



# NORTHERN IRELAND KARATE BOARD

(<http://www.nikg.org>)

# CONSTITUTION



## Foreword

This constitution was first keyed from a master copy of the NIKB constitution on 03/07/2002. Now that the constitution is being held electronically, it is important to apply some version control rules which will ensure that amendments are properly tracked. Please note that these rules will not replace the normal rules for constitutional amendments but will help keep track of the electronic versions stored in various places.

The version number will be displayed on the top of each page.

Each time a change is made to the electronic version of the constitution document, the version number must be incremented by 1.

Changes to the constitution still need to be approved in the normal way, so each change will be given a status (Approval Pending, Approval Granted).

For each new version, a line will be added to the Appendix to indicate the nature of the change, the date the change was made and the status of the change.

# CONSTITUTION AND RULES FOR THE NORTHERN IRELAND KARATE BOARD

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## 1.00 TITLE

The title of the organisation shall be the Northern Ireland Karate Board, hereinafter referred to as 'The Board'.

## 2.00 OBJECTS

The objects of the Board shall be to:

- 2.01 Promote the sport and practice of Karate-do in Northern Ireland.
- 2.02 Organise, regulate and control the sport and practice of Karate-do in Northern Ireland.
- 2.03 Affiliate to, assist, co-operation with and support national and international organisations having objects approved by the Board.
- 2.04 Act as an advisory body on all matters appertaining to the sport and practice of Karate-do through liaison with statutory and voluntary bodies, news media and other relevant parties
- 2.05 Provide members with such services and support as may be available through their membership of the Board.
- 2.06 In furtherance of these objects the Board will:
  - a) Operate and maintain a register of current membership and licence holders.
  - b) Raise, administer and expend funds at its discretion.
  - c) Arrange for the supply, purchase, sale and hire of all materials goods and services as may be required.
  - d) Do all things as are incidental or conducive to the furtherance of the objects of the Board.

## 3.00 MEMBERSHIP

### 3.01 Categories of Membership

Membership of the Board shall be in one of five categories as follows:

#### a) Full Members

Full members shall be any Association that has been elected to full membership of the Board by a majority of two-thirds of the Board's General Committee present and voting at a meeting convened as hereinafter of their Association through and by the Northern Ireland Karate Board.

#### b) Associate Members

Associate Members shall be Associations or Clubs whose objects are identical with or comparable to the objects set out in Article 2.00 of this Constitution (as the Board may in its obsolete discretion determine) but whose membership does not enable them to seek Full Membership to the Board. The election of Associate Members shall be by a two-third majority present and voting at a General Committee Meeting convened as hereinafter provided, as Associate Members. Associate Members must licence all persons in current membership of their Association through and by the Northern Ireland Karate Board.

#### c) Provisional Members

Provisional members shall be Associations which the Board in its discretion, elects by a two-thirds majority present and voting at a General Committee Meeting convened as hereinafter provided, as Provisional Members. The Board may by the aforesaid majority impose such conditions or restrictions on Provisional Members as it shall deem necessary at the time of the election of the Provisional Members and may, by the aforesaid majority, remove or alter

the said restrictions or conditions. Provisional Members must undertake to licence all persons in current membership in their Association through and by the Northern Ireland Karate Board.

**d) Honorary Members**

Honorary Members shall be persons whom the Board elects by a two-thirds majority of its General Committee present and voting at a meeting convened as hereinafter provided, as Honorary Members.

**e) Individual Licence Holders**

Individual Licence Holders shall be persons in current membership of a Full, Associate or Provisional Member holding current Northern Ireland Karate Board registration.

**3.02 Resignation and Termination of Membership**

- a) Any Member, Officer, Trustee, Appointee, Salaried Officer or Individual Licence Holder of the Board may terminate its, or his membership of the Board upon giving three months previous notice in writing to the Secretary of the Board. Upon expiration of the period of such notice, the membership of the Board of such party shall cease without prejudice to any outstanding claims at the said date by the Board against such party, or by such party against the Board. The Committee may by a resolution passed by two-thirds majority present and voting at a General Committee Meeting convened as hereinafter provided, terminate the membership to the Board of any Full, Associate, Provisional, Honorary Member or Individual Licence Holder with effect from the date decided in such resolution. Upon such date the membership to the Board of such party will cease without prejudice to any claims at the said date to termination by the board against such party, or by such party against the Board.
- b) Any Full, Associate or Provisional Member whose annual fees have not been paid before the annual general meeting or within two calendar months will be deemed to have resigned. Applications to rejoin by such Associations shall not be accepted until membership fees for the incoming year and all their outstanding debts to the Board are cleared.

**4.00 ORGANISATION**

The Board shall consist of two bodies, the General Committee and the Management Committee.

4.01 The Board shall appoint a President.

The President shall serve for a period of seven years. No person shall be permitted to serve more than two terms in office.

- 1) Powers and duties of the President
- a) The President shall combine the duties of Chairman.
  - b) The duties of the President will be strategic including the formulation of Board Policy for approval and in particular the furtherance and development of the Board's activities within the European and International theatres.
  - c) The President will prepare an annual Development Plan having the following objective.
- 2) The development of Karate within and without Northern Ireland.
- a) The plan will reflect the requirements of International Judging, Coaching, Refereeing and Instructional development together with the action incumbent upon to give effect to such development.
  - b) Promotion of the Board in EKF.
  - c) The Plan will contain a retrospective analysis of the Board's contribution to EKF Karate, and a summary of proposals for the incoming year.
  - d) The Development Plan will be presented by the President at the Annual General Meeting.

#### 4.02 The General Committee

The General Committee shall be the ultimate authority of the Board.

##### 1) Constituents

The General Committee shall consist of:

##### a) The Officers, these being defined as:

- The President Chairman
- The Deputy Chairman
- The Secretary
- The Treasurer
- The Registrar

b) The trustees, there being not less than two, nor more than four. These shall hold and be vested with the funds and properties of the Board for and on behalf of the Board.

c) The Members, these being defined as Full, Associate, Provisional and Honorary Members of the Board but excluding Individual Licence Holders.

##### 2) Quorum

A meeting of the General Committee shall be one half of the Full Members and not less than two (2) of the thereafter if those present in the aggregate total less than such quorum, the Chairman shall continue or adjourn the meeting as he considers fit, in his absolute discretion. Where an officer also represents a Full Member then he shall be counted once in each capacity of the purpose of this rule.

##### 3) Voting Majority

Motions and resolutions of the General Committee and the election/appointment of Officers, Committee Members, Trustees and Salaried Officers of the Board shall require a vote and shall be passed by a simple majority of the General Committee present and entitled to vote except as otherwise provided for in the Constitution.

##### 4) Entitlement to Vote

Only Full Members will be entitled to vote at meetings of the General Committee, Salaried Officers shall have no vote at meeting of the General Committee and neither shall they propose or second motions thereon.

##### 5) Allocation of Votes

a) Each Full Member present with membership of seventy five (75) but less than two hundred and fifty (250) licence holders shall have one (1) vote.

b) Each Full member present with membership of two hundred and fifty (250) or over but less than five hundred (500) licence holders shall have two (2) votes.

c) Each Full Member present with membership of five hundred (500) of licence holders or over shall have three (3) votes.

d) Votes will be allocated to each member Association based on the number of NIKB licences held as determined by the Northern Ireland Karate Board's return for the previous month.

##### 6) Representation

a) Full Members may appoint two (2) representatives to sit on the General Committee of the Board, one (1) of whom will be entitled to vote on behalf of the Full Member. Full Member shall provide such credentials to their representatives as the General Committee considers necessary.

- b) Provisional and associate Members may each appoint a representative to sit on the General Committee of the Board. The representative shall not be entitled to vote. Provisional and Associate Members shall prove such credentials to their representatives as the General Committee considers necessary.
  - c) Honorary Members may sit on the general Committee and the Management Committee of the Board but shall not be entitled to vote, propose or second motions on wither body.
  - d) Individual Licence Holders shall make their views known in advance of the General Committee Meetings to the Full, Associate or Provisional Members who represent them. They may be admitted to the General Committee at the sole discretion of the General Committee. When permitted to be present at a meeting of the General Committee, Individual Licence Holders shall not in that capacity, be entitled to vote, propose or second motions, nor shall they be entitled to be heard on any issue without leave of the General Committee.
- 7) Election and Tenure of Trustees  
The Trustees shall be elected by the General Committee at an Annual General Meeting and shall hold office until they resign and/or are replaced by duly elected nominees at a General Meetings.
- 8) Election and Tenure of Officers  
The Chairman, Deputy Chairman, Treasure and Registrar shall be elected and shall hold office in the same manner as the Trustees. If the Secretary is salaried then the General Committee will determine the period of his employment.  
Honorary Officer vacancies arising from time to time may be filled by the Management Committee or the General committee. Such appointees shall hold office until the following Annual General Meeting.
- 9) Powers and Duties of the General Committee  
The General Committee shall be responsible for:
- a) Electing and dismissing Officer, trustees and the Management Committee as herein provided.
  - b) Appointing, determining the terms of employment and dismissing such salaried Officers as the Board may require from time to time.
  - c) Deciding the Board's General Policies.
  - d) Interpreting the Board's Constitution and objects in its discretion subject to Northern Ireland Law.
  - e) Amending the Board's Constitution and Rules and dissolving the Board.
  - f) Imposing disciplinary measures and sanctions against parties in accordance with the Regular Procedures.
- 4.03 The Management Committee
- 1) Constituents  
The Management Committee of the Board shall consist of the Officers who are defined in Article 4.01 (a) of this Constitution.
  - 2) Quorum  
A quorum for the Management Committee shall be not less than three (3) Officers.
  - 3) Voting  
Voting on the Management Committee shall be by the simple majority of the Officers present and voting. The Chairman shall have a second or casting vote to be used in the

event of a tie. Salaried Officers may not vote, propose or second motions at meetings of the Management Committee.

4) Powers and Duties of the Management Committee

The Management Committee shall have the power:

- a) To act in the name of the Board.
- b) To implement the policy of the General Committee and the objects of the Board.
- c) To form the policy of the Board between General Committee Meetings.
- d) To arrange for the Management and Administration of the Board and its property, including real property (both freehold and leasehold), purchase of materials and services, the taking of lease(s), for providing security for land and generally using and investing the assets and funds of the Board.
- e) To indemnify all or any of its Officers or Agents, for the cost of expenses of any actions taken in the name of the Board.
- f) To make sure levies upon Members for financial contribution, to obtain funds and to make such charges as the Management Committee may determine.
- g) To arrange for the registration of such members, persons, classes or persons and organisation as Management Committee may deem it desirable to register.
- h) To charge persons for the sale, hire provision, supply or disposal of equipment, clothing, furniture, premises, fixtures and fittings of whatsoever nature. In addition, the Management Committee shall be responsible for acquiring such items by such means as it may determine.
- i) To make disbursement of funds, assets and equipment as may be decided by the Management Committee in its discretion.
- j) To receive, co-ordinate and administer grant application on behalf of the board and its Members.
- k) To arbitrate, mediate and conciliate in such matters as are requested by the Board's Members. The terms of reference, powers and sanctions of the Management Committee shall be determined by agreement between the Management Committee.
- l) To make, amend and rescind such regulations and revoke such Sub-Committees as are required and to delegate to those Sub-Committees such matters as the Management Committee may decide.
- m) To appoint, determine the terms of reference and revoke such Sub-Committees as are required and to delegate to those Sub-Committees such matters as the Management Committee may decide.
- n) To delegate such authority as the Management Committee may consider appropriate to the Sub-Committee to act on the Management Committee's behalf.
- o) To co-opt and dismiss such persons as may be required by the Management Committee.

- 5.01 The General Committee and the Management Committee shall meet for the dispatch of business, adjourn and otherwise regulate their meetings in accordance with the Standing rules for Debate.
- 5.02 Meetings of the General Committee and the management Committee shall be minuted and the minutes kept and properly preserved by the Secretary or such other person(s) as may be nominated by the General Committee or the Management Committee. The minutes shall be circulated and available at all reasonable times for inspection by Members and Officers.
- 5.03 The General Committee shall meet on notice from the Secretary as hereinafter provided if a request for such a meeting is made to the Secretary by the Chairman, or at least three (3) officers, or at least

five (5) Full Members. Any such request to the Secretary shall be in writing, shall be dated and shall be signed by all those making the request. Within seven (7) days of receipt of such request the Secretary shall nominate the date and venue for the General Committee Meeting which date shall be not less than twenty-one (21) days and not more than forty-two (42) days from the date of the Secretary's receipt of the request.

- 5.04 The Management Committee shall convene as necessary on notice from the Secretary as hereinafter provided and at the request of the Chairman or collectively any four (4) or more Officers and Members of the Management Committee.
- 5.05 The Secretary or a person nominated by him, or the Management Committee, shall send by prepaid letter post a written Notice and Agenda of and for every meeting of the General Committee and the Management Committee to the last address nominated to the Secretary by each of the Officers, Members, Trustees and Committee Members (but excluding Individual Licence Holders), for the sending of such notices. Such Notices and Agendas shall state the general particulars of the business to be transacted at that meeting and shall be sent at least fourteen (14) days beforehand, unless otherwise stated in this Constitution. Non-receipt of any such notice by a scheduled recipient shall not invalidate a meeting.
- 5.06 The Chairman of a Board's meeting may, subject to the approval of a majority of those present and voting, invite any person to address that meeting.
- 5.07 The Chairman for any meeting of the Board shall be the Chairman of the Board. In his absence, the Deputy Chairman shall assume the Chair. In his absence the meeting shall elect a Chairman from those present.

## 6.00

- 6.01 An Annual General Meeting shall be held not less than ten (10), nor more than fourteen (14) months from the date of the previous Annual General Meeting.
- 6.02 The precise date and venue of the Annual General Meeting shall be at the discretion of the Management Committee. In their default the Chairman shall set the date.
- 6.03 At least thirty (30) days clear notice of the date of the Annual General Meeting shall be given.
- 6.04 The business of the Annual General Meeting shall include:
- a) The submission of audited accounts for the last financial year.
  - b) The submission of an annual report.
  - c) The election of those Officers whose term concludes at the Annual General Meeting.
  - d) Election of Trustees.
  - e) Appointment of Auditor.
- 6.05 Nominations for election of Officers and Trustees must be made in writing to the Secretary or to a person nominated by him or the Management Committee, and must be received at least eighteen (18) clear days before the Annual General Meeting.
- 7.01 A representative of a Full Member may veto discussion on a topic relating to the Full Member whom he represents if, having due regard to the period of time that has elapsed before the meeting, the representative can satisfy the meeting that he has good reason for being inadequately briefed. The vetoed topic shall be reinstated at a meeting following the meeting at which the topic was vetoed. In this subsequent meeting no further veto on the previously vetoed discussion may be exercised.
- 8.01 Auditors appointed by the Board shall be Certified or Chartered Accountants.
- 8.02 The financial year of the Board shall run from 1<sup>st</sup> January to 31<sup>st</sup> December inclusive.
- 8.03 Any alterations or amendments to this Constitution and Rules or a resolution for the dissolution of the Board shall require a two-thirds majority of the Full Members present and



voting at the Annual General Meeting or at a General Committee Meeting specifically convened for that purpose.

- 8.04 If upon dissolution of the Board there remain, after satisfaction of all its debts and liabilities, any funds or other assets they shall be applied as far as is possible to the furtherance of such objects similar to those of the Board as may be determined by the General Committee. Insofar as the said remaining assets cannot be so applied then they shall be applied for any purpose that the General Committee may decide. In the Board's default the retiring Management Committee shall so apply the funds or other assets.
- 8.05 Every electee or appointee charged with the administration of the Board's revenues shall be required to provide security to the Trustees by way of a Guarantee Society of a Fidelity Bond as approved by the Trustees.