



# Scottish Goju-Ryu Karate-Do Association

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1	Title.....	4
2	Aims and objectives.....	5
3	Organisation of the SKGA.....	6
4	SKGA Executive Committee .....	7
4.1	Management Team.....	7
4.2	Technical Team .....	8
4.3	Health & Safety Team.....	8
4.4	President – Chief Instructor.....	8
5	General Meetings of SGKA Committees .....	9
5.1	SGKA Annual General Meetings.....	9
6	Membership .....	10
6.1	Membership levels .....	10
7	SGKA Dojo .....	11
8	Finance.....	12
8.1	Financial Assistance .....	12
8.2	SGKA Fees.....	12
9	Discipline and appeals .....	13
10	Dissolution.....	14
11	Amendments to the constitution .....	15
12	Declaration .....	16



## **1 Title**

The association will be called the Scottish Goju-Ryu Karate-Do Association, herein referred to as the SGKA. The SGKA is affiliated to International Okinawan Goju-Ryu Karate-Do Federation (IOGKF) will be the official governing body of traditional Okinawa Goju-Ryu Karate in Scotland.



## 2 Aims and objectives

The aims and objectives of the SGKA will be:

- To act as an apolitical, non-profit, non-prescriptive body for Okinawan traditional style of karate throughout Scotland by offering services based on equal opportunity, and through its representation, promoting and supporting high standards in our art.
- To encourage nationally recognised standards within the practice and study of traditional karate by facilitating good services for British traditional karate-ka, thus empowering and supporting individuals, clubs and associations to continually strive for proficient standards through safe and competent practice.
- To actively promote the benefits of the practice and study of traditional karate and associated disciplines.
- To educate the membership, general public and other groups regarding the history, development and methods surrounding the practice of traditional karate and associated disciplines.
- To ensure the needs of the traditional karate fraternity are met, their best interests represented and if necessary to act as a political voice to ensure the continuance of the practices associated with traditional karate and associated disciplines.
- To recognise grades, Dan & Kyu, conferred on and by members of other authorised bodies, this being subject to the approval of the SGKA Executive Committee.



### 3 Organisation of the SKGA

The SGKA is a non-profit, self-governing body. The basis on which the SGKA is founded is that of a not-for-profit, co-operative society. All members contribute to the SGKA and consequently any profits are either re-invested or retained for reinvestment at the decision of the membership. The SGKA is structured as per the diagram [Structure 1](#), below. The Membership is supported by the Management Team underpinned by support and guidance from the IOGKF. All committee members work on a voluntary and unsalaried basis. Both liability and benefit is shared amongst the entire membership. Team Members act on behalf of the membership and at their instruction, and cannot individually be held liable unless acting in their own interests and contrary to the wishes of the membership.



[Structure 1](#)



## 4 SKGA Executive Committee

The management of the SGKA will be the responsibility of the Executive Committee, acting for and on behalf of the membership. Members of the Executive Committee will be elected at an Annual General Meeting. Nominations require a Proposer and Seconder, a vote will be taken if more than one candidate stands.

Each office will be held for a period of 2 years, subject to election at the AGM.

The Executive Committee consists of 3 teams:

- Management Team
- Technical Team
- Health and Safety Team

### 4.1 Management Team

The Management Team will be responsible for carrying out the general administration, management and control of the affairs and assets of the Association and, as far as possible, to assist affiliated Dojos.

The team will consist of the following team members

- Chair
- Vice Chair
- Treasurer/Licensing Officer
- Secretary

In addition the following positions will be appointed as deemed necessary by the Management Team.

- Junior Liaison Officer
- Dojo Liaison, 1 per dojo.
- Press and Publicity Officer
- Events Officer
- Any other deemed necessary from time to time

Only these posts will have the right to vote at meetings of the Management Team. Other officers may be invited as necessary. The Management Team will be convened by the Secretary of the association and held no less than 4 per year. The quorum required for business to be agreed at Management Team meetings will be: four officers. The Management Team will be responsible for all matters of management of SGKA adopting new policy (Child Protection, Health and Safety, Equality etc.), codes of conduct and rules that affect the organisation of the SGKA as a whole, whilst best serving its members. The Management Team will have powers to appoint sub-committees as necessary and appoint advisers to the Management Team as necessary to fulfil its business. The Management Team will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Team will be responsible for taking any action of suspension or discipline following such hearings.



## **4.2 Technical Team**

The Technical Team will be responsible for all matters of a technical nature across the SGKA including: Establishment, maintenance and future development of teaching and coaching standards applicable to IOGKF. Continue to support and provide opportunities for the advancement and upgrade of Dan Grades in line with guidance from the IOGKF. Establish, where appropriate, the opportunity for additional Karate qualifications such as Judge and Referee. The Technical Team will have powers to appoint Project Team as necessary and appoint advisers as necessary to fulfil its business.

The team will consist of five members, the President/Chief Instructor plus 4 members graded 3<sup>rd</sup> Dan or above. The members will be appointed at the AGM.

## **4.3 Health & Safety Team**

The Health & Safety are responsible for setting and maintaining the level of health, safety and protection in the SGKA to ensure all necessary legislative matters are adhered to by all members, offering full protection of the association and members.

The team will consist of at least 3 members, preferably with knowledge and experience in this area.

## **4.4 President – Chief Instructor**

The role of President – Chief Instructor is non-elective and shall be John Lambert, or his appointed representative.

A list of current officer holders within The Executive Committee can be seen in Appendix 1 of this document.



## **5 General Meetings of SGKA Committees**

Minutes of meetings will be taken by the SGKA Secretary sent out to the Executive Committee and also published publicly on the SGKA website for the perusal of the membership. Members will have the opportunity to lobby officers to raise specific issues on their behalf at regular meetings or to make a request for representation to raise a motion for discussion. Should there be a need for the executive to be called then an Extraordinary General Meeting (EGM) may be requested in this eventuality either by the Management Team or by the membership. Regular meetings will normally be held by the Management and Technical Committees on behalf of the membership.

### **5.1 SGKA Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the association Secretary. Not less than 21 Calendar days notice to be given to all member groups. The AGM will receive a report from the Management Team, Technical Team, Health and Safety Team and a statement of the audited accounts for that financial year. Nominations or re-elections for officers of the Management and Technical Committees can be sent to the Secretary prior to the AGM. Elections and re-elections of officers are to take place at the AGM. All members have the right to vote at the AGM as defined by their membership category.



## 6 Membership

All Dojos practicing traditional Goju-Ryu Karate must be fully affiliated to SGKA. Individuals will automatically be members of the SGKA through their Dojos.

Members are required to hold a valid licence.

Each student shall hold a combined licence and grading book, obtainable on application to the Licensing Officer. This licence, when current, and bearing the official stamp, will enable students to appear before grading examiners, and will provide a permanent record of student's grade. The licence, renewable annually, enables a student to attend all IOGKF events, all SGKA events and compete in contests organised in by the Scottish Karate Board of Control. All members will be subject to the regulations of the constitution and by joining the SGKA will be deemed to accept these regulations and codes of conduct.

### 6.1 Membership levels

Membership to SGKA will fall into two main categories

- Senior Members, aged 16+
- Junior Members, aged 5-16.

Senior Members have the right to vote, Junior members have the right a voice and representation in all matters.



## **7 SGKA Dojo**

Only Dan grades with appropriate instructor experience and with approval from the SGKA can run Karate clubs under the banner of the SGKA as per insurance guidelines.

All associations and Dojo locations must be registered with the SGKA. All SGKA club instructors must hold Professional Indemnity Insurance, obtained via SGKA or independently and must ensure that all students possess their own personal insurance/licence.

NOTE: If instructor indemnity insurance is not obtained via SGKA then proof of cover must be provided to the SGKA. All SGKA instructors must be enhanced CRB-checked for working with children and young people with copies of these records being held by the SGKA.



## 8 Finance

All SGKA monies will be banked in an account held in the name of the association. The SGKA Treasurer will be accountable and responsible to the Management Team for the finances of the SGKA. The financial year of the SGKA will end on 31<sup>st</sup> March. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against club funds should hold the signatures of the Treasurer and one other appointed officer.

### 8.1 Financial Assistance

Financial Assistance may be giving to members for the benefit of the SGKA. Examples of where this may be giving, and not limited to:

- Members attending overseas Courses
- Senior Gradings
- When representing the SGKA

The SGKA must benefit from such sponsorship and any member receiving must demonstrate the return on investment prior to receiving assistance.

Any requests for Financial Assistance must be made to the Management Team.

SGKA may assist in the setting up of new Dojos, where they meet the following criteria:

- Must practice, or be intending to practice Goju-Ryu style Karate.
- May be of any size, must meet regularly at proper premises.
- Shall only have Karate amateurs as its members.
- Shall, on acceptance into the SGKA abide by the spirit and current rules of the SGKA, as promulgated in this constitution and its bylaws.

Any such assistance should be returned to the SGKA as the Dojo prospers, but not to the detriment of the Dojo or members.

### 8.2 SGKA Fees

Fees levied within SGKA will be set annually and agreed by the Management Team or determined at the Annual General Meeting. The fees discussed and agreed will be:-

- SGKA membership fees (new and renewals)
- SGKA insurance service fees
- SGKA officer fees (e.g. petrol allowances & any genuine expenses\*)
- Fees for CRB screening
- Dan grading registration fees
- Grading fees
- Instructor, referee and other qualification fees
- Fees for SGKA resources (e.g. Certificates, licence books etc.)

\*Payment of expenses may be paid only on production of necessary receipts and prior acceptance of the Management Team. Three members of the Executive Committee are required to witness and approve all agreed expenses.



## **9 Discipline and appeals**

All complaints regarding the behaviour of members and officers should be submitted in writing to the SGKA Chair or Vice Chair. The Management Team (or representatives) will convene to hear complaints within 7 days of a complaint being lodged. The Team has the power to take appropriate disciplinary action including the termination of membership (as set out in the SGKA Disciplinary Policy). The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member or group against whom the complaint was made within 14 days of the hearing. There will be the right of appeal to the Management Team following disciplinary action being announced. The Team should consider the appeal within 7 days of the Chief Instructor receiving the appeal.



## **10 Dissolution**

A resolution to dissolve the SGKA can only be passed at an AGM or EGM through a majority vote of the membership. In the event of a vote for the dissolution of SGKA, any remaining funds after creditors have been settled will be distributed evenly between all of the registered groups, unless the membership decides to donate the remainder to charity.



## **11 Amendments to the constitution**

The constitution will only be changed through agreement by all members of the Executive Committee.



## **12 Declaration**

SGKA hereby adopts and accepts this constitution as a current operating guide regulating the actions of members



## Appendix 1

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### Executive Committee 2009-2010

President/Chief: Instructor      John Lambert      [john.lambert@sgka.co.uk](mailto:john.lambert@sgka.co.uk)

### Management Team

Chair      Iain Sneddon      [iain.sneddon@sgka.co.uk](mailto:iain.sneddon@sgka.co.uk)      07777 777 777

Vice Chair      Steven Biggar      [stevie.biggar@sgka.co.uk](mailto:stevie.biggar@sgka.co.uk)      07753 621 604

Secretary      Gary Adams      [secretary@sgka.co.uk](mailto:secretary@sgka.co.uk)      07777 777 777

Treasurer / Licensing Officer      Steven Cowan      [steve.cowan@sgka.co.uk](mailto:steve.cowan@sgka.co.uk)      07777 777 777

### Technical team

President      John Lambert

Technical Member      Frank Sargent

Technical Member      Callum Dick

Technical Member      Kenny Morrison

Technical Member      Gary Adams

### Health & Safety Team

Protection Officer      Dean Reekie

Protection Officer      Mark McKenzie

Protection Officer      Calum Dick