



# **STATUTES**

**Union of African Karate Federations**

**U.F.A.K**

September 2012  
Version n° 02

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## **CHAPTER I : GENERAL DISPOSITIONS**

### **Article 1 : Creation**

It is created on June 30th, 1987 in Dakar, Senegal, a Continental Institution composed of National Karate Federations of the whole African Continent, as predicted in Article 13 of the present general statutes. This Continental Institution is the result of the different African sport unions of Karate created previously: African Union of Karate (UAK: 1978), the Confederation of African Karate Amateur (CAKA: 1980), the Union of Karate-Do Federations of Central Africa (UFKAC: 1980), the Arab Union of Karate (UAK: 1980).

### **Article 2 : Denomination**

This Continental Institution is named « Union of African Karate Federations »: ("Union des Fédérations Africaines de Karaté" in French : UFAK).

### **Article 3 : Legal Status**

The UFAK is a non-governmental continental organization. It has legal personality and financial autonomy. It is non-political, non-profit, non-denominational and cannot accept any racial or other discrimination.

### **Article 4 : Duration**

The life duration of UFAK is unlimited.

### **Article 5 : Headquarters**

The headquarters of UFAK are set by the Congress in the country where the current President comes from. The country is home to the headquarters during the term of the latter.

### **Article 6 : Emblem or Logo**

**6-1** The emblem or logo of UFAK is an official insignia of UFAK.

**6-2** The logo of UFAK is represented by the World Karate Federation's (WKF) one bearing on its circumference the writing "Union des Fédérations Africaines de Karaté" by harmony with other Karate Continental Unions.

**6-3** This official insignia enjoys the protection of property rights.

### **Article 7 : Flag**

The official flag of UFAK is of white fabric hit the center of the logo UFAK. The official flag of UFAK enjoys the protection of property rights.

## **Article 8 : Objectives and Duties**

The objectives and duties of UFAK are:

- 1- Manage, organize, supervise, regulate and promote in the continental level all forms of karate;
- 2- Promote cordial and friendly relations among its members and supervise the activities of Karate throughout the African continent;
- 3- Protecting the interests of Karate throughout the African continent ;
- 4- Ensure a high level training for athletes of the continent and guarantee their physical and mental health;
- 5- Foster regular participation of athletes from the African continent in international Karate activities ;
- 6- Organize the African championships, continental competitions with member federations and ensure their continuity;
- 7- Organize seminars, training and retraining for athletes, coaches, referees, sports doctors and all those involved in administration of Karate;
- 8- Publish periodical newsletters, documents and books about UFAK activities, questions of general interest and send them to the national federations members, the media and other interested parties ;
- 9- Establish all regulations relating to the practice of karate on the continent in conformity with those of the World Karate Federation (WKF) and the Olympic Charter of the International Olympic Committee (IOC);
- 10- Keep with the World Karate Federation and the other Karate Continental Confederations, close relations of cooperation;
- 11- Ensure that the African representatives elected and / or appointed to the WKF conduct their activity in the spirit of African solidarity and according to the guidance and interests of UFAK;
- 12- Encourage and assist African countries not yet affiliated with the WKF and UFAK to establish federations and to join;
- 13- Develop any action contributing to accept Karate in the Olympics and in all Continental Games.
- 14- Deliver to members of the affiliated countries, sports passports, licenses, diplomas and other titles.

## **Article 9 : Official Languages**

The official languages of UFAK are French and English. In case of discrepancy between the French and English, the French text shall prevail.

## **Article 10 : Definitions**

**10-1** The term "Karate" means all sports regulated by the World Karate Federation (WKF).

**10-2** The term "Country" means an Independent State recognized by the International Community,

**10-3** The name of the National Federation must reflect the territorial extension and the traditional name of its country and must be approved by the World Karate Federation (WKF) and the UFAK.

**10-4** The area of jurisdiction of a National Federation must coincide with the boundaries of the country where it has its headquarters.

## **Article 11 : The Supervisory relationships**

**11-1** The UFAK must comply with the provisions of the World Karate Federation (WKF), International Olympic Committee (IOC), sports organizations in Africa (Supreme Council for Sport in Africa (SCSA), Union of African Sports Confederations (UCSA).

**11-2** Any dispute arising from the application of these Statutes, Rules or Regulations of UFAK, having exhausted all internal remedies within UFAK and WKF, in order to safeguard its interests, will ultimately be transmitted to the Court of Arbitration for Sport. The Parties undertake to respect and enforce the decision of the Court of Arbitration for Sport.

**11-3** The Development Zones, the affiliated National Federations members must include in their regulatory clauses stipulating that the provisions of the Statutes, Rules and Regulations of UFAK and WKF, as well as the Court of Arbitration for Sport engage them legally.

## **CHAPTER 2 : MEMBERSHIP STATUS**

### **Article 12: Recognition**

**12-1** The Union of African Karate Federations (UFAK) is open to all National Federations of Africa affiliated to the World Karate Federation and recognized by it as official bodies manager Karate in their respective countries.

**12-2** UFAK can accept as members only the National Federations recognized by the WKF.

**12-3** Recognition of a National Federation will be done in accordance with the Statutes, Rules and Regulations of the WKF and UFAK. UFAK must inform the National Olympic Committee or the highest Sportive authority of the concerned country.

**12-4** UFAK is the only organization recognized by the WKF as United Continental empowered to manage all forms of Karate in Africa.

**12-5** UFAK is subject to the rules and regulations of the World Karate Federation.

**12-6** UFAK is recognized by sports organizations in Africa (SCSA, the UCSA, ANOCA, etc.) as the only continental association administering Karate at the African level.

**12-7** In Accordance with Article 4 of the Statutes of the Union of African Sports Confederations (UCSA), UFAK is a member of UCSA and participates to the deliberations of the General Assembly with a deliberative voice.

**12-8** UFAK undertakes relationships of cooperation with the African National Olympic Committees Association (ANOCA) through the various National Olympic Committees of the Union's country members.

### **Article 13: Affiliation of National Federation**

**13-1** The Affiliation of a National Federation to UFAK will take place in accordance with the statutory and regulatory provisions of UFAK and WKF.

**13-2** Any National Federation of Karate in Africa desiring to be affiliated to UFAK, should address to the UFAK's General Secretary a written request signed by its President, accompanied by a copy of the Rules and Regulations, the certificate of prior recognition by WKF and the proof of payment to UFAK of the annual membership's fee.

The request must be substantiated by a letter of recognition from the National Olympic Committee and / or the highest Sportive authority of the concerned country.

**13-3** The Provisional Affiliation of a new member is declared by the UFAK Executive Committee after study and verification of conformity with various laws and regulations of UFAK. Provisional Membership gives to the new member all rights except the right to vote. The Provisional Affiliation must be submitted for ratification to the next Congress.

**13-4** The affiliation of a new member is considered final after ratification by the Congress but gives to it the right to vote only two (02) years after the Congress.

**13-5** The area of jurisdiction of a National Federation must coincide with the boundaries of the country where it is established.

**13-6** Any change in the composition of the Executive Committee of a Member National Federation and any amendment introduced in statutes and regulations should be notified to the General Secretaries of UFAK and WKF within a month of time limit.

**13-7** During the final vote on the admission of a National Federation, delegates of the said organization should not be present in the room.



**13-8** Only one National Federation is admitted per country in UFAK.

#### **Article 14. Affiliation of individuals**

**14-1** Individuals who are entitled to be members of the UFAK through a National Federation are:

- a) Athletes;
- b) Coaches;
- c) Doctors;
- d) Referees;
- e) Officials;
- f) All members of a national delegation participating in an official competition of UFAK;
- g) The Honorary President (s), Honorary Member (s) and former (s) President (s) and General Secretaries of UFAK.

**14-2** African members of the WKF will be entitled to:

- a) Participate in UFAK activities through their corresponding National Federations;
- b) Be proposed to elective positions and nominations of UFAK provided they meet the minimum requirements

#### **Article 15: Obligation of members**

**15-1** National Federations or individuals affiliated with UFAK must comply with its statutory and regulatory provisions and the decisions of its organs.

**15-2** Members must commit to fulfill their missions in accordance with the rules governing the sport and adherence behavior in harmony with their functions.

**15-3** All members must comply with disciplinary sanctions that will be inflicted by application of such statutes and regulations.

#### **Article 16 : Suspension and Loss of Membership**

A National Federation may be suspended or lose its membership in the following cases:

- a) For non-payment of annual fees for membership.

A Federation which has a backlog of two (2) years of affiliation annual fee will be provisionally suspended from all competitions and activities of UFAK by official decision of the Executive Committee. It will resume its full rights upon resolution of arrears of annual fee for membership.

- b) Exclusion through decision of the Congress due to violation of statutes or decisions non compliance of UFAK.
- c) If the Federation does no longer have the character of a National Federation representing a country.
- d) By resignation, this decision must be motivated and addressed to the UFAK Headquarters..
- e) For double affiliation with another Karate organization not recognized by WKF and UFAK.
- f) When it undertakes sportive relationships with an organization not recognized by WKF. and UFAK.
- g) By cancellation : the cancellation is delivered on disciplinary grounds in serious conditions stipulated by the present statutes.

### **Article 17 : Eligibility-Candidatures-incompatibility**

**17-1** The presentation for the first time in the election as a member of the Executive Committee of UFAK is open only to persons nominated as candidates by their National Federations having voting rights.

**17-2** The outgoing members of the Executive Committee may individually and directly submit their candidatures to the position of member of the Executive Committee.

**17-3** All candidatures for elected positions must be proposed exclusively by the National Federation and must be received at the Headquarters by mail, fax or e-mail at least two (02) months before the date of the corresponding Congress.

**17-4** The validity of candidatures will be notified by the Secretary General upon instructions of the President, at least one (01) month prior to the Congress.

**17-5** The list of selected candidates will be sent to National Federations at least one (01) month prior to the Congress.

**17-6** May be eligible as a member of the Executive Committee of UFAK by election or appointment as a permanent member, any candidate whose age is less than or equal to seventy (70) years. Any member in office reaching the age limit should go at the end of the mandate.

**17-7** The age limit for members of the Commissions is sixty-five (65) years. The member who has reached the age limit automatically abandons his post on December 31<sup>th</sup> of the year in which the age limit has been reached.

**17-8** No National Federation member of UFAK cannot have more than one (01) member in the Executive Committee, with the exception of the President, (s) Permanent Member (s), ) co-opted member (s) (s (s) and (s) past President(s) of UFAK. In all cases, the EC

must not contain more than two (2) members from the same country or the same development area.

**17-9** When a designated member who is not Chairman of a committee, loses the support of his National Federation, the validity of the designation is void.

**17-10** When an elected member or the President of a Commission loses the support of his National Federation, he will need the support of 2/3 (two thirds) of the members of the Executive Committee to continue its current mandate. In the next elections, the elected member will need the support of 2/3 (two thirds) of the Congress.

If the member was elected twice in the past four (04) last term of four (04) years, this condition shall not apply and the member in question may present itself for re-election by the normal procedure.

**17-11** The Executive Committee members may not be designated for the Refereeing Commission, the Technical Commission, the Medical Commission and the Organizing Commission..

**17-12** All members of the Executive Committee shall have the nationality of the country of their National Federation.

**17-13** The following persons may not be elected to the Executive Committee of UFAK.

17-13-1 The staff of National Federations member of UFAK.

17-13-2 Persons employed for a specific task by UFAK, either individually or as partners or active members of a Board of Directors for the duration of their contract and two (02) years after the end of their contract or tasks.

17-13-3 Suppliers or producers of sports goods and their respective shareholders, partners, directors and board members of companies or any type of sports trading company whose activities are in the field of commerce, manufacturing, all types of sporting items or services belonging to sports.

## **Article 18: Annual Fees of Affiliation**

**18-1** Only the Congress is entitled to fix the amount of annual fees of affiliation.

**18-2** The amount of the annual fee for membership of UFAK is due on January 1<sup>st</sup> of each year and payable no later than April 1<sup>st</sup> of the current year.

**18-3** The General Treasurer of UFAK notifies to each member country soon on January 1<sup>st</sup>, the annual fee due of affiliation.

**18-4** This notification is done through an invoice which also specifies the amount due, payment terms and all banking references of UFAK.

### **Article 19 : Late payment of annual of fees of affiliation**

National Federations that are not up-to-date with the annual fees for membership are not allowed to participate in the Congress, Championships and other statutory activities of UFAK.

## **CHAPTER 3: STATUTORY ACTIVITIES**

### **Article 20: Statutory meetings**

Statutory meetings of UFAK are the following:

- a) UFAK's Congres
- b) the UFAK Executive Committee Meeting ;
- c) The UFAK Executive Bureau Meeting ;
- d) The meeting of a Permanent Commission of UFAK

### **Article 21 : Statutory competitions**

The statutory competitions of UFAK are :

- a) The African Nations' Championships of Karate, or CHAN (Annual)
- b) The African Cups of Nations (CAN biannual);
- c) Competitions organized under the auspices or control of UFAK, as the African Games, whose classification and titles are assimilated to those of an African Championship;
- d) International Karate Tournaments of UFAK Zones, or TIKAZONES (Annual).

### **Article 22 : Statutory Seminars**

The statutory seminars are:

- a) The Annual UFAK Seminar of Refereeing,,Coaching and Technical ;
- b) The Annual UFAK Zones Seminars of Refereeing, Coaching and Technical ..

## **CHAPTER 4: CHAMPIONSHIPS - COMPETITIONS**

### **Article 23 : African Championships**

**23-1** The UFAK is the only organization empowered, in Africa to organize African Karate Championships which is its exclusive property.

**23-2** UFAK organizes every year in a different country in a different area, the African Nations' Championship of Karate or CHAN Karate. To hold these Championships, an equitable rotation must be observed between the Zones and the organizing countries. A schedule that takes into account seven zones of UFAK must be established.

**23-3** If for any reason the championships cannot be held in a country that had been retained , the championships with all its linked activities will be transferred on decision of the Executive Committee, in a candidate country offering the best conditions for hosting the event.

**23-4** Any organizing country must, through its National Federation send a confirmation letter to the General Secretary of U.F.A.K twelve (12) months before the fixed date of the championships.

**23-5** In case of cancellation from the organizing country within less than twelve (12) months, a fine will be imposed. The new program for the Championships will be made and notified to members at least eight (08) months before the date fixed for planned statutory activities.

### **Article 24 : Competitions**

Each National Federation or Zonal Union member wishing to organize an international or continental competition must inform the Executive Committee of UFAK within a reasonable period of six (6) months.

## **CHAPTER 5 : ADMINISTRATION**

### **Article 25 : The Organs**

UFAK is administrated by three (03) types organs known as:

- The Congress : Supreme deliberative organ
- The Executive Committee: Organ of coordination and control
- The Executive Bureau : Executive organ

## **CHAPTER 6 : THE CONGRESS**

### **Article 26 : Composition**

The congress is the supreme organ of U.F.A.K and includes:

**26-1** The participants to the Congress with deliberative voice:

Two (02) delegates at most duly appointed by each National Federation member entitled to vote and have one voice only ;

**26-2** The participants to the congress with consultative voice :

- a) The Executive Committee unless they officially represent their Federations.
- b) The delegates duly mandated by each National Federation member without voting right
- c) Honorary presidents and honorary members of U.F.A.K;
- d) One representative by African sport organization (UCSA, CSSA, etc.)

- e) A representative of the World Karate Federation (WKF);
- f) The resource persons invited.

### **Article 27 : Attributions**

The Congress is the supreme organ of U.F.A.K with deliberative powers. It decides only on matters listed in the official agenda. It is headed by the President of the Executive Committee. The powers of Congress are the following;

- 1- To adopt all resolutions in connection with the UFAK achievement;
- 2- To elect the members of the UFAK Executive Committee ;
- 3- Adopt and amend UFAK by laws and other regulations;
- 4- Name upon proposal of the Executive Committee, the Honorary Presidents and Honorary Members;
- 5- Pronounce final affiliations of National Federations;
- 6- Fix the annual payable fees of Affiliation by National Federation members;
- 7- Examine for approval the minutes of the last meeting and the reports of the President, the Secretary General, the Treasurer General, Auditors, Representatives of Zones;
- 8- To approve, upon proposal of the Executive Committee, the annual operating budgets of UFAK;
- 9- Designate and fix the dates upon proposal of the Executive Committee, the hosting Zone and the country that has the honor of hosting the African Karate Championships;
- 10- Grant, upon proposal of the Executive Committee, honors and awards.
- 11- Give membership, suspend or exclude a member.

### **Article 28: Ordinary Session**

**28-1** The Congress shall meet in a working ordinary session once every two (02) years and in elective ordinary session every four (4) years, in the country hosting the African Karate Championships of that year...

**28-2** During an Ordinary Congress, only the items on the agenda shall be discussed unless express request of two-thirds (2/3) of the members having the right to vote and present at the Congress.

### **Article 29 : Extraordinary Session**

Congress shall meet in Extraordinary Session;

**29- 1** In the following cases:

- a) Upon written request, motivated and presented by at least the 2/3 of the Executive Committee members, upon decision of the Executive Committee or the Executive Bureau;
- b) Upon written request, motivated and presented by at least the 2/3 of UFAK members having the right to vote ;

**29-2-** And for the following questions:

- a) Urgent subjects that recall into question the fate of the Union (exclusion, dissolution, etc.) ;
- b) Financial questions of great importance.

**29-3** During an Extraordinary Congress, only the points in the agenda are discussed.

**29-4** In the case when the circumstances demand it, it can be convened for a same period an ordinary and extraordinary congress in the strict respect of the statutory dispositions and regulations managing the two subjects.

### **Article 30 : Convocations**

**30-1** For congresses, as much ordinary as extraordinary, convocations accompanied with the agenda are sent by the General Secretary to the members, sixty (60) days at least before the date of the meeting.

**30-2** The Congress is convened by decision of the President and can take place validly only in presence of the President or that of one of UFAK's Vice presidents according to the precedence order in case of the President's absence.

### **Article 31 : Voting right**

The voting right is given to all National Federation that fills the following conditions:

1. To be member of UFAK since for two years.
2. To be up date with the affiliation fees of the two(02) last years vis-à-vis of UFAK.
3. The National Federation must have participated during the two(02) last years to the statutory activities of UFAK .

## **Article 32 : Voting method**

**32-1** suffrages validly express themselves "for", "against", "abstain or White" and "no."

**32-2** Votes on all matters in Congress by show of hands or by roll call unless the articles otherwise provide..

**32-3** White or no votes are considered as not expressed.

**32-4** Voting by proxy or by correspondence is prohibited.

## **Article 33 : Quorum**

**33-1** A quorum of two-thirds "2/3" members of UFAK having the right to vote is required to enable sit and deliberate the Congress in ordinary or extraordinary session.

**33-2** In a lack of quorum, the meeting whether ordinary or extraordinary is convened no later than 24 hours after, the quorum is then constituted by the presence of at least one third (1/3) of UFAK's members entitled to vote. Even in the case where the quorum of 1/3 is not obtained, the conference will be postponed to a later date to be determined by the Executive Bureau after the necessary contacts with the National Federations Members.

## **Article 34 : The Majorities**

**34-1** Except contrary dispositions of the present statutes, the resolutions of Congress relating to ordinary administrative and financial questions are adopted to the majority of the present members having the right to vote.

In case of equality of votes and only in this case the President of UFAK votes.

**34-2** Unless otherwise provided in these Articles, the Congress decisions are taken by a majority of two thirds (2/3) of the members present and having voting rights on issues relating to the amendment of the statutes and regulations, to the exclusion of a member, the dissolution of the union, financial matters of great importance involving UFAK

## **Article 35 : Election**

**35-1** shall be eligible, candidates present at the congress and duly proposed by the Member National Federations having voting rights.

**35-2** The absence of a candidate cannot be accepted only for justified reasons and of major force. The absence of a candidate is allowed only when it is a member who has already served two terms on the Executive Committee mandates of UFAK, and whose record of service to the organization are known and recognized by all.

**35-3** Each National Federation member is entitled to be represented by a maximum of two (02) delegates with the mandate to take part in debates. Each National Federation shall be entitled to one vote.

**35-4** No delegate may represent a federation other than his one.



**35-5** Elections are held by secret ballot.

**35-6** Vote by proxy is not authorized.

**35-7** The recount and counting of ballots are made in public and in a loud voice.

**35-8** An election committee composed of three (3) delegates not members of the Executive Committee and non candidate for a position is designated by the outgoing Executive to direct elections.

**35-9** In the case where the number of candidates for a position is greater than two (02), the election shall be done by an absolute majority of votes of members present and entitled to vote.

- a) a) If no candidate receives a majority, there shall be a second ballot between the two (02) candidates who obtained the greatest number of votes in the first round. In the second round, a simple majority is required to win.
- b) b) If after two rounds, no candidate won a simple majority, there shall be a third round. For this last ballot, the election shall be done by simple majority. In case of equal division of votes, the outgoing member is reappointed for the position in competition.

**35-10** In cases where there are one or two candidates for a position, the election shall be done by simple majority vote. If after two ballots no candidate has obtained a majority, there shall be a third round.

For this last ballot, the election shall be by simple majority, in case of equal division of votes, the outgoing member is reappointed for the position in competition.

### **Article 36 : Date of effect or entry into force**

Except as otherwise provided herein, all Decisions and Resolutions of Congress take effect immediately after the date of the Congress, except for the case where the final affiliation of a new member of the UFAK is pronounced; it is effective after the Congress, but the voting right is given to the National Federation two (02) years after the date of the Congress.

### **Article 37 : agenda**

The following points should be included in the agenda of an ordinary Congress:

- 1- Opening of the Congress;
- 2- Credentials ;
- 3- Reading of the minutes of the previous Congress ;
- 4- Message of the President ;
- 5- Activites report, by the General Secretary ;
- 6- Financial report, by the General Treasurer;
- 7- Auditors' report ;

- 8- Adoption of the different reports ;
- 9- Elections (All the four years ) to the following positions :
  - a) Election of the President
  - b) Election of the 1<sup>st</sup> Vice – President
  - c) Election of the 2<sup>nd</sup> Vice – President
  - d) Election of the 3<sup>rd</sup> Vice – President
  - e) Election du 4<sup>th</sup> Vice – President
  - f) Election du 5<sup>th</sup> Vice – Président
  - g) Election of the General Secretary
  - h) Election of the Assistant General Secretary
  - i) Election of the General Treasurer
  - j) Election of Assistant General Treasurer
  - k) Confirmation of the Seven(07) Members Representatives of the elected Zones by their peers
- i) Appointment of two (02) Auditors or Choice of an Audit cabinet
- 10- Approbation :
  - Of the development program or activities
  - Of the budget of the coming year ;
- 11- Affiliation, and / or Resignation of a National Federation
- 12- Consideration of proposals for amendments to the Statutes, Rules and Regulations.
- 13- Designation of countries to host the next congress championships and securing their dates.
- 14- Any other competent business (AOCB).
- 15- Official closing of the congress.

The agenda of an Ordinary Congress varies whether ordinary working or election.

### **Article 38 : Submission of proposals for the agenda**

**38-1** Six (06) months before the date of the next congress , the General Secretary invites the National Federations to submit questions for the agenda of the congress through post, fax or e-mail. Proposals and motions must be clearly formulated. They may have been accompanied with a short and precise expose of the motives. These proposals and motives must reach to the General Secretariat three (3) months before the date of the Congress

In case of emergency a question not included in the time limit may, however, be discussed under the heading "AOCB" if 2/3 of National Associations or Federations entitled to vote and present at the conference agree.

### **Article 39 : Minutes or report**

**39-1** Congress deliberations are noticed in minutes or a report prepared under the responsibility of the President, signed by him and the General Secretary, who is the editor. It must contain all taken and adopted decisions, resolutions and arrangements.

**39-2** The minutes or report signed by the President and the General Secretary must be transmitted to all members of the Executive Committee for amendment in the thirty (30) days following the closure of the Congress,

**39-3** The minutes or report is considered tacitly approved by the Executive Committee in the absence of amendments received and sent by registered mail, fax or e-mail within fifteen (15) days after its transmission. Then it is sent to National Federations within the overall sixty (60) days.

**39-4** Approval of Minutes or report and the control of the implementation of resolutions and decisions must be made by the Executive Committee at its next meeting.

**39-5** The Secretary General is responsible for the prompt and immediate diffusion of information required for the Congress sessions to the Member National Federations through official publications of UFAK.

**39-6** In case of dissent, the question will be scope to the next Congress agenda.

## **CHAPTER 7 : THE EXECUTIVE COMMITTEE**

### **Article 40 : Composition**

**40-1** The Executive Committee of UFAK comprises seventeen (17) members decomposed as follow:

- The President
- The 1<sup>st</sup> Vice - President
- The 2<sup>nd</sup> Vice - President
- The 3<sup>rd</sup> Vice - President
- The 4<sup>th</sup> Vice - President
- The 5<sup>th</sup> Vice - President
- The General Secretary
- The General Treasurer
- The Assistant General Secretary
- The Assistant General Treasurer
- 07 Members Representatives of UFAK Development Zones..

**40-2** The Executive Committee members must come from different Zones. The Executive Committee shall not have in its committee two members elected from the same country or more than three members of the same UFAK Development Zone..

**40-3** All members of the Executive Committee of UFAK are representatives of UFAK in their respective countries.

**40-4** All members of the Executive Committee UFAK are not delegates of their countries within UFAK, and any breach of this provision is part of the rules governing conflicts of interest.

**40-5** All newly elected members of the Executive Committee at a regular convention will take office the day after the end of the championship during which the said Congress was held.

**40-6** Any former President who had ensured the smooth democratic functioning, good management of financial and material of UFAK and obtain the discharge of the Congress for one (01) term of four (04) years becomes a life member of the Executive Committee without voting right.

#### **Article 41: Mandate of the members**

**41-1** Members of the Executive Committee of UFAK are elected by Congress for a term of four years (04) for the Seven (07) members of the Executive Bureau and four (4) years for the other eight (08) members. The outgoing members may be reappointed.

**41-2** . For serious motives, this mandate can be terminated prematurely by the Congress on the request of two thirds at least of National Federations of UFAK having the voting right.

**41-3** In this case, the Congress must be convened in extraordinary session and the agenda properly communicated to all members one month in advance.

**41-4** The Congress pronounces the stopping of the UFAK Executive Committee's mandate by the absolute majority of the members present and having the voting right, and at the same time proceed to the election of a new Executive Committee. The mandate of the new Executive Committee starts at the end of the previous Executive Committee. Voting shall be by secret ballot.

#### **Article 42 : Attributions and competences**

The Executive Committee is a coordination organ of UFAK which attributions are the following :

- 1- To Control the Executive Bureau and ensure the good execution of decisions taken by the Congress ;
- 2- To Determine the financial politic, approve the project of budget and the financial report submitted by the Executive Bureau under reserve of ratification by the Congress. Make recommendations to the Congress on different questions relating to the life of UFAK ;
- 3- To Deal with administrative and technical issues submitted by the Executive Bureau to make recommendations to the Congress;
- 4- To Study and approving the draft budget of the various committees within the general budget of the UFAK;

- 5- To Receive, review and approve the reports of activities of the committees and decide on necessary corrections;
- 6- To Approve projects or Rules and Regulations amendments to submit to the Congress on the basis of proposals from commissions;
- 7- Select the countries to host the events (and Other African Championships) and submit it to the Congress for approval;
- 8- Prepare and submit all proposals to the Congress;
- 9- Slice of disputes between Member National Federations and impose sanctions beyond the jurisdiction of the Executive Bureau
- 10-Play the role of last resort as authority for review and approval of decisions of the Disciplinary and Legal Commission;
- 11-The Executive Committee may by a majority of two thirds (2/3) of its members, suspend the designation of a representative area of UFAK and appoint another representative Interim for serious questions affecting the interests of karate the Zone, pending new elections in the said

#### **Article 43 : Quorum and vote**

**43-1** The quorum for a meeting of the Executive Committee is the absolute majority of the members..

**43-2** In a lack of quorum, the Executive Committee is convened 24 hours later, then a quorum is constituted by the presence of at least one third (1/3) of members, or even if quorum (1/3) is not obtained, the Executive Committee meeting will be postponed to a later date to be fixed by the President after the necessary contacts with the members of the Executive Bureau.

**43-3** The Executive Committee shall meet validly only in the presence of the President or one of the two Vice-Presidents of the UFAK in the absence of the President in the order of precedence.

**43-4** Decisions are taken by relative majority of the present members and having the voting vote to vote. In case of equality of votes, the President has the casting vote.

**43-5** Each member is entitled to one vote and voting by mail or proxy is not allowed. In case of necessity or emergency, the President may conduct votes by correspondence (mail, fax and e-mail).

**43-6** Any decision on the request of at least one third (1/3) of the members is the subject of a secret ballot.

**43-7** The decisions taken by the Executive Committee are binding on all members, including absent

#### **Article 44 : Convocations**

Meetings of the Executive Committee shall be convened by the President of UFAK; convocations accompanied by the agenda are sent by the General Secretariat to members, sixty (60) days before the date of the meeting.

#### **Article 45 : Meetings**

**45-1** The work of the Executive Committee is based on the decisions and resolutions of the Congress and in particular on the development program and activities of UFAK;

**45-2** The Executive Committee meets once per year at the African Championships.

**45-3** It may be convened in extraordinary session on the initiative of the President, the Executive Bureau or upon request of two-thirds (2/3) of the Executive Committee members. Then the meeting is held within two (2) months.

#### **Article 46 : Election**

**46-1** The election of the Executive Committee UFAK is based on the Secret Ballot uninominal. .

**46-2** All members eligible for elective positions of the Executive Committee are elected by the entire Congress.

**46-3** Within the UFAK Executive Committee opportunities of access to the various positions should be ensured between women and men equitably according to their skills.

#### **Article 47 : Candidatures**

Candidatures received after the deadline are not receivable and are automatically rejected without admissible. For mail the postmark or the date evidenced sent by fax or email.

A Candidate can only apply for a maximum of two (02) positions but will be elected only in one post.

#### **Article 48 : Candidature File for the UFAK Executive Committee**

The candidature file must include:

1. The sponsorship letter from the Federation of origin of the applicant and having the voting right unless otherwise specified.
2. A Curriculum Vitae

## **Article 49 : Eligibility conditions and criteria to the UFAK Executive Committee**

Is eligible member of the Executive Committee, any person who fulfills the following conditions :

- 1- Having the Nationality of the represented country and being member of his National Federation;
- 2- Have never been sentenced to an infamous punishment and provide guarantees indisputable competences and good morality. Enjoy his civil and political rights;
- 3- Being sponsored by one's National Federation having the voting right ;
- 4- For the Position of UFAK President, having at least a grade of fourth (4th) Dan et and having served at least during the time of a four years (4years ) mandate as member within his Executive Committee;
- 5- For the Position of UFAK General Secretary, having at least a grade of third (3rd) Dan and having served during the time of a four years (4) mandate as member within his Executive Committee ;
- 6- For the other positions of UFAK Executive Committee having at least the grade of first (1st) Dan and having served at least during the time of a four years (4) mandate as member within the Executive Committee of his Zone.

## **Article 50 : Procedures of candidatures**

The procedure of candidature of members of Executive Committee composes three phases:

1<sup>st</sup> phase : The General Secretary, on request of the UFAK President, addresses a call for candidatures to the affiliated National Federations by precisising eligibility criteria, ninety (90) days before holding the Congress.

2<sup>nd</sup> phase: All candidature must be addressed to the UFAK President with amplification to the UFAK Secretariat General sixty days (60) before Congress is being held.

3<sup>rd</sup> phase : The final list of selected candidatures, signed by the President of UFAK will be transmitted by the General Secretariat to the Member National Federations thirty (30 days) before the date of Congress, under the stamp of the president of UFAK.

## **Article 51 : Responsibilities**

The Executive Committee is collegially responsible of its activities to the Congress. However, In case of personal fault, the individual responsibility of members of the Executive Committee is liable.

## **Article 52 : Remuneration**

The office of member of the Executive Committee or the Executive Bureau of the UFAK is voluntary and does not entitle to any compensation, but members of the Executive Committee may obtain after justification, reimbursement of travel expenses, missions or representations made in connection with their activities and pre-authorized by the President, only authorizing officer for expenditures of UFAK.

## **Article 53 : Incompatibilities**

Elected positions, nomination and appointment are incompatible with the activities of athletes, coaches, referees, doctors and other technicians.

## **Article 54 : Vacancy of office**

**54-1** It may be terminated before the term as a member of the Executive Committee of UFAK by Congress in the following cases:

- 1- Resignation
- 2- Suspension
- 3- Removal
- 4- Physical or mental inability
- 5- Death
- 6- Exclusion
- 7- Prolonged absence of more than six (06) months without written justification.

**54-2** If a member ceases to fulfill its mandate, due to resignation, suspension, dismissal, physical or mental disability, death, exclusion and absence lasting more than six months without written justification, it is immediately replaced as follows by the Executive Committee until the next Congress, and in accordance with statutory and regulatory provisions of UFAK:

- a) If he is a member of the Executive Bureau by a member of the Executive Committee.
- b) If he is a Zone Representative by a representative designated by the Zone or by the Executive Committee.
- c) If he is a Member of a permanent Commission, by a member appointed by the Executive Committee
- d) If for any reason the Executive Committee vacancies reach the 2/3 and the rest of the term is greater than two (2) years, the Congress meets in extraordinary session to elect other members.
- e) If the remaining term of office is less than two (2) years, the Executive Committee co-opts new members to vacant positions until the next elective congress.



**54-3** The term of the mandate for of the UFAK Executive Committee members will be automatically extended until the next Congress, if the term expires before the meeting of this Congress.

**54-4** The Appointment to the position of member of the UFAK Executive Committee relates positions other than those of President, Secretary General and Treasurer General.

## **Article 55 : Observation of Position Vacancy**

### **55-1 The Position Vacancy by resignation**

a) Resignation of fact.

The resignation is made when the member is absent for two (02) consecutive sessions at regular meetings of the Executive Committee without a valid reason. These absences are highlighted by the attendance records, the minutes or records of meetings.

The member is deemed to have resigned in fact after two written warnings. The next Congress approves the resignation of the member.

b) Resignation observed

The resignation is observed when the Executive Committee member addresses a resignation letter, to the Executive Committee that takes act of its resignation.

The next Congress approves the resignation of the member.

### **55-2 Position Vacancy by suspension**

The suspension is a precautionary measure taken by the Executive Committee when the motives for suspension are observed.

### **55-3 Position Vacancy by Dismissal**

The Dismissal is pronounced by the Executive Committee on proposal of the Executive Board and is ratified by Congress.

The motives and procedures of dismissal are the following:

a) Motives

- Two consecutive absences to the ordinary meetings of the Executive Committee without valid reason ;
- Serious faults;

Are considered as serious faults:

- Financial malfeasance
- Swindling

- Assaults
- Forgery and use of false
- Looting of resources
- Corruption
- The non organization of meetings and statutory competitions during two consecutive years
- The failure to submit activity report and financial balance sheet to Congress.
- The refusal to apply statutory provisions and regulations of UFAK.
- Any act adversely affecting the interests and honor of UFAK.
- Any sabotage of a statutory activity of UFAK.
- Failure to follow the conclusions of meetings or congresses.
- The usurpation of title and power.
- Outrage of sport authorities.
- The commitment of UFAK without being mandated.

#### **b) Procedures**

The Executive Bureau shall take precautionary measures and transmits the file in question to the Legal and Disciplinary Commission. After work, the said commission establishes a detailed report which it transmits with advice and recommendations to the Executive Bureau.

Based on the Disciplinary and Legal Commission elements, the Executive Bureau shall take a decision; This one is submitted to the Executive Committee for approval and validation, pending its ratification by the next Congress.

#### **55-4 The position vacancy by physical or mental incapacity**

The position vacancy by physical or mental inability is observed thanks to a medical certificate.

#### **55-5 The position vacancy by Death**

The vacancy is noted upon notification of the death of an UFAK member by his National Federation

### **Article 56 : Minutes or report**

**56-1** The deliberations of the Executive Committee shall be recorded in Minutes or a report prepared under the responsibility of the President and the General Secretary, signed by the latter and approved by the President of UFAK. It must contain all the decisions, resolutions and arrangements taken and adopted.

**56-2** The Minutes or report approved by the President and drafted by the General Secretary must be transmitted to all the members of the Executive Committee as well as the National Federation Members within sixty days that follow the closing of the Congress ;

**56-3** The minutes or report is considered tacitly approved in absence of amendments received and sent by registered mail, fax or e-mail within fifteen (15) days after the transmission of the minutes or report.

**56-4** The implementation of decisions and resolutions is done by the Executive Bureau and is controlled by the Executive Committee.

**56-5** In case of contestation, the matter will be brought to the agenda of the next Congress .

**56-6** The Secretary General is responsible for the prompt and immediate diffusion of the information required for the meetings of the Executive Committee to Member National Federations through official publications of UFAK.

## **CHAPTER 8: THE EXECUTIVE BUREAU**

### **Article 57 : Composition**

**57-1** The Executive Bureau consists of UFAK members of the Executive Committee of UFAK hereinafter designated :

- The President
- The 1<sup>s</sup> Vice-president
- The 2<sup>nd</sup> Vice-president
- The 3<sup>rd</sup> Vice-president
- The 4<sup>th</sup> Vice-president
- The 5<sup>th</sup> Vice-president
- The General Secretary
- The Assistant General Secretary
- The General Treasurer
- The Assistant General Treasurer

**57-2** The Executive Bureau members must come from different zones. The Executive Bureau shall not have inside it two members from the same country or more than two members of the same SCSA Development Zone..

**57-3** Members of the Executive Bureau of UFAK cannot be Executive Bureau members of another Sportive confederation at the same time.

**57-4** Members of the UFAK Executive Committee are ex-officio members of the Executive Committee in their respective zones and Federations. African members of the WKF are ex-officio members of the UFAK Executive Committee.

### **Article 58 : Attributions and competences**

**58-1** The Executive Bureau as the executive organ of UFAK is responsible for implementing the decisions of the Executive Committee and the Congress. It provides administrative, financial and technical management of UFAK under the supervision of the Executive Committee. The Executive Bureau is empowered to take all decisions regarding the statutes and regulations of UFAK.

**58-2** The Executive Bureau is competent to deal with all matter requiring an immediate decision between two Congresses.

**58-3** All the decisions taken by the Executive Bureau are of immediate execution and must be submitted for approval at the next Executive Committee and Congress.

**58-4** The Executive Bureau may establish ad-hoc Committees responsible to assist in its work.

**58-5** The Executive Bureau is collegially accountable of its activities to the Congress, however in case of failure or personal fault, the individual responsibility is engaged.

#### **Article 59 : Convocations**

Meetings of the Executive Bureau both ordinary and extraordinary, are be convened by the President of the UFAK; summonses accompanied by the agenda are sent by the General Secretariat to members, sixty (60) days before the date of the meeting

#### **Article 60: Meetings**

**60-1** The Executive Bureau of UFAK meets at least once a year in a place determined by the latter. The host country shall give confirmation three (3) months before the date fixed.

**60-2** The Executive Bureau can also have extraordinary meeting upon a convocation by the President or request by 2/3 of its members.

#### **Article 61: Quorum and Vote**

**61-1** The Executive Bureau may validly deliberate if a simple majority of members is present.

**61-2** The decisions are taken by simple majority of members present by nominative vote. In case of equality of votes, the President shall have the casting vote.

**61-3** Any decision on the request of one third of its members at least will be treated by a secret ballot.

**61-4** Each member is entitled to one vote and voting by proxy or correspondence is not allowed. In case of necessity or emergency, the President may conduct a consultation by correspondence, fax and e-mail.

**61-5** In the absence of the President, he is replaced according to the order of precedence by one of the Vice-Presidents who shall preside meetings.

#### **Article 62 : Remuneration**

Membership of the Executive Bureau of UFAK is voluntary and does not entitle to any remuneration, but members of the Executive Bureau may obtain after justification, reimbursement of travel expenses, missions or representations made in the course of their activities on the account of UFAK.

#### **Article 63 : Minutes**

**63-1** The deliberations of the Executive Bureau are recorded in the minutes or a report prepared and signed by the General Secretary, under the responsibility and the approval of the President of UFAK. It must contain all the decisions and provisions taken and adopted.

**63-2** The Minutes or report approved by the President must be sent to all members of the Executive Committee within fifteen (15) days after the meeting by the General Secretary;

**63-3** The minutes or report is considered tacitly approved in absence of amendments received and sent by registered mail, fax or e-mail within fifteen (15) days after the transmission of the minutes or report.

**63-4** In case of contestation, the matter will be brought to the agenda of the next meeting of the Executive Bureau.

**63-5** The Secretary General is responsible for the prompt and immediate dissemination of the information required for the meetings of the Executive Bureau to the Member National Federations through official publications UFAK.

## **CHAPTER 9: ATTRIBUTIONS OF THE EXECUTIVE COMMITTEE MEMBERS**

### **Article 64 : The President**

**64-1** The President represents the UFAK with international organizations and bodies of sport (WKF, UCSA, SCSA, etc.).

**64-2** He chairs all the meetings of the Congress, the Executive Committee and the Executive Bureau. He has the casting vote in case of equality during debates.

**64-3** He certifies the minutes or reports of the UFAK work after approval of the body concerned.

**64-4** The President oversees the implementation and coordination of tasks and activities entrusted to members of the Executive Committee and Commissions;

**64-5** He may sue in justice on behalf the Union of which he is the legal representative.

**64-6** He is the spending Authority

**64-7** He may delegate certain functions to the Vice-Presidents and is replaced them by following the order of precedence in case of absence or incapacity;

**64-8** He signs all contracts and agreements concluded by the UFAK, after consultation with the Executive Committee.

**64-9** The President is member by right of the WKF Executive Committee and of each UFAK Development Zone.

**64-10** In the case of resignation or permanent absence of the President, the 1<sup>st</sup> Vice-President ensures its interim until the next congress which will elect another President in accordance with the provisions in this regard.

**64-11** In the case of provisional absence, the President may delegate all or part of its functions and powers to the 1<sup>st</sup> Vice President.  
The same procedures are followed regarding the Vice-Presidents.

**64-12** The President may ask the suspension of a UFAK member in case of serious fault.

### **Article 65 : The Vice-presidents**

**65-1** The 1<sup>st</sup> Vice-President assists and replaces the President in case of absence. He coordinates and ensures under the authority of the President the work of the Sportive Commission.

**65-2** The 2<sup>nd</sup> Vice-President replaces the President in case of absence of this latter and of the 1<sup>st</sup> Vice-President. He is in charge of the discipline, legal affairs and Olympics.

**65-3** The third Vice-President is in charge of the technical development.

**65-4** The fourth Vice-President is in charge of the Protocol during UFAK events.

**65-5** The fifth Vice-President is in charge of general control.

**65-6** The Vice-Presidents may be charged under the control of the President of tasks defined by the Executive Committee including the implementation of a comprehensive development program or region etc.

This list is not exhaustive and must be decided by the Executive Committee.

### **Article 66 : The General Secretary**

**66-1** The Secretary General is responsible for drafting acts and keeping the minutes of meetings of the Executive Committee, the Executive Bureau and the Congress.

**66-2** He coordinates the UFAK Administration. In this regard, he maintains relationships directly with National Federations, SCSA Development Zones of Sports Development, the thirds etc.

**66-3** He drafts and sends convening notices, correspondences and updates the various registries.

**66-4** He jointly signs with the President the minutes and reports of the meetings.

**66-5** He attends all the Commissions for their smooth running.

**66-6** He studies all application submitted by National Federations seeking membership and give them for decision to the UFAK's President.

**66-7** He is responsible for archives, files, registries, contracts and documents of UFAK's General Secretary.

**66-8** The General Secretary signs all the correspondences of the General Secretariat except those which the responsibility comes to the President and to Specialized Commissions.

**66-9** He ensures under the responsibility of the President, the implementation of decisions, tasks and recommendations of the Congress sessions, meetings of the Executive Committee and the Executive Bureau.

**66-10** He has the responsibility of the UFAK administrative documents delivery upon instruction of the President.

### **Article 67 : The Assistant General Secretary**

The Assistant General Secretary shall assist and replace the Secretary General in case of absence or impediment. He can assume any other responsibility of the Secretariat at the request of the General Secretary, the Executive Bureau or the Executive Committee.

### **Article 68 : The General Treasurer**

**68-1** The General Treasurer ensures the Financial management of the Union

**68-2** He is responsible for maintaining regular accounts, the conservation of books, documents and accounting records in accordance with legal requirements. The financial year coincides with the calendar year (January 1 to December 31).

**68-3** He draws up the draft budget and submits it to the Executive Bureau and to the Executive Committee.

**68-4** He is in charge of the re-edition of the year-end accounts after the approval of the Executive Committee.

**68-5** He studies all draft decisions that have financial implications for suggestions to the Executive Bureau and the Executive Committee.

**68-6** He ensures compliance with financial commitments vis-à-vis of the Union.

**68-7** All expenses must be approved by the President before being incurred.

**68-8** The General Treasurer is the only one competent to settle and collect revenue expenditure authorized by the President.

**68-9** He manages the assets of the UFAK for which he provides inventory at the end of each fiscal year

**68-10** All UFAK's accounting documents are kept at the headquarters and / or the General Treasury.

### **Article 69 : The Assistant General Treasurer**

The Assistant General Treasurer assists and replaces the General Treasurer in case of absence or incapacity. He can assume any other liability of the Treasury at the request of the General Treasurer, the Executive Bureau or the Executive Committee.

## **CHAPTER 10 : THE ZONES SPORTS DEVELOPMENT**

### **Article 70 : Définition**

In accordance with the Supreme Council for Sport in Africa (SCSA) on the cutting Sports Development Zones, these are operational structures for coordination, facilitation and training whose main mission is to achieve in the field the tasks assigned to the SCSA.

### **Article 71 : Composition**

**71-1** The UFAK recognizes the Zones Sports Development defined by the Supreme Council for Sport in Africa (SCSA) in its statutes, in Article 37 as follow:

**ZONE 1 :** Algeria, Libya, Morocco, Tunisia

**ZONE 2 :** Cape Verde, Gambia, Guinea Bissau, Guinea, Mali, Mauritania, Senegal, Sierra Leone

**ZONE 3:** Benin, Burkina Faso, Côte d'Ivoire, Ghana, Liberia, Niger, Nigeria, Togo.

**ZONE 4 :** Cameroon, Central African Republic, Congo, Gabon, Equatorial Guinea, Democratic Republic of Congo, Sao Tome and Principe, Chad,

**ZONE 5 :** Burundi, Egypt, Ethiopia, Kenya, Uganda, Rwanda, Sudan, Somalia, Tanzania.

**ZONE 6 :** South Africa, Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia and Zimbabwe.

**ZONE 7 :** Comoros, Djibouti, Madagascar, Mauritius, Seychelles.

**71-2** The names of the countries whose National Federations are not yet affiliated, are given only for reference as Member Zones Sports Development of the SCSA.

**71-3** The UFAK Zones Sports Development are respectively called "**UFAK Zone 1, Zone 2 UFAK, UFAK Zone 3, Zone 4 UFAK, UFAK Zone 5, Zone 6 UFAK, UFAK Zone**



7" and are composed of members in accordance with SCSA or revised by the Congress on proposal of the UFAK Executive Committee.

### **Article 72 : Organs of Zones**

**72-1** The UFAK Zones Sports Development are administrated by following Organs:

- 1° the Congress
- 2° the Executive Committee
- 3° the Executive Bureau
- 4° the Permanent Commissions

**72-2** The number of members in the Executive Committee or the Executive Zone can vary depending on the requirements of each area.

### **Article 73 : Role of Zones vis-à-vis of UFAK**

**73-1** A zone is led by an Executive Bureau that represents UFAK to the other National Federations affiliated of the zone.

**73-2** The Executive Bureau of the Zone is responsible for coordinating the activities of the area, animation and training the level of the Zone.

**73-3** The Executive Bureau of the Zone represents of UFAK with the General Secretariat of the corresponding SCSA area and maintains frank cooperation relations with the latter.

**73-4** The term of office for the Development Zone organs members of is equal to the one of the UFAK Executive Committee.

**73-5** The Zone is represented in the UFAK Executive Committee by a representative designated by its instances.

**73-6** The Executive Bureau of UFAK can, in case of necessity by a majority of three fifths, suspend directly representative of the Zone and appoint an interim representative in anticipation of new elections in the said zone.

### **Article 74: Obligations of Zones Sports Development**

Development zones of UFAK have the following obligations:

- 1- Recognize UFAK as the supreme organization of Karate in Africa.
- 2- Recognize the compulsory nature of Statutes, Rules and Regulations, Resolutions and Decisions of UFAK
- 3- Give an absolute priority to the statutory activities of UFAK.
- 4- Admit the elected members of UFAK as full members of the Executive Committee of the Zone and of their National Federation.
- 5- Collaborate with UFAK within the frame of international and continental activities.

- 6- Communicate timely to UFAK the list of participants to qualifying tournaments, championships for cadets, juniors and seniors and other UFAK events, according to the schedule established by the host country.
- 7- Elect the Executive Committee of the Zone in the framework of their activities.
- 8- Appoint the Chairpersons of Commissions who will siege in the Continental Permanent Commissions.
- 9- Only admit National Federations recognized by World Federation of Karate and UFAK.
- 10- Any zone having no more than two active Federations will be placed under the control of UFAK.
- 11- Coordinate the activities of the different National Federation Members of the Zone, and take care of the application of UFAK's Executive Committee decisions.
- 12- Development Zones must own Specialized Commissions in the image of those of UFAK to allow a better coordination between the commissions of the Union and those of the Zones.
- 13- The Presidents of Commissions of Zones the most qualified and competent are appointed as members of UFAK corresponding commissions.

#### **Article 75 : Organization and Operation**

The Organization and operation of zones organs are defined by particular texts proper to each zone; the texts of zones must be in accordance with the present Statutes and to the regulatory provisions of UFAK under penalty of nullity.

These Rules and Regulations are submitted to the approval of the Executive Committee. Decisions of the zones organs must be respected by their National Federation Members and must not be in conflict with those of UFAK.

Only the National Federations affiliated to UFAK can be members of their zones.

### **CHAPTER 11: COMPOSITION ORGANISATION, FUNCTIONING AND RESPONSIBILITIES OF PERMANENT AND NON PERMANENT COMMISSIONS.**

#### **Article 76 : Permanent and non Permanent Commissions**

Permanent and non Permanent Commissions are organs of decision's aid for UFAK. In this purpose, they are in charge of studying and proposing actions to decision by the Federation's Executive Committee, in their specific domains. The members, as well as the bureau of permanent and non permanent Commissions are appointed by the Executive Committee.

UFAK has three (03) permanent commissions namely:

- 1 Referee Commission
- 2 Technical Commission
- 3 Organizing Commission

And nine (09) non permanent Commissions which are:

- 1 Legal and Disciplinary Commission
- 2 Medical & Anti Doping Commission
- 3 Sports Commission
- 4 Gender Commission
- 5 Athletes Commission
- 6 Karate for disabled Commission
- 7 Marketing and Sponsoring Commission
- 8 Média Commission

### **Article 77 : Composition, Organization and Operation of Permanent Commissions**

**77-1** The Chairpersons and members of permanent Commissions of UFAK are appointed by the Executive Committee. The permanent Commissions have a four years mandate identical to that of the Executive Committee.

**77-2** Unless otherwise of present statutes they consist of odd numbers from three to seven including a representative by zone,

**77-3** They comprise a Chairperson, a General Secretary and from one to five members. The bureau of a permanent Commission is composed of the Chairperson, the secretary and a member.

**77-4** For their appointments, it will be taken into account obligatory the qualifications and abilities of candidates to deal with matter relative to the Commission in question,

**77-5** The Chairperson of a Commission is responsible for the smooth functioning of this one,

**77-6** The permanent Commissions meet at least one time per year and/ or at the occasion of annual championships or upon request of the Executive Bureau on which they depend.

**77-7** It cannot be admitted in a permanent Commission more than one (01) member representing a same zone. However, in case of force majeure (lack of qualified persons) the EC may exceptionally decide to extend this to two (02).

**77-8** A permanent Commission may deliberate validly if 2/3 of the members are present,

**77-9** Decisions are taken by relative majority of the members present and normal vote. In case of equality of votes, the Chairman has the casting vote,

**77-10** Each member has right to a single voice and the vote by proxy or correspondence is not admitted;

**77-11** In the absence or incapacity of the Chairperson, the Executive Bureau shall designate a member to preside temporarily their work. The Executive Bureau automatically designates a replacement in his duties in case of prolonged absence accordingly with the texts of UFAK;

**77-12** Deliberations of a Commission are recorded in the minutes or report signed by the President and the Reporter,

**77-13** , The function of UFAK Commission members is voluntary and does not entitle to any remuneration, but they can get after justification, reimbursement of travel expenses, missions or representations made in the course of their activities on behalf of UFAK accordance with Financial dispositions of the Union,

**77-14** The quality of member of a permanent Commission may be terminated before its term in the case of resignation, exclusion, death and two (02) consecutive absences for the Committee meetings without justification,

**77-15** If necessary, members of permanent Commissions may take part, upon invitation, to some meetings of the Executive Bureau or Executive Committee to harmonize views on issues under discussion;

**77-16** The permanent Commissions must meet at the headquarters or during the competitions. However, they can meet in another place with permission of UFAK's President;

**77-17** Archives of Permanent Commissions are obligatory kept at the headquarters or at the General Secretary;

**77-18** The propositions of Permanent Commissions must be transmitted to the UFAK President who will make them valid by the Executive Bureau and submit them to the Executive Committee before being made public.

### **Article 78 : The Referee Commission**

The Referee Commission is in charge of the following tasks:

- 1- Training and Evaluation of Referees at the continental level,
- 2- Elaboration of legitimacy cards for continental Referees
- 3- Elaboration of UFAK's Referees list,
- 4- Collaboration with the disciplinary commissions,
- 5- To train and assist the corresponding commissions of the zones or National Federation Members,

- 6- Knowledge of all questions relative to the practical application of official refereeing rules in force in the WKF.
- 7- Preparation for diffusion of provisions relative to the application of the Refereeing Rules and their updating in accordance with the WKF.
- 8- Recording, Archiving, monitoring of performance and development of referees and judges during championships and competitions in which they participate. Transmission of relative files and informations to the Commission and to the referees and to UFAK President with copy to the UFAK General Secretariat.
- 9- Training of table officials and others.

### **Article 79 : The Technical Commission**

The Technical Commission is in charge of the following tasks:

- 1- To elaborate and propose to the Executive Bureau a Continental program of development and promotion of Karate at the African level,
- 2- To elaborate and submit to the Executive Bureau all the technical rules in relation with Karate.
- 3- To collaborate with the Zones or National Federation Members for the harmonization of technical norms, the improvement of the coaches and instructors' qualification by organizing some technical seminary trainings,
- 4- To ensure the diffusion of files related to the instructors, coaches and to techniques of workout , interpretation, application of rules and technical regulations and their update in accordance with those in force at the WKF.
- 5- To record, archive and control the performances and evolutions of athletes and technicians during the championships and competitions in which they participate.
- 6- To elaborate monitoring forms of UFAK's technicians,
- 7- To submit to the Executive Bureau all modifications relating to the rules and regulations in force.
- 8- To propose to the Executive Bureau an agenda of technical internships and training programs in the technical officials.
- 9- To update for publication, by the UFAK Executive Bureau, the list of all UFAK technicians.
- 10- To train and support the corresponding Commissions of zones and National Associations or Federations Members of UFAK.
- 11- To collaborate with the other Commissions of UFAK.
- 12- To take all the useful dispositions for the smooth technical running of UFAK's competitions.

13- To propose solutions for all technical questions.

### **Article 80 : The Organization Committee**

**80-1** The Organization Committee is In charge of the following tasks:

- 1- To manage the organization and follow the running of UFAK Championships and Competitions
- 2- To manage the organization and the following of all of UFAK' running activities ( Congresses, Meetings, Internships etc.)
- 3- To elaborate ruling projects of championships and competitions.
- 4- To collaborate with other commissions.
- 5- To train and assist the corresponding commissions of zones and National Federation Members for the elaboration and adoption of rules in accordance with those of UFAK and WKF.
- 6- To elaborate a project of specific agenda for UFAK's events in accordance with the international competitions.
- 7- To elaborate a project of General agenda of all events by harmonizing the ones of UFAK, zones, Permanent Commissions and National Federation Members.
- 8- To ensure the maintaining of order and security during UFAK competitions.
- 9- To elaborate the project of specifications for competitions and statutory activities of UFAK.

**80-2** All the Commission's projects are submitted to the approval of the Executive Bureau of UFAK.

### **Article 81 : Non Permanent Commissions**

**81-1** Structures, well as the term of non permanent commissions are determined by the Executive Bureau. Members of non permanent Commissions are appointed by the Executive Bureau.

**81-2** Non permanent Commissions are charged, in a timely manner, of particular questions within their respective fields of abilities.

**81-3** The Executive Bureau can also appoint ad-hoc Commissions or working groups which are temporary organs; their term will end as soon as the assigned mission is accomplished.

**81-4** The functioning mode of non permanent Commissions is the same as that of permanent Commissions.

## **Article 82 : Rules and Regulations of permanent and non permanent Commissions.**

**82-1** The Composition, Organization, Functioning and Attributions of Permanent and non permanent Commissions are defined throughout the rules and regulations which are submitted to the approval of the Executive Committee and ratified by the Congress. Rules and regulations enter in force upon their provisional adoption by the Executive Committee.

**82-2** The General Secretary of UFAK will coordinate the elaboration of rules and regulations relating to the permanent and non permanent Commissions in accordance with rules and regulations governing these Commissions to the World Karate Federation.

**82-3** The Commissions will help in the preparation of these rules and regulations in their field of competence.

**82-4** All rules and regulations must be conformed to the statutes provisions of UFAK and WKF.

## **Article 83 : The Legal and Disciplinary Commission**

The Legal and Disciplinary has the following abilities:

- 1- To afford independent views on all questions of legal order relating to the practice of Karate in the African Continent.
- 2- To study on the legal plan, all proposals of amendments to the Statutes, Rules and Regulations of UFAK.
- 3- To elaborate the official text of Rules, Regulations conjointly with the other organs and implicated commissions, and set it on point before being submitted to the approval of the Executive Committee and Executive Bureau.
- 4- Decide in first instance after referral by the Executive Bureau and / or the Chairmen of Committees, on matters within its competence.
- 5- Give its opinion to the Executive Bureau and Executive Committee on questions relating to the interpretation of present statutes, internal rules and regulations and on other legal question especially eligibility questions, Contracts, etc.
- 6- The Legal and Disciplinary Commission is competent in a legal and disciplinary field.
  - a) In legal matters, upon request of the Executive Bureau or Executive Committee, it may give its opinion on any legal question or in the interest of UFAK.
  - b) In disciplinary field, the Legal and Disciplinary Commission has the objectives of solving the divergences relating to the sportive conduct and the ethic of UFAK. The Legal and Disciplinary Commission is competent for solving the divergences derived from the interpretation and application of texts. It is competent for solving divergences between National Federations and between UFAK and National Federations. The Legal and Disciplinary Commission is competent at the Continental level, Zonal and National..

## **Article 84 : The Medical and Anti Doping Commission**

The Medical Anti Doping Commission is in charge of:

- 1- Giving notice and informing on all questions of Medical order,
- 2- Supervising and leading all activities of the medical domain during the championships and competitions of UFAK,
- 3- Elaborating and submitting to the Executive Committee all the rules and regulations of medical order in force and relating to Karate,
- 4- Establishing a regulation on doping that must be approved by the Executive Committee. At the exception of proper specific dispositions to Karate, this Regulation must respect the dispositions of the IOC's Medical Code and the AMA's Anti Doping Code,
- 5- Carrying out the anti doping regulation,
- 6- Organizing and supervising the anti doping controls during the competitions organized by UFAK, zones or National Federation Members,
- 7- Inspecting the medical infrastructures of competitions places (hygiene, material, trauma unit, reanimation, rescue in the ground, means of transfer to hospitals) and this in view of drafting a report which will be forwarded to the Executive Committee later a month before the date of the event,
- 8- Controlling hygiene in accommodations, restoration, working conditions of doctors, nurses and attendants and ensure the existence of a functional infirmary
- 9- Ensuring the diffusion, interpretation, application of the anti doping regulation and its updating in accordance with that in force on the international plan,
- 10- Elaborating educational programs and publications including the prevention of injury and damage caused by sport
- 11- Training and assisting Corresponding Commissions of the Zones.
- 12- Organizing at the starting of UFAK competitions a seminar relating to sport medicine for the different stakeholders.
- 13- At the beginning of competitions, the Commission's President must address a report to the Executive Committee who will contact the Technical Commission and the organization Committee when emergence measures must be taken.

## **Article 85 : The Sports Commission**

**85-1** The aim of the Sports Commission is to coordinate proposals and joint activities of the permanent committees (technical, refereeing, organization and medical) before submission to the Executive Bureau..



**85-2** The Sports Commission is composed of Presidents and General Secretaries of Referee Commission, Technical Commission, Medical Commission and Organization Commission.

Meeting of the Sports Commission is only valid in the presence of its President.

**85-3** All proposals done in the commissions listed above (RC, TC, MC, OC) should have been examined for information and harmonization of their points of view at the level of the SC.

In case of approach or point of view divergence, the SC's President should mention in his report to the Executive Bureau, the diverse objections and divergences of members before a definitive proposal is presented to the Executive Committee.

**85-4 However**, the SC's commission members have the right to present directly a proposal to the Executive Bureau for as the other SC's members have the opportunity to debate and propose alternatives before the proposal be presented to the Executive Committee. The coordination is ensured by the SC's President then the UFAK President

**85-5** All meetings are convened by the President of the Commission or on the request of concerned commissions, after notice of the UFAK Executive Bureau or by this latter. A reporter is appointed within the SC, who will co-sign the minutes of meetings with the SC's President .

## **CHAPTER 12: FINANCIAL DISPOSITIONS AND AUDITS OF ACCOUNTS OF UFAK**

### **Article 86 : Financial management of UFAK**

The accounting and financial management of UFAK is assured, in accordance with its Statutes and Financial Regulations, by the General Treasurer of UFAK. He is responsible, under the authority of UFAK's President, for all encashment, disbursements, and assets of UFAK.

### **Article 87 : Accounts Audit of UFAK**

The Executive Committee will appoint an independent Cabinet of Accounting Expertise , which will be in charge to yearly audit the accounts of UFAK. This Cabinet of Accounting will have the responsibility according to its professional rules diligence, to auditing the execution of the budget at all time as well as all accounting and financial operations in accordance with statutory and regulatory provisions.

### **Article 88: Incomes**

- 1- The annual affiliation rights of members ;
- 2- Grants and donations in cash or nature by any government, all international or national institutions for the promotion and development of African Karate;
- 3- Revenues from operating incomes of UFAK ;

- 4- Parts of net incomes from African Championships, African Games, World Championships of Karate and international Competitions in which UFAK participates in ;
- 5- Incomes from different activities and internships organized by UFAK, ; licenses, diplomas, etc. delivered by UFAK.
- 6- Incomes from Sponsorship, Television rights, Radio, movies, video, photographs, advertizing etc. in accordance with contractual stipulations contained in the specifications; UFAK is the owner of these rights, will negotiate with the organizing Federation the retrocession of a part of the revenues.
- 7- Fines and penalties acquired under the legislation in force
- 8- Arrears owed and Fines imposed to Federations under the Regulations
- 9- Incomes from transfer or transfer practitioners
- 10-All other revenues approved by the Executive Committee

#### **Article 89 : Expenditures**

The financial resources of the UFAK are intended to cover expenses related to its operation and its program of activities in accordance with its Financial Regulation.

#### **Article 90 : Bank Domiciliation- Authorized Signatures – Fiscal Year**

**90-1** The UFAK funds are domiciled in one or more account (s) open (s) in one or several international Bank (s)

**90-2** The Bank domiciliation will be done in the city of residence of UFAK's General Treasurer. The General Treasurer is responsible for monitoring the operations of the different UFAK accounts under the control of the President

**90-3** The accounts' operations must comply with the disposals of the present Statutes and Financial Regulations of UFAK.

**90-4** Joined signatures (both) of the General Treasurer (or the Assistant General Treasurer in case of absence of the General Treasurer) and of the President (or in case of absence, of one of the Vice-presidents) are compulsory for all transactions and mainly for all Funds withdraw and transfer.

**90-5** The fiscal year of UFAK begins on January 1<sup>st</sup> and ends December 31<sup>st</sup> of each year. A balance sheet is established every December 31<sup>st</sup>.

## **CHAPTER 13 : DISCIPLINARY MEASURES**

### **Article 91 : Late penalties - Suspension - Exclusion**

**91-1** The National Federation Member that has not handled its contributions at the date fixed by Congress pays automatically late penalties in accordance with the financial regulation of UFAK.

**91-2** The National Federation Member that has not handled its Contributions at the date fixed by Congress loses automatically its voting right; it can assist to the works of Congress without voting right, but not to the competitions of UFAK.

**91-3** The National Federation Member that has not handled its Contributions during two financial years will receive a notification of suspension of all the statutory activities of UFAK through the General Secretary. The interested Federation will recover its rights as soon full settlement of arrears of contributions.

**91-4** By suspension should understand suspension from participation in all of the UFAK statutory activities. The suspension to UFAK activities is notified to the World Karate Federation (WKF)..

**91-5** The suspension measure is decided by the Executive Committee and notified by the General Secretary under registered letter with return receipt to suspended member with implication to all other UFAK members.

**91-6** Sanctions of suspension, of exclusion or all other imposed disciplinary sanctions by UFAK to a National Federation Member will be taken into account by Zones and other National Federation Members as soon receipt of their notification.

**91-7** All National Federation Member can be excluded for the following reasons:

- a) Double affiliation with a non recognized organization by WKF and UFAK is forbidden under penalty of sanctions.
- b) By decision of the Congress taken with the absolute majority for violation of statutes or non-compliance with decisions of UFAK.
- c) Sport Relationships with non-recognized organizations or National Federations which have been suspended for non-payment of contributions or for disciplinary reasons. In case of non-respect of these dispositions, any federation recognized sinful will be immediately suspended; the next Congress will take the necessary disciplinary action.
- d) For non-payment of fees of affiliation and fees due during four years (4). In this case, the decision is taken by the Executive Committee and approved by the next Congress.

### **Article 92: Other disciplinary provisions**

**92-1** The National Federation Members, the officials and athletes, in case of violation of present statutes, rules and regulations, decisions of Congress, of Executive Committee

and Executive Bureau by forethought or neglect, or in case of unsportsmanlike or indecent conduct, can be sanctioned in accordance with the disciplinary measures hereafter :

- a) A warn with communication to other federations,
- b) The blame,
- c) The fine,
- d) The repudiation of commitment in one or several competitions of UFAK,
- e) The suspension,
- f) The radiation.

**92-2** The Commissions of Organization, Legal and Disciplinary as well as the other Commissions are in right in accordance with their regulations to inflict to the National Federations, athletes, leaders and other officials of National Federations, the sanctions mentioned at points a, b, c, d, e, f of the previous subparagraph.

**92-3** The fines inflicted by the Executive Committee, the Organization Committee, the Legal and Disciplinary Commission or the other Commissions cannot in any manner exceed one thousand (1000) Euros. The Congress is competent to inflict fines of up to five thousands (5000) Euros.

**92-4** The courts of the UFAK can for any infringement of regulations or on the occasion of any dispute referred to them in the context of UFAK competitions, impose fines and, incidentally, any condemnation of restitution or repair of damage caused

**92-5** The suspensions of National Federations can only be pronounced by decision of an Ordinary or Extraordinary Congress, or in case of necessity or absolute emergency, by the Executive Committee subject to ratification by the next Congress. The suspension takes effect as soon as it is notified.

**92-6** The suspensions automatically foreseen in the statutes, Rules and Regulations of UFAK for breach of obligations can be notified to the National Federations directly concerned by the General Secretary after opinion of the Executive Bureau.

### **Article 93: Principles of justice sports**

**93-1** The rights of defense and contradiction are guaranteed

**93-2** The Legal and Disciplinary Commission has within it a first body and an appeal body.

**93-3** Any conflict from the application and interpretation of UFAK's Statutes will be exclusively solved by a court constituted by the Legal and Disciplinary Commission and at last by a court constituted by the Appeal Commission.

## **CHAPTER 14 : MISCELLANEOUS PROVISIONS**

### **Article 94 : Dan Grades**

**94-1** UFAK will recognize and proceed to the certification of Dan Grades in accordance with the rules governing the discipline at WKF and UFAK.

**94-2** The attribution of Dan Grades is the exclusive resort of National Federations.

### **Article 95 : Honorary/ Honor Presidents : Honor Members : Honorary- Distinction- Prizes and Awards**

**95-1** On proposal of the Executive Committee, the Congress can discern by acclamation the title of Honor President/ Honorary or Honor Member/ honorary to some persons having rendered eminent services highly meritorious to Karate in Africa.

**95-2** Their designation could be reconsidered by the Congress on proposal of the Executive Committee or the Disciplinary and Legal Commission by a vote to the majority of 2/3 of the members.

**95-3** A President of honor/honorary or Member of Honor/ honorary can assist and take part to Congresses and meetings of the Executive Committee and the Executive Bureau without voting right.

**95-4** It is not possible to have more than two Honorary Presidents at the same time, except in the case when an outgoing President being elected Honorary President.

**95-5** The Honor/Honorary Presidents and the Honor/Honorary Members will constitute the Honorary Commission of UFAK.

**95-6** Generally, distinctions in UFAK will be awarded in accordance with the Rule of the Commission charged of the Protocol, Distinctions, Prizes and Awards.

**95-7** The Star of Sports Merit will be a distinction to tribute National Federations and individuals who are particularly distinguished in activities to popularize and enrich the karate sport.

There are three types of Stars for the Sports Merit:

- 1) Gold: For Honorary Presidents and Honorary Members, For National Federations and individuals having worked for Karate at least twenty (20) years.
- 2) Silver: For National Federations and persons having worked for Karate at least fifteen (15) years.
- 3) Bronze: For National Federations and persons having worked for Karate at least ten (10) years.

The Stars of Sports Merit will be accompanied by the corresponding Diploma with a special insignia for the federations and concerned persons.

## **CHAPTER 15 : FINAL PROVISIONS**

### **Article 96 : Modifications**

**96-1** All proposals of modification of Statutes, Rules and Regulations, should be examined by the Executive Bureau and approved by the Executive Committee before its registration or not to the agenda of next Congress in accordance with provisions in the said materials.

**96-2** Proposals of modifications of Statutes Rules and Regulations of UFAK should be approved by at least 2/3 (two third) of the affiliated National Federations.

**96-3** Amendments to the Statutes temporarily become effective upon approval of the Executive Committee and definitive upon final ratification of Congress.

**96-4** Proposals of modifications of Rules and Regulations of UFAK may be done by the Executive Committee, Executive Bureau, Affiliated National Federations having voting right, and Permanent Commissions.

**96-5** All proposals of Statutes' modification should be sent to the UFAK President with copy to the UFAK General Secretary at least sixty days before the fixed date for Congress holding.

**96-6** The Statutes' modifications become provisionally effective upon approval of the Executive Committee and definitive upon ratification by the Congress.

### **Article 97 : Dissolution**

**97-1** Proposal of UFAK dissolution must be presented to UFAK at least by 4/5 of Affiliated National Federations entitled to vote.

**97-2** The dissolution of UFAK can only be pronounced by an Extraordinary Congress convened for this purpose, sitting and deliberating in presence of 4/5 of members entitled to vote.

**97-3** The dissolution of UFAK can only be valid if it is approved by the 4/5 of affiliated National Federations entitled to vote.

**97-4** In case of dissolution, the funds as the UFAK's property and personal property are distributed among the affiliated National Federations or Associations entitled to vote in proportion of their each number of years of affiliation and financial contribution in UFAK.

### **Article 98 : Cases not provided**

All cases not provided by the present Statutes as the cases of major force will be solved as follow:

- 1- According to Statutes, Rules and Regulations of WKF if they foresee the case in question :

- 2- By the UFAK Executive Committee which decisions are of immediate execution.
- 3- The legal decisions will only have law force after having been approved by Congress.
- 4- Any dispute arising from these present Statutes, Rules and Regulations of UFAK which can not be settled neither in UFAK nor in WKF will be finally settled by the Court constituted under Statutes and Rules of the Court of Arbitration for Sport. **The parties undertake to comply with Statutes and Regulations of the Court of Arbitration for Sport and to accept and execute in good faith its decision.**
- 5- Zones and affiliated National Federation Members must include in their regulation some clauses prescribing that provisions of UFAK Statutes, Rules and Regulations as decisions of UFAK Legal Instances and adjudication of the Court of Arbitration for Sport engage them legally, their leaders, officials, clubs and athletes, etc.

### **Article 99 : Transitory Provisions**

**99-1** These Statutes will enter immediately in vigor after their approval by UFAK Congress, except all the contrary provisions to existing rights of officials elected under the previous Statutes. In this case the Executive Committee will take the necessary provisions to determine the necessary transitory duration to remedying.

**99-3** Zonal Unions and National Federations should adapt their Statutes in order to be in accordance with the principles of those of UFAK.

### **Article 100 : Adoption of General Statutes and entry of vigor**

**100-1** The Present Statutes have been adopted by Congress of UFAK held in Cotonou Wednesday August 6th 2008. They have been reviewed by the Executive Committee in August 2010 in Cape Town, seen again and ratified by the General Assembly in Rabat on September 7<sup>th</sup> 2012

**100-2** The full respect of provisions contained in the present statutes, in their spirit and letter, is the first condition to get and maintain affiliation to UFAK.

**END**