



Rules of Procedure of the World Union of Karate-Do Federations - International Non-Profit Association

Hereinafter referred to as **WUKF**

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PREAMBLE

The Rules of Procedure govern the relations of the Member Federations and the affiliates with the Association or between them; they are drawn up by the Board of Directors and submitted to the approval of the General Assembly before their implementation.

When faced with an urgent and / or unforeseen situation, the Board of Directors is empowered to adapt the Rules of Procedure; these adaptations and the resulting decisions will be subject to ratification by the next General Assembly.

These Rules are available for consultation on the WUKF website.

Every Member Federation any affiliate of the Association must comply with these Rules, and the ignorance thereof is no excuse and will never be admitted.

Under no circumstances may these Rules of Procedure should be inconsistent with the statutes or the law of 27 June 1921 on non-profit international associations or the Decree organising sports in the French Community (Decree of 8 December 2006 - Ministry of the French Community).

Any case or situation not expressly provided for in the present Rules will be decided by the Board of Directors in accordance with the rules published by these Rules of Procedure, and by virtue of the statutes and the law on international non-profit associations.

TITLE I - THE BOARD OF DIRECTORS

Article 1. Composition

The WUKF is governed by a Board of Directors whose composition, method of appointment, powers are determined by the statutes and in accordance with the law on international non-profit associations.

Article 2. The Chairman

The Chairman presides over the General Assemblies and the meetings of the Board of Directors. He (she) implements and / or sees to the implementation of the decisions taken, both by the General Assemblies and the Board of Directors. He (she) presides the WUKF and ranks first among its delegates.

The Chairman is an ex-officio member of the Board of Directors proposed by WUKF for the establishment of the Board of Directors.

The Chairman shall have at least the rank of 1st dan black belt.

Article 3. The Vice-Chairman (Chairmen)

The Vice-Chairman (Chairmen) replaces the Chairman in case of absence or inability of the latter. He/she (they) assists the Chairman in the exercise of his/her functions. The Vice-Chairman (Chairmen) is an ex officio member of the Board of Directors proposed by the WUKF for the establishment of the Board of Directors.

Article 4. The Secretary General

The Secretary General draws up or prepares the minutes of the General Meetings and the meetings of the Board of Directors; he (she) signs them jointly with the Chairman.

He (she) prepares and signs the daily correspondence and all the documents which concern the day-to-day management and which do not engage financially the Association.

These documents are at all times available to the members of the Board of Directors who can consult them at the Secretariat of the Association. He (she) has custody of any document of any kind relating to the activity of the Association.

The Board of Directors may appoint a Deputy Secretary General to assist and / or replace the Secretary General in one or more missions. The Secretary General is an ex-officio member of the Board of Directors proposed by the WUKF for the establishment of the Board of Directors.

Article 5 - The Treasurer General

The Treasurer General has custody of the funds of the International Non-Profit Association. He / she keeps or sees to the keeping of the accounts of all revenue and expenditure and presents the financial situation to the Board of Directors which shall be annexed in the minutes of the meeting.

He (she) ensures the recovery of the amounts due and signs any document generally any financially

committing the WUKF, jointly with the Chairman and the Secretary General and, in case of unavailability of the latter, by a director.

The Board of Directors may appoint a Deputy Treasurer General to assist and / or replace the Treasurer General in one or more missions. The Treasurer General is an ex-officio member of the Board of Directors proposed by the WUKF for the establishment of the Board of Directors.

Article 6. Administrative Staff

The Board of Directors may employ, to fulfil the duties and missions of the General Secretary and / or the Treasurer General, the services of paid administrative staff.

This administrative staff works under the management and responsibility of the Chairman, the Secretary General or the Treasurer General; it may attend meetings of the Board of Directors or General Meetings, on an exclusive consultative role.

Any person, member of the Board of Directors, of a cell, of a committee, may call upon the services of the administrative staff, after prior agreement of the Secretary General.

Article 7. The Auditor(s) (if elected by the General Assembly)

The Auditor(s) reviews the accounts whenever the Board of Directors requests him/her (them) and at least twice a year. He/she is (are) elected at the General Assembly of Federations, among the candidates presented by the Federations.

The Auditor(s) will have the task of verifying if the accounts are justified by invoices or cash receipts, dated and signed. They will examine whether the accounting is well kept, clear and orderly and will report to the ordinary general meeting of the clubs.

He/she (they) will be elected by a majority of votes by this assembly.

If they do not show up at least for a check, except justified and imperative excuse, he/she (they) will be deemed resigned.

Article 8. Special provisions

The terms of office for the Chairman (Chairmen), the Vice-Chairman (Chairmen), the Secretary General and the Treasurer General have a duration of four years.

The Board of Directors may delegate certain powers to an Executive Committee composed of the Chairman (Chairmen), the Vice-Chairman (Chairmen), the Secretary-General, the Treasurer General.

Any application for a vacancy of director shall be sent by registered letter, signed by the Chairman and the Secretary of the requesting Federation, one month before the General Assembly, to the General Secretariat of the WUKF to be submitted to the Board of Directors which will decide on the admissibility of this application. In case of refusal of the application, the Board of Directors must, as soon as possible, justify the reasons and inform the Chairman of the applicant Federation. Any appeal against the decision of the Board of Directors may be lodged within 15 days with the Belgian Court of Arbitration for Sport (CBAS)

A Federation can only have one representative on the Board of Directors.

The Board of Directors of the WUKF may play the role of conciliator, in case of dispute, at the

express request of a Federation. It will have and exclusive advisory capacity.

The Board of Directors will approve the proposed amendments to the arbitration rules submitted by the Arbitration Committee. It may also submit to the committee opinions and comments on these amendments.

Article 9. Representation

Any person, affiliated or not, called to perform a function or to perform a specific task entrusted by the WUKF and for which he/she is called upon to represent it, binds himself/herself, by accepting the function or the task in question, to behave with probity and delicacy and imposes a duty of reserve, in such matters that prohibit any attitude that could have a negative impact on the Association, or be detrimental in any way to the image that it conveys.

Any case under dispute shall be examined by the Belgian Commission of Arbitration of Sport.

TITLE II - MEMBER FEDERATIONS

ARTICLE 10. Denomination

Each Federation freely establishes and is the exclusive owner of its name or its designation, emblems and logos.

Article 11. Affiliation

All affiliation is subject to the provisions of the "New adopted amendments of the WUKF rules" of 31 December 2015. The text is available on the WUKF website.

Article 12 - Contributions

The affiliated Federations are subject to the payment of an annual subscription, the minimum amount of which is set by the General Assembly. They will retain the status of affiliates to the extent that they pay their dues no later than the day of the General Assembly.

Article 13. Rights and Obligations

In accordance with paragraphs 3, 4 and 5 of Article 4 of these Regulations, the Member Federations shall comply with the legal obligations regarding:

1. anti-doping and observance of health obligations in sporting activities;
2. technical and pedagogical supervision of sporting activities;
3. security of affiliates and participants in their activities. To guarantee this obligation, the Federations undertake to subscribe all insurance in accordance with the internal rules of each Federation and the national laws in force for the type of activity determined.

Article 14. Resignation

Any Federation which has not paid its annual subscription, at the latest on the day of the General Assembly, will be considered as having resigned. The resignation is effective on the day of the General Meeting which noted this non-payment.

The Federation wishing to disaffiliate must communicate it by written document duly dated and signed by its Chairman and Secretary General, to the General Secretariat of the WUKF. The resignation of this Federation will be accepted by the Board of Directors of the WUKF and will be ratified by the nearest General Assembly. The Board of Directors will communicate the decision by registered letter to the Chairman of the Federation and will become effective from the date of dispatch of the registered letter, effective date of the post office or from the date of an electronic sending.

TITLE III - CONFLICT RESOLUTION

Article 15. The Disciplinary Board

Article 15.1. The Disciplinary Board consist of 5 members and 1 secretary. All the members including the secretary are chosen by the Board of Directors.

Article 15.2. The Disciplinary Board can hear and make decisions in cases regarding the understanding, compliance with or administration of WUKF's statutes, rules and regulations. Further, the Disciplinary Board can make decisions on disciplinary sanctions as set out below.

Article 15.3. Three members from the Disciplinary board shall participate in processing and ruling in any specific case.

Article 15.4. No member of the Disciplinary Board can participate in the processing or decision of a specific case, if circumstances suitable for questioning the member's impartiality apply, such as – but not limited to - said member's personal association or close relationship with the relevant affiliated Federation and/or the offender.

Article 16. Complaints

Article 16.1. All affiliated Federations and/or their members and the Board of Directors are entitled to bring complaints regarding matters set out in article 15.2 before the Disciplinary Board.

Article 16.2. Cases shall be brought before the Disciplinary Board at the latest 4 weeks from the time where the action or decision being complained about was taken or made or 4 weeks from the time the complainant was or ought to be aware of said action or decision.

Article 16.3. Complains are made to the secretary of the Disciplinary Board in writing by e-mail.

Article 17 Procedure

Article 17.1. The Disciplinary Board set out the specific Rules of Procedure for handling cases. The Rules of Procedure shall ensure that the process is fair and ensure that the parties have the opportunity to be heard. Any party in a proceeding before the Disciplinary Board shall be entitled –

at the party's own cost – to a professional representative, e.g. a lawyer and any party shall have a reasonable time - to be decided by the Disciplinary Board - to present his evidence and arguments.

Article 17.2. Unless the Disciplinary Board decides otherwise, the proceedings will usually take place on a written basis and no physical meeting with the parties will take place. However, if the decision may entail suspension for more than 2 years or exclusion, the offender is entitled to demand a physical meeting before the Disciplinary Board in order to argue the offender's case.

Article 18. Cases regarding ethics and behavior

Article 18.1. The affiliated Federations and / or their members can be subject to disciplinary sanctions, if they:

1. have violated the regulations and instructions of the WUKF,
2. have committed a fault against honour or propriety, or
3. have refused to be bound by the decisions of the Board of Directors.

Article 18.2. The Referee Commission is obligated to report to the Disciplinary Committee any shikaku-rulings and other observations on members breaching article 18.1.

Article 19. Disciplinary Actions

Article 19.1. In the case of a first offense, the offender is liable to one of the following disciplinary sanctions according to the offense committed and stated in the previous article:

1. Blame, and/or
2. prohibition of competitions up to 12 months, or
3. suspension of any worldwide activity (including competitions) up to 12 months.

Article 19.2. In the case of a second offense established prior to 18 months of the end of the sanction from the first offence, the offender is liable to one of the following disciplinary sanctions according to the offense committed and stated in the previous article:

1. Prohibition of competition from 3 to 18 months accompanied by the payment of financial compensation from the offender to WUKF of EUR 500, or
2. suspension of any worldwide activity (including competitions) from 3 months to 5 years, or
3. exclusion from the WUKF for a period of 6 months to 5 years, or
4. lifetime exclusion of the offender from any worldwide and intercontinental activity.

Article 19.3. In the case of a third offense established prior to 18 months from the end of the sanction of the second offense:

1. Additional sanctions as set out in Article 19.2, to be added to the sanction of the second offence, or
2. Exclusion of the Federation from the WUKF.

Article 20. Notification of the decision.

Article 20.1. Within 14 days of its ruling, the decision of the Disciplinary Board is notified to the party or parties.

Article 20.2 If a party so request, the party or parties are entitled to a motivated decision delivered within a reasonable time from such request.

A motivated decision includes:

- the identity of the parties

- the identity of the members of the Disciplinary Board who have made the decision
- the subject-matter of the dispute.
- the main arguments presented by the parties
- the motivated decision
- the date of the decision

Article 21. Appeal

Article 21.1. When the decision is rendered, an appeal may be filed within 30 days from the notification of the said decision by the Disciplinary Board. An appeal shall be sent by e-mail to the Chairman of the Disciplinary Board.

Article 21.2. A late appeal is declared inadmissible.

Article 21.3. The Disciplinary Board's Rules of Procedure shall apply to the appeal, however, the appeal shall be processed by the Appeal Committee consisting of three members appointed by the Board of Directors. No member of the appeal committee can be a member of the Disciplinary Board.

Article 21.4. If an appeal is filed within the 30-days deadline, the decision is suspended until the appeal is decided.

Article 21.5. An appeal decision made by the Disciplinary Board is final.

Article 22. Special cases

A national competitor will not be able to represent another nation in the same championship.

A competitor licensed in a Federation of a given country, can only represent that country. However, in case of representation of another nation, the competitor will be qualified to represent it only after the expiry of a period of six months from the last competition.

In case of exclusion of a competitor from a Federation where he / she was affiliated, his / her participation in a world and intercontinental championship must be approved by the Disciplinary Committee.

TITLE IV - ORGANISATION OF EVENTS

Article 23. Organising Federation

The Board of Directors of the WUKF, on the basis of the candidatures received, designates the Federation which will be in charge of organising the international competition.

The chosen Federation will have to comply with the checklist provided by the WUKF. To avoid any dispute in this regard, this contract must be duly signed and approved by the Chairmen of the organising Federation and the WUKF.

Article 24. Sports regulations

The WUKF regulations are applicable to all official and friendly competitions organised under the WUKF logo.

TITLE V- ORGANISATION OF COMMISSIONS AND UNITS

Article 25. The Disciplinary Committee.

See Article 17 and following.

Article 26. The Arbitration Committee.

The Arbitration Committee is established by the Board of Directors. It consists of:

- a general coordinator (his / her role is consultative),
- a chairman,
- and four commissioners (their candidacy is proposed to the Board of Directors by the chairman of the committee).

Their term of office shall be four years.

The resignation of a member of the Committee shall be communicated in writing to the WUKF General Secretariat. The Board of Directors will provide for its replacement until the term of office.

Article 26.1 Missions of the Arbitration Committee.

The Arbitration Committee is responsible:

- to enforce the WUKF arbitration rules,
- to propose to the Board of Directors any modification of arbitration rules.

Article 26.2 Special provisions.

The WUKF does not prohibit its referees from taking part in competitions other than those of the WUKF. However, during these events, they must wear the uniform with the distinctive signs of the WUKF. Failure to comply with this provision will be the subject of an action before the Arbitration Committee which will submit a detailed report to the Disciplinary Board. The latter will continue the action in accordance with Article 18 et seq.

Article 27 The Adapted Karate Unit

The adapted karate unit is headed by a manager whose skills in the field of adapted karate are recognised. He / she is appointed by the Board of Directors for a period of four years.

Article 27.1 Powers

The Adapted Karate Unit is empowered to promote the practice of karate for persons with reduced mobility.

TITLE VI- CODE OF SPORTS ETHICS

- Comply with the WUKF regulations and never attempt to breach them.

For competitors:

- Respect others as oneself and forbid all forms of discrimination on the basis of sex, race, nationality or origin, sexual orientation, social origin, political opinion, disability or religion.

- Respect the referees, accept their decisions, without ever questioning their integrity.

- Respect the material made available.

- Avoid animosity and aggression in his / her actions, words or writings.

- Remain dignified in victory as in defeat, accepting the victory with modesty, not to try to ridicule the adversary.

- Recognise the superiority of the opponent.

- Refuse to win by illegal means or cheating, not to use artifice to achieve success, adhere to the saying "a healthy mind in a healthy body".

- Generosity, abnegation, mutual understanding, even humility, are as virtuous as the will to win. Sport must be considered as the school of solidarity and self-control.

TITLE VII- ANTI-DOPING PROVISIONS

Article 28. Anti-Doping

Article 28.1. WUKF, WUKF's affiliated Federations and their members are subject to the World Anti-Doping Agency the World Anti-Doping Code adopted by the World Anti-Doping Agency (WADA). The affiliated Federations shall enter into agreements with the relevant national anti-doping organization subject to WADA.

Article 28.2. Any decision on disciplinary actions against members of the affiliated Federations shall be made following WADA's guidelines. The disciplinary actions shall be in accordance with the World Anti-Doping Code and/or the local legislation and/or agreements with relevant national anti-doping organizations and shall be reported by the affiliated Federation to the WUKF Disciplinary Board for WUKF to enforce such disciplinary action.