

# HOITSUGAN KYOKAI Karate Club

## By-Laws

Location: St David's Hall, Schulstr 4a, Ramstein-Miesenbach

### Article 1. Name

The name of this organization shall be the Hoitsugan Kyokai Karate Club, herein after referred to as the Karate Club.

### Article 2. Objectives of the Club

The Club exists in order to conduct, promote the sport of karate and self defense program and youth oriented program such as the Parent –Child Karate that promotes character, self reliance, good sportsmanship and respect. The Head Instructor assigned to this club shall establish programs that are designed to teach as well as promote the above mentioned goals. The Club officials and members must ensure that in conducting such programs, shall not discriminate because of race, color, creed, religion or ethnic origin.

### Article 3. Members

**Section #1: The HK Karate Club members comprises of the following:**

1. Officer-in-Charge (OIC)
2. Asst, OIC
3. Secretary
4. Treasurer
5. Members

**Section #2:**

- Members shall be an "active" member. An "active" member of the Karate Club is defined as a parent or guardian of a child that is currently participating in the sponsored program during the calendar year. Active members also include officers and members of the executive board of the HK Karate Club, to include the head instructor acting as advisor to the club.

### Article 4. Officers Responsibilities

**Section #1: The officers of the Club have the following responsibilities:**

*OIC will...*

Shall preside at all Club meetings. He/she shall oversee all activities of the organization. The president shall perform those duties as are necessarily incidental to the office. He/she shall sign all documents, contracts and agreements.

- Act in best interest of the club and not affected by any political persuasions
- Provide guidance to regulations as required by the UK defense.
- Act as a final approval authority on any funds disbursements in terms of club funding, club fees and other UK defense sponsored requirements.
- Ensure club member's adherence to safety at all times.
- Promote goodwill to non UK participants
- Coordinate with the head instructor on matters of regulations prescribed or directed by the Association club members belong to.

***Asst OIC will...***

Shall assist and aid all operating committees. In the absence of the OIC, shall assume the duties of the president. The Asst OIC shall preside over any executive board meetings.

- In the event of the OIC's absence will acts on behalf of the OIC.
- Act in best interest of the club and not affected by any political persuasions
- Provide guidance to regulations as required by the UK defense.
- Will act as a representative for the karate club in terms of club funding and other UK defense sponsored requirements.
- Enforce club member's adherence to safety at all times.
- Promote goodwill to non UK participants
- Coordinate with the head instructor on matters of regulations prescribed or directed by the Association club members belong to.

***Secretary will...***

In the absence of the Asst OIC shall assume his duties the Secretary shall notify all members of meetings, conduct the correspondence of the club, keep an accurate and true record of all meetings and maintain a complete copy of all Club documents.

- Provide members information regarding the health of the Club.
- Promote goodwill to all non UK participants
- Coordinates with the head instructor on matters of regulations prescribed or directed by the association the members belong to.

***Treasurer will...***

In the absence of the secretary, the treasurer shall assume the duties. The Treasurer shall keep an accurate account of all money received and expended for use by the club. He/she shall make all disbursements as directed and upon approval of the OIC and/or Asst OIC. He/she shall present a financial report to the Club OIC at every meeting.

- Act in best interest of the club and not affected by any political persuasions
- Provide meeting notes to the OIC and/or Asst OIC and its members
- Provide financial statement of account to the OIC and/or Asst OIC
- Promote goodwill to all non UK participants
- Act in the good interest of the club when funding is required to meet club objectives; must not be affected by any political persuasion that could jeopardize the clubs standing.

### ***Members will...***

- Promote good will to all participants
- Adhere to the policies enforced by the Club OIC
- Adhere to the policies enforced by the Clubs Head Instructor in accordance with Associations regulations

### ***Head Instructor...***

- Coordinates any funding issues to meet clubs objectives
- Enforce all policies by the OIC and the Association
- Acts as a final approval for any dismissal involving conduct unbecoming.

## **Article 5. Voting**

### **Section #1: Age**

- An active member above the age of eighteen is considered a voting member.

### **Section #2: Voting of Officers**

- The election of Club officer is limited to UK Defence ONLY
- Election of officers shall be by ballot in the event of a vacancy among the members of the executive board other than officers, the OIC shall appoint a member to fill that vacancy for the Vacancy unexpired term.

## **Article 6. Meetings**

**Section #1:** Meeting will be held quarterly unless otherwise noted.

**Section #2:** The OIC may at his/her discretion call a special meeting. Any member of the executive board may also request the president to call a meeting.

## **Article 7. Nominations**

### **Section #1: Committee**

- A nominating committee of three active members shall be appointed by the OIC as the nominating committee.

## **Article 8. Nominated officials**

### **Section #1: Responsibilities**

- Nominated officials must in faith act in the best interest of the Club and NOT affected by any "political" persuasions that could jeopardize the club's health.

## **Article 9. Order of Business for Monthly Meetings**

### **Section #1: Order of business shall be as follows:**

1. Secretary's Report
2. Treasurer's Report
3. Committee Reports
4. Old business
5. New Business

## **Article 10. Fund Raisers**

### **Section #1: Disbursements**

- All funds resulting from the club's fund raising activity belongs to the club and used exclusively by the club for the purpose of meeting club objectives. (i.e. Training seminars, equipment etc...)

## **Article 11. Rules of Order**

### **Section #1: Code of Conduct**

- The rules of this club is govern by the Club Association's " Code of Conduct"
- ALL Members without exception will adhere to the rules prescribed by the Club Association.
- Disciplinary action will be convened by the club officers, members and under the advice of the head instructor.