitution and those specified by the SKGB, the member club is responsible for making decisions in relation to such things as

- Setting and reviewing of Kyu grading fees
- Setting and review of membership fees (if appropriate)
- Setting and reviewing training fees and frequency of training sessions
- Participation in competitions, courses and other training sessions
- Publicity for member clubs

## 12.0 Communication

The primary source of communication between the members of the Management Committee and between member clubs will be e-mail. As a result, members of the Management Committee and each member club are required to provide a working e-mail address to the Chairperson.

### **13.0 Alterations to the constitution and rules**

The Constitution and Rules of the association may only be amended by a proposal passed by a majority of members present and entitled to vote at a meeting of the Management Committee.

### **14.0 Dissolution of the Association**

In the event of dissolution of the association and after all liabilities of the association have been cleared, no funds or property shall be paid or distributed to members of the association. Any funds or property remaining shall be applied to an organisation with objectives similar to those of the association, or to charitable or other purposes approved by the Management Committee.

### **15.0 Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution and Rules of **Karate Kai Scotland**.

## Signatures of Founding Members of the association

**Robert Morton** - Ardeer Karate Club - .....

**William Haggarty** - Kokusai Karate Kai - .....

**Graham McCann** - Kugatsu Karate-Do - .....

## Office Bearers of the association

**Chairperson** - Graham McCann

**Treasurer** - Robert Morton

**Secretary** - William Haggarty

**Child Protection Officer** - *(to be confirmed)*

**Chief Referee** - Robert Morton

**Date of meeting** - 8<sup>th</sup> February 2009