



TOKUI KARATE UNION

(Established November 1994)

CONSTITUTION

Revised February 2006

NAME

The name of the Association shall be the TOKUI KARATE UNION, hereinafter referred to as the T.K.U.

LOGOTYPE

The official logotype, to be used on letterheads, forms, badges etc, shall be that given in Appendix A to this Constitution.

AIMS

The aim of the T.K.U. shall be to:

- (i) Follow wherever possible the teachings of Hironori Ohtsuka, the founder of the Wado Ryu style of Karate do.
- (ii) provide a climate where members of the T.K.U. can study the art of Karate, methods of coaching and the development of Karate skills.
- (iii) represent its members, where desirable and possible, on local, regional, national and international governing bodies.
- (iv) organise and regulate tournaments and courses of instruction for the benefit of its members.
- (v) regulate and control the promotion, training, licensing, examination and certification of karateka within the T.K.U.

MEMBERSHIP AND AFFILIATION

- (i) Applications for affiliation by clubs shall be made to the T.K.U. Executive Committee.
 - (ii) Clubs wishing to affiliate shall supply to the Executive Committee evidence of their ability to satisfy the following requirements, that they:
 - (a) shall follow the standards created and set by the T.K.U., or shall reach those standards within twelve months of their initial application.
 - (b) may be of any size, but will meet at least once weekly at suitable premises.
 - (c) shall have a secretary, an organiser, or a formal control committee including both a secretary and organiser.
 - (d) may have both amateurs and professionals as members.
 - (e) shall pay to the T.K.U. an annual affiliation fee on the 1st January of each year. The fee each year shall be decided by the Executive Committee
 - (f) shall on acceptance by the T.K.U., abide by the spirit and current rules of the T.K.U. as promulgated in this constitution and its bye-laws.
 - (g) shall (for record purposes only) supply on request of the General Secretary, administrative data of their clubs.
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- (h) shall not be a member of, or affiliated to, any other karate federation or organisation, unless approved by the T.K.U. Executive Committee.
 - (i) club instructors and coaches shall give full support to T.K.U. courses and Functions.

INDIVIDUALS

- (i) T.K.U. members will automatically be members of the Governing Body for Karate in England through their clubs when they have applied, paid for and received T.K.U. individual licences.
- (ii) To hold an individual T.K.U. licence, the individual must be a current member of a T.K.U. affiliated club.
- (iii) Each member shall at all times hold a T.K.U. licence with a Governing Body registration receipt which are obtainable on application from the Licensing Officer. This licence, when current, will entitle members to appear before authorised T.K.U. grading examiners, and will serve as the record of the member's grade. The licence will be renewable each year on payment of a fee decided by the Executive Committee for that year. It will also entitle a member to compete in contests and courses organised by T.K.U. and Governing Body. The Governing Body registration receipt entitles the holder to benefit under the Governing Body Insurance Scheme.
- (iv) No member may belong to any other karate organisation and continue to hold a T.K.U. licence. Any member who joins another association for karate may be liable to expulsion, unless approved by the Executive Committee.
- (v) Members affiliating or joining from other karate organisations will be subject to the grading regulations set out in this constitution.

EXECUTIVE COMMITTEE

- (i) The T.K.U. shall be managed and organised by an Executive Committee produced by the election of up to five members, plus chairperson, treasurer, general secretary and Governing Body representative.
 - (ii) The executive committee may co-opt officers from specific duties such as licensing officer and public relations officer without election to the committee, but co-opted officers shall not be entitled to vote or attend at committee meetings.
 - (iii) An Executive committee meeting may be convened by the General Secretary or by any three members of the Executive Committee through the General Secretary and will meet periodically for the despatch of business and will adjourn and resume its meetings at its own determination. Not less than fourteen days written notice of every meeting shall be given by the General Secretary to every member of the committee.
 - (iv) For Committee matters, a quorum will be three persons including the Chairperson or the secretary.
 - (v) All questions will be decided by a simple majority of the committee members present at a quorate meeting, properly convened. In the event of a tie, the Chairperson will have the casting vote.
 - (vi) If the Chairperson of the T.K.U. is not present within 15 minutes of the time stipulated for the commencement of a meeting of the Executive Committee the members present shall elect a Chairperson for that meeting.
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ELECTION OF THE EXECUTIVE COMMITTEE

- (i) Members of the Executive Committee for the year next following will be elected at each Annual General Meeting of the T.K.U.
- (ii) Each affiliated club shall have one vote at an Annual General Meeting.
- (iii) Nominations for election to the Executive Committee shall be sent to the General Secretary at least twenty one days before the Annual General Meeting on a proforma available from the General Secretary.
- (iv) A list of candidates for election will be promulgated to members of the T.K.U. by means of a periodic newsletter and/or other appropriate means.
- (v) The Executive Committee shall elect the Chairperson, Treasurer and General Secretary of the T.K.U. plus and other officers it may deem necessary.

DUTIES OF THE COMMITTEE

The duties of the Committee shall be to : -

- (i) Carry out the aims of the T.K.U.
 - (ii) Provide for the administration, management and control of the affairs and property of the T.K.U. and as far as possible, to assist affiliated clubs.
 - (iii) Conduct the local, national and international activities of the T.K.U. and appoint such representatives as are deemed necessary to achieve these aims.
 - (iv) Appoint a Representative to administer and organise matters and to investigate problems or complaints.
 - (v) Appoint with the aid of the Chief Instructor and Technical Board of the T.K.U. a Squad Coach.
 - (vi) Make such bye-laws as may, from time to time be deemed necessary for the running of the business of the T.K.U.
 - (vii) Supply from their members, representatives for meetings of local, regional, national and international all style karate bodies.
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ANNUAL GENERAL MEETING

An Annual General Meeting will be held every twelve months, the date, place and venue to be decided by the Executive Committee. Notice, giving details, will be sent to affiliated clubs at least forty two days in advance of the A.G.M. Items for inclusion shall only be accepted from affiliated clubs and shall be notified to the General Secretary, in writing, at least twenty-one days before the A.G.M.

BUSINESS PROCEDURES OF THE A.G.M.

- (i) Reports from Chairman, General Secretary and Governing Body Representative.
- (ii) Financial report from treasurer.
- (iii) A vote on accepting last years accounts.
- (iv) The dissolution and re-election of the Executive Committee.
- (v) To appoint an independent auditor / certified Accountant.
- (vi) Any other business.

EXTRAORDINARY GENERAL MEETING

An E.G.M. may be convened at any time by the General Secretary and Chairperson in co-operation, or by the Committee as a whole. An E.G.M. must only be convened in order to discuss urgent business. Notice of an E.G.M. shall be given in writing at least five days in advance.

THE ASSOCIATION'S YEAR END AUDIT

- (i) The T.K.U.'s financial year shall run from the 1st January to 31st December of that year.
- (ii) Proper books of account and a banking account shall be kept. These shall be produced by the Treasurer at the Annual General Meeting of the T.K.U. in each year, together with an independently audited balance sheet for the previous financial year prior to such Annual General Meeting.

VOTING AT GENERAL MEETINGS

- (i) Voting at General Meetings shall be by a vote card authorised and issued for use by the Executive Committee and produced at the meeting by person to whom it is issued or by representative with written authorisation from cardholder.
- (ii) The Chairperson shall, in the event of a tie have a casting vote.

SUB COMMITTEES

The Executive Committee will have the power to create from its own body or from the T.K.U. in general, sub-committees for specific purposes (e.g. local championships, national and international events, demonstrations, etc.)

DUTIES OF CHIEF INSTRUCTOR

- (i) to oversee the general well being of the association.
- (ii) to liase on all relevant matters within the T.K.U.
- (iii) to liase with the Governing Body.
- (iv) to convene the technical board when necessary to discuss technical matters i.e. promotions, newcomers and variations in style.

COACHES

The Chief Instructor shall in consultation with the Technical Board appoint National Coaches and Assistant Nation Coaches who must be resident in England and hold minimum grade of 3rd Dan in the case of a National Coach and Assistant Nation Coaches.

TECHNICAL BOARD

The members of the Technical Board will be appointed and dismissed by the Executive Committee. Members of the Technical Board must hold a minimum grade of 3rd Dan.

DUTIES OF THE TECHNICAL BOARD

- (i) to maintain the technical standards of the T.K.U.
- (ii) to advise the Executive Committee on all technical matters.
- (iii) to appoint Dan Grade Examiners who must hold minimum grade of 3rd Dan.
- (iv) to act as TKU technical representatives on international, national and sub-national technical committees.

PROMOTIONS

Promotions within the Kyu and Dan grades will be administered as follows:

- (i) All karateka who hold the grade of 1st Dan and have passed the relevant written examinations shall have the power to promote both junior and senior karateka up to and including grade of 8th Kyu, providing that they are registered with the TKU and are over 18 years of age.
 - (ii) All karateka who hold the grade of 2nd Dan and have passed the relevant written examinations shall have the power to promote both junior and senior karateka up to and including grade of 4th Kyu, providing that they are registered with the TKU and are over 18 years of age.
 - (iii) All karateka who hold the grade of 3rd Dan and have passed the relevant written examinations shall have the power to promote both junior and senior karateka up to and including grade of 1st Kyu, providing that they are registered with the TKU and are over 21 years of age.
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Promotions Continued.

- (iv) Promotion into and within Dan Grades will be recommended by examiners as follows:
 - (a) The recommendations will be made by a minimum of three members of the T.K.U. who hold Dan Grade (being present at the time) one of whom shall be at least one Dan Grade higher than the level being examined whilst all must hold the minimum grade of 3rd Dan.
 - (b) Promotion to the grade of 5th Dan and above will only be given when an application is submitted in writing to the General Secretary.
- (v) Promotions will not take effect until they have been registered with the T.K.U. Records Office.
- (vi) Honorary Dan Grades may be awarded according to the procedure laid down in the T.K.U. pamphlet "Information on Grading Procedures."

REGISTRATION

The T.K.U. Licence and Records Officer will keep a register of all member grades. Reference to these registers may be made by any karateka.

CONTESTS

Rules for all contests will be the rules which are adopted by the national and international governing karate bodies.

INTERPRETATION

The sole authority for the interpretation of the Constitution and Bye-Laws of the T.K.U. will be vested in the Executive Committee of the T.K.U.

COMPLAINT PROCEDURE

- (i) Should a complaint be received from any source about the conduct of any member or Club, the Executive Committee shall consider the same. Complaints shall be supported by written evidence. Those against whom the complaint is made shall be given the opportunity to prepare and state their case having been given proper written notice of the complaint and supporting evidence in writing. If, in the opinion of the Executive Committee the conduct of any club or individual member is found, on investigation, to be detrimental to the interests of the T.K.U., the Executive Committee shall have the power to suspend, expel or administer penalties on such club or individual, having given the club or individual notice in writing by first class recorded delivery of the decision. On receipt of such notice the club or individual shall have the right of appeal to the Executive Committee or a Sub-committee formed for such a purpose after giving notice within 14 days of the posting of the decision notice.
 - (ii) An expelled club or member shall immediately cease to have the rights and privileges of membership of the T.K.U.
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ALTERATIONS TO THE CONSTITUTION

- (i) This constitution may only be altered by a resolution passed by two thirds of the voting members present at a properly convened General Meeting of the T.K.U.
- (ii) A resolution for the alteration of the constitution shall be received by the General Secretary at least 21 days before the General Meeting at which the resolution is to be brought forward.

BYE-LAWS

The Executive Committee will have the power to make, change or rescind byelaws.

DISSOLUTION

Dissolution of the Association may only take place at a General Meeting of the T.K.U. Notice of said meeting will be as with any other EGM.

If the T.K.U. is dissolved and there remains, after satisfaction of all debts and liabilities any money or other property whatsoever, the same shall not be paid to or distributed among members of the T.K.U., but shall be applied to the furtherance of such objects similar to those of the T.K.U. as may be determined at or before the dissolution or forgoing provision then to any charitable purpose connected with physical training or recreation, but not otherwise.

Appendix A



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Revisions

1. As per Executive meeting dated 4th April 2001
2. Reference to the EKGB have been replaced with the words Governing Body 11 February 2006.