



CONSTITUTION

OF

ASIAN KARATE FEDERATION

(As at 4th September 2015)

CONSTITUTION

Article 1 - Name

- 1.1. The name of the association shall be the **ASIAN KARATEDO FEDERATION** and its abbreviation shall be the **AKF**.
- 1.2. The AKF comprises only Member Federation being the officially recognized federations in the Asian Continental countries/regions.
- 1.3. The AKF is non-political and does not recognize differences of race or religion.
- 1.4. The AKF is a non-profit organization and performs its activities on an amateur basis in compliance with the principles set forth in the Olympic Charter.

Article 2 - Structure

- 2.1. Only (1) one Member Federation shall be affiliated officially to AKF individually.
- 2.2. Member Federations wishing to join the AKF should send their application to the Secretary General with a complete dossier giving detailed information as to the standing and official capacity of their federation. The AKF will consider each application as stated in Article 3.

Article 3 - Membership

- 3.1. Each country/region is to be represented in AKF by only one Member Federation or organisation. Each Member Federation/Organisation must have fulfil the following requirements :-
 - (i) It must be a legally formed and registered organisation in its Country / Region. Document proof must be provided.
 - (ii) a. It is recognised and / or recommended by its National Olympic Committee (NOC). A letter of recommendation from its NOC is necessary; and/or

- b. It is a member of World Karate Federation (WKF). In the situation that condition 3.1(ii)a and 3.1(ii)b are in conflict, condition 3.1(ii)b shall prevail.
- 3.2. All candidate Member Federations applying for AKF membership must be proposed and seconded separately by a full member of AKF and to pay all the prescribed fees.
- 3.3. A Member Federation will become PROVISIONAL MEMBER of the AKF as soon as its application is approved by the Council. The Executive Council will then recommend the PROVISIONAL MEMBER to be accepted as a FULL MEMBER in the next Congress.
- 3.4. The AKF Executive Council reserves the rights to admit or reject an application to be affiliated as a member of AKF.
- 3.5. For the purpose of these articles, a country shall mean a country or a region or an entity generally independently recognized and accepted by the International Sporting Community. The name of the Member Federation must reflect the territorial extend and traditional name of the country or region and shall be subject to the approval of the AKF.

Article 4 - Aims and Objectives

The AKF has the following aims:

- 4.1 To establish friendly and cordial relationship among Member Federations for the promotion and development of karatedo.
- 4.2 To strive and to secure the participation of any country/region or individual in international karate competitions in Asia without any prejudice on racial, social, religious or political grounds.
- 4.3 To promote Asian Karatedo Championship every year.
- 4.4 To cooperate with and to assist the Organizing Committee of the Asian Games, Regional Games and the Asian Karatedo Championships, and to supervise the technical arrangements.
- 4.5 To formulate rules governing the Asian Karatedo Championship.

- 4.6 To disseminate reports, periodicals, books, films, pictures and instructional matters relating to, or dealing with karatedo.
- 4.7 To characterize the Asian stand and viewpoint in the solution of disputes arising among members of AKF and in all other issues that may arise from time to time.
- 4.8 To co-operate with World Karate Federation in promoting Karatedo and to promote the inclusion of Karatedo in the Olympic Games.

Article 5 - Headquarters and Official Language

- 5.1. The official Headquarters of the AKF is situated in the country/region the elected President resides.
- 5.2. The official language is English. If any question in respect to the sport or technique of Karate, it will be referred to the WKF Statute or Rules.

Article 6 - Governing Bodies

- 6.1. The governing bodies of the AKF are:
 - a) The Congress
 - b) The Executive Council

Article 7 - The Congress

- 7.1. The Congress shall be the governing body of AKF and shall consist of not more than two (2) delegates from each member of the AKF.
- 7.2. The Congress shall be convened biennially, normally at the time of Asian Senior Karatedo Championship. Asian Senior Karatedo Championship will be held every two years. The President is empowered to convene the Congress at any other time as he or she may deem fit to consider any urgent matter concerning the AKF.
- 7.3. An Extraordinary Meeting of the Congress may be called by the President or by half of the members with voting right who shall give notice in writing to the Secretary General stating their desire for such a meeting and the reason relating thereto. Upon receipt of such notice, the Secretary General in consultation with the President shall convene a meeting of the

Congress within three months. The Extraordinary Meeting of the Congress may only be called to deal with any of the following matters:

- a) Resignation of two-thirds of the Executive Council members and the election of their replacements.
- b) Vacancy in the office of the President by reason of death, disability or resignation if the vacancy falls more than 12 months before the next ordinary Congress.
- c) Urgent matters that need immediate action that can only be dealt with by the Congress.

7.4. The notice of Extraordinary Meeting of the Congress should be sent to members from the office of the Secretary General two months before the special meeting, indicating the reason or reasons for such a meeting. The rules of procedure in the Ordinary Congress shall apply to the special meeting of the Congress unless decided otherwise.

7.5. The President shall preside at all Congress meetings. In his or her absence the Secretary General shall carry out such function, and if the Secretary General is also not available, one of the Vice Presidents shall preside over the Congress.

7.6. A member country/region shall be represented at a Congress only by two (2) delegates, who must be duly certified in writing by the Member Federation and be lodged with the Secretary General at least one calendar month prior to the date of the Congress. Delegates shall be citizens of the country/region they represent. Each NF attending the Congress is allowed to be accompanied by one translator, and the translator is not considered as a delegate of the NF.

7.7. Each Member Federation is eligible to only one (1) vote, no voting by proxy shall be allowed.

7.8. The Congress authorizes the Executive Council to set up any Committee or Commission that may be needed from time to time. The composition, functions, powers and duties of these bodies shall be defined by decision of the Executive Council based on the President's proposal.

7.9. The Congress elects the members of the Executive Council and approves or not their actions since the preceding Congress, approves the statutes, the regulations, and make such modifications as necessary, decides as

final authority on all questions relating to the aims of AKF, approves or rejects the reports of the members of the Executive Council, makes decision on proposals submitted by members of AKF and deliberates on all other questions of a general nature.

- 7.10. The Congress may consider only items, which are included in the agenda unless two thirds of the members present vote to any resolution raised from the floor. At least three months before the date fixed for the Congress, the Secretary General shall invite members to submit item or items, which they want to be included in the agenda. Any such item or items must be submitted to the Secretary General and copy to the President within 30 days of such invitation.
- 7.11. At least three weeks before the date fixed for the Congress, the Secretary General will send to the members the agenda formulated by the Executive Council.
- 7.12. The agenda must include the following: approval of the minutes of the preceding Congress, Matters arising from previous meeting (if any), reports of the President and Secretary General, report of the Treasurer and of the Organizing Committee of AKF Karatedo Championship and election of new members to vacant positions on the Executive Council, if any.
- 7.13. Observers may be invited to the Congress on the recommendation of the Executive Council, but with the right to speak only upon the authorization of the Chairman of the Congress.
- 7.14. The Chairman of the Congress shall be assisted by the Secretary General or Presidential Advisor.
- 7.15. Candidates for election must stand with respect to the ethics and principles of AKF and not attempt to procure votes by offering incentives to members. Any candidate found offering incentives to obtain votes will forfeit his or her eligibility for the candidacy of the office.
- 7.16. Members of the Executive Council shall not have the right to vote in the Congress.
- 7.17. The Congress takes all its decision by simple majority votes. Voting shall be done generally by show of hands or by Roll Call. For elections or

questions of particular importance or sensitive or whenever more than half of the delegates present decided, voting shall be by secret ballot.

- 7.18. In case of an equal vote, the Chairman of the Congress shall take a deciding vote.
- 7.19. The notice for the Congress shall be given, by airmail or e-mail, by the President. This notice shall be sent at least three (3) months before the date fixed for the Congress.
- 7.20. Each member of the AKF and having paid its annual subscription has one vote.
- 7.21. The Congress authorizes the Executive Council to propose, implement, amend, devise or delete Articles and/or Rules from time to time in the betterment of its administration.
- 7.22. The Congress shall be deemed valid at the first call if at least 1/2 (half) of affiliated National Federations in possession of voting rights are present, or at the second call, 1 (one) hour later, if at least 1/3 (one-third) of affiliated National Federation in possession of voting rights are present. If finally a valid Congress is not possible for reasons of quorum, the Executive Committee will convene right after the cancellation of the Congress, with the same agenda as published for the Congress, and with equivalent powers as that of the announced Congress with exception to Article 16 & 17 of these Constitution.

Article 8 - Executive Council

- 8.1. The Executive Council comprised:-
 - a) **President**
 - b) **Secretary General**
 - c) Eight elected Executive **Council Members** amongst whom a maximum of three members, upon proposal by the President, will be approved by the Executive Council to be **Vice President(s)**

- d) **Treasurer** (to be nominated by the President and without the right to vote)
- e) **Presidential Advisor(s)** to be nominated by the President (not more than two and without the right to vote).
- f) **Co-opted Executive Member.** The Executive Council have the right to co-opt an additional female member, if in its opinion that the female representative in the Council is insufficient. The Co-opted female representative will have equal right as the elected Executive Council, however her term of office shall be at the discretion of the Executive Council.

For the offices of President and Secretary General, candidates must have been present, with their national teams, not less than three (3) AKF Championships or Asian Games within four year period between the two elective Congress, and the candidates for the other offices must have been present at, with their national teams, not less than two (2) AKF Championships or Asian Games at the same time period as above.

- 8.2. All members of the Executive Council shall come from different Member Federations except the Treasurer and the Presidential Advisor(s).
- 8.3. The President, Secretary General and the eight members of the Executive Council shall be elected by the Congress for a term of four (4) years with the exception of the Treasurer and the Presidential Advisor(s).
- 8.4. The term of the Executive Council will be automatically extended up to the next elective Congress if the term expires before the date of meeting of such Congress.
- 8.5. The election of the Executive Council will be for the following posts:
 - a) **President**
 - b) **Secretary General**
 - c) **Eight Executive Council Members**

8.6 The Congress shall elect the eight Executive Council Members based on the OCA Zoning principle, and distribution of Executive Council Members as follows:

- a) Central Asia - one (1) member
- b) East Asia - two (2) members
- c) South Asia - one (1) member
- d) South East Asia - two (2) members
- e) West Asia - two (2) members

The Executive Council may from time to time revise the criteria and distribution of the eight positions amongst the five Zones.

8.7 The newly elected Executive Council will take office the day after the close of the AKF Championships where the corresponding elective Congress has taken place.

8.8 Before the close of the AKF Karatedo Championship where the corresponding elective Congress has taken place, the first meeting of the newly elected Executive Council shall be convened to appoint from among its eight members a maximum of three Vice Presidents. The Executive Council shall also appoint, upon proposal of the President, the Treasurer and Presidential Advisor(s).

The Executive Council, upon proposal of the President, may revoke and subsequently reappoint any of these positions.

8.9 If for any reason a position should become vacant in the Executive Council, the Executive Council may co-opt a member to fill the vacancy. The co-opted member(s) will have voting rights. The co-opted member(s) shall remain in office at the discretion of the Executive Council who may

at any time revoke the co-option(s) and as a limit until the following Congress when the regular election is to be held.

- 8.10** Any member of the Executive Council who is absent from two (2) consecutive council meetings without any explanation satisfactory to the Executive Council shall cease to be a member thereof. In such event of a Council member being removed, the Executive Council shall co-opt to fill in the vacant office for the remaining term of the Executive Council member so removed.
- 8.11** Candidate for the Executive Council post must be the citizen of the country or region he or she represents and be supported by the recommendation letter signed by the President or Secretary General and with the seal of the concerned Member Federation. The letter shall be sent to the President of AKF and copy to the Secretary General not later than two (2) calendar months prior to the date of the Congress at which elections will take place. Delayed or individual recommendation or recommendation of candidates not corresponding to Article 8.1 and Article 9 or by those Member Federations shall not be accepted. Information of approved and qualified candidates shall be circulated by the President to the Member Federations one and half months prior to the date of the Congress. Recommendations can only be made by the Member Federations. If, at the time of an election, there are vacancies for Executive Council posts, the Chairman of the Congress may invite Member Federations present to submit additional recommendations.
- 8.12** The Executive Council shall meet at least once a year at the time and place to be decided by the President. In order to be considered valid, any meeting of the Executive Council must include at least half of the Executive Council members and be presided over by the President, or in the event of his or her absence, by the Secretary General, or in his or her absence, by one of the Vice Presidents.
- 8.13** The Executive Council shall have the following duties and functions:
- a)** To carry out and implement the aims and objectives of AKF as set out in Article 4 of this constitution
 - b)** To conduct and manage the affairs of AKF and act for and on behalf of the Congress while the same is not in session.
 - c)** To render technical, organizational and administrative assistance to Member Federations whenever possible and requested.

- d) To collate, study and consider proposals and recommendations by Member Federations for presentation to Congress.
- e) To prepare and submit a biennial budget of AKF to Congress for approval.
- f) To act upon all decisions of the Congress and make a report of such actions to the same.
- g) To study and approve reports of Executive Council Members, the Treasurer and any committees and commissions.
- h) To prepare and recommend to the Congress an annual development plan of activities based on a concentrated program to promote karatedo in Asia, and also, to act on all urgent matters on behalf of AKF, provided, however, that all such decisions must be reported to the next Congress.
- i) To formulate, implement, and enforcement of rules and regulations.

8.14 The Executive Council may form such committees or commissions, as it may deem necessary in the performance of its duties and functions and for the development of Karatedo in Asia defining their compositions, duties and procedures.

The President may nominate, amongst the Executive Council members, EC Senior Officers to deal with matters as may be necessary. The composition of these EC Senior Officers will be determined from time to time by the President. As a minimum they will comprise the President, Secretary General, one Vice President, and one Executive Council. All decision made by the EC Senior Officers shall be tabled for rectification in the next Executive Council meeting.

8.15 The Executive Council may suspend an Executive Council member for violation of this Constitution, rules and By-Laws of AKF for such period that the Executive Council may decide. In no case, however, should any such suspension extend beyond the next Congress. All suspension and/or disciplinary action taken by Executive Council should be reported to the Congress.

- 8.16** Should any members of the Executive Council, during his or her period of office, be dismissed by or lose recognition of his or her national / regional body, he or she can no longer represent the affiliated country/region.
- 8.17** When for any reason whatsoever a meeting of the Executive Council cannot take place, necessary decision may be taken through circular resolution.
- 8.18** The Executive Council takes all its decisions by simple majority. In the event of a tied vote, the President cast the tie-breaking vote.

Article 9 - Officers, Duties and Functions

9.1. President

The President shall have the following power and duties:

- a)** Preside over all meetings of Congress and the Executive Council.
- b)** Represent AKF in official functions and missions and at International Sports events.
- c)** Implement all decisions made by the Congress and Executive Council.
- d)** Conclude, execute and sign relevant document for and on behalf of AKF, with the consent of the Executive Council.
- e)** Make an annual report to Executive Council and Congress covering his or her activities as President.
- f)** Approve disbursement of funds that are properly provided for in the budget.
- g)** And finally, to exercise all such powers and functions vested on him or her as the chief executive officer of AKF.
- h)** Candidate for the office of President must have served at least one 4-year term as Executive Council member, and must be proficient in the English language.

9.2. Secretary General

The Secretary General shall perform the power and duties of the President during his or her absence.

The Secretary General shall perform also the followings:

- a) To take, transcribe and keep records of proceedings of all meetings of the Congress and the Executive Council, together with the President attests and certify to the correctness of the minutes.
- b) Maintain and achieve records and other related papers and documents of AKF.
- c) Conduct the administrative and secretarial affairs of AKF, empowering him in the process, to employ subject to the approval of the Executive Council, the necessary personnel required for the smooth operation of the office and fixing their remuneration.
- d) Issue notices for all meetings of the Congress and Executive Council, enclosing therein the agenda for such meetings approved and instructed by the President.
- e) Coordinate the work of all committees and follow up their activities.
- f) Conduct all correspondence of AKF and sign them on its behalf.
- g) Submit to the Executive Council and the Congress a report of his or her activities as Secretary General and other reports as may be required by AKF.
- h) Candidate for the office of Secretary General must have served as Executive Council member, and must be proficient in the English language.

9.3. Vice President(s)

The Vice President(s) shall perform in addition to their duties as member of the Executive Council, duties as may be assigned by the President and/or as set forth herein in accordance with the relevant procedures.

9.4. Treasurer

The duties and power of the Treasurer shall be as follows:

- a) Collect and receive all moneys due to AKF and deposit such funds in bank dully designated by the Executive Council.
- b) Make disbursements of funds of AKF, sign cheques and make payments for lawful obligations duly provided in the budget and approved by the President, in accordance with the Rules and Regulations formulated by the Executive Council.
- c) Acts as custodian of all funds and properties of AKF.
- d) Submit to the Executive Council and the Congress a report of his or her activities as Treasurer.
- e) The Treasurer is nominated by the President who can be from the same country/region of the President; however, the Treasurer does not have the voting right in the Executive Council.

9.5 Presidential Advisor(s)

The Presidential Advisor(s) is nominated by the President and can be from any country/region. The Presidential Advisor(s) does not have the voting right in the Executive Council.

Article 10 – Fiscal Year

The fiscal year begins on the 1st of January and ends on the 31st of December of the same year.

Article 11 – Incomes and Expenditures

- 11.1. Operating and administrative expenses of the AKF are covered by the income of fees received from the Member Federations, by donations, sponsorship, marketing and/or by other sources.
- 11.2. Each Member Federation must pay each year to the Treasurer before the January 31st of that year an annual fee as fixed by the Congress.

- 11.3. With consent of the Executive Council, the President and the Secretary General shall negotiate with hosting member federation for any possible percentage of the gross receipts of international events such as the Asian Championships, Asian Games, Regional Games the Olympic Games and Inter-Continental matches.
- 11.4. In general, members of Executive Council will offer their services without any remuneration, except at special cases in which the President may deem necessary. However, the travelling expenses of Executive Council members will be borne by his or her National/Regional Federation. All other expenses must be authorized by the President.
- 11.5. All the television, radio, film, photographic, Internet and other media rights of the Asian Championships and other AKF official events are the exclusive property and rights of the AKF. These rights may not be sold or negotiated without the written agreement of the Executive Council. Only the Executive Council may delegate its authority to negotiate the sale or utilization of these rights.

Article 12 - Audit of Accounts

- 12.1. A Sub-Committee for the audit of the accounts shall be appointed by the President with advice and consent of the Executive Council. It will be comprised of three members chosen amongst the delegates present at the Congress, who do not hold any office within the AKF.
- 12.2. This Sub-Committee shall make a report to the Congress on the conclusion of its examination on book-keeping of the accounts.

Article 13 - Expulsion, Resignation, Suspension

- 13.1. A Member Federation may be excluded from AKF by decision of Congress for omission of payment of fees for two years and/or illegal activities.
- 13.2. Member Federations who have not paid their annual fees to the AKF by the required date will be automatically suspended from all international activities until complete payment of all amounts due is made.

- 13.3. Even if a Member Federation shall leave the AKF through expulsion or resignation or any other reason, it shall remain liable to the AKF for all amounts due and must fulfill its duties and obligations to the AKF.
- 13.4. If a Member Federation or its individual member contravenes the constitution and/or any regulation of AKF, the Federation and/or its individual member may be reprimanded, suspended, or expelled. An official notification shall be delivered to OCA, WKF, relevant NOC, and all Member Federations upon action taken by the Executive Council. The action taken by the Executive Council shall be tabled in the next Congress for rectification.
- 13.5. Member Federations are prohibited from having sporting relations with a dissident organization of a member of the AKF or with National/Regional Federation that are suspended due to non-payment of fees or for disciplinary reasons. Should they do so, they will immediately be suspended and reported to the Congress, which will take the necessary disciplinary action.
- 13.6. Double affiliation with another organization not recognized by AKF is prohibited.
- 13.7. Any Member Federation or its individual member found suspended, expelled or under any form of disciplinary action imposed by WKF, the disciplinary action imposed shall have the same effect in AKF. Disciplinary actions taken due to spill over effect from WKF must be reported in the next Congress.

Article 14 - Grades

The AKF recognized only those grades, which are given officially by the member to their own licenses and no other. A member federation must not give a grade to a licensee of another member federation. Any grade given that contravene with this Article will not be recognized by the AKF.

Article 15 - Honorary Titles

- 15.1. The Congress may give the title of Honorary President or other honorary titles to personalities who have been of service to Karate. Nominations for such posts shall be presented to the Congress by the Executive Council.
- 15.2. Honorary President or honorary title holders shall have the right, as such, to attend Congress and Executive Council meetings, and manifestations to manifest his or her opinion, but no voting rights.

Article 16 - Modifications of the Constitution

- 16.1. For anything, which is not covered by this constitution, the Executive Council may take action in accordance with the decisions of the Congress or take the necessary decisions, which must then be tabled for rectification in the next Congress.
- 16.2. **Any** modifications must be approved by a two-third majority vote of the member federations present at the next Congress.
- 16.3 Any provision of this Constitution, its amendments or alterations shall be effective and operative immediately upon its approval by the Congress unless a particular date is indicated.

Article 17 - Dissolution

In the case of dissolution, the property and funds of the AKF will be divided amongst its member federations having voting rights in proportion to the number of years that each member federation has been affiliated.