

Constitution & Rules of KKD Shukokai

1.0 Name

The association shall be known as **KKD Shukokai** (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 primarily operate as a Shukokai / Shito-ryu Karate association.
- c) The association will provide equal opportunities for successful participation by all sections of the community.
- d) The association will operate as a non-profit making organisation.

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** (BKF), the **European Karate Federation** (EKF) 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. The association will also be affiliated to **Miyake Shuko-Kai International** (MSI President – Soke Kunio Miyake 8th Dan).

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 Failure to meet this requirement will result in club membership of the association being withdrawn.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 9.0.

4.2 Individual Membership

- a) Individual membership of the association is open to all students and instructors / coaches of Karate clubs that 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 club or individual membership on the grounds that such membership would be prejudicial to the objectives of the association as set out in Section 2 of this constitution. The management committee will notify the club or individual of the reasons for that refusal in writing (email) within 1 working day of the decision being made.
 - ii) Refuse renewal of any existing club or individual membership or to terminate or suspend any club or individual membership but only after the said individual member or a representative on behalf of the club member has been given the right to make representations to the full management committee in person or in writing (email) within 14 days of such notification of the reasons for that refusal, termination or suspension having been intimated in writing (email) to the member.
- b) The member may apply in writing (email) for reinstatement at the next meeting of the management committee. If necessary, the Chairperson will convene a meeting of the management committee to consider the application within 30 days of the application being received.
- c) Any individual member who fails to renew their association licence in accordance with Section 9.0 shall automatically have their membership of the association suspended until such times as their licence is renewed.
- d) Any club or individual member under suspension shall be barred from taking part in any activities organised by the association, the SKGB, the BKF, the EKF, the WKF and MSI.

- e) The Management Committee shall inform the member, and their instructor if appropriate, in writing (email) of any decision to terminate their membership.
- f) Notification of the refusal to renew or terminate or suspend 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
 - Vice-Chairperson
 - Secretary
 - Financial Administrator
 - Licencing Officer
 - Child Protection Officer
 - Chief Referee
 - Competition Coordinator
 - SKGB Coach Licence Assessors (2)
 - Kata Coach (2)
 - Kumite Coach (2)
- b) All office bearers shall be appointed for a period of **three years** by the Management Committee.
- c) The Chairperson and, when required, the Vice-Chairperson are voting members 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.
 - 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 **Vice-Chairperson** is responsible for the following;
 - Taking on the responsibilities of the Chairperson in their absence.
- f) The **Secretary** is responsible for the following;
 - 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.
 - Arranging for minutes to be taken at all meetings of the association.
 - Developing and maintaining a register of all association instructors / coaches and their qualifications (including details of all coaching courses and workshops, etc. attended)

- Maintaining an up to date and accurate record of all voting and non-voting members of the Management Committee.
- Maintaining an association Dan Grade Register.
- Producing association profile information and other information as required by the Management Committee and the SKGB.
- Reviewing the association website and advising the website developer of any amendments and updates accordingly.
- Circulating all relevant information to Management Committee and / or association members, as appropriate. For example, information from the SKGB, competition information, etc.

g) The **Financial Administrator** is responsible for the following duties;

- Making and ensuring adequate banking arrangements are in place for the association.
- Receiving all monies due to the association, i.e. licence fees, donations, etc.
- Making all financial payments for the association as directed by the Management Committee.
- Reporting on association finances at each meeting of the Management Committee and the AGM.
- 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.

h) The **Licensing Officer** is responsible for the following;

- 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).
- Producing membership information as required by the Management Committee and the SKGB.
- Arranging adequate *Member to Member* insurance for all individual members of the association.

i) 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.

j) The **Chief Referee** is responsible for the following;

- Developing refereeing and judging within the association.
- Liaising with the SKGB Refereeing Commission.

- k) The **Competition Coordinator** is responsible for the following;
- Organising all association competitions on behalf of the Management Committee.
 - Coordinating all entries from association members to all competitions of SKGB level and above.
 - Work closely with the kata and kumite coaches, the secretary and the financial administrator in relation to undertaking the responsibilities outlined above.
- l) The **SKGB Coach Licence Assessors** are responsible for the following:
- Developing coaching within the association.
 - Assessing that all **new** coaches meet the Minimum Operating Requirements (MOR) and have been assessed using the SKGB Karate coach assessment criteria.
- m) The **Kata and Kumite Coaches** are responsible for the following:
- Developing the two aspects of sport Karate within the association.
 - Organising and facilitating training and development sessions for association members.

6.0 Management Committee

The affairs of the association shall be conducted by a Management Committee which shall consist of both **Voting** and **Non-voting** Members.

a) Voting members

- i) The association must have a minimum of **six** voting members / clubs.
- ii) Voting members shall include the Chairperson (or in their absence the Vice-Chairperson) of the association **and** the Chief Instructors (or their representatives) from each of the association's member clubs.
- iii) In order to ensure the minimum number of voting members is achieved, the required number of additional voting members will be appointed on an annual basis by the Chairperson of the association and the Chief Instructors (or their representatives) from each of the association's member clubs.
- iv) The additional voting members must be licenced members of the association.
- v) The Chairperson (or in their absence the Vice-Chairperson) will only use their casting vote when there is an equal split of voting decisions.
- vi) Each voting member (club) shall have the number of votes based on the following criteria;
 - 24 members or less - 1 vote
 - 25 – 49 members - 2 votes
 - 50 – 74 members - 3 votes
 - 74 – 99 members - 4 votes
 - 100 – 124 members - 5 votes
 - 125 members & over - 6 votes

b) **Non-voting members**

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).

- c) The Management Committee shall meet as frequently as is deemed necessary to conduct the association's business. A minimum of 14 days notice must be given of the date of Management Committee meetings.
- d) Any voting member of the Management Committee may call for such a meeting with a minimum of 30 days notice **and** providing they have the consent of the Chairperson or by obtaining a majority of votes from other voting members of the Management Committee.
- e) The Management Committee shall meet a minimum of once per year.
- f) Where an item of business is to be discussed in which any member of the Management Committee has a special interest, that member must declare such an interest.
- g) At meetings of the Management Committee, the Chairperson, or in their absence the Vice-Chairperson, will take the Chair.
- h) All decisions of the Management Committee shall be based on a simple majority of votes. In the first instance only, the member clubs will have a vote. In the event of a tied vote, the Chair will 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.
- i) The quorum shall be two thirds of those eligible to vote attending the meeting.
- j) The Management Committee must organise an Annual General Meeting (AGM) of the association open to all licenced senior members of the association and all the parents / carers of junior members of the association. A minimum of 30 days notice must be given of the date, venue and agenda of the AGM.
- k) A minute must be kept of all meetings of the Management Committee and the AGM.

7.0 **Other Committees**

The following committees will support the Management Committee in conducting the affairs of the association.

a) **Technical Committee**

Responsible for maintaining the high technical standards that are expected within the association, a Technical Committee shall be established with the following membership and remit;

- A maximum of 5 members with all member clubs being asked to recommend potential members.
- The final decision on the membership of the committee will rest with the Management Committee.
- Appointments to the committee will be for a three-year period.
- Members must hold a valid KKD Shukokai licence and must be of Yon-Dan (4th Dan) or above.
- The Committee will be responsible for appointing a Chairperson and Secretary.
- The Committee will be responsible for regularly reviewing the association grading syllabus and Dan Grade criteria.
- The Committee will be responsible for developing and implementing a strategy to maintain and improve the technical ability of association clubs and members, as appropriate.
- The Committee will be responsible for timeously providing minutes of their meetings to the Management Committee (i.e. via the Association Secretary) and for making recommendations to the Management Committee in relation to their remit.
- The committee will meet at least twice per year.

b) **Members' Committee**

The Members' Committee shall be responsible for:

- i) Ensuring transparency within the association.
- ii) Increased support, inclusion and involvement of our disabled members and those with other additional support needs.
- iii) Ensuring that members and parents / carers have a route to advise and influence the Management Committee.

A Members' Committee shall be established with the following membership and remit;

- The committee will have a minimum of 5 members and a maximum of 9 members.
- Club Chief Instructors and, where applicable, their representative on the Management Committee are not permitted to be members of this committee.
- At least two members of the committee must hold an association licence one of whom must be 13 - 15 years of age and the other must be 16 years or over.
- Other members of the committee do not need to be members of KKD Shukokai. Instead they could be parents, carers supporters and friends of the association and / or member clubs.
- At least 2 members of the committee must have a remit to represent association members with learning and physical disabilities and / or other additional support needs.
- Appointments to the committee will be for a three-year period.
- The final decision on the membership of the committee will rest with the Management Committee.
- The Committee will be responsible for appointing a Chairperson and Secretary.
- The Committee will be responsible for developing and implementing a strategy to ensure that the views, feedback and wishes of the members are routinely sought, collated and shared with the Management Committee in relation to the activities of the association.
- The Committee will be responsible for developing and implementing a strategy to increase the support, inclusion and involvement of our disabled members and those with other additional support needs in relation to the activities of the association.

- The Committee will be responsible for timeously providing minutes of their meetings to the Management Committee (i.e. via the Association Secretary) and for making recommendations to the Management Committee in relation to their remit.
- The committee will meet at least twice per year.

c) **Fund-Raising Committee**

Responsible for raising funds to support the activities of the association and its members, a Fund-Raising Committee shall be established with the following membership and remit;

- A maximum of 5 members with all member clubs being asked to recommend potential members.
- The final decision on the membership of the committee will rest with the Management Committee.
- Appointments to the committee will be for a three-year period.
- Members do not need to be licenced members of the association. Instead they could be parents, carers, supporters and friends of the association and / or member clubs.
- The Committee will be responsible for appointing a Chairperson and Secretary.
- The Committee will be responsible for developing and implementing a strategy to raise funds to support the activities of the association and its members.
- The committee will be responsible for opening and operating an appropriate bank account and keeping appropriate financial records.
- The Committee will run at least one fund raising activity for the whole association each year.
- The Committee will be responsible for timeously providing minutes of their meetings to the Management Committee (i.e. via the Association Secretary) and for making recommendations to the Management Committee in relation to their remit.
- The committee will meet at least twice per year.

8.0 Finance

- a) The income, expenditure 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 as well as other fees and activities 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, Association Administrator and two other voting members of the Management Committee 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 1st January to 31st December.

9.0 Licence requirements

- a) All members must apply for an association licence **within four weeks** of joining an association member club.
- b) All licence applications must be made via the online licence application form designed for this purpose.
- c) All association licences are due for renewal on the **1st March each year**.
- d) Member clubs are responsible for setting the licence fees payable by their members.
- e) Member clubs must pass onto the association in a timeous manner the following licence fee. For new applications (March to August) and renewal applications **£8.00 per application** and for new applications (September – February) **£4.00 per application**.
- f) The Management Committee shall review the licence fees payable by clubs to the association on an annual basis.
- g) The money raised from the licence fees must be used for the efficient running of the association. Other finances that may be required, e.g. for squad development, attending competitions, etc. must be raised separately from licence fees.
- h) The provision of Licence & Grading books shall be the responsibility of member clubs.

10.0 Grading criteria

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

10.1 Grading syllabus

- a) To ensure an element of consistency across the association in relation to grading criteria, the Technical Committee are responsible for reviewing annually the minimum requirements in relation to grading criteria.
- b) Individual clubs are responsible for developing their own comprehensive grading syllabus and criteria based on the minimum requirements established by the association.

10.2 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 / obtaining Kyu Grade Certificates for their students.

10.3 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 (excluding Shodan-Ho).
- 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
Shodan-Ho	10 years	6 months	Club or Association
Sho-Dan (1 st Dan)	10 years	6 months	Club or Association
Junior Ni-Dan* (Junior 2 nd Dan)	13 years	2 years	Club or Association
Ni-Dan (2 nd Dan)	16 years	2 years	Association Grading Panel only
San-Dan (3 rd Dan)	21 years	3 years	Association Grading Panel only
Yon-Dan (4 th Dan)	25 years	4 years	Association Grading Panel only
Go-Dan (5 th Dan)	30 years	5 years	Association Grading Panel only

** Junior Ni-Dan grades are for Junior Members only. The junior member will be required to sit another grading once they are 16 of age or older to ratify their grade as a 'full' (Senior) Ni-Dan.*

(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.)

10.4 Awarding of Dan Grades by the association

- a) The Management Committee shall have the authority to award 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. Yon-Dan (4th Dan) and above. However, the Management Committee can award Sho-Dan (1st Dan) to San-Dan (3rd 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
Yon-Dan (4 th Dan)	25 years	4 years
Go-Dan (5 th Dan)	30 years	5 years
Roku-Dan (6 th Dan)	40 years	6 years
Nana-Dan (7 th Dan)	45 years	7 years

- c) In deciding whether 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 and the cost of Dan Grade Certificates on an annual basis.
- f) The current Dan Grading fees and the cost of the association Dan Grading Certificate are outlined below;

Shodan-Ho	£20.00	
Sho-Dan	£50.00	
Junior Ni-Dan	£65.00	(Ratification to full Ni-Dan £10.00)
Ni-Dan	£75.00	
San-Dan	£90.00	
Yon-Dan	£90.00 or FREE if member has sat a Dan Grading with the association	
Go-Dan	£90.00 or FREE if member has sat a Dan Grading with the association	

Dan Grade Certificate £5.00 (payable to the association)

- g) The grading fee payable for all Dan Gradings will be retained by the member club.

11.0 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 San-Dan (3rd Dan) or higher and a valid SKGB Coach's Licence.

12.0 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

13.0 Communication

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

The Management Committee and all other association committees will make use of existing technology (e.g. Skype) and relevant social media platforms (e.g. Facebook, WhatsApp, etc.) to support their work; including the facilitation of meetings and decision making.

14.0 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.

15.0 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.

16.0 Declaration

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

Chief Instructors (April 2019)

Graham McCann
Chief Instructor
Kugatsu Karate-Do

Angus Rutherford
Chief Instructor
Edinburgh Karate Academy

William Waters
Chief Instructor
Paisley Karate Club

Lindsay Smith
Chief Instructor
Renshinkan Shukokai Karate

Justine Lennon
Chief Instructor
Kugatsu Karate-Do Ayrshire

Derek Spratt
Chief Instructor
Edinburgh Shukokai Karate

Date of inaugural meeting and signing of the original association constitution - 6th February 2016

1st Revision of the association constitution - April 2017

2nd Revision of the association constitution - April 2019 *(This document)*