



KUGB
CONSTITUTION
STRUCTURE
AND
PROCEDURES

As Approved at 2002 AGM

KARATE UNION OF GREAT BRITAIN

CONSTITUTION

The name of the organisation will be The Karate Union of Great Britain, referred to as the KUGB.

The aims and objectives of the KUGB will be to:

1. foster and develop the Art, Sport and practice of KUGB Shotokan Karate in Great Britain.
2. organise and regulate KUGB Shotokan Karate in Great Britain.
3. unite persons and clubs wishing to learn, practice and support KUGB Shotokan Karate.
4. provide technical rules and documentation relating to the safety and equity of members and maintenance and development of standards.
5. act as an advisory body on all matters affecting KUGB Shotokan Karate in Great Britain and at international level.
6. trade in goods relating to the practice and promotion of KUGB Shotokan Karate.
7. raise funds for Charitable purposes and (without prejudice to the generality of the foregoing) to establish, support, finance and promote a charitable trust to be known as the KUGB Charity Appeal (including the holding of events with a view to raising funds for such charitable trust)
8. do all such things that are considered necessary to achieve the above aims and objectives including the collection, receipt and administration of funds.

KUGB STRUCTURE AND PROCEDURES

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Section 1 National Structure and Administration

- 1 The KUGB will consist of individuals who are members of affiliated clubs.
- 2 Clubs will be organised into regions set up on a geographical basis by the National Executive Committee who will have the right to vary the boundaries and arrangements in the best interests of the KUGB subject to ratification by the Annual General Meeting.
- 3 The administration of the organisation will be based on the:
 - a decisions taken at the Annual General Meeting
 - b decisions taken at Extraordinary General Meetings
 - c decisions taken by the National Executive Committee

Section 2 Membership

The acceptance of an application for Club or Individual membership is within the absolute discretion of the National Executive Committee.

2a Club Membership

- 1 Clubs wishing to be in membership of the KUGB will agree to abide by the Constitution and Rules of the KUGB.
- 2 Club Officials will be responsible for ensuring the club activities conform absolutely to the rules and procedures of the KUGB.

2b Individual Membership

- 1 Individual membership of the KUGB will be through a properly Affiliated Club only.
- 2 Individuals will:
 - a abide by the Rules of the KUGB
 - b abide by the KUGB Codes of Conduct

2c Honorary Membership

In addition to the foregoing category of membership, a special category of Honorary Membership restricted to those individuals that are deemed to have been of outstanding assistance in the development of the KUGB may be made from time to time.

Section 3 Composition, Function and Procedures of Committees and Meetings

3a General Procedures for All Meetings.

- 1 The dates of all Meetings will be agreed by the appropriate Committees.
- 2 The dates of all Meetings will be notified at least one month prior to the date of the meeting.
- 3 The business of meetings will be conducted according to the Agenda prepared and circulated no later than one week prior to the date of the meeting.
- 4 In the absence of the Chairman or Vice Chairman the delegates will appoint a temporary Chairman from those present.
- 5 All motions must be proposed and seconded before being accepted for debate.
- 6 Voting on Reports, motions and elections will be a simple majority of those entitled to vote, except when otherwise stated.
- 7 In the event of a tie vote, the Chairman of the meeting will have a casting or extra vote.
- 8 Items not agendered may only be discussed under Any Other Business with the approval of the Chairman whose decision on the application of any of these procedures will be absolute.

3b National Annual General Meeting.

- 1 The National Annual General Meeting will be the primary controlling body of the KUGB. It will consist of representatives of Affiliated clubs.
- 2 The National Annual General Meeting will:
 - a approve the Minutes of the previous AGM
 - b accept the Annual report
 - c approve the audited accounts
 - d ratify decisions taken by the Executive Committee
 - e elect National Executive Officers
 - f elect Regional Chairmen and ratify the election of other Regional Officials
 - g elect Trustees
 - h appoint Auditors
 - i discuss issues submitted by the National Executive Committee and decide on the policies to be pursued
 - j approve and ratify honoraria and other conditions of appointment as recommended by the National Executive Committee
 - k indemnify the National Officers, members of the National Executive Committee and those appointed to undertake specific tasks on behalf of the KUGB against actions taken either individually or collectively in respect of acts undertaken on behalf of and within the authority of the KUGB, such authority can only be given when it accords with decisions taken by the Annual General meeting or the National Executive Committee provided that such decisions are recorded in the Minutes.
 - l discuss and make recommendation to the trustees of the KUGB Charitable Trust as to the charity or charities that might benefit in the following year from monies raised for charity by or through the KUGB and to consider methods to be employed for raising such funds

- 3 The Annual General Meeting will normally be held in the month of May each year.
- 4 The Annual General Meeting will be subject to a maximum period of 15 months between meetings.
- 5 Voting will be on the basis of one vote per affiliated club.
- 6 Proxy votes are not allowed.
- 7 The quorum shall consist of 25 Club representatives entitled to vote.

3c National Executive Committee.

- 1 The National Executive Committee will consist of the National Executive Officers, the Regional Chairmen, Secretaries and Treasurers.
- 2 The National Executive Committee will:
 - a arrange meetings as deemed necessary for the efficient running of the KUGB
 - b implement the policies determined by the Annual General Meeting and take such decisions as may be necessary on matters which may arise between meetings of that body
 - c provide for the proper administration, management and control of the affairs and property of the KUGB
 - d conduct the national and international activities of the KUGB and appoint representatives as may be deemed necessary
 - e organise all National Championships, courses and other events
 - f appoint legal representatives of the KUGB
 - g appoint members to the Technical Committee
 - h ratify decisions taken by the Technical Committee
 - i determine the KUGB rights in television, film, photography, recording and reporting
 - j determine the rate of all fees charged by the KUGB
 - k exercise such powers as may be conferred on it by the trust deed setting up the KUGB trustees may from time to time require
 - l do all such things that are deemed necessary for the smooth-running and welfare of the KUGB
- 3 Each National Officer will have one vote.
- 4 Each Region will have one vote.
- 5 The Quorum will consist of a majority of those entitled to vote.

3d Regional Committees and Meetings

- 1 Each Regional Committee will consist of a Regional Chairman, Secretary and Treasurer.
- 2 All members of Regional Committees must be members of an Affiliated club within their respective Region.
- 3 Regional Committees will:
 - a implement the approved policies of the KUGB
 - b organise an annual Regional Championship
 - c organise approved Regional courses and meetings
 - d be responsible for taking decisions on expenditure and their implementation
 - e approve the Regional Accounts as presented by the Treasurer
 - f co-ordinate all the activities of the clubs within the Region and advise on all matters affecting the clubs
 - g carry out investigations of disputes which may arise within the Region and act as a Conciliating body
 - h provide advice to the National Executive Committee on all matters referred to it by that body
 - i do all such things that are deemed necessary for the smooth-running and welfare of the Region
- 4 Regional Meetings will consist of representatives of affiliated Regional Clubs.
- 5 Regional Meetings will be held three times per year at intervals of approximately four months. One of the regular Meetings will be the Annual General Meeting at which all elections, appointments and matters of policy will be determined.
- 6 The quorum for Regional Meetings shall consist of 7 Regional Club representatives entitled to vote.

3e Standing Committees

- 1 The Annual General Meeting and the National Executive Committee may appoint such Standing Committees and Advisors, both technical and administrative, as may be deemed necessary.
- 2 The Terms of Reference of Standing Committees will be those laid down by the Annual General Meeting or the National Executive Committee.

Section 4 Election of Officers

- 1 Nominations for all KUGB elected positions will be requested in writing not later than 42 days prior to the meeting.
- 2 In the event of a member of the Executive Committee leaving office, a replacement will be appointed by the Executive Committee until the following National AGM when the position will be elected.
- 3 National Officers and Regional Chairmen will be elected every two years at the National AGM.
- 4 Regional Secretaries and Treasurers will be elected every two years at their respective AGMs and ratified at the National AGM.

Section 5 Roles and Duties of National Executive Officers

- 1 The National Executive Officers will be members of all KUGB Committees.
- 2 The roles and duties of the KUGB National Executive Officers will be as follows:

5a Chairman:

The Chairman will:-

- 1 be responsible for the proper conduct of the affairs of the KUGB at all levels and will consult with other National Officers on the day to day running of the KUGB.
- 2 preside over the Annual General Meeting, all regular meetings of the National Executive Committee and such additional emergency meetings which may be called.
- 3 act as signatory to all documents of a contractual nature as sanctioned by the National Executive Committee.
- 4 represent the KUGB at all activities and functions unless the National Executive Committee determine otherwise.

5b Vice Chairman:

The Vice Chairman will:-

- 1 assist the Chairman in the proper conduct of the affairs of the KUGB.
- 2 deputise for the Chairman at all meetings of the KUGB at which the Chairman is not present.
- 3 undertake those tasks devolved to him by the Chairman and the National Executive Committee.

5c Affiliation Officer:

The National Affiliation Officer will:-

- 1 be responsible for ensuring that the policies and rules of Club Affiliation and membership are implemented.
- 2 ensure that all affiliations are properly processed and records maintained.
- 3 ensure that all affiliation fees are collected and paid to the Finance Officer.
- 4 investigate and advise the National Executive Committee on disputes relating to Club Affiliations.

Section 6 Roles and Duties of Regional Officers

The roles and duties of the KUGB Regional Officers will be as follows:

6a Regional Chairman

The Regional Chairman will be responsible for implementing the policies of the KUGB within the Region.

6b Regional Secretary

The Regional Secretary will be responsible for all administrative duties of the Region.

6c Regional Treasurer

The Regional Treasurer will:

- 1 receive monies as are allocated to the Region by the National Executive Committee.
- 2 ensure that the money is paid into a bank account held in the name of the Region.
- 3 make payments of all expenditure approved by the Regional Committee and ensure that an accurate record of all financial transactions is maintained.
- 4 be responsible for producing properly prepared accounts to the AGM of the Region and providing the National Finance Officer with the accounts for audit.

Section 7 Appointment and Duties of National Administration and Finance Officer

- 1 The National Administration and Finance Officer will be appointed by the National Executive Committee subject to ratification by the Annual General Meeting and be the subject of a contract. The terms and duration of the Contract will be agreed between the parties.
- 2 The National Administration and Finance Officer will be responsible to the National Executive Committee, through the Chairman for:
 - a ensuring that all the administrative activities of the KUGB are carried out effectively and efficiently
 - b the employment of staff as necessary to carry out all administrative duties
 - c the administration of correspondence with other bodies, both nationally and internationally
 - d the convening of all National meetings in accordance with procedures and ensuring that an accurate record of proceedings is taken and distributed
 - e receiving all income from membership fees and other sources
 - f issuing regional allowances as approved by the National Executive Committee
 - g ensuring, in consultation with the Chairman and Vice Chairman, that all monies are properly used and that all expenditure is reasonably incurred
 - h the management of all financial affairs of the KUGB, the maintenance of complete records of the transactions involved (including records of all monies paid to the trustees of the charitable trust)
 - i the maintenance of complete records and statistics for the preparation of annual accounts and returns of the statutory obligations of the KUGB
 - j the provision and maintenance of premises and equipment necessary to carry out the above functions
 - k do all such things that are deemed necessary for the smooth-running and welfare of the KUGB

Section 8 Finance

- 1 All funds and property received on behalf of the KUGB will be deemed to be the property of the KUGB absolutely.
- 2 All income will be deposited in a bank account held in the name of the KUGB. Cheques drawn on the account must be signed by any two of the following: Chairman, Vice Chairman, National Finance Officer.

Section 9 Suspension and Expulsion

Decisions for suspension and expulsion will be taken by the National Executive Committee. However, the Chairman, in concurrence with other National Executive Officers, may impose a temporary immediate suspension pending the next Executive meeting.

9a Suspension

- 1 A member or group of members whose actions are deemed to be in contravention of the rules of the KUGB may be suspended from participating in some or all activities of the KUGB for specified periods of time.
- 2 A notice of suspension will be served on the individual(s) in writing by recorded delivery. Persons subject to notice of suspension may retain their membership but will not be allowed to participate in the activities of the KUGB for the period of suspension from the date of the original notice.
- 3 An appeal may be lodged with the National Executive Committee within 21 days of the suspension notice.
- 4 The appeal will be considered by the disciplinary appeals sub-committee.
- 5 In the event of an appeal being successful, suspension will be removed immediately.

9b Expulsion

- 1 A member or group of members whose actions are deemed to be in serious contravention of the rules of the KUGB or deemed to bring the reputation of the KUGB or Karate in general into disrepute will be liable to expulsion by the National Executive Committee.
- 2 A notice of expulsion will be served on the individual(s) in writing by recorded delivery. Persons subject to notice of expulsion may no longer retain their membership of the KUGB from the date of the expulsion notice being sent.
- 3 An appeal may be lodged with the National Executive Committee within 21 days of the expulsion notice being sent.
- 4 The appeal will be considered by the Disciplinary Appeals Sub-Committee.
- 5 In the event of an appeal being successful membership will be restored immediately.
- 6 The actions taken by the National Executive Committee and the Disciplinary Appeals Sub-Committee regarding suspension and expulsion will be reported to the AGM for ratification.

9c Disciplinary Appeal sub-Committee

There will be a Disciplinary Appeals Sub-Committee which will consist of the Vice Chairman plus two Regional Officers who have not been involved in the original disciplinary hearing. The members of the Appeals Sub-Committee will not be present where possible disciplinary action is being discussed.

Section 10 Amendments to Constitution, Structure, Procedures and Rules

10a Amendments to Constitution

The Constitution may not be amended except on a resolution passed by a majority of not less than two thirds of the voting members present at a General Meeting of the KUGB. The resolution for the alteration of the Constitution will be notified to the members at least 42 days before the meeting.

10b Amendments to Structure and Procedures

The Structures and Procedures may not be amended except on a resolution passed by a simple majority of the voting members present at a General Meeting of the KUGB. The resolution for the alteration of any Structure or Procedure will be notified to the members at least 42 days before the meeting.

10c Amendments to Rules

Rules may be changed and implemented at the discretion of the Executive Committee and ratified by a simple majority of the voting members present at the following General Meeting of the KUGB.

Section 11 Annual Charity Appeal

All monies raised for charitable purposes shall be received by the National Finance Officer and forthwith paid to the trustees of the KUGB Charitable Trust. Such monies shall not at any time be the property of the KUGB but until paid to the said trustees, shall be held on their behalf.

Section 12 Dissolution

- 1 The KUGB may be dissolved by a resolution previously notified to members at least 42 days before calling a meeting for that purpose. The resolution will be required to be passed by a majority of three quarters of the Voting members of the KUGB present and voting.
- 2 In the event of dissolution of the KUGB, any funds or property remaining after all debts have been paid will be distributed to a Charity or Charities decided by the members present.