



THE CONSTITUTION OF THE SCOTTISH KARATE-DO FEDERATION

1. NAME

The Association shall be named the 'SCOTTISH KARATE - DO FEDERATION' hereinafter referred to as the Federation.

2. OBJECTIVES

The objectives of the Federation:-

- a. Promote the martial art of Wado Kai Karate.
- b. Organise, regulate and control the practise of Wado Kai Karate within the Federation.
- c. Affiliate to Assist, Co-operate with and support National and International Organisations having objectives approved by the Federation.
- d. Act as an Advisory Body on all matters appertaining to the sport and practise of Wado Kai Karate, through liaison with Statutory and Voluntary Bodies, News Media and other relevant parties.
- e. Provide members with such services and support as may be available through their membership of the Federation.
- f. Do all such other things as are incidental or conducive to the furtherance to objectives of the Federation.

3. MEMBERSHIP

- a. **INDIVIDUAL MEMBERSHIP.** Individuals holding a current Scottish Karate Federation licence.
- b. **CLUB MEMBERSHIP.** On application in writing to the secretary, a recognised instructor of the Federation will hold a minimum of 1st Dan and have a SKGB recognised coaching license. (APPENDIX 1)

4. ORGANISATION

The Federation shall consist of three bodies, the Office Bearers, Appointed Members and the Directing Members.

- a. The Office Bearers of the Federation shall be:-

THE CHAIRMAN
THE VICE-CHAIRMAN
THE SECRETARY
THE TREASURER
THE TECHNICAL OFFICER
THE LICENSING OFFICER

- b. In addition to the office bearers there will be appointed; A Federation Kumite Coach, A Federation Kata Coach, A Federation Child Protection Officer, A Federation Webmaster and a Federation Dan Grade Secretary.
- c. A quorum for a meeting of the Federation shall be a minimum of six members with no fewer than three office bearers.
- d. Voting at Federation meetings will be the agreed figures of proportional representation. (Appendix 2)
- e. Office vacancies arising shall be entered on the agenda and be discussed at the next Federation meeting.

5. **REPRESENTATION**

- a. A member may appoint a representative to sit on his/her behalf at a Federation meeting in their absence.
- b. All member clubs **MUST** attend all Federation meetings. Failure to attend will result in a £50 fine payable within 30 days of the meeting or their membership will be suspended until such times that the fee has been paid in full.

6. **TERMINATION OF MEMBERSHIP**

- a. Any member of the Federation may terminate their membership by giving notice in writing to the Secretary.
- b. Any member whose licence has expired shall be regarded by the Federation as a non member.
- c. The Federation may, by resolution passed by a majority of its voting members at a meeting convened, may terminate an individual's membership of the Federation.

7. **VETO**

A voting member or a representative may veto discussions on a topic considered at a meeting if it is not on the listed agenda or if the member feels inadequately briefed to decide upon the topic. The vetoed topic shall be reinstated at the next meeting. At this subsequent meeting no further veto on the previously vetoed discussion may be exercised.

8. **ANNUAL GENERAL MEETING**

- a. An A.G.M shall normally be held annually.
- b. The precise date and venue of the A.G.M shall be at the discretion of the office bearers.
- c. At least 30 days clear notice of the A.G.M shall be given to all members on the Federation's mailing list.
- d. The business of the A.G.M shall include
 1. The submission of Accounts for the last Financial Year.
 2. Submission of Chairman's Annual Report.
 3. Elections of Office Bearers.

Nominations for election of Office Members must be made in writing to the Secretary. The names of person's nominated must be included so as it may be entered on the agenda of the A.G.M.

9. **STANDING ORDERS FOR MEETINGS**

- a. If the chairman is not present after the appointed time for the commencement of the meeting the vice-chair shall Chair the meeting until such times as the chair arrives.
- b. In the absence of the chair and the vice chair only an office bearer may chair the meeting.
- c. The Chairman of the meeting shall conduct the meeting in accordance with these standing orders and rules of debate and subject thereto his ruling on any matter or procedure shall be final.
- d. No vote shall be accepted on behalf of any club instructor or his nominated representative who is not present.
- e. The Chairman of the meeting shall ensure all who vote are entitled to do so.

10. **GRADINGS**

- a. Kyu Gradings can only be carried out by members who have attained a minimum grade of 3rd Dan.
- b. A member on attaining the rank of 3rd Dan may only grade up to and including 7th Kyu in their first year, 6th to 4th in their second year. After this period members can grade to 1st Kyu.
- c. Dan gradings shall be conducted by a panel of five senior ranks available and on a selection made by the Technical Panel.
- d. 4th Dan and above shall be awarded on assessment by the technical panel.
- e. 1st Dan Grade shall be awarded on examination for all age groups. Any Federation member wishing to sit the grade examination for 2nd Dan shall be over the age of 16 years. Any Federation member wishing to sit the grade examination for 3rd Dan and above shall be over the age of 21 years.

11. **CRITERIA FOR DAN GRADE**

- a. 1st Dan and 2nd Dan will meet the required standard of technical ability, completing techniques as set out in the syllabus for that Dan Grade Assessment.
- b. 3rd Dan will meet the required standard of technical excellence.
- c. 4th Dan and above will;
 - 1. Hold the respective grade for the required period. (Appendix 3)
 - 2. Meet the required technical knowledge for advancement to the next grade as assessed by the technical panel.
 - 3. Demonstrate continued contribution and involvement in federation business.
 - 4. In accordance with the Federation agreement which all clubs have to sign up to, all instructors must attend at least 3 Dan Grade courses from a possible 5.

12. **SENIOR MEMBERS**

- a. It is required of all senior grades, 3rd Dan and above, as senior grades who wish to be considered for promotion to the next Dan grade, to attend senior grade courses as outlined in article 11.c.3.
- b. Senior members persistently failing to attend senior grade courses may be deemed out of touch with the Federation's grading syllabus and expectations and in turn may have their grading powers revoked.

13. **COMPLAINTS**

Any member of the Federation is entitled to make a complaint if they feel:-

- a. Any person, persons or group have brought the Federation into disrepute.
 - b. Should any person, persons or group fail or deviate from the objectives as set out in part 2 of the Constitution.
- All complaints should be made in writing to the Secretary.

14. **DISCIPLINARY PROCEDURES**

- a. On receiving a complaint the Secretary shall enter it into the next meetings agenda or introduce the said complaint at the meeting as Any Other Competent Business.
- b. The Secretary shall read the letter of complaint to all members present at the meeting.
- c. The complaint will then be referred to the Federation Disciplinary Panel which will consist of three members selected by the Federation (Executive, Technical and Coaches) to hear and make a decision on the complaint. The decision by the panel will then be passed to the Secretary who will then forward the result to the party against whom the complaint has been made, who will then have the right to appeal the Federation's decision. Any appeal should be delivered in writing to the Federation Secretary within 14 days.

- d. Any appeal will be heard by the appeals committee of the Scottish Karate Governing Body.
- e. The Federations decision shall be final except on a point of law.

12. SPORTS COMMITTEE

- a. The Federation will have a Sports Committee which will consist of 7 members who will be appointed by the Federation at the AGM.
- b. From these numbers they will appoint a Chairperson who will direct the committee and thereafter report back to the Federation members via the Secretary.
- c. The Sports Committee will have control for the running of all Federation Championships.
- d. Any additional points.

Appendices

- 1. All Federation written correspondence will be by E-Mail. skfsecretary@gmail.com
- 2. Proportional representation will follow the following table

0 to 50	Club Members	=	1 vote.
51 to 100	Club Members	=	2 votes.
101 to 150	Club Members	=	3 votes.
151 to 200	Club Members	=	4 votes.
201 to 250	Club Members	=	5 votes.
Over 250	Club Members	=	6 votes

- 3. 3rd Dan Hold 3rd Dan 4 years to qualify for 4th Dan.
 4th Dan Hold 4th Dan 5 years to qualify for 5th Dan.
 5th Dan Hold 5th Dan 6 years to qualify for 6th Dan. Etc.