PNG KARATE-DO FEDERATION INC.

CONSTITUTION
The objects of the Federation are:

2.1

1.11

1.12

1.13

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2. OBJECTS

2.1. To promote, support and encourage the practice and teaching of the sport of Karate in Papua New Guinea as determined under WKF Rules.

2.2. The objects of the Federation are:

2.2.1. To promote, support and encourage the practice and teaching of the sport of Karate in Papua New Guinea as determined under WKF Rules.

2.2.2. To maintain and promote Karate as a sport in Papua New Guinea and to encourage participation in Karate at all levels of competition.

2.2.3. To establish and maintain a code of conduct for its members.

2.2.4. To promote the development of Karate in Papua New Guinea and to provide opportunities for its members to compete at national and international levels.

2.2.5. To facilitate the training and development of Karate instructors and to provide a framework for the certification of Karate instructors.

2.2.6. To promote the physical, mental and emotional development of its members through the practice of Karate.

2.2.7. To promote the appreciation and understanding of Karate as a martial art and as a way of life.

2.2.8. To foster good relations with other Karate organizations and to cooperate with them in the interests of Karate.

2.2.9. To undertake any other activities that are consistent with the objects of the Federation and that are in the best interests of its members.
The National Karate Coaches Association of Papua New Guinea.

The National Karate Referees Association of Papua New Guinea.

Duly affiliated Karate Associations and Clubs within Papua New Guinea.

Membership of Karate PNG shall be as follows:-

4.1.

MEMBERSHIP

(d) do other things necessary or convenient to be done in carrying out its

(e) acquire, hold, deal with and dispose of property (both real and personal);

(f) engage in business;

Kaneta PNG may without limitation:

3.2

and

Kaneta PNG has, in the exercise of its affairs, all the powers of an individual:

3.1

In addition to the powers conferred by section 20 of the Act

POWERS

To do all things as are incidental or conducive to the attainment of the above

2.8

Authority.

OCTF, the Papua New Guinea Olympic Committee and the World Anti-Doping

2.7

To operate in co-operation with and consistent with the requirements of WKF,

and in other countries, to promote sport and Kaneta in particular.

2.6

To cooperate with other authorities and Sporting bodies, in Papua New Guinea

and international Karate competitions and tournaments.

2.5

To represent Papua New Guinea in international Karate competitions and tournaments.

2.4

To select, support, arrange, manage and control competitions and teams to

2.3

New Guinea.

To arrange, manage, and exercise general administrative control over all

2.2

Membership amongst its members.

mental and spirit of Karate-Do and mutual respect and

2.1

To develop the technique and spirit of Karate-Do and mental resolve and
The Chief Executive Officer shall maintain a register of Members, their names and address, office, position, and the period of their membership.

Every Member must provide to Karite PNG the minutes of its annual general meeting and a copy of its annual report and financial statements not later than six (6) months after the end of its financial year.

The application will be reviewed by the Executive Committee and, if it is approved, the prescribed fee, a copy of the constitution, and appointed members, a copy of the minutes of meeting at which office bearers were appointed, names and address of the office bearers, and a list of the members.

An association or club wishing to become a member shall apply to the Executive Officer of the association, accompanied by

an association or club wishing to become a member shall apply to the Executive Officer of the association, accompanied by

the information prescribed in section 4.2(b)(i) to (v) for Members, and requirements and this constitution, PAGC and IOC requirements, OKF, and WKF is conducting the activities in compliance with its own constitution, is engaged in substantial karate related activity, provides evidence to Karite PNG that it:

an association or club is eligible to be admitted and remains as a member

An association or club is eligible to be admitted and remains as a member

A resolution of the members, being persons whose membership is approved by Special

A resolution of the members, being persons whose membership is approved by Special

The immediate past President of Karite PNG, whose expiry of
(c) A Member may be expelled where—

4.4.2 Expulsion

participate in any meeting except as an observer;

(1) if a Member's decision of the Executive Committee;

(ii) when due;

(i) if fails to pay any fee or other payment to Karate PNG;

4.4.1 Suspension

and failures to comply with:

where a Member is suspended:

and standing or Karate PNG or the sport of Karate;

if may attend General Meetings, however, may not vote or

Karate PNG;

if fails to comply with its own constitution:

and failures to fulfill its obligations under section 4.2(b):

if fails to provide the minutes of its annual General Meeting;

if a Member fails to observe or cease to comply with this

(1) if a Member fails to provide the minutes of its annual General Meeting;

4.3 Membership Fee

The annual fee for Members shall be determined from time to time by the

4.4 Suspension, Expulsion or Cessation of Membership

of the calendar year in question, to Karate PNG.

Committee, the fee shall be paid annually or define the 31st day of March

Executive Committee, unless otherwise determined by the Executive

Committee.

of the Executive Committee.

The fee shall be paid annually on the 31st day of March.
4.4.4 Cessation of Life Membership

If it is a body corporate, being dissolved or otherwise

If it is a person, by death or insanity or on

If it ceases to be a property constituted body:

Resignation, received in writing by the Secretary.

4.4.3 Cessation of Membership

Member and shall immediately communicate that decision in writing to the
Executive Committee in writing, except or deciding to expel the Member
the Member a reasonable opportunity to be heard of to make
At the meeting, the Executive Committee may, having ascertained
Executive Committee,

not less than seven (7) days before the date of the meeting of the

will be decided, and

meeting of the Executive Committee at which the question
of the proposed expulsion and time, date and place of

Member, explained to the Chair of the meeting of the Committee that a Member should be

Meeting, to immediate loss of voting rights and attendance at any

any other policies, regulations or by-laws.
of Vice-President and Treasurer will cease from the date of the election. The nominees thereby elected for the positions of Vice-President and the Treasurer shall be elected for a term of two (2) years from the date of the election. The nominees thereby elected for the position of Treasurer, where the Executive Committee is removed in its entirety.

The adoption of this Constitution:

6.3 At the first election after the adoption of this Constitution, the Executive Committee shall consist of:

5.2 All office bearers referred to in Section 5.1 shall constitute the Executive Committee.

5.1 There shall be the following office bearers:

OFFICE BEARERS

To Karesa PNG:

Member of a Life Member from any association to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts owing to the Executive Committee for subscription of membership does not release a Member of a Life Member from any obligation to pay any amounts o
6. TERM OF OFFICE BEARERS

6.6 The Chief Executive Officer, Patron and office bearers cannot be office bearers from a general assembly for more than two cumulative years.

6.7 Constitution allocates to the Chief Executive Officer the responsibility of recording and ensuring that the Executive Committee determines the time limit for a term of time (3) years on terms and conditions set by the Constitution.

6.8 A Chief Executive Officer may be appointed by the Executive Committee for a period of up to 1 year.

6.9 Resolution of the General Assembly by two thirds (2/3) majority of all the votes, to re-elect as a member of the Executive Committee on a biennial basis two new members of the Executive Committee for the period of the general assembly.

6.10 At least 30% of the office bearers must be female.

6.11 Meeting

6.12 Any officer or office bearer may be removed by ordinary resolution at a General Meeting at which they were elected. Subject to section 6.2, holding members shall be eligible for re-election to any position of the Executive Committee. The change in office bearers will be recorded in the register of the PNG Games and will hold office for a period of 1 year from the next General Assembly.

6.13 Subject to section 6.3, all office bearers on the Executive Committee shall hold office without remuneration and shall be removed by ordinary resolution at a General Meeting for any office bearers who are removed by ordinary resolution at a General Meeting.
Meeting:
required to be exercised by the voting members at an Annual General
exercise any or all of the powers of Kerato PNG other than those
following powers to:
Subject to the Act and the Constitution, the Executive Committee has the
powers:

(2) Committee meetings as it sees fit.
Determining rules and procedures for General Meetings and Executive

(3) Presentation to the Annual General Assembly, and
The preparation of annual reports and financial statements for

(4) The employment and dismissal of employees;

(5) The keeping of proper audited books and accounts;

(6) The governance, stewardship of, and overall policy formulation for,
and control of the affairs of Kerato PNG and is responsible for:

8. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

8.1. (a) On conclusion of the elections, the President shall preside over the remaining

8.2. Executive Committee, shall preside over the meeting for the election of the

8.3. Executive Committee, shall preside over the meeting for the election of the

8.4. All office bearers shall be elected at an Annual General Meeting by an Ordinary

8.5. 7.1. Office bearers shall be elected at an Annual General Meeting by an Ordinary

7.2. A candidate for election shall be proposed by a Member and the proposed

7.3. At least seven (7) days before the relevant Annual General Meeting,

7.4. Resolution of those present entitled to vote and voting.

ELECTION OF OFFICE BEARERS

of a new office bearer for the remainder of the term.
Commissioner, and shall be filled by election at the next Annual General Meeting

6.4. A casual vacancy may be temporarily filled by appointment by the Executive

(d) subject to the Act and the Constitution, the Executive Committee has the

(d) does not stand meetings of the Executive Committee for more than
9.1 Proceedings of the Executive Committee

The Executive Committee shall meet together for the dispatch of business from time to time as they think fit, but not less than six (6) times in a financial year. The President may at any time, and on the request of another officer bearer, cause the Secretary to convene a meeting of the Executive Committee.

Each office bearer must:

- act in all times, act in good faith and in the best interests of Keraite PNG;
- exercise the powers of the Executive Committee for proper purposes;
- at all times, act in good faith and in the best interests of Keraite PNG;
- exercise the care, diligence and skill that a reasonable office bearer would exercise in the same circumstances.
- exercise the care, diligence and skill that a reasonable office bearer would exercise in the same circumstances.

8.3 Duties

(a) Each office bearer must:

- do all such other things as are necessary and conducive to the attainment of the objects set out in section 2.
- perform their duties with such due care, diligence, and skill as a reasonable person would do who is entrusted with similar duties and responsibilities.

(b) Each office bearer must:

- do all such other things as are necessary and conducive to the attainment of the objects set out in section 2.
- perform their duties with such due care, diligence, and skill as a reasonable person would do who is entrusted with similar duties and responsibilities.

(c) The Act and Keraite PNG’s policies, rules and regulations; and

(d) Exercise the powers of the Executive Committee for proper purposes.

(e) Each office bearer must:

- do all such other things as are necessary and conducive to the attainment of the objects set out in section 2.
- perform their duties with such due care, diligence, and skill as a reasonable person would do who is entrusted with similar duties and responsibilities.

(f) Each office bearer must:

- do all such other things as are necessary and conducive to the attainment of the objects set out in section 2.
- perform their duties with such due care, diligence, and skill as a reasonable person would do who is entrusted with similar duties and responsibilities.

(g) The Act and Keraite PNG’s policies, rules and regulations; and

(h) Exercise the powers of the Executive Committee for proper purposes.

(i) Each office bearer must:

- do all such other things as are necessary and conducive to the attainment of the objects set out in section 2.
- perform their duties with such due care, diligence, and skill as a reasonable person would do who is entrusted with similar duties and responsibilities.

(j) Each office bearer must:

- do all such other things as are necessary and conducive to the attainment of the objects set out in section 2.
- perform their duties with such due care, diligence, and skill as a reasonable person would do who is entrusted with similar duties and responsibilities.

(k) The Act and Keraite PNG’s policies, rules and regulations; and

(l) Exercise the powers of the Executive Committee for proper purposes.

Disciplinary Committee:

Employees or other individuals such as the CEO or a Judicial Officer may determine this power to a sub-committee.

Committee may delegate its power to a sub-committee.

Appoint Sub-committees of the Executive Committee.

(a) Discipline Committee:

Disciplinary Committee members in accordance with this Constitution and any applicable rules, regulations, policies and procedures as may be prescribed by this Constitution.

(b) Sub-committees:

Sub-committee may determine the composition, functions, terms and procedures of a sub-committee and to delegate any of its powers to such sub-committee, or persons as the Executive Committee may determine from time to time.

(c) Discipline Committee:

Disciplinary Committee members in accordance with this Constitution and any applicable rules, regulations, policies and procedures as may be prescribed by this Constitution.

(d) Sub-committees:

Sub-committee may determine the composition, functions, terms and procedures of a sub-committee and to delegate any of its powers to such sub-committee, or persons as the Executive Committee may determine from time to time.
10. Annual General Meeting

10.1 Each Annual General Meeting shall be held once in every calendar year and no later than six (6) months after the end of the financial year. At least thirty (30) days notice of meeting shall be given to all members of the Executive Committee by notice in writing. A copy of the minutes of the Executive Committee meeting shall be sent to all members of the Executive Committee.

10.2 The meeting shall be held at such place and time as may be fixed by the Executive Committee.

10.3 The meeting shall be conducted by the President or in the absence of the President, by the Vice President or in the absence of the Vice President, by any other member of the Executive Committee appointed by the President or in the absence of the President, by the Vice President or in the absence of the Vice President, by any other member of the Executive Committee.

10.4 The Executive Committee shall keep minutes of all meetings.

10.5 No business may be transacted at any meeting of the Executive Committee where a quorum is not present.

10.6 Questions and answers on every meeting of the Executive Committee shall be decided by a majority of votes. In the event of a tie, the President shall have a casting vote.

10.7 The Executive Committee shall keep minutes of all meetings.

10.8 The President shall have the power to fix a meeting of the Executive Committee.

10.9 A copy of the minutes of the Executive Committee meeting shall be sent to all members of the Executive Committee by notice in writing.
the Executive Committee determine from time to time.

General Meetings shall be held on such days and at such times and places as

10.4. Place of Meetings

Special Resolution.

Twenty one (21) days' notice where the business includes a

before the time appointed for holding the meeting, or at least

resolution and Full (if any), at least seventy two (72) hours

an immediate past President, office bearer, or

tested shall be presented, delivered or mailed to each member,

Notice of the meeting stating the business that is proposed to be

(1)

which a Special General Meeting is desirous and
duly signed requests under Section 10.3(a), stating the reason for

be convened no later than fourteen (14) days after receipt of a

(2)

A Special General Meeting shall:

The Secretary shall at the request of the Executive or at the written

10.3 Special General Meetings:

Any other business.

and

Annual report and duly audited financial statements from all members:

Subject to Section 8, election of office bearers:

Appointment of an Independent Auditor:

Annual General Meeting:

In addition to the ordinary business to be transacted at an Annual General Meeting shall

consist of:

The ordinary business to be transacted at an Annual General Meeting shall

advertisements in such newspaper publications and other media as the Executive

representative and person (if any). The notice of meeting must also be

PNG Kereke-Du Federation Inc Corporation
Meetings

10.6 Quorum

A quorum for a General Meeting shall be a majority of Members of good standing and in accordance with the requirements of section 4.2.

10.5 Voting

By Unanimity Resolution.

Unless otherwise provided in the Constitution, decisions shall be made by a majority of Members present, authorized representative by proxy.

10.4 adjourned.

Where a quorum is not present at any meeting, the meeting shall be adjourned for another time and place.

10.3 Meetings

The Secretary shall cause proper minutes of all General Meetings to be entered into the minute book.

10.2 Representation of Members

Where minutes have been signed and entered into the minute book, they shall (unless the contrary is proved) provide evidence that the meeting took place.

10.1 Notice

All appointments and elections purported to have been made at any General Meeting shall be void if not held and recorded as having taken place at the meeting did not take place.

The meeting at which they were duly convened and held;

10.0 General Meetings

(a) To attend General Meetings, the authorized representative and one other delegate shall be entitled

(b) Meetings:

Meeting is in question, a natural person to represent it at a General

lodged with the Secretary at least seven (7) days before the General

(c) A member may appoint in writing, using the prescribed form, that is

(d) Representations of Members

(e) Minutes of Meetings

(f) The Secretary, if any, do not have the right to vote.

(g) The Chairman of the meeting does not have a casting vote.

(h) If the member's participation at the meeting is in question, the Chairman may appoint another person to represent it at a General Meeting.

(i) Notice

All appointments and elections purported to have been made at any General Meeting shall be void if not held and recorded as having taken place at the meeting did not take place.

(j) Meetings:

Meeting is in question, a natural person to represent it at a General

lodged with the Secretary at least seven (7) days before the General

(k) A member may appoint in writing, using the prescribed form, that is

(l) Representations of Members

(m) Minutes of Meetings

(n) The Secretary shall cause proper minutes of all General Meetings to be entered into the minute book.

(o) Notice

All appointments and elections purported to have been made at any General Meeting shall be void if not held and recorded as having taken place at the meeting did not take place.

(p) Meetings:

Meeting is in question, a natural person to represent it at a General

lodged with the Secretary at least seven (7) days before the General

(q) A member may appoint in writing, using the prescribed form, that is

(r) Representations of Members

(s) Minutes of Meetings

(t) The Secretary shall cause proper minutes of all General Meetings to be entered into the minute book.

(u) Notice

All appointments and elections purported to have been made at any General Meeting shall be void if not held and recorded as having taken place at the meeting did not take place.

(v) Meetings:

Meeting is in question, a natural person to represent it at a General

lodged with the Secretary at least seven (7) days before the General

(w) A member may appoint in writing, using the prescribed form, that is

(x) Representations of Members

(y) Minutes of Meetings

(z) The Secretary shall cause proper minutes of all General Meetings to be entered into the minute book.
Financial Affairs:

draw up so as to give a fair view of PNG Kamera–Do Federation’s
the financial statements of the profit and loss account and property

(i)

state in the report his opinion whether:

(d)

and draw attention to any irregularity in

(c)

inspect and audit the accounts and records of the financial transactions

(b)

have free access to all books and records of Kamera PNG:

(a)

certify to the correctness of the financial statements of the profit and loss

account:


1.1.1. The Auditor shall:


1.1.2. The Auditor shall:


1.1. Audit and Accounts

the conclusion of the General Meeting.

the conclusion of the General Meeting.

the conclusion of the General Meeting.


1.1.1. The Auditor shall:


1.1.2. The Auditor shall:


c) a person appointed under section 1J.2(e) shall be deemed to be the

b) the proxy and one other delegate shall be entitled to attend the General

(a) the chairman of the meeting.

(c) the authorized representative of another member or

(b) a like member

A person appointed in writing, using the procedure from lodged with

A member may appoint in writing, using the procedure from lodged with

A member may appoint in writing, using the procedure from lodged with

1.0.6. Provisions

General Meeting, the conclusion of that General Meeting.

member or in the case of an appointment in respect of a particular
members representing until that appointment is revoked by the

(c) a person appointed under section 1J.2(e) shall be deemed to be the

PNG Kamera–Do Federation Inc. Constitution
11.3 The Executive Committee is authorised to procure directors and officers insurance cover for the benefit of all office bearers and the Chief Executive Officer in the performance of their duties.

12. DIRECTORS AND OFFICERS INSURANCE

13. INDEMNITY

Karate PNG shall indemnify out of its assets any officer bearer who incurs any costs in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which he is acquitted in respect of any allegation of negligence, default or breach of duty in connection with his responsibilities as an officer bearer.

14. AMENDMENTS

14.1 This constitution may be replaced in its entirety or amended by Special Resolution at a General Meeting.

14.2 A notice of the proposed amendment shall be submitted in writing to the Secretary not less than sixty (60) days prior to the Annual General Meeting.

15. COMMON SEAL

15.1 Karate PNG shall have a common seal on which its corporate name shall appear in legible characters.

15.2 The common seal shall not be used without the express authority of the Executive Committee and every use of that common seal shall be recorded in the seal register by the Chief Executive Officer.

15.3 The affixing of the common seal shall be witnessed by any two of the President, Vice President, Secretary, Treasurer and the Chief Executive Officer.
21. **Appendices**

Special resolution at a General Meeting and lodged under the Act with the Registrar.

The Constitution will take effect in its entirety immediately upon being passed by the Assembly.

20. **Commentary**

An exclusive right of appeal from the PNG Sports Dispute Tribunal shall lie to the Court of Arbitration for Sport in Lausanne, Switzerland, within 21 days, in accordance with the Code of Sport Related Arbitration.

19.2. An appeal from the PNG Sports Dispute Tribunal resolved by referral to the PNG Sports Dispute Tribunal.

19.1. Any disputes relating to decisions by Karate PNG shall be referred to the Committee or any semi-autonomous body established by Karate PNG, shall be resolved by the Executive Committee.

18. **Disputes Resolution**

Resolution of disputes transferred to the Papua New Guinea Olympic Committee.

Resolution of disputes transferred to a similar institution approved by Special Committee or resolution of reference to PNG small not be paid or disregarded among their members.

Kerate PNG may be wound up by Special Resolution at a General Meeting.

17. **Winding Up**

The official emblems and logos of Karate PNG may not be used without the approval of the Chief Executive Officer.

16. **Emblems and Logos**

The official emblems and logos of Karate PNG shall be used in accordance with Section 13(1).

15.5. The common seal shall be kept in the custody of the Chief Executive Officer.
Date: ____________________________

(Signature of Secretary)

The Association.

Second the nomination of the applicant, who is personally known to me, for membership of the Association.

(full name)

I, ____________________________, a member of the Association, hereby nominate the applicant, who is personally known to me, for membership of the Association.

(full name)

I, ____________________________, a member of the Association,

Date: ____________________________

(Signature of Proposer)

Date: ____________________________

(Signature of Applicant)

The time being in force, event of my admission as a member, I agree to be bound by the rules of the Association for hereby apply to become a member of the above named Incorporated Association. In the

(occupation)

of

(address)

(full name of applicant)

NAME OF ASSOCIATION INC. (Incorporated under the Associations Incorporation Act)

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

APPENDIX 1 (Rule 4.2)
NOTE: A proxy vote may not be given to a person who is not a member of the association.

Date:........................................

Signature of member appointing proxy
........................................

To be inserted if desired.

In the case of a general meeting of the Association (annual general meeting or special general meeting), as being a member of that Association, as my proxy to vote for me or to vote on my behalf at the annual

meeting held on the

20th day of

[Insert date]

and at any adjournment of that

meeting.

Note: If a member of the Association, as my proxy to vote for me on my behalf at the annual

meeting held on the

20th day of

[Insert date]

and at any adjournment of that

meeting, the

[Insert address]

hereby appoint

...............

(name)

of the

[Insert incorporated association]

being a member of

...............

(name)

of

...............

(name)

(proxy)

form of appointment of proxy

Appendix 2 (Clause 10.9)

PNO Karate-do Federation Inc. Constitution