

# SEI-BU-KAN KOKUSAI KYOKAI CONSTITUTION & RULES

Issued August 2004. Amended July 2005, December 2010, May 2019

## ARTICLES

### Article 1. AIM.

1.1 The aim of the Sei-Bu-Kan Kokusai Kyokai (the 'Association') is to encourage the physical, mental and personal development of students through excellence in traditional martial systems.

1.2 Sei-Bu-Kan Kokusai Kyokai recognises the rights of all members to enjoy an environment free from prejudice, bullying or verbal and physical abuse of any kind when they are engaged on Sei-Bu-Kan related activities. Such actions are recognised as being unacceptable and will be subject to disciplinary action by the Technical Committee.

### Article 2. AFFILIATIONS.

2.1 The Sei-Bu-Kan Kokusai Kyokai shall be a full member of the governing body.

2.2 The Sei-Bu-Kan Kokusai Kyokai shall join as full members, or affiliates, anybody that in the view of the technical committee helps achieve the aims of the Association as set out in Article 1.1.

### Article 3. MEMBERSHIPS.

3.1 There shall be four types of membership: individual, full, affiliate and international. All members of Sei-Bu-Kan Kokusai Kyokai whether full, affiliated, international or individual shall, to the best of their ability, strive to be a credit to the organisation and not to engage in, nor be part of, any action which may by its nature bring Sei-Bu-Kan Kokusai Kyokai into disrepute, and to follow the constitution and bye-laws.

#### 3.1.1 Individual membership.

Individuals will be members of Sei-Bu-Kan Kokusai Kyokai through the registration of their clubs and by completing the appropriate forms and paying the correct annual licence fee. Members may not participate in any Association activity unless their membership is current and in date.

#### 3.1.2 Full membership.

Full member clubs are required to practice Sei-Bu-Kan Karate as defined by the Sei-Bu-Kan Kokusai Kyokai technical committee.

#### 3.1.3 Affiliate membership.

Affiliated clubs are required to practice a valid martial system under the control of a responsible and qualified practitioner within the system. Affiliated clubs must have a formalised grading system. The technical committee will vote on membership acceptance after they are satisfied that the above criteria have been met.

#### 3.1.4 International membership.

International clubs are required to practice a valid martial system under the control of a responsible and qualified practitioner within the system and resident in the appropriate country. International clubs must have a formalised grading system. The technical committee will vote on membership acceptance after they are satisfied that the above criteria have been met.

3.2 All memberships shall pay an annual membership fee due on the 1st February each year. The fee to be determined by the technical committee and included in the bye-laws.

3.3 No memberships shall be a member of, or affiliated to any other organisation unless the written permission of the technical committee is granted.

#### 3.4 Resignation Procedure.

Those wishing to resign from the Sei-Bu-Kan Kokusai Kyokai must submit a letter of resignation to the Honorary Secretary. Individuals who resign automatically forfeit their rights and privileges as members. Resigned members must desist from using the Sei-Bu-Kan Kokusai Kyokai emblem or name in any way.

### **Article 4. MANAGEMENT STRUCTURE.**

#### 4.1 Executive Committee.

4.1.1 The executive committee shall consist of the following:

- The Chairman
- The President
- The Chief Instructor
- The Honorary Secretary
- The Administrator
- One representative from each member club.

4.1.2 The duties of the executive committee shall be to provide routine administration to Sei-Bu-Kan Kokusai Kyokai and to execute the policies of Sei-Bu-Kan Kokusai Kyokai as directed by the technical committee.

4.1.3 Executive committee quorum will be the Chief Instructor and at least 4 other committee members.

4.1.4 The executive committee will meet as often as is necessary to fulfil article.

#### 4.2 Technical Committee.

4.2.1 The technical committee shall consist of the following:

- The Chairman
- The Chief Instructor
- The Honorary Secretary

4.2.2 The duties of the technical committee shall be to oversee all technical matters and give direction to the executive committee.

4.2.3 The executive committee will meet as often as is necessary to fulfil article.

#### 4.3 Other Committees.

4.3.1 The executive committee shall convene and disband sub-committees as necessary and appropriate.

4.3.2 Each committee shall be under the control of a committee chairperson appointed by the executive committee.

### **Article 5. ASSOCIATION YEAR END**

5.1 The Sei-Bu-Kan Kokusai Kyokai financial year shall run from the 1st February to the 31st January.

5.2 The Association, through the office of the Administrator, must maintain proper accounts. These accounts must be presented to the Technical Committee by one month after year-end.

### **Article 6. BYE-LAWS**

The Executive Committee shall have the power to make, change or rescind bye-laws.

### **Article 7. APPOINTMENTS**

7.1 The Chief Instructor shall be Mr C MARSHALL. This appointment is for life or until the incumbent steps down. The incumbent will appoint the successor.

7.2 The President shall be Mr K KOBAYASHI. This appointment is for life or until the incumbent steps down. The executive committee will appoint the successor.

7.3 The Chairman shall be Mr T STREETS. This appointment is for life or until the incumbent steps down. The executive committee will appoint the successor.

7.4 The Safeguarding Officer shall be Ms K BEZZANT. This appointment is or until the incumbent steps down or is removed by the Chief Instructor. The executive committee will appoint the successor.

7.5 The Child Protection Officer shall be Mr A PURTILL. This appointment is until the incumbent steps down or is removed by the Chief Instructor. The executive committee will appoint the successor.

7.6 The Administrator shall be Mr P ATKIN. This appointment is or until the incumbent steps down or is removed by the Chief Instructor. The executive committee will appoint the successor.

7.6 The Chief Instructor shall appoint the Honorary Secretary from the body of members.

7.7 The Technical Committee shall appoint all other officers for a period to be determined by the technical committee.

#### **Article 8. ALTERATION OF THE CONSTITUTION**

This constitution may only be amended and ratified at a Technical Committee meeting called for that purpose.

#### **Article 9. EXPULSION OF MEMBERS**

9.1 Should any complaint be received from any source about the conduct of a current member of the Sei-Bu-Kan Kokusai Kyokai, then the technical committee shall convene a disciplinary committee to consider what action should be taken.

9.2 The disciplinary committee shall be under the direction of a sub committee chairperson who shall conduct a full and fair investigation.

9.3 The executive committee shall, upon the findings of the disciplinary committee, implement an appropriate action including suspension, expulsion and any lesser penalty.

9.4 Any expelled member or club shall lose all rights and privileges immediately.

#### **Article 10. SEI-BU-KAN KOKUSAI KYOKAI**

10.1 The emblem of the Sei-Bu-Kan Kokusai Kyokai is the copyright of Mr C MARSHALL. and may not be reproduced in whole or in part without the written permission of the copyright holder.

10.2 Upon leaving the Association, ex-members must not use the emblem or name of Sei-Bu-Kan in any way.

10.3 Any member or ex-member who contravenes this article may be liable to legal action.

#### **Article 11. INTERPRETATION OF THIS CONSTITUTION**

The sole authority for the interpretation of this constitution and its bye-laws will be vested in the Technical Committee.

## **Article 12. DISSOLUTION OF SEI-BU-KAN KOKUSAI KYOKAI**

The Sei-Bu-Kan Kokusai Kyokai may be dissolved at an executive meeting called for that purpose. Any residual finances after the realisation and settlements of all assets and debts shall be disposed of charitably and given to a recipient agreed by the committee.

## **BYE-LAWS**

### **Bye-law 1. INSTRUCTORS.**

Instruction at any Sei-Bu-Kan Kokusai Kyokai member club is only to be undertaken by individuals recognised and certificated by the Technical Committee.

### **Bye-law 2. REPRESENTATION BY GOVERNING BODIES.**

The Executive Committee shall appoint a representative to attend meetings of the governing body.

### **Bye-law 3. UNIFORM.**

3.1 Gi's will be white and unmarked unless written permission is given by the Executive Committee.

3.2 Full members will be required to wear the Sei-Bu-Kan Kokusai Kyokai official association badge on the left breast of the Gi.

3.3 Affiliated and International members will have the option of wearing the Sei-Bu-Kan Kokusai Kyokai official association badge in place of a style badge.

### **Bye-law 4. GRADING RIGHTS.**

4.1 Full Members.

4.1.1 Members must have the rank of Nidan or above to be eligible to qualify as a grading officer.

4.1.2 Qualification as a grading officer is by assessment with the ratification of the Technical Committee. The Technical Committee also determine the grade up to which the officer may grade.

4.1.3 Kyu and Mon gradings will follow the official Sei-Bu-Kan Kokusai Kyokai grading syllabus and can be conducted by an individual grading officer.

4.1.4 Dan gradings will follow the official Sei-Bu-Kan Kokusai Kyokai grading syllabus and will be conducted by either the Chief Instructor or a panel consisting of a grading officer and a member of the Technical Committee.

#### 4.2 Affiliate Members.

4.2.1 Members must have the rank of Nidan or above to be eligible to qualify as a grading officer.

4.2.2 Qualification as a grading officer is by appointment of the Technical Committee. The Technical Committee also determine the grade up to which the officer may grade.

4.2.3 Kyu and Mon gradings will follow the recognised grading syllabus and can be conducted by an individual grading officer.

4.2.4 Dan gradings will follow the recognised grading syllabus and will be conducted by a panel consisting of the affiliated club's grading officer and a member of the Technical Committee.

#### 4.3 International Members.

4.3.1 Members must have the rank of Nidan or above to be eligible to qualify as a grading officer.

4.3.2 Qualification as a grading officer is by appointment of the Technical Committee. The Technical Committee also determine the grade up to which the officer may grade.

4.3.3 Kyu and Mon gradings will follow the recognised grading syllabus and can be conducted by an individual grading officer.

4.3.4 Dan gradings will follow the recognised grading syllabus and will be conducted by a panel consisting of the affiliated club's grading officer and a member of the Technical Committee.

### **Bye-law 5. MEMBERSHIP FEES.**

The Executive Committee shall set the membership fees for clubs and licence fees for Individuals.