KUGB
SHOTOKAN KARATE

KARATE UNION OF GREAT BRITAIN

CONSTITUTION,

STRUCTURE

AND

PROCEDURES

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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 and the safeguarding of children and vulnerable adults.

5. act as an advisory body on all matters affecting KUGB Shotokan Karate in Great Britain and at international level.

6. trade in teaching materials and goods relating to the practice and promotion of KUGB Shotokan Karate.

7. raise funds for Charitable purposes and to promote a KUGB Charity Appeal, including the holding of events with a view to raising funds for charitable purposes.

8. do all such things that are considered necessary to achieve the above aims and objectives including the collection, receipt and administration of funds.

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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 :
   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 discretion of the National Executive Committee which will be exercised within the provisions of the Equality Act 2010. This discretion will be exercised within the framework of the law relating to the various categories of discrimination.

2(a) 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 Instructors will be responsible for ensuring the club activities conform absolutely to the rules and procedures of the KUGB as laid down in the code of conduct and on the advice of the Executive Committee.

2(b) Individual Membership

1. Individual membership of the KUGB will be through a KUGB Affiliated Club only.

2. Individuals will abide by the Constitution, Rules and code of Conduct of the KUGB.

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2(c) Honorary Membership

1. 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.

2. Individuals will abide by the Constitution, Rules and code of Conduct of the KUGB.

SECTION 3
Composition, Function and Procedures of Committees and Meetings

3(a) 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 Chair or Vice Chair the delegates will appoint a temporary Chair from those present by majority vote.

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 Chair of the meeting will have a casting or extra vote.

8. Items not on the agenda may only be discussed under Any Other Business with the approval of the Chair, whose decision on the application of any of these procedures will be absolute.

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3(b) National Annual General Meeting

1. The National Annual General Meeting will be the primary controlling body of the KUGB. It will consist of all National Executive Members and a maximum of two representatives per affiliated club.

2. The National Annual General Meeting will:
   a) approve the Minutes of the previous AGM
   b) accept the Annual report
   c) approve accounts
   d) ratify decisions taken by the Executive Committee
   e) elect National Executive Officers
   f) elect Regional Chair and ratify the election of other Regional Officials
   g) discuss issues submitted by the National Executive Committee and decide on the policies to be pursued
   h) approve and ratify honoraria and other conditions of appointment as recommended by the National Executive Committee

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 unless prevented from doing so by any unexpected crisis.

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.

3(c) National Executive Committee

1. The National Executive Committee will consist of the National Executive Officers, the Regional Chair, 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

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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 Safeguarding and Technical Committees
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) do all such things that are deemed necessary for the smooth-running and welfare of the KUGB

3. The Chair and Vice Chair will each have a vote.

4. Each Region will have one vote.

5. The Quorum will consist of a majority of those entitled to vote.

3(d) Regional Committees and Meetings

1. Each Regional Committee will consist of a Regional Chair, 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 within a protocol approved by the National Executive Committee 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

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i) do all such things that are deemed necessary for the smooth-running and proper governance of the Region.

4. Regional Meetings will consist of a maximum of two representatives per Club.

5. Regional Meetings will consist of the Regional AGM and at least one ordinary meeting per year. Elections, appointments and matters of policy will be determined at the Regional AGM.

6. The quorum for Regional Meetings shall consist of 7 Regional Club representatives entitled to vote.

7. Voting will be on the basis of one vote per Club.

8. Proxy votes are not allowed.

3(e) 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.

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SECTION 4
Election of Officers

1. Nominations for all KUGB elected positions will be requested in writing not later than 28 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. The Chair, Vice Chair, National Officers and Regional Chair 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. National Executive Officers will be members of all Regional Committees.

2. The roles and duties of the KUGB Chair, Vice Chair and National Executive Officers will be as follows:

5(a) Chair

The Chair 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.

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5(b) Vice Chair

The Vice Chair will :

1. assist the Chair in the proper conduct of the affairs of the KUGB

2. deputise for the Chair at all meetings of the KUGB at which the Chair is not present.

3. undertake those tasks devolved to them by the Chair and the National Executive Committee.

4. assist the Chair in the proper conduct of the affairs of the KUGB.

5(c) National Administration Officer

The National Administration Officer will be responsible to the National Executive Committee through the Chair for:

1. ensuring that all administrative activities of the KUGB are carried out effectively and efficiently.

2. the administration of correspondence with other bodies, both nationally and internationally.

3. the convening of all national meetings in accordance with procedures.

4. ensuring that an accurate record of procedures is taken and distributed.

5. distributing minutes of Executive Meetings and the National Annual General Meeting to all clubs.

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5(d) National Finance Officer

The National Finance Officer will be responsible to the National Executive Committee through the Chair for:

1. receiving all income from membership fees and other sources.

2. issuing regional allowances as approved by the National Executive Committee.

3. ensuring, in consultation with the Chair and Vice Chair, that all monies are properly used and that all expenditure is reasonably incurred.

4. 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 charities).

5. the maintenance of complete records and statistics for the preparation of annual accounts and returns of the statutory obligations of the KUGB.

5(e) National Licensing and Affiliation Officer

The National Licensing and Affiliation Officer will:

1. be responsible for ensuring that the KUGB policies and Rules of Club Affiliation and individual Licence applications are implemented.

2. ensure that all Affiliations and Licence applications are properly processed and records maintained.

3. ensure that all affiliation and Licence fees are collected and paid to the Finance Officer.

4. investigate and advise the National Executive Committee on disputes relating to Club Affiliation and Licence applications.

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SECTION 6
Roles and Duties of Regional Officers

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

6(a) Regional Chairman

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

6(b) Regional Secretary

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

6(c) 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.

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SECTION 7
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: Chair, Vice Chair, National Finance Officer.

3. all financial transactions between KUGB National and Regional accounts shall be online.

4. All other transactions will be online whenever possible

SECTION 8
Insurance

1. All members of the National Executive Committee and those appointed to undertake specific tasks on behalf of the KUGB will be insured as stated in the insurance synopsis.
2. All members are insured through their up-to-date KUGB licence.
3. Professional Instructors are recommended to take out a personal insurance to cover their teaching duties.
4. Amateur Instructors are insured through the KUGB if they teach for no more than 6 hours per week.

An Insurance Synopsis is available to view on the KUGB Website www.kugb.org.

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SECTION 9
Disciplinary Procedures.

1. The National Executive Committee is responsible for taking disciplinary action against any member or group of members whose actions are deemed to be in contravention of the rules and principles of the KUGB. If the matter is regarded as serious enough, the Chairman, in concurrence with other National Executive Officers may impose an immediate suspension pending investigation by the National Executive Committee.

2. 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 when disciplinary action is being undertaken.

3. if the Executive Committee find in favour of the accused, they will have their membership immediately reinstated. If they find against the accused, the result could be a warning, an extended period of suspension or expulsion from the KUGB.

4. an appeal may be lodged with the National Executive Committee within 21 days of the disciplinary notice being sent.

5. The appeal will be considered by the Disciplinary Appeals Sub Committee and their decision will be final.

6. The decisions made by the disciplinary committee and the disciplinary appeals committee will be reported to the National Executive Committee and the National AGM in accordance with the KUGB's disciplinary and grievance policy.

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SECTION 10
Amendments to Constitution, Structure, Procedures and Rules

10(a) 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 30 days before the meeting.

10(b) 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 30 days before the meeting.

10(c)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.

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SECTION 11
Annual Charity Appeal

The KUGB will raise funds annually for a Charity selected at the KUGB National AGM. All monies raised will be received by the National Finance Officer and passed on to the appropriate charity concerned.

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 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.

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