



CONSTITUTION OF ASIAN KARATE FEDERATION

As at 25th April 2019

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ASIAN KARATE FEDERATION

Article 1: Name And Objectives

- 1.1 The name of the organization shall be the **ASIAN KARATE FEDERATION** and its abbreviation shall be AKF.
- 1.2 AKF is a non-political organization and shall not engage in or be influenced by matters pertaining to politics, religion or race.
- 1.3 AKF shall perform its activities in compliance with the principles set forth by the World Karate Federation and the Olympic Charter.
- 1.4 AKF has the following aims and objectives: -
 - a) to establish friendly and cordial relationship among Member Federations for the promotion and development of karate.
 - b) to advise all international championships organize by Member National Federation or its member.
 - c) To regulate, organize and promote the annual Asian Karate championships.
 - d) to co-operate with and to assist the organizing committee of the Asian Games and regional games, and to supervise the technical arrangements and to formulate rules governing these tournaments.
 - e) to disseminate reports, periodicals, books, magazines, films, pictures, videos, and instructional matters relating to, or dealing with karate.
 - f) to characterize the Asian stand and viewpoint in the solution of disputes arising between Member Federations and in all other issues that may arise from time to time.
 - g) to co-operate with World Karate Federation in the promotion of karate.

Article 2: Membership

- 2.1. The membership of AKF is opened to all existing World Karate Federation's member National Federations or Regional Federations in the continent of Asia only.
- 2.2. Each country or region shall have only one representation in AKF.
- 2.3. Every application for membership of AKF must be delivered to the General Secretary with a complete dossier giving detailed information as to the standing and official capacity of the applicant, and must fulfill the following conditions: -
 - i. the application must be accompanied by documentary proof that it is an existing member of the World Karate Federation;
 - ii. the application must be proposed and seconded separately by an existing member of AKF; and
 - iii. the applicant must pay all prescribed fees as fixed by AKF.
- 2.4. AKF Executive Council reserves absolute rights to admit or reject an application for membership.
- 2.5. Immediately upon admission by AKF Executive Council the successful applicant shall become a Provisional Member of AKF which shall enjoy all rights as a full member except voting rights.
- 2.6. AKF Executive Council may recommend the Provisional Member to be accepted as a full member of the AKF in the next forthcoming Congress.
- 2.7. For the purpose of clarification, a country or region means a country or region generally recognized and accepted by the international sporting community. In the event of confusion, the classification or categorization by the World Karate Federation shall prevail.
- 2.8. Each Member Federation must pay the annual membership fees as fixed by AKF before the 31st day of March of the year.

- 2.9. Any late payment of the annual membership fee must be accompanied by a penalty as fixed by AKF.
- 2.10. Any Member Federation which failed to pay its annual membership fees and/or penalty shall be suspended from taking part in any activities organized or sanctioned by AKF until the annual membership fees and penalty imposed are fully settled.

Article 3: Headquarter And Official Language

- 3.1. The official headquarter of AKF shall be situated in the country or region the elected President resides.
- 3.2. The official language of AKF shall be English.

Article 4: Organisation

- 4.1 The powers of AKF are exercised by its organs, namely: -
 - a) the Congress; and
 - b) the Executive Council.

Article 5 : The Congress

- 5.1 The Congress shall be the governing body of AKF and shall consist of not more than two (2) delegates from each Member Federation of AKF.
- 5.2 The Congress shall convene annually, normally in conjunction with the organization of the Asian Karate Senior Championships or Asian Cadet, Junior & U21 Championships which must be held annually.
- 5.3 The President is empowered to convene the Congress, subject always to the agreement of the EC, at any other time as he or she may deem fit to consider any urgent matter concerning AKF.

- 5.4 The General Secretary shall send out notice convening an Ordinary General Meeting of the Congress duly signed by the President which shall also include an invitation to submit resolutions to be included in the agendas of the meeting to all Member Federations by way of airmails or emails at least ninety (90) days before the date fixed for the meeting. Any such proposed resolutions to be included in the agendas must be submitted to the General Secretary by way of airmail or email with a copy extended to the attention of the President within thirty (30) days from the date of receipt of such invitation by the Member Federations concerned.
- 5.5 The General Secretary shall send out the agendas of the Ordinary General Meeting to all Member Federations by way of airmail or email at least thirty (30) days before the date fixed for the meeting.
- 5.6 The agenda for an Ordinary General Meeting must include the following items: -
- a) approval of the minutes of the preceding Ordinary General Meeting of the Congress;
 - b) matters arising from previous meeting, if any;
 - c) report of the President;
 - d) report of the General Secretary;
 - e) report of the Treasurer;
 - f) the approval and acceptance of account of AKF;
 - g) report of the Organizing Committee of the AKF Karate Championships;
 - h) the election of office bearers forming the Executive Council, if relevant; and
 - i) election of new members to vacant positions on the Executive Council, if any.

- 5.7. The Congress shall consider only items which are included in the agendas unless more than half of the Member Federations with voting rights present vote to admit any resolutions raised from the floor for deliberation.
- 5.8. The President shall preside over all meetings of the Congress and be assisted by the General Secretary. In his absence the Vice President 1 shall take over the chair. In the event both the President and Vice President 1 are absent, the Vice President 2 shall take over the chair of the Congress. In the absent of the President and Vice Presidents, the General Secretary shall take over the chair of the Congress.
- 5.9. Every Member Federation who has fully settled all prescribed fees due and payable shall be represented at the meeting of Congress by not more than two (2) delegates who must be duly certified in writing by the Member Federation, and such certification must be delivered to the General Secretary before the meeting commence, failing which they may be permitted to attend as observers without the rights to take part in the proceedings and with no voting rights.
- 5.10. Every delegate must be citizen of the country or region their Member Federation represent.
- 5.11. Each Member Federation is eligible to only one (1) vote. No voting by proxy shall be allowed.
- 5.12. Each Member Federation attending meeting of the Congress is allowed to be accompanied by a translator who shall not be considered as a delegate.
- 5.13. Meeting of the Congress shall be deemed valid at the first call if at least Half (1/2) of the Member Federations with voting rights are in attendance. In the event the required quorum is not achieved, the meeting shall be adjourned to a second call one (1) hour later which required quorum shall be one third (1/3) of the qualified Member Federations. If such adjourned meeting could not be proceeded with due to lack of quorum, the Executive Council is authorized and empowered to convene immediately after the cancellation of such adjourned meeting with the same agendas as fixed for the Congress, and with equivalent powers as that of the announced Congress.

- 5.14. All decisions of the Congress shall generally be by simple majority vote except amendment of this Constitution which must require at least two third (2/3) approval of the Member Federations present.
- 5.15. Voting shall generally by the show of hands or roll call. However, for elections or questions of particular importance or sensitive, or whenever more than half (1/2) of the delegates present demand it, or upon the instruction from the chair, voting shall be by way of secret ballot.
- 5.16. In case of an equal vote The Chairman of the meeting shall cast the deciding tie breaking vote.
- 5.17. Member of the Executive Council shall have no voting rights unless he is also a delegate as nominated under Clause 5.9 above.
- 5.18. The Congress authorizes the Executive Council to set up any committee or commission that maybe needed from time to time to better administer the Federation. The compositions, functions, powers, and duties of these bodies shall be fixed and decided by the Executive Council.
- 5.19. The Congress authorizes the Executive Council to study and initiate proposal to amend this Constitution from time to time for the betterment of the Federation.
- 5.20. An Extraordinary General Meeting of the Congress may be convened by the President or upon petition by at least half (½) of the Member Federations with voting rights who shall give a written notice duly signed by all the petitioning Member Federations to the General Secretary, with a copy extended to the President, stating their desire and reasons for such a meeting by way of airmail or email. The General Secretary shall, in conjunction with the President, convene a meeting of the Congress as requested within one hundred and twenty (120) days from the date of receipt of the petitioning notice by the General Secretary.

5.21. An Extraordinary General Meeting of the Congress shall only be called to deal with any of the following matters: -

- a) Resignation of no less than two-third of the Executive Council members and the appointment of their replacements;
- b) Vacancy in the office of the President by reason of death, disability or resignation if the vacancy falls more than twelve (12) months before the next ordinary Congress.
- c) Urgent matters that need immediate attention and action that can only be dealt with by the Congress;
- d) Amendment of this Constitution;
- e) Dissolution of AKF.

5.22. The notice for the convening of such an Extraordinary General Meeting of the Congress must be sent to all Member Federations by the General Secretary by way of airmail or email ninety (90) days before the date of the meeting stating the reasons for and agendas of the meeting.

5.23. The rules and procedures for Ordinary General Meeting of the Congress shall apply to the conduct of such Extraordinary General Meeting.

5.24. Observers may be invited to any meeting of the Congress on the recommendation of the Executive Council with the right to speak only upon the authorization of the Chairman of the meeting but with no voting rights.

Article 6: Executive Council

6.1 The day to day administration and management of the affairs of AKF shall vest in the Executive Council which shall comprise of the following office bearers: -

- (i) President;

- (ii) Ten (10) members, wherein the incumbent President of the World Karate Federation shall be an automatic member and nine others to be elected by the Congress;

- (iii) Two (2) Vice Presidents shall be nominated and elected by the Executive Council from among the nine elected Executive Council Members, at the first meeting of the newly elected Executive Council;

- (iv) A General Secretary who shall be from an OCA zone difference from that of the President, nominated and elected by the Executive Council from among the nine elected Executive Council Members, at the first meeting of the newly elected Executive Council;

- (v) A Treasurer who shall be nominated by the President from among the nine elected Executive Council members, and to be approved by Executive Council, at the first meeting of the newly elected Executive Council;

- (vi) One co-opted female Executive Council Member, with equal rights as others Executive Council Member may be appointed by the Executive Council in the event the Executive Council is of the opinion that female representation in the Executive Council is insufficient. The appointed Woman Executive Council Member shall be a member of an Asian National Federation, and a Citizen of the National Federation; and

- (vii) One further co-opted Executive Council Member, male or female, with equal rights as others Executive Council Member may be appointed by the Executive Council as it deems necessary. The appointed Executive Council Member shall be a member of an Asian National Federation, and a Citizen of the National Federation.

- 6.2 All elected Executive Council Members must be elected from different National Federations and with different nationality except the President who can be from the same National Federation or with the same nationality as one of the elected Executive Council Member.
- 6.3 Each Executive Council shall hold office for a term of four (4) years commencing immediately from the day after the close of the Asian Karate Championships where the corresponding election has taken place, which however shall automatically be extended up to the next election meeting of the Congress if its term expires before the date of such meeting of the Congress.
- 6.4 The election of the Executive Council shall be for the following posts: -
(i) President; and
(ii) Nine (9) Executive Council Member.
- 6.5 The distribution of the nine elected Executive Council Members shall be allocated according to the zones as recognized by Olympic Council Asia zoning principles, whereby the number of seats allocated to each zone shall be based on criteria to be revised and fixed by the Executive Council from time to time.
- 6.6 The Executive Council must hold its first meeting as soon as possible after the elective Congress where the Executive Council shall, nominate and elect from among its elected members the 1st and 2nd Vice Presidents, and the General Secretary. Whereas the Treasurer shall be nominated by the President and approved by the Executive Council.
- 6.7 The Executive Council shall meet at least once every twelve (12) months at the time and place to be decided by the President and the necessary quorum shall be half of the Executive Council Members, or at any other time as deem necessary by the President. No proxies are allowed.
- 6.8 All Executive Council meetings shall be presided by the President, or in his absence, by the Vice President to be selected following the order in which they are ranked. In the situation that the President and the Vice Presidents are absent, the General Secretary shall take over the chair of the meeting.

- 6.9 The Executive Council shall have the following duties and functions: -
- (i) to carry out and implement the aims and objectives of AKF as set out in Article 1.4 of this Constitution;
 - (ii) to administer, conduct and manage the affairs of AKF, and act for and on behalf of the Congress while the same is not in session;
 - (iii) to render technical, organizational and administrative assistance to Member Federations whenever requested and possible;
 - (iv) to collate, study and consider proposals and recommendations by Member Federations for presentation to the Congress;
 - (v) to prepare and submit a biennial budget of AKF and technical report to be submitted for the approval of the Congress;
 - (vi) to act upon, carry out, execute and implement all decisions of the Congress, and to prepare and submit reports of such actions to the same.
 - (vii) to study and approve reports of Executive Council Members, the General Secretary, Treasurer, any committees and commissions.
 - (viii) to prepare and recommend to the Congress an annual development plan of activities based on a concentrated program to promote karate in Asia;
 - (ix) to act on all urgent matters on behalf of AKF and to report all such actions and decisions to the Congress at the next Congress meeting;
 - (x) to formulate, implement, and enforce the rules and regulations of AKF;
 - (xi) to call for meeting of the Congress and to formulate its agenda;
 - (xii) to set up, restructure and remove any committees;

(xiii) to decide on the suspension of member federation for the contravention of any article of this constitution, or any rules and Regulations of AKF;

(xiv) to confer and withdraw any appointments or honorary titles.

6.10. 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 karate in Asia defining their compositions, duties and procedures.

6.11. The Executive Council may appoint a Chief Executive Officer (CEO) to assist in the performance of its duties and functions, and the day to day operation of AKF. The CEO shall not be a member of the current Executive Council and shall have no voting right. The terms of appointment of the CEO shall be at the discretion of the Executive Council.

6.12. Any Executive Council Member who is absent from two (2) consecutive Council meetings without explanation satisfactory to the Executive Council shall be reprimanded.

6.13. Should any members of the Executive Council be dismissed by or lose recognition of his National or Regional Federation, he shall no longer represent the affiliated country or region.

6.14. 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 will have equal rights as others members of the Executive Council. The co-opted member shall remain in office at the discretion of the Executive Council.

6.15. The Executive Council shall take all its decisions by simple majority in the event of a tied vote, the Chairman shall cast the tie-breaking vote.

6.16. When for any reason whatsoever a meeting of the Executive Council cannot be convened, the necessary decisions may be taken following exchanges of emails.

- 6.17. All candidates to be an elected member of the Executive Council must be nominated by the National Federation he is affiliated to unless he is an incumbent member who may nominate himself.
- 6.18. The candidates nominated by the National Federation, to be elected to the Executive Council, must be the Citizen of the Country that the National Federation is representing.
- 6.19. All Presidential candidates must be a member of the Executive Council for the term of office immediately prior to the election. For the purpose of clarification all Executive Council members for the term 2015 to 2019 elected under the previous Constitution i.e the President, Secretary General, Treasurer, Presidential Advisers, elected and co-opted members shall be eligible to run for the office of President in the election immediately following the acceptance of this Constitution.
- 6.20. All nominations must be delivered to the General Secretary not later than sixty (60) days prior to the date of the Congress at which the election will take place by way of airmail or email. All nominations made by the National Federations must be accompanied by a letter of recommendation duly signed by the President or Secretary General and affixed with the official seal of the National Federation concerned.
- 6.21. Information of all qualified candidates shall be sent to all Member Federations by the General Secretary at least thirty (30) days prior to the date of election by way of airmail or email.
- 6.22. During the voting for the Executive Council, the delegates shall vote for, first, the President, to be followed by election of the Executive Council Members.
- 6.23. Every candidate for the Executive Council shall be allowed to stand for the election of one position only.

Article 7: Duties And Responsibilities Of Executive Council

- 7.1. The President shall have the following duties, functions, responsibilities and powers: -
- a) Preside over all meetings of the Congress and Executive Council;
 - b) Represent AKF at official functions and missions and at international sports event;
 - c) Execute and implement all instructions, directions, decisions and resolutions of the Congress and Executive Council;
 - d) Conclude, execute and sign all relevant documents, reports, minutes and records for and on behalf of AKF with the consent of the Executive Council;
 - e) Prepare and submit to the Congress and Executive Council an annual report covering his activities as President for the previous year;
 - f) Approve disbursement of funds that are properly provided for in the budget;
- 7.2. (a) The Vice Presidents shall perform in addition to their duties as member of the Executive Council, any other duties as may be delegated or assigned by the President.
- (b) In the absence of the President, the Vice Presidents shall take over the chair and conduct of the meeting of the Congress and Executive Council.
- 7.3. The General Secretary shall have the following duties, functions, responsibilities and powers: -
- a) To execute the decisions taken by the Executive Council;
 - b) To take, transcribe and keep records of all meetings of the Congress and Executive Council, and together with the President attest and certify to the correctness of the minutes;
 - c) Keep and maintain all correspondences, documents, records, reports and other related papers of AKF;

- d) Conduct the administrative and secretarial affairs of AKF, and where necessary, to employ subject to the approval of the Executive Council, the necessary personnel required for the smooth and efficient operation of AKF;
- e) Issue notices for all meetings of the Congress and Executive Council;
- f) Present an up to date report on the activities and affairs of AKF at every meeting of the Executive Council; and
- g) Any other assignments or duties as may be delegated by the Executive Council.

7.4. The Treasurer shall have the following duties, functions, responsibilities and powers: -

- a) Collect and receive all moneys due to AKF and deposit such funds in bank accounts duly designated by the Executive Council within fourteen (14) days from the date of receipt of payment;
- b) Make disbursement of funds, sign cheques and make payments for lawful expenses and obligations duly provided for in the budget or as instructed by the Congress or Executive Council;
- c) Act as custodian and trustee of all funds and properties of AKF; and
- d) Prepare and submit to the Congress and Executive Council an annual financial report and account concerning the financial standing of AKF duly audited and certified by a qualified accountant appointed by the Executive Council.

Article 8: Permanent Committees

8.1. The Executive Council shall establish the following permanent committees:

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- (a)Referee Commission;
- (b)Organizing Commission; and
- (c)Disciplinary Board.

8.2. The Executive Council may establish other committees from time to time as circumstances and situations required and is authorized and empowered to formulate the scope of functions, duties, powers, rules and regulations of all committees and commissions.

Article 9: Fiscal Year

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

Article 10: Incomes And Expenditures

10.1. Operating and administrative expenses of the AKF shall be covered by the fees received from the Member Federations, donations, sponsorships, marketing and other sources.

10.2. Each Member Federation must before the 31st of March of each year pay to the Treasurer an annual fee for the year as fixed by Congress.

10.3. The President and the General Secretary shall, with the consent of the Executive Council, negotiate with Member Federation hosting international events such as the Asian Karate Championships, Asian Games, regional games, the Olympic Games and inter-continental games for any possible percentage of the gross receipts of the event.

- 10.4. Members of the Executive Council shall offer their services without any remuneration except in special cases wherein the President may deem necessary. However, the traveling expenses of Executive Council Member shall be borne by his National or Regional Federation. All other expenses must be authorized by the President.
- 10.5. All television, radio, film, video, recording, photographic internet and other media rights of the Asian Karate Championships and other official events, activities or functions of AKF are the exclusive property and rights of AKF which may not be sold or negotiated in any means whatsoever without the prior written consent or agreement of the Executive Council. Only the Executive Council have the right to delegate its authority to negotiate the sale or utilization of these rights.

Article 11: Audit Of Account

- 11.1. All accounts of AKF must be examined and audited by a qualified accountant appointed by the Executive Council.

Article 12: Resignation, Suspension, Expulsion And Termination

- 12.1. AKF Executive Council has the right to suspend a Member Federation or make recommendation to the Congress for the termination of the membership of a Member Federation provided always it had extended to the Member Federation concerned the due process of law, fairness of hearing and done with good faith. The Executive Council shall then communicate the decision to WKF and only upon WKF acceptance and endorsement shall the member be suspended. The Executive Council shall than make recommendation to the Congress for the termination of the membership of the Member Federation concerned.
- 12.2. In the case of recommendation to the Congress for the termination of membership of a Member Federation, the Member Federation concerned must first be suspended by the Executive Council.

12.3. A Member Federation may be reprimanded, suspended or expelled from AKF by the Executive Council for the following reasons: -

- a) failure to pay its fees for two (2) years;
- b) involvement in illegal activities;
- c) act in contravention of this Constitution;
- d) act in contravention of the rules and regulations of AKF;
- e) carrying out or involve in any conduct or activities that prejudice or adversely affect the good name, reputation or image of AKF; or
- f) carrying out or involve in any conduct or activities with the purpose of and calculated to disrupt the smooth and harmonious operation, functioning, administration or management of AKF or any of its activities, events or functions.

An official notification of decision against such Member Federation shall be issued by the General Secretary to the respective NOC, World Karate Federation, the relevant national organizing committee, and all Member Federations. The decision taken by the Executive Council shall be tabled in the next meeting of the Congress for rectification.

12.4. Member Federation who have not paid their annual fees to AKF by the required date will be automatically suspended from all international competitions, events and activities until the full payment of all amount due.

12.5. A Member Federation may resign or withdraw its membership by giving a thirty (30) days written advance notice to the General Secretary and settling all debts due and payable to AKF on or before the date the resignation or withdrawal is to take effect.

- 12.6. Member Federations are strictly prohibited from having sporting relationship with any dissident organization of a fellow Member Federation or with a National or Regional Federation that are suspended. Member Federations found to be so doing shall be suspended immediately and reported to the Congress who may take the necessary disciplinary action including expulsion from AKF.
- 12.7. Member Federations are also strictly prohibited from double affiliation with another organization not recognized by AKF. Member Federations found to be having such double affiliation shall be expelled with immediate effect.
- 12.8. Suspension, expulsion or any other form of disciplinary actions against a Member Federation or its individual member imposed by the World Karate Federation shall have the same effect in AKF. Disciplinary action taken due to such spillover effect from the World Karate Federation must be circulated by the General Secretary to all Member Federations and reported to the Congress in its next meeting.

Article 13: Grades

- 13.1. AKF recognize only those grades which are given officially by Member Federations to their own member and no other. Member Federations must not give grades to member of another Member Federation. Any grade given that contravene this Article will not be recognized by AKF.

Article 14: Honorary Titles

- 14.1. The Congress may upon the recommendation of the Executive Council award the title of Honorary President, Presidential Advisor, or other honorary titles to individuals who have contributed to the advancement or development of karate.
- 14.2. Honorary President or other honorary title holders shall have the right to attend meetings of the Congress and Executive Council, and to voice their advice or opinion but shall have no voting right.

Article 15: Interpretation And Amendment Of Constitution

- 15.1. Where in carrying out its function the Executive Council encounters issue not covered by this Constitution or where the provisions of this Constitution are unclear, and where it is not practical to convene a meeting of the Congress for further instructions and directions, the Executive Council shall refer to the current WKF Statutes as the basis for interpretation and determination any point on which the Constitution is unclear, and thereafter report its decision to the Congress for approval or rectification in the next meeting of the Congress.
- 15.2. If the Constitution, or part of the Constitution, is in conflict with the current WKF Statutes, the WKF Statutes shall prevail. The Conflict shall be rectified in the next Congress for amendment.
- 15.3. Proposal to amend this Constitution may be presented to the General Secretary by at least half ($\frac{1}{2}$) of the Member Federations with voting rights signing on the proposal. Upon receiving such proposal, the General Secretary shall commence to convene an Extraordinary General Meeting of the Congress in compliance with the procedures as set forth herein.
- 15.4. Proposal for amendment of this Constitution must be approved by two third ($\frac{2}{3}$) of the Member Federations with voting rights that are present at the Congress.
- 15.5. Amendment as approved by the Congress shall take effect immediately upon its approval unless a particular date is indicated.

Article 16: Dissolution

- 16.1. Proposal to dissolve AKF must be presented to the General Secretary by at least two third ($\frac{2}{3}$) of the Member Federations with voting rights signing on the proposal. Upon receiving such proposal, the General Secretary shall commence to convene an Extraordinary General Meeting of the Congress in compliance with the procedures as set forth herein.
- 16.2. Proposal for the dissolution of AKF must be approved by four fifth ($\frac{4}{5}$) of the Member Federations with voting rights that are present at the Congress.

16.3. Should AKF be dissolved, its assets shall be divided among its Member Federations having voting rights in proportion to the number of years that each Member Federation has been affiliated.