

VERSION 2
APRIL 2017



ALL BRITAIN WADOKAI CONSTITUTION

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SECTION 1 – THE NAME

1.1 The name of the Association will be All Britain Wadokai referred to as ABWK.

SECTION 2 – AIMS & OBJECTIVES

2.1 The aims and objectives of the ABWK will be: -

- To foster the development of Japan Karate-do Federation Wadokai
- To organise and regulate ABWK Karate
- To ensure a duty of care to all members of the ABWK
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment

SECTION 3 - MEMBERSHIP

3.1 The acceptance of an application for Branch/Club or Individual membership is within the discretion of the ABWK Executive Committee

3.2 All members will be subject to the regulations of the constitution and by joining the ABWK will be deemed to accept these regulations and codes of conduct that the ABWK has adopted.

SECTION 4 – MEMBERSHIP FEES

4.1 License fees will be set annually and determined at the Annual General Meeting.

4.2 A License application form must be completed by all members and fees will be paid by annual subscription.

4.3 It is the responsibility of club instructors to ensure that their students are licensed.

4.4 Seminar and grading fees will be agreed by the Management Committee.

SECTION 5 – TECHNICAL COMMITTEE

- 5.1 The Technical Committee will be all JKF Wadokai 4th Dan's and above.
- 5.2 The Technical Committee will be responsible for ensuring the ABWK is standardized with the JKF Wadokai Japan.
- 5.3 The Technical Committee will agree a grading syllabus to be used by all ABWK clubs.
- 5.4 Members or a Member of the Technical Committee must oversee all gradings and seminars.
- 5.5 Members of the Technical Committee will support ABWK Branches/clubs with their technical development, when requested.

SECTION 6 - GRADINGS

- 6.1 Kyu gradings are held at a minimum of three monthly intervals.
- 6.2 Except for Confirmation Dan grades, 24 months between Dan grades is a required minimum for all ABWK members.
- 6.3 New members with a Dan grade from other Wado groups, must wait and train a minimum of 12 months before taking confirmation JKF Wadokai Dan grade with ABWK.

SECTION 7 – EXECUTIVE COMMITTEE

- 7.1 The Executive Committee of ABWK will consist of the following: -
 - President (Generally acts as the public representative of ABWK)
 - Chair (Preside over all ABWK meetings, act as signatory to all documents)
 - Vice Chair (Deputise for the Chairman)
 - General Secretary (Responsible for the administration and day to day operation of ABWK including organizing seminars and other events)
 - Secretary (Minute taking and distribution, Seminar registration)
 - Treasurers (Manage all ABWK finances)
 - Licensing Officer (Record and issue licenses, maintain ABWK membership data base)
 - Child Protection Officer (Ensure safeguarding policy and procedures are implemented)

SECTION 8 – MANAGEMENT COMMITTEE

- 8.1 The ABWK will be managed through the Management Committee which consists of all Executive Committee members, the Technical Committee members and Lead Branch / Club Instructors
- 8.2 The Management Committee will be convened by the General Secretary as and when required.
- 8.3 The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the ABWK.
- 8.4 The Management Committee will make decisions regarding all proposed events.
- 8.5 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- 8.6 The Management Committee will be responsible for disciplinary hearings of members who infringe the ABWK rules/regulations/constitution.
- 8.7 The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 8.8 To enable a meeting to be held, a simple majority of the Management Committee members must be present.

SECTION 9 – FINANCE

- 9.1 All ABWK monies will be banked in an account held in the name of the ABWK.
- 9.2 The Treasurers will be responsible for the finances of the ABWK.
- 9.3 The financial year of the ABWK will end on 1st April.
- 9.4 An audited statement of annual accounts will be presented by the Treasurers at the Annual General Meeting.
- 9.5 All cheques drawn against ABWK funds must be signed by two signatories but with the acceptance from all signatories in writing. If any one of the signatories is not in agreement in writing, then the matter must be referred to the ABWK Trustees for the final decision. The decision made by the trustee is final with no right of appeal.

SECTION 10 – ANNUAL GENERAL MEETING

- 10.1 Notice of the Annual General Meeting (AGM) will be given by the Chair, or in their absence the Vicechair, not less than one calendar before the date of the proposed AGM.
- 10.2 The AGM will receive a report from the Chairman of the Executive Committee, and a statement of the audited accounts from the treasurers.
- 10.3 Officers for the Executive Committee will be elected every three years at the AGM.
- 10.4 Nominations for officers of the Executive Committee will be sent to the General Secretary, one month prior to the AGM.
- 10.5 All Management Committee members have the right to vote at the AGM.
- 10.6 All Adult licensed members can be present at the AGM
- 10.7 The Management Committee has the right to call Extraordinary General Meetings (EGMs)

SECTION 11 – DISCIPLINE AND APPEALS

- 11.1 All complaints regarding the behaviour of members should be submitted in writing to either the General Secretary or the President of ABWK.
- 11.2 The Management Committee will meet to hear complaints within one month of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including dismissal from a Committee or the termination of membership.
- 11.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within one week of the hearing.
- 11.4 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within one month of the General Secretary receiving the appeal.

SECTION 12 – AMENDMENTS TO THE CONSTITUTION

- 12.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM by the Management Committee.

SECTION 13 – DECLARATION

13.1 The Management Committee hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

John Stephenson	General Secretary		
Print First and Last Name	Title	Signature	Date

Graham Chilton	President		
Print First and Last Name	Title	Signature	Date

Gene Buchanan	Chairperson		
Print First and Last Name	Title	Signature	Date

BYE LAW 1 – RENUMERATION

Where a member of ABWK attends a JKF sanctioned course, i.e. only those courses that appear on the JKF Wadokai Headquarter website; ABWK will remunerate that individual the cost of the Kyu Instructor exam fee, Kyu Instructors registration fee and Kyu Examiners registration fee, but only if the member has successfully passed an examination held in accordance with rules and regulations of the JKF Wadokai. The Instructor must continue to support ABWK at courses, Dan and Kyu gradings and support branches and clubs in their technical development.

BYE LAW 2 – TRUSTEES

At the end of each financial quarter (see below), the Treasurer shall submit financial information to the Trustees for review. The Trustees shall review this information and in conjunction confirm their agreement or otherwise to the Management Committee no later than 4 weeks following receipt of the information.

The first financial quarter will be from April, May and June (Q1); the second quarter will be July, August and September (Q2); the third quarter will be October, November and December (Q3) and the 4th quarter will be January, February and March (Q4).