

KARATE WALES

GENERAL RULES AND REGULATIONS

This document for the purposes of law inherits all meanings and sections from “Karate Wales Articles of Incorporation” unless otherwise specified.

Table of Contents

THE DIRECTORS	2
1. The Board of Directors	2
2. Executive Roles	2
3. Appointment to an Executive Role	2
4. Terms on Directors and Executive Roles	3
THE MEMBERS	3
5. Reporting of all General Meetings	3
6. Requirement for an Annual General Meeting	3
7. Purpose of the Annual General Meeting	3
8. Organisation of the Annual General Meeting	4
9. Attendance of the Annual General Meeting	4
ADMINISTRATIVE ARRANGEMENTS	4
10. The Requirement to keep financial accounts	4
OTHER ARRANGEMENTS	5
11. Karate Wales Competitions	5
12. Karate Association Competitions	5
13. Karate Wales Squad	5
Version Control	5

THE DIRECTORS

1. The Board of Directors

The board of Karate Wales shall:

1. be initially be limited to a maximum size of six directors.

2. Executive Roles

The “directors” shall create the following executive roles with the prescribed delegated responsibilities within Karate Wales:

A. President

- a. to act as spokesperson for Karate Wales
- b. to discharge Karate Wales business on a day-to-day basis in accordance with the established priorities of both the directors and the members
- c. to chair all board meetings and general meetings

B. Vice President

- a. to be the principal assistant to the President
- b. to in event of death or incapacitation of the President to call a general meeting to elect a new President and until such time that a new President is elected assume the powers of that role.

C. Treasurer

- a. to maintain the company financial accounts including but not limited to the statutory requirements.
- b. to provide regular financial updates on expenditure, projected income and liabilities at all board and general meetings.
- c. to oversee the preparation and filing of all legally required accounts with but not limited to Companies House and Her/His Majesties Revenue and Customs

D. Secretary

- a. to maintain the company statutory books related to the lists of directors and members
- b. to oversee the preparation and filing of all legally required registers with but not limited to Companies House

3. Appointment to an Executive Role

The following conditions apply for appointment to the roles prescribed in Section 2, The person :

1. must be a director of the company or be willing to be appointed one
2. meets or continues to meet the requirements of being a director of the company as prescribed in Section 17 of the Articles of Association.
3. be appointed by a resolution of the members
4. shall apply in writing to the secretary of Karate Wales no less than 14 days prior to the

relevant general meeting

5. The above conditions also apply for the executive role of Company Secretary with the exception of article 1, in which the person does not need to be a director of the company.

4. Terms on Directors and Executive Roles

1. All “directors” shall be limited to a maximum term of two years at which time they may be re-elected. A director’s two-year term begins at 12pm (noon) on the first business day following their election.
2. This condition also applies for the executive roles of the President, the Vice President, the Treasurer, and the Company Secretary.

THE MEMBERS

5. Reporting of all General Meetings

A minute of each general meeting shall be taken. Such minutes shall be distributed within 14 days of the meeting to all attending members for their consideration. If no corrections are raised within 14 days thereof, the minutes shall be presumed to be accurate. The completed minutes shall be held by the secretary of Karate Wales and available to each member karate association upon request.

6. Requirement for an Annual General Meeting

The “directors” shall call a general meeting annually (hereinafter the “AGM”). The AGM shall take place at a specified location in Wales and on a date agreed between the member karate associations. The date and location shall be confirmed in writing, signed by the secretary of Karate Wales, no later than 35 days prior to the AGM.

7. Purpose of the Annual General Meeting

At the AGM, the members shall only consider those matters and vote on the resolutions detailed on the agenda. No later than 28 days prior to the AGM, members shall inform the secretary of Karate Wales of any issues and / or resolutions they wish to raise at the AGM. No

later than 14 days prior to the AGM, the secretary of Karate Wales shall distribute to all member karate associations the annual report of the treasurer of Karate Wales and cause to be made and distributed to every member karate association an agenda for the AGM, incorporating all issues and / or resolutions raised.

The agenda shall in addition always include the following matters which may require a vote.

1. Election of Executive Roles.
2. Appointment of persons to vacant positions within Karate Wales.
3. Amendments to or addition of any of the rules governing Karate Wales.
4. An annual performance report from the President.
5. An updated and amended medium term strategic plan for Karate Wales.

8. Organisation of the Annual General Meeting

The Annual General Meeting shall follow the rules for general meetings as prescribed in the Articles of Association.

9. Attendance of the Annual General Meeting

The directors may allow any of the following persons, if not already in attendance, to attend and participate in the AGM (for the avoidance of doubt, participation does not include extra voting rights):

1. The President
2. The Vice President
3. Secretary;
4. Treasurer;
5. Child protection officer;
6. Coaching officer;
7. National Coach;
8. Licensing officer;
9. Grants officer.
10. Chief referee;
11. Disciplinary officer;
12. Media officer;
13. Risk assessment advisor;
14. Tournament officer;
15. Drug liaison officer;
16. other officer posts created at the discretion of the directors; and
17. all members as recorded in the list of members; and
18. any other person(s) invited to attend in order to provide advice and / or guidance on any issue(s) to be considered at the relevant general meeting.
19. British Representative.

ADMINISTRATIVE ARRANGEMENTS

10. Requirement to keep financial accounts

Karate Wales shall keep financial accounts. Such accounts shall be:

1. be prepared to the standards defined by law and relevant to the current legal structure
2. completed and audited annually to follow the regular financial year commencing after the first full twelve months of operation;
3. be included within the treasurer's annual report;
4. held by the secretary for Karate Wales;

5. necessary to ensure transparency of the dealings of Karate Wales.

OTHER ARRANGEMENTS

11. Karate Wales Competitions

1. Karate Wales may organise and run competitions as it from time to time decides necessary.
2. All competitions run and organised by Karate Wales shall:
 1. follow the rules as approved by the Board of directors.

12. Karate Association Competitions

Member karate associations may organise and run their own competitions as they see fit but only in accordance with section 11 above.

13. Karate Wales Squad

1. Karate Wales shall have a squad of competitors in both kumite and kata.
2. The selection of members of the Karate Wales squad shall be made by the Karate Wales National Coach and the Squad manager. To be eligible for the Karate Wales squad karateka must be an individual karate practitioner licensed by Karate Wales.

Version Control

Change	Date	Made by
Re typeset	12 October 2021	GEK
Terms of appointment for the executive roles clarified so they last for 2 years, following the AGM Sept 2021.	12 October 2021	GEK
Removal of the requirement for the Company Secretary to hold a Director Role following the AGM Sept 2021	12 October 2021	GEK