

# **Federation of English Karate Organisations International**

## **Constitution, Rules and Bye-Laws**

**Printed April 2000 – Revised November 2015**

## 1. TITLE

The title of the organisation shall be the Federation of English Karate Organisations International herein after referred to as "the Federation"

## 2. OBJECTS

The objects of the Federation shall be to:

- a. Promote the sport and practice of karate.
- b. Organise, regulate and control the sport and practice of karate.
- c. Affiliate to, assist, co-operate with and support national and international organisations having objects approved by the Federation.
- d. Act as an advisory body on all matters appertaining to the sport and practice of karate, through liaison with statutory and voluntary bodies, news media and other relevant parties.
- e. Provide members with such services and support as may be available through their membership.
- f. Do all such other things as are incidental or conducive to the furtherance of the objects of the Federation.
- g. Organise, regulate, administer and control the Federation of English Karate Organisations and the Federation of Martial Arts.

## 3 MEMBERSHIP

A: Classes of Membership

Membership to the Federation shall be in one of the five categories defined as follows:

- a. **Full Members** shall be any body that has been elected to Full Membership of the Federation by a majority of two thirds of the Committee present and voting at a meeting convened as hereinafter provided. A Full Member need not previously have been a Provisional Member.
- b. **Provisional Members** shall be bodies, which the committee, in its discretion, elects by a two-thirds majority of its complement present and voting at a Committee Meeting convened as hereinafter provided, as Provisional Members.
- c. The Committee 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 Member and may, by the aforesaid majority, remove or alter the said restrictions or conditions.
- d. **Honorary Members** shall be persons that the Committee elects by a two-thirds majority of its complement present and voting at a Committee Meeting convened as hereinafter provided, as Honorary Members.
- e. **Affiliate Members** shall be bodies that the Committee elects by a two-thirds majority of its complement present and voting at a Committee Meeting convened as hereinafter provided, as Affiliate Members.
- f. **Individual Registration** holders shall be persons in current membership of a Full, Provisional or Associate Member and holding a current registration issued by the Federation.

The Founder Members of the Federation are: - those present at the inaugural meeting that are Full Members of the Federation of English Karate Organisations who have voting rights under the Constitution.

Full Members: - Full Members of the Federation of English Karate Organisations at 7<sup>th</sup> May 2000

Provisional Members: - Provisional Members of the Federation of English Karate Organisations at 7th May 2000.

Honorary Members: - None at 7<sup>th</sup> May 2000.

Affiliated Members: - The Federation of English Karate Organisations. The Federation of Martial Arts.

Individual Registration holders: - Individual Registration holders in current membership of a Full, Provisional or Associate Member and holding a current registration issued by the Federation of English Karate Organisations International.

## **B. Representation of Membership.**

- a. **Full Members** may appoint two mandated representatives to sit on the Council of the Federation, one of whom shall be entitled to speak and vote on behalf of that Full Member.
- b. **Provisional and Affiliate Members** may appoint two accredited representatives to sit on the Council of the Federation. These shall not be entitled to vote.
- c. **Honorary Members** may sit on the Council and Committee of the Federation but may not propose, second motions, or vote thereon.
- d. **Individual Registration** holders may attend no meetings of the Federation unless invited by the Chair. Once admitted, they may not speak unless directed to by the Chair. They may not vote, propose, or second motions.

## **C. Resignation and Termination of Membership.**

- a. Any member of the Federation may terminate its membership to the Federation upon giving three months previous notice in writing to the Secretary of the Federation. On expiration of such notice, the membership to the Federation of such member shall cease without prejudice to any outstanding claims at the said date by the Federation against such member, or by such member against the Federation.
- b. The Federation may by a resolution passed by a two thirds majority of Full Members present and voting at a Council meeting convened as hereinafter provided, terminate the membership to the Federation of any class of member with effect from the date decided in such resolution. Upon that date, the membership to the Federation of such member shall cease without prejudice to any claims at the said date by the Federation against such member, or by such member against the Federation.
- c. The Federation may, by a resolution passed by a two-thirds majority of the Management Committee members present, at a meeting convened as hereinafter provided, give notice of the proposed termination of membership to the Federation of any class of member with effect from the date decided in such a resolution, if that member has not paid the Annual fee, or made monthly returns for three consecutive months. A nil return is acceptable. The Secretary will write to the last known address of the member, giving notice of the proposed termination of membership, if all fees and or registrations are not forthcoming before the date set for the termination of membership.

## **4. ORGANISATION**

The Federation shall consist of two bodies, the Council and the Management Committee.

### **A. The Council**

#### **1. Constituents, Voting and Quorum.**

The Council of the Federation will consist of: -

**(i) The Management Committee (Executive):-**

- The Chair > Executive Officers
- The Vice-Chair >
- The Secretary/Affiliations Officer >
- The Treasurer >
- The Chief Referee > Executive Members
- The National Coach >

- a. Executive Officers/Members shall be elected by the Council at the Annual General Meeting. They shall serve from the time of their election until the following Annual General Meeting. No Officer /Member may be related to or belong to the same Member Group as another Officer.
- b. Officer/Member vacancies arising from time to time may be filled by the Council or the Management Committee. The appointee shall hold office until the following Annual General Meeting except where the Committee exerts its power under section B2.q.

**(ii) The Members.**

- a. A quorum for a meeting of the council shall be fifty percent of the Full Members and fifty percent of the Officers of the Management Committee.
- b. Voting on the Council will be by simple majority of members present and entitled to vote unless the contrary is expressed in this Constitution. The Management Committee Officers/Members shall have no vote upon the Council unless they are representing a Full Member.
- c. The council and Management Committee shall also be the Council and Management committee of the Federation of English Karate Organisations and the Federation of Martial Arts.

**2. Powers and Duties.**

- a. Electing and dismissing Members and Officers of the Management Committee.
- b. Deciding the Federations general policies to be followed between Annual General Meetings and debating on other issues of concern to the membership.
- c. Interpreting and amending the Federations Constitution and objects in its discretion.
- d. Terminating membership to the Federation of any class of member, or Registration holder.
- e. Dissolving the Federation.
- f. Ratifying the actions and recommendations of the Management Committee.

**B. The Management Committee (Executive) hereinafter referred to as "The Committee."**

**I. Constituents, Voting and Quorum.**

- a. The Committee of the Federation will consist of:-

- The Chair Executive Officers
- The Vice-Chair
- The Secretary/Affiliations Officer
- The Treasurer
- The National Coach Executive Members
- The Chief Referee

Co-opted members.

A quorum for the Committee shall be 50% of the Executive Officers/Members.

- a. The Committee may co-opt and relieve members in its discretion. Co-opted members are not allowed to vote.
- b. Voting on the Committee shall be by simple majority.
- c. The Chair shall have a second, or casting vote to be used in the event of a tie.

## **2. Powers and Duties.**

The Committee shall have the power:

- a. To act in the name of the Federation.
- b. To carry out the objects of the Federation.
- c. To form the policy of the Federation between Council meetings.
- d. To arrange for the management and administration of the Federation, including real property (both freehold and leasehold), purchase of materials and services, the taking of lease(s), for providing security for loans and generally using and investing the assets and funds of the Federation.
- 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 Federation.
- f. To make such levies upon members for financial contribution, to obtain funds and to make such charges as the Committee may determine.
- g. To arrange the affiliation and registration of such persons, classes of persons and organisations as the Committee may deem it desirable to affiliate or register.
- h. To charge persons for the sale, hire, provisions, supply or disposal of equipment, clothing, furniture, premises, fixtures and fittings of whatsoever nature. In addition, the Committee shall be responsible for acquiring such items by such means as it may determine.
- i. To make disbursements of funds, assets and equipment as may be decided by the Committee.
- j. To receive, co-ordinate and administer grant applications on behalf of the Federation and its members.
- k. To arbitrate mediate and conciliate in such matters as are requested by the membership.
- l. To impose disciplinary measures and sanctions against members and individual Registration holders in accordance with Regular Procedures.
- m. To make, amend and rescind such regulations and byelaws as the Federation may require.
- n. 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 Committee may decide.
- o. To delegate to the sub-committee such authority as the Committee may consider appropriate to act on the Committee's behalf.
- p. To make recommendations to the Council on all matters concerning the Federation.

- q. To co-opt and dismiss such persons as may be required by the Committee.

## **5. ADMINISTRATION**

- a. The Council and the Committee will meet for the dispatch of business, adjourn and otherwise regulate their meetings in accordance with the standing Rules for Debate.
- b. Meetings of the Council and the Committee will be minuted and these minutes kept and properly preserved by Secretary or a nominated person. The said minutes will be circulated and available at all reason times for inspection by members, representatives and officers.
- c. The Council shall meet on notice from the Secretary as hereinafter provided, at the request of the Chair, or three Officers, or any five or more Full Members of the Council.
- d. The Committee shall convene on notice from the Secretary as hereinafter provided and at the request of the Chair, or collectively, any four or more Officers/Members of the Committee.
- e. The Secretary, or a nominated person, shall send by prepaid letter post, a written notice and agenda of and for every meeting of the Council and Committee, to the last address nominated to the Secretary for the sending of such notices by the Officers and Members. Such notice and an agenda shall state the general particulars of the business to be transacted at the meeting and shall be sent at least twenty-one clear days beforehand. Non-receipt of any such notice by a member or its representative's shall not invalidate a meeting.
- f. The chair of a meeting may, subject to the approval of that meeting, invite any persons, whether or not they are representatives of members or Officers, to be present at the meeting, or to address a meeting of the Federation.
- g. The Chair for any meeting of the Council or Committee shall be the Chair of the Federation. In his absence, the Vice-Chair shall chair the meeting. In his absence, the meeting shall elect a Chair from those present.
- h. The Secretary and Treasurer of the Federation Council may be honorary or salaried. Salaried Officers shall exercise no vote at meetings of the Federation.

## **6. ANNUAL GENERAL MEETING**

- a. An Annual General Meeting shall normally be held not less than ten, nor more than fourteen months from the date of the previous Annual General Meeting.
- b. The precise date and venue of the Annual General Meeting shall be at the discretion of the Committee.
- c. At least thirty days clear notice of the date of the Annual General Meeting shall be given to all Officers and Members at their nominated registered postal or email addresses by the Secretary or a nominated person, as previously provided.
- d. The business of the Annual General Meeting shall include:-
  - i. The submission of audited accounts for the last financial year.
  - ii. The submission of an Annual Report.
  - iii. Election of Officers.
  - iv. Appointment of Auditor.

- e. Nominations for election must be made in writing, to the Secretary, or a nominated person, so as to be included in the agenda for the Annual General Meeting.

## **7. VETO**

- a. A representative of a Full Member may veto discussions on a topic considered at a Council Meeting, if he feels inadequately briefed to decide upon the topic. 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.
- b. A veto may not be used on a motion, the terms of which have been properly notified in the agenda for that meeting.

## **8. GENERAL**

- a. Auditors used by the Federation shall be Incorporated or Chartered Accountants.
- b. The Financial Year of the Federation shall run from the 1st January to 31st December inclusive.
- c. Any alterations or amendments to this Constitution and Rules, or a resolution for the dissolution of the Federation must be notified in writing to all members at least thirty clear days before the scheduled date of the meeting at which such will be tabled. Such alterations or amendments to the Constitution and Rules, or resolution for the dissolution of the Federation shall require a two-thirds majority of the Full Members present and voting at the Annual General Meeting or a Council Meeting convened for that purpose.
- d. If upon the dissolution of the Federation 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 Federation as may be determined by the Council. Insofar as the remaining assets cannot be so applied, then they shall be applied for any purpose that the Council may decide.
- e. The masculine shall include the feminine in this constitution.
- f. The Interpretation Act of 1889 shall apply to this Constitution and Rules.

## **REGULAR PROCEDURES**

These standing orders and procedures should at all times be considered in conjunction with appropriate sections of the Federation Constitution and Rules. No ruling or interpretation may be made from these Standing Orders or Procedures, which would in anyway be contrary to the Federation of English Karate Organisation Constitution and Rules or the principles contained therein.

### **STANDING ORDERS FOR MEETINGS**

- a. If the Chair is not present after the time appointed for the commencement of the meeting, the Chair shall be taken by the Vice-Chair, or in his absence, by a person elected by those voting at the meeting.
- b. The Chair of the meeting shall conduct the meeting in accordance with these Standing orders and Rules of Debate and subject thereto his ruling on any matter of procedure shall be final.
- c. One authenticated written proxy may be held by any Full Member or Officer.
- d. The chair of the Meeting shall ensure that all who vote are entitled to do so, General officers shall exercise no vote at meetings.
- e. Except as otherwise may be provided for in the Rules, in the case of an election or motion put, the candidate, or candidates, or motion, receiving the greater number of votes cast, shall be declared elected, or adopted. An abstention shall not count as a vote cast.
- f. It shall be the duty of members to ensure that their views are represented.
- g. These standing orders or any of them may be suspended in whole or in part for the whole or any Part of the meeting by a resolution carried by two thirds of the voting complement present at a meeting of the Federation.



## **RULES OF DEBATE**

- a. Any person entitled to be present and wishing to speak shall address the Chair of the meeting hereinafter referred to as "Chair." If more than one person wishes to speak, the Chair shall decide the order of speakers.
- b. Any motion, unless the terms are set out in the Agenda circulated prior to the meeting shall, if required, be put in writing before the vote is taken.
- c. A motion shall not be debated until it has been seconded.
- d. Any amendment proposed to a motion must be relevant and not be a direct negative. It shall not be debated until seconded.
- e. When an amendment has been moved and seconded, no further amendment may be moved until it has been disposed of, but notice of intention to move a subsequent amendment may be given, without comment except the general nature of the amendment, during the course of the debate.
- f. The proposer of a motion, with the consent of a seconder, may signify that he is willing to accept an amendment.
- g. Any motion or amendment, having been proposed and seconded, may only be withdrawn by consent of the meeting.
- h. Any person entitled to be present at the meeting and entitled to vote, may, at the conclusion of the speech of another person move without comment:-
  - i. that the question be now put
  - ii. that the debate be now adjourned to the next meeting
  - iii. that the meeting proceed to the next business
  - iv. That a time limit be imposed on the debate of the question.
- i. If the motion is seconded, the Chair shall at once put it to the meeting. If a motion that the question be now put is carried, the proposer of a motion may nevertheless exercise his right of reply. If either of the other procedural motions in accordance with sub-paragraph (b) and (c) above is passed, the meeting shall immediately proceed to the next item of business.
- j. If a motion under paragraph (h) or (i) is lost, it is within the Chair's discretion whether or not will accept a further motion under any of the three paragraphs during the course of the same debate. Subject to paragraph (i) and this paragraph, the Chair shall decide when the vote is to be taken.
- k. Any person entitled to be present at the meeting and entitled to vote may seek the Chair's ruling on a point of order at any time during the meeting and this shall be disposed of before debate is resumed or further business introduced.
- l. The report of any Committee or Sub-Committee may be discussed informally but the Chair may at his discretion ask for a motion that it be "received", "approved", "rejected", or referred back." The Rules of Debate shall be applied to any such resolution.
- m. These Rules of Debate or any of them may be suspended in whole or in part for the whole or any part of a meeting on a resolution agreed by a majority of those voting at a meeting of the Federation.

## **Bye-Laws MEMBERSHIP**

**Full Members** of the Federation shall be the Founder Members and other associations of clubs, or federations of associations of clubs practicing karate, which have:-

- i. Been elected to Full Membership by the Committee.
- ii. Paid all fees due.
- iii. Maintained an annual registered current membership of not less than 100 practicing karate-ka.
- iv. Agreed to comply with such terms and conditions of membership, as the Federation may impose upon Full Members generally or specifically.

**Provisional Members** of the Federation Council shall be associations of clubs, or federations of associations of clubs, practicing Karate and seeking eventual Full Membership which have:-

- i. Been elected to Provisional Membership by the Committee.
- ii. Agreed to comply with such terms and conditions of membership as the Federation may impose upon Provisional Members generally or specifically.
  - a. Provisional Membership is seen as a means of confirming the membership and suitability of an applicant group for eventual consideration as a Full Member to the Federation. The Period of Provisional Membership will be fixed by the Committee and the Provisional Member may apply for a further period of Provisional Membership once the fixed period expires.
  - b. During its period of Provisional Membership the member will register all its individuals and at the expiry of the fixed period given in "C' above, or at the expiry of a further period granted by the Committee, the number of registered members will be reviewed by the Committee as part of its consideration of the Provisional Member's candidature for Full Membership to the Federation.

The Committee will reserve the right to deal with the Provisional Member's application in its absolute discretion.

**Affiliate Members** of the Federation shall be associations of clubs, or federations of associations of clubs which have:-

- i. Been elected to Affiliate Membership by the Committee.
- ii. Agreed to comply with such terms and conditions of membership as the Federation may impose upon Affiliate Members either generally, or specifically.
  - a. Affiliate Membership is seen as a means of providing Associations or Federations of Associations of clubs practicing a compatible art with access to recognition by the Federation.
  - b. Groups outside the borders of the United Kingdom and Northern Ireland can only be accepted into Affiliate Membership.
  - c. The guidelines applying to the Committee's consideration in respect of applicants for Affiliate Membership of the Federation are given as technically autonomous associations of clubs or federations of associations not previously in direct membership of the Federation unless otherwise stated in this Constitution.
  - d. The Committee shall decide the interpretation of the terms "compatible" and "autonomous" in its absolute discretion.

1. Groups or clubs breaking away from a Full, Provisional or Affiliate Member may be considered for membership of the Federation provided that they satisfy the provisions given above, relevant to the class of membership sought.
2. The application for membership of groups breaking away from a member of the Federation may be considered at the Committee Meeting at which the application is recorded as an agenda item.
3. The consent of the previous affiliate, which remains in current membership of the Federation, will be sought and such consent should not be unreasonably withheld.
4. In the event that such consent is not forthcoming, the Committee will be empowered to take a decision on the disputed application following an investigation of the facts.
5. If the Committee thereafter refuses the application, the group may not re-apply for membership for a minimum period of six months (the specified period) following the date at which membership was refused.
6. During the specified period, the Committee may seek to arbitrate, mediate and conciliate between the applicant and its previous parent organisation with a view to obtaining reconciliation. Failing this, the Committee will ascertain the relevant facts of the situation.

**Annual Fee/Insurance cover:-**

- a. An Annual fee of £100.00 is to be paid by all classes of group membership, excluding the Federation of English Karate Organisations and the Federation of Martial Arts.
- b. Fees received after 31st January are deemed late and subject to a £50.00 surcharge.
- c. None payment of fees: - Clause Cc Resignation & Termination of Membership applies.
- d. Cover under the Federations Insurance Scheme is only effective for fully paid up group members.
- e. All classes of cover are subject to the Chief Instructor having a current Federation Individual Registration.
- f. Public Liability cover for training premises is subject to "e" above and that the Instructor's Federation individual Registrations being current.
- a. Chief Instructors must have valid Instructors Indemnity Insurance cover.
- g. Instructors must have Instructors Indemnity Insurance cover if instructing for favour or reward.
- h. Member group's individual licence application forms should include a medical history section and criminal convictions for acts of violence question. The form should include the statement that participating in the martial arts can cause serious injury. A parent or guardian must sign for under 16 year olds or under 18 year olds if still in full time education.
- i. Individual Federation Registration fees: - £3.00 inclusive of insurance cover as laid out in the master policy.

**Dan Grade Certificates.**

- a. Federation Certificate, £10.00. Federation Technical Certificate, (for Chief Instructors) £25.00.

## **DISCIPLINARY PROCEDURES**

- a. For the purposes set out in Clause 3B(c) of the Constitution and Rules, the Committee shall establish a Disciplinary Sub-Committee of at least three persons, which shall be convened from time to time as and when required. The Disciplinary Sub-Committee shall comprise persons selected by the Committee in its absolute discretion, whether or not such persons are members of the Federation.
- b. Notice of the matter to be considered by the Disciplinary Sub-Committee shall be sent by the Secretary to the party against whom the complaint has been made. Such Notice shall state the facts upon which the matter is based and the place and date of the meeting of the Disciplinary Sub-Committee to hear the complaint. The party against whom the complaint has been made shall, within 10 days of receipt through the post of a request by an authorised member of the Disciplinary Sub-Committee, inform the Disciplinary Sub-Committee whether it, or he/she, wishes to be represented, or to appear personally at the hearing, or give a written explanation of the matter to be considered by the Disciplinary Sub-Committee.
- c. The Disciplinary Sub-Committee shall hear and determine the complaint referred to it. It shall produce a report and recommendations to the Committee. The said report shall be sent to the party against whom the complaint has been made and he/she or it shall have a right of appeal to the Committee in respect of the report or its recommendations. Any appeal shall be delivered in writing to the Secretary of the Federation within 28 days.
- d. The appeal shall be heard by the Committee (excluding those persons who constituted the Disciplinary Sub-Committee) by way of rehearing and the Appellant shall be entitled to the same Notice and rights at the Committee hearing which it or he/she is entitled at paragraph (b) of this procedure.
- e. The Disciplinary sub-committee may recommend the penalty to be imposed and the Committee may impose such penalty by way of fine, censure or suspension, as it deems appropriate. A penalty of expulsion may be provisionally imposed by the Committee but it must be ratified by the Council.

## **Bye-Law changes and additions from 7<sup>th</sup> May 2000**

Addition, Competitors selected for and have agreed to represent the Federation as a squad member, will be liable to pay for costs incurred by the Federation on their behalf, if they fail to attend the selected championship, unless a medical certificate is produced. Exec 12/11/00.

Addition, overseas groups may register as Affiliate Members for a fee of £100.00. Council 13/5/01.

Addition, CRB – The Federation will abide by the Policy Document on the secure storage, handling, use, retention and disposal of CRB disclosures. Exec. 1/9/02.

Addition, The Federation will abide by the Statement of Equality document. Exec. 1/9/02

Addition, Adoption of the FEKO/FEKO International approved Coaching Programme. Exec 1/9/02 A CRB enhanced disclosure must have been processed by the Federation for all Federation Coaching/Instructor qualifications plus registration to the Federations Child Protection Policy must be made.

Addition, Child Protection Policy – All member groups and affiliated groups are bound by the Child Protection Policy document. Exec. 1/9/02.

Change, Annual Fee and Insurance cover section i –delete - a parent or guardian must sign for an under 16 years old etc... to read a parent or guardian must sign for an under 18 year old. Exec 1/9/02.

Addition, The running of a club is set at a minimum grade of 1st Dan in karate or the equivalent in other martial arts and the minimum age limit of 18 years. Exec 1/9/02.

Addition, The issuing of Federation Dan grade certificates can only be for the period of time when the person was in membership of the Federation and not for a grade awarded before membership. Member groups must be in full membership of the Federation for a certificate to be issued. Exec. 9/11/03.

Addition, FMA application for approval of membership to be circulated to Executive Members only. Exec.16/10/04.

Addition, Renewal of Instructor registration under the Child Protection Policy is every 2 years. Exec. 16/10/04.  
Change – 3 years from 2013.

Addition, Renewal of Coach/Instructor qualifications is every 2 years. 16/10/04.

Addition, Federation Chief Instructor Technical Certificate - to be dated as being the date of acceptance by the Executive. Exec 16/10/04.

Addition, Child Protection Policy document – to be called Child & Vulnerable Adults Protection Policy. The additional material to be placed in the policy is on vulnerable adults, child restraint and Risk Assessment. Exec 5/3/05.

Addition, Instructors/helpers registration under the Child & Vulnerable Adult Protection Policy must be renewed every 2 years using a registration form to include a personal declaration and conformation to be signed by the Chief Instructor/Principal Coach or Committee Member of the group. Exec. 5/3/05.

Addition, All Instructors and registered helpers must have a CRB enhanced disclosure if dealing with children and or vulnerable adults. CRB renewal must be every 2 years. Exec. 5/3/05.

Addition, All Instructors that have not attended a Federation Coach/Instructors course must receive relevant training within their group on the Child and Vulnerable Adult Protection Policy. Exec 5/3/05.

Amendment, Annual fee /insurance cover part k. Registration to the EKGB will now cease. Registration to Karate England 2005 Ltd., will be taken by all English individual members through FEKO at an additional cost of £1.00 per year from 1/12/05 this is to be added to the Federation fee of £2.50. Members not residing in England will still pay £2.50 fee. Council 13/11/05.

Amendment, from July 2006 all fees to Karate England 2005 Ltd., will cease. Refunds will be given for fees collected after this date. Exec. 30/9/06.

Change, Dan grade certificates now £10.00. Chief Instructor certificates now £25.00. Council 13/5/07. (Changed 22/7/12).

Addition, The Federation does not accept membership of any Governing Body without fair representation with regards to the Federations membership numbers. Council 11/11/07.

Addition, The Federation does not accept membership to any Governing Body which requires an increase of individual membership fees which in the opinion of the Executive will place a burden on its membership. Council 11/11/07.

Addition, The Federation do not accept rulings from a Governing Body which imposes restrictions on its members from attending courses or training with or entering any competitions or restricting entry to any competition for non-members when the events are open. Council 11/11/07.

Addition, The Council of the Federation give the Executive the authority to negotiate on its behalf the entry to any Governing Body which it believes to be in the best interests of the Federation. Council 11/11/07.

Addition, Qualified Instructor/Assessor renewal fee £10.00. Exec. 11/11/07

Change, Annual Fee and Insurance cover, section i, Individual members registration fee to be raised by 50p per year from 01/07/08 taking it to £3.00. Council 11/5/08.

Change, Agreed that FMA Membership would be revised:

Membership could be at club/association level;

- Annual fee would be £50 with a minimum of 10 registrations to be purchased initially;
- Individual registration fees: £4 where club/association is in direct membership to FMA only;
- Individual registration fees £3 where association is in membership to FEKO. Exec 09/11/2008.

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squad had to travel greater than 50 miles to an approved event then they would receive a payment of £20. Addition, With regard to squad travelling, it was agreed that where selected members of the Exec 18/3/2009.

Change A revised Equity and Diversity Policy which included a complaints procedure was adopted. Exec 8/5/11

Conformation, People could only represent FEKO at competitions and events when approval had been given by FEKO Executive to act on behalf of the members. Exec 22/7/2009.

Change, the expenses claim policy (subsistence) that has been in place with some modifications since 1994 was confirmed without any increases with one exception that the maximum allowance for subsistence set in 1995 would rise from £10 to £12 Exec 22/7/2011

Addition, both the FEKO International and FEKO logos had been registered with the Intellectual Property Office. The FEKO logo could be used in conjunction with their own logos on their web sites, letter headings and advertising stationery whilst in membership. For any other use the Association must seek written permission from the FEKO Executive. 22/7/2011 FMA logo now registered info as above. 6/11/11.

Addition - FEKO will be founder members of the newly formed English Karate Council (EKC) but will maintain its operational independence. 13.01.12 Executive meeting.

Change - Chief Instructor Dan grade certificates raised to £50.00. Executive 22/7/12.

Addition - FEKO have signed up to the S&RA Code of Good Governance. Executive 4.11/12.

Addition – Squad selections and independent representation – the criteria for selection is that people can only be considered provided they have attended and participated in FEKO National Squad Training 3 times in the previous 12 months one of which must be the selection day for a particular event. Executive 4/11/12. (Subject to - conformation above Exec 22/7/2009).

### **Exec 5/7/13**

#### **IMPORTANT Changes to the DBS**

Changes in the Disclosure & Barring Service (ex CRB) now mean that copy certificates will no longer be issued. Therefore the FEKO International Chair can no longer check the ones issued via the FEKO International online service. This also means that the FEKO International Chair will not be able to inform your group if action needs to be taken.

The following procedure will now be adopted.

1. It will be the responsibility of member groups to ask to see the original certificate and make an informed decision on suitability.
2. It is also the responsibility of the member groups to ensure that all who should have a DBS enhanced disclosure have one and it is updated at regular intervals (maximum 3 years)
3. The member group will need to appoint a suitable person to take on this responsibility. All information contained in the certificate is strictly confidential and only those who need to know should have access to this information. There are strict penalties should this be abused.
4. The FEKO International Chair must be informed should any person be barred from a member group because they are found to be unsuitable.
5. The FEKO International Chair must be informed if you have any suspicions of abuse by a member and the action you have taken.

6. For our records you must send the FEKO International Chair, at regular intervals, the person's name, DBS number and date of issue of the disclosure.
7. Original disclosure certificates will need to be seen by the FEKO International Chair for FEKO International Instructor/Coach or Assessor qualifications.

An update service by the DBS is now available at extra cost per year.

Members or volunteer helpers will need an enhanced disclosure if they have regular contact with children at least once a week and are left at any time unsupervised with children.

Obtaining a disclosure can still be made through our special code number on line.

DAC 07/2013.

Change - Application for Chief Instructor certificates to be considered twice a year prior to the AGM and Council meetings (Executive 10 May 2015)

Change – Dan grade registration certificate cost to increase to £20 (Executive 15 September 2015)

Addition – application for new members to include two references or the names of two referees (Executive 15 September 2015)

Addition – application for new members to include occupation of Chief Instructor (Executive 8 November 2015)

Change – revised Code of Conducts for Officials and Squad January 2017

Addition – attendance allowance of £40 for Executive Officers for approved meetings (Executive 7 May 2017)

Addition - payment for FEKO Competition Organiser to increase to £300 (Executive 7 May 2017)

Change – FEKO Squad Training Selection events be confined to selections only without additional training (Executive 27 August 2017)

Addition – FEKO Squad Training Fees increased to £10 (Executive 12 November 2017)

Addition – conditions of membership to include at least attendance at one meeting per year (Executive 12 November 2017)

Change – Membership. From 2 August 2018 all new members entering as provisional members or later progressing to full membership will be required to attend at least the Annual General Meeting or the Council Meeting once every year. Failure to do so will result in the association's membership with FEKO being terminated forthwith. Details of this requirement will be included in all membership welcome correspondence and contained in any correspondence to the association's Chief Instructor or named contact, following the absence of a representative at either of the meetings. (Executive 2 August 2018)