



PROVINCIAL/TERRITORIAL AFFILIATE

A Provincial/Territorial Affiliate of WAKO Canada

Objects And By-Laws

www.wakocanada.org

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I Identification

1.01 Name

The legal name of the body will be '**WAKO (Province/Territory Inc.)**' hereinafter referred to in this document as WAKO (Province/Territory).

1.02 Objectives

1. To promote the recreational and competitive participation in all disciplines of kickboxing in the respective jurisdiction of (Province/Territory);
2. To support the development and growth of the provincial/territorial affiliate;
3. To fulfill the PSO/TSO requirements with the respective government department;
4. To maintain a positive relationship with the Ministry of Sport or equivalent government department;
5. To foster relationships with other PSOs and government and non-government entities that will support the work of WAKO (Province/Territory);
6. To ensure that the highest levels of health and safety are promoted and adhered to at all levels of sanctioned competitions and within member clubs;
7. To facilitate the development of world-class athletes who will become ambassadors for the sport across the province/territory and Canada;
8. To promote WAKO to clubs/schools across the province/territory to accomplish:
 - a. establishment of coaching and training standards;
 - b. promotion of fairness and equity at the club as well as competition levels;
 - c. establishment of standardized training and certification for officials;
 - d. promotion of Kickboxing to the wider community as a means of fitness/sport;
 - e. to act as an advocate on behalf of the Kickboxing community to government.
9. To fulfill the WAKO Canada sanctioning requirements and guidelines for health and safety, fair play, codes of conduct, equitable access to the sport, and competitive standards.
10. To be responsive to member clubs within the province/territory and provide support towards their growth and full participation within the association.



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11. WAKO (province/territory) will pursue the following objectives:

- a. To promote interest in the recreational and competitive components of all disciplines of amateur kickboxing in all jurisdictions across the jurisdiction;
- b. To promote proficiency and excellence in amateur kickboxing instruction through WAKO Canada accreditation courses and clinics;
- c. To support member clubs and individuals by providing opportunities for participation in National/Provincial/Territorial camps, and certification programs;
- d. To encourage athletes for National and International Championships;
- e. To provide opportunities for all amateur kickboxers to gain competitive experience in a safe environment that ensure proper training is obtained through specific events and accredited programs;
- f. To fulfill the administrative and policy requirements for provincial/territorial affiliates of the NSO;
- g. To co-operate with all levels of government as well as other sports governing bodies in respect to information sharing and in the development of sports policy or cooperative programming.
- h. To seek and accept donations, gifts, legacies and bequests for the purpose of furthering its objectives.

1.03 Head Office

The Head Office of the WAKO (province/territory) shall be located as determined by the Directors based on member needs and organizational practicality.

1.04 Corporate Seal

The seal, an impression that is stamped at the end of these By Laws, shall be the corporate seal of the WAKO (province/territory). WAKO (province/territory) will retain custody of such seal.

1.05 Organization

1. WAKO (province/territory) is a Provincial Affiliate of WAKO Canada upon the signed agreement of the National Board of Directors and the Provincial Board.
2. The Use of the Name 'WAKO (province/territory),' the WAKO Logo and any variation of the name or logo in any print, or social media format or otherwise, can only be used upon the signed agreement with the National Board of Directors.



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3. To maintain the status of a Provincial Affiliate of WAKO Canada WAKO (province/territory) must comply with all policies and procedures of the NSO in addition to the following requirements:
 - a. The Provincial/Territorial Affiliate must have members of the Board of Directors that represent three different gyms/schools.
 - b. All clubs/schools that are on the Board of Directors must be full members of WAKO Canada.
 - c. WAKO (province/territory) must be registered as a non-profit association provincially.
 - d. The Bank Account of WAKO (province/territory) must be a Canadian Account with a minimum of 2 with signing authorities from the Board of Directors being listed.
 - e. WAKO (province/territory) must have composition of clubs from all regions.
 - f. WAKO (province/territory) must complete an open AGM within 90 days of the end of the calendar year.

II. Governing Structure

2.01 Board of Directors

- a. The affairs of the WAKO (province/territory) shall be conducted by a Board of Directors which shall be comprised of an Executive Committee and other Directors who shall be appointed from the Executive Committee.
- b. The Board of Directors of WAKO (province/territory) shall be composed of:
 1. President
 2. Vice President
 3. Director Finance
 4. Director Tatami Sports
 5. Director Ring Sports
 6. Advisor Legal Counsel (optional)
 7. Director Medical Issues (optional)
 8. Director Coaching (optional)
 9. Director Officials (optional)



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2.02 Tenure and Election of Officers

- a. All Members of the Board of Directors must be Registered Members of WAKO Canada from a WAKO Canada Member club for the year of office.
- b. The executive members of the WAKO (province/territory) will be elected at the annual meeting every 2 years from the date of initiation of the WAKO (province/territory).
- c. A member may be nominated, in writing, thirty days prior to the annual meeting, by any current member of the Board of Director in good standing.
- d. All such written nominations should be in the hands of any Vice President or whoever else is in charge of AGM/constitution no later than thirty days prior to the annual meeting.
- e. All Board of Directors must have members of WAKO Canada for a minimum of 4 years before being nominated to the Board of WAKO (province/territory).

2.03 Executive Committee

- a. The executive committee is composed of the President, VP & Director Finance.
- b. The Executive Committee shall carry out the policies established by the Board of Directors and direct the activities of WAKO (province/territory).
- c. The executive committee will be responsible for the finances of WAKO (province/territory) for the growth of the sport and the maintenance of WAKO (province/territory).
- d. Meetings of the Executive Committee shall be held at the call of the President or any two of the Board Members.
- e. Decisions of the Executive Committee are binding only if there is a 2/3 vote of the entire Board of Directors.
- f. All Executive Board Members must have served on the Provincial Board for a minimum of two – two year terms.

2.04 Vacation of Office

- a. The office of a Board of Director shall be vacated:
 1. Upon the acceptance of a member's written resignation
 2. If they fail to attend two consecutive meetings of the Board
 3. If a resolution is passed by 2/3 of the members that they be removed from office due to a violation a policy of WAKO (province/territory).
- b. Should a vacancy occur the Board may appoint a person until the next AGM.
- c. If the President vacates his/her position the Vice Presidents automatically takes on the role of President.



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2.05 Binding the WAKO (province/territory)

- a. The signatures of 2 Board members are needed to legally bind the WAKO (province/territory). One of these signatures must be that of the President.

III. Meetings

3.01 Annual Meeting

- a. The annual meeting shall be held within 90 days of the end of the year.
- b. Written or email notice of the annual meeting will be forwarded to all PSO clubs encouraging them to attend the AGM.
- c. A Club Member with WAKO (province/territory) is an accredited delegate with one vote.
- d. All members in good standing of the WAKO (province/territory) may attend the annual meeting and be allowed to participate. However, all voting is restricted to accredited delegates only.
- e. The agenda of the meeting will be proposed by the President and approved by the executive committee 30 days prior to the meeting.
- f. The passing of AGM motions requires 50+1% votes of approved Delegates.
- g. Voting by proxy at the AGM is not acceptable.

3.02 Special Meetings

- a. A special meeting can be called by the President or a Board of Director member, as long as there is a requisition coming from 25% of voting Board members. The meeting will be held within 30 days of its calling.

3.03 Meetings of the Board of Directors

- a. Meetings of the Board shall be called by the President, by giving at least 72 hours of notice of time, date and place, or specifics of a teleconference.

3.04 Meeting of the Executive Committee

- a. Meetings of the Board shall be called by the President, by giving at least three weeks of notice of time, date and place, or specifics of a teleconference.

3.05 Quorum

A majority of accredited delegates shall form a quorum at all meetings of the WAKO (province/territory).



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3.06 Voting

- a. Executive Members of the Board have two votes each
- b. All appointed Directors of the WAKO (province/territory) will have one vote each.
- c. All Member Clubs have one vote each.

3.07 Motions

- a. Only properly accredited delegates have the right to submit notices of motion, submit amendment or second motions.
- b. Motions are decided by a simple majority vote.
- c. Notices of motion should be submitted in writing no later than 2 weeks before the AGM.

IV. Finances

4.01 Banking

- a. The funds of the WAKO (province/territory) shall be deposited in a chartered bank of Canada in the name of the WAKO (province/territory).
- b. All cheques shall be signed by any two of the President and one VP
- c. All monies owing to the WAKO (province/territory) shall be due and payable within thirty days of invoicing unless otherwise stipulated.
- d. The WAKO (province/territory) has the power to accept donations, gifts, and legacies.

4.02 Financial Policies

The fiscal year of the WAKO (province/territory) shall start on January 1st and end on December 31st of that calendar year.

- a. The Signing Authority requires 2 of the Board Members
- b. The PSO Financial Engagement reports will be produced by a chartered accountant within 90 days of the year end.
- c. Annual Budgets will be produced by the Executive Committee within 60 days of the year end for the upcoming year. This budget will be reviewed and approved by a quorum of membership at the AGM.

4.03 Financial Report

The financial review engagement of the WAKO (province/territory) shall be posted on the website 120 days after the end of the fiscal year.



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4.04 Dissolution

- a. The WAKO (province/territory) shall not be dissolved unless all liabilities have been discharged and a motion has been passed by votes recorded at the AGM.
- b. Upon dissolution, surplus money shall be donated to a charitable organization, decided by the majority at a special meeting.

V Amendments

5.01 Amendments to the Constitution or By Laws

- a. All proposed amendments to the Objects/By Laws shall be forwarded, in writing, to the office of the WAKO (province/territory) no later than 30 days prior to the annual meeting at which they will be considered.
- b. All notices of motion to be discussed at the AGM will be forwarded to all accredited delegates not less than 30 days prior to the annual meeting.
- c. Amendments to the Objects/By Laws require a 2/3 majority vote of all accredited delegates.

VI Other Regulations

6.01 Rules and Regulations

- a. WAKO (province/territory) may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of amateur kickboxing in Canada. All changes must align both rules and regulations and yearly calendars with the NSO. For example, provincial championships will be set in a timely fashion to allow for qualified competitors to progress to the National Championships.
- b. The WAKO (province/territory) may impose such regulatory measures as it deems necessary for the efficient administration of the competitive structure of the sport within its jurisdiction.
- c. No such Policy and Procedures may violate the individuals rights or freedom expect as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of WAKO (province/territory).

6.02 Policy and Procedures

- a. WAKO (province/territory) may make such Policy and Procedures as may be deemed necessary to promote, develop and govern the sport of amateur



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kickboxing in (province/territory). All changes must align with those of the National Body.

- b. No such Policy and Procedures may violate the individual's rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the WAKO (province/territory). Please see **Policies and Procedures** document for further detail.

6.03 Interpretation

In this Constitution and the By-Laws of the WAKO (province/territory), unless the context otherwise specifies or requires;

- a. The singular shall include the plural and the plural the singular;
- b. The masculine shall include the feminine;
- c. 'Person' shall include individuals, bodies incorporated, partnerships, syndicates, trust, unincorporated organizations, and any number of aggregate of person;
- d. 'Member in Good Standing' means a person who is a member of the WAKO (province/territory) and who is not in arrears with regard to fees or whose membership has not been cancelled in accordance to Article 2.04



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BYLAWS

Article 1 Identification

- 1.1 The legal name of WAKO (province/territory) will be used in all contracts, invoices, negotiable instruments and orders for goods/services made by the WAKO (province/territory).
- 1.2 The operational name be used to identify itself and for communications.

Article 2 Membership

2.1 Description of Membership

- a. Individual Member – An individual who is actively engaged in amateur kickboxing as a non-competitive member, athlete, coach, or official and who has paid individual membership dues and is a member of a WAKO Membership club as their primary location of training.
- b. Active Club Member (voting privilege)– A club/school/gym that has a minimum of 50 registered members, of which 5 has received certification as a coach pursuant to the rules of WAKO (province/territory), that has policies and procedures that are not in contradiction with any policies of WAKO (province/territory).
- c. Member clubs have one vote with their specific Provincial Affiliates unless otherwise indicated by the Statues of the Provincial Affiliates.

2.2 Fees and Honorariums

- a. Membership Registration fees set by the Board of WAKO Canada.
- b. WAKO Canada provides disbursements to WAKO (province/territory) membership.
- c. Membership fees are set as the following:

Initial/Renewal

Competitive athlete	\$80 (PSO disbursement is \$10/athlete)
Recreational Member	\$20 (PSO disbursements is \$2.50/member)
Coach – all levels	\$80 (PSO disbursements is \$10/coach)
Officials – all levels	\$80 (PSO disbursements to \$20/official)
Member Clubs	\$650(PSO disbursements is \$100/club)



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b. Other fees

Ring Event Sanctioning - \$1250 (PSO disbursement to be provided)

Ring Tournament Sanctioning \$2550 + HST (PSO disbursement to be provided)

Tatami Sport Events (Please See Tatami Sanctioning document)

c. Honorariums are provided for volunteer officials of WAKO (province/territory):

Chief Official - \$150

Referees/Judges - \$75

KM Expenses - \$0.50/KM (Return trip from home city to competition)

d. Amendments of Fees or Honorariums – The disbursement fee for the PSO can only be changed with a 2/3 vote from the Executive Committee at any time during the calendar year. The change in fees will not apply until the following registration year. All members must be notified 45 days before the commencement of the registration year.

e. All fees are collected by WAKO Canada or any third party selected by the NSO or to administer the finances of the corporation.

f. Disbursements will be provided to WAKO (province/territory) at the end of the calendar year after the financials have been completed by the auditor of the NSO.

2.3 Individual Registration Procedure

All members must register annually. The registration year shall commence on September 1st of every calendar year for athletes whose club has renewed for the following year. All individual members must come from registered Member Clubs. Athletes not affiliated with a registered member club are not permitted to become members of any PSO or Provincial Affiliate. Athletes/Coaches/Officials must register through their club that is their primary location of training. The following items are to be sent directly to the office WAKO (province/territory):

a. Initial Registration of Ring Sport Athletes

Competitors registering for the first year must submit the following items:

- i. Competed Membership Application - Individual
- ii. A copy of legal document attesting birth date
- iii. Two passport sized pictures



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- iv. Annual Medical Exam – for ring sport disciplines
 - v. Registration fee
 - b. Renewal Registration of Athletes
 - i. Completed Application - Individual
 - ii. Annual Medical Exam – for ring sport disciplines and duo-division applicants
 - iii. Registration fee
 - c. Registration of Recreational Members
 - i. Completed Membership Application - Individual
 - ii. Registration fee
 - d. Registration of Officials – Coaches
 - i. Completed Membership Application - Individual
 - ii. A copy of their certification
 - iii. Registration fee
 - iv. Proof of volunteer screening
 - e. Registration of Member Clubs
 - i. Completed Membership Application - Club
 - ii. Registration fee
- 2.4 Documentation
- Ring Sport Athlete Passport
- 1. Each athlete must be in possession of a Passport and is required to present such passport at all Kickboxing Ontario and sanctioned events.
 - 2. Upon receipt of the passport the following entries are to be completed:
 - a. Athlete photograph
 - b. Signature
 - c. Medical Information
 - d. Number of bouts
 - 3. Under no circumstances will athletes be allowed to compete in a full contact event who are not in possession of a complete, current medical exam which has been indicted in the athlete passport and is in possession of the KO office.



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It is highly recommended for light-contact athletes to also have completed the medical exam – however it is not mandatory.

5. Updating passports with bouts held outside of Canada or with other recognized sanctioning bodies is the responsibility of the club coaches.
6. The loss of the passport shall be reported immediately to the office. Replacement passports will be issued with a \$45.00 replacement fee.

Official Booklets

1. Upon registration officials will be issued an officials booklet. The booklet must be kept up-to-date with entries on all bouts referred or judged and upon courses completed or clinics attended.
2. Upon receipt of the annual registration paperwork, all officials will receive a sticker attesting to their renewal that year.

Coaches Cards

1. Coaches wishing to participate in contest and tournaments sanctioned by Kickboxing Ontario must have completed a minimum Level I Coaching Certification Program.
2. Coaches will receive a card attesting to their accreditation, which they must present at all sanctioned events.

Article 3 Governing Structure

3.1 Executive Committee (Elected Members)

A. President

1. Roles and Responsibilities

- a. To act as the Chairman of the Board of Directors and the Executive of the Board.
- b. To uphold the mission and mandate of WAKO (province/territory) in all decisions within the mandated term of office.
- c. To represent WAKO (province/territory) at the National level.
- d. To represent the WAKO (province/territory) in all dealings with the WAKO, Ministry of Sport and other government bodies, foundations, sanctioning bodies.
- e. To be the spokesperson for WAKO (province/territory) to both external and internal stakeholders.
- f. To provide leadership in the strategic planning of the organization in all areas of development.



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- b. Maintain records regarding all financial transactions
 - c. Establish controls and systems for financial transactions
- 2. Qualifications
 - a. Must be a member of WAKO Canada for a minimum of 4 years.
 - b. Must be on the WAKO (province/territory) Board for two – two year terms.
 - c. Recommended background in accounting and/or financial management
 - d. Recommend experience on Board of Directors.
 - e. Experience in the not-for-profit and sporting sector are highly recommended.
- C. Director Ring Disciplines
 - 1. Roles and Responsibilities
 - a. To create an Annual Operational Plan for the Development of Ring Disciplines
 - b. To work with all (province/territory) Clubs to further develop all Ring Sport Disciplines
 - c. To work with the NSO and Clubs to create a WAKO Canada Team of Officials
 - 2. Qualifications
 - a. To have a Level 2 WAKO (province/territory) Coaches Certification
 - b. To have a minimum of 5 years proven leadership experience in Ring Sports
 - c. To be a member of a WAKO (province/territory) Club for a minimum of 3 years
 - d. To have experience in all WAKO Ring Disciplines
- D. Director Tatami Disciplines
 - 1. Roles and Responsibilities
 - a. To create an Annual Operational Plan for the Development of Tatami
 - b. To work with all Clubs to further develop all Tatami Sport Disciplines
 - c. To work with the NSO and Clubs to create a WAKO Canada Team of Officials
 - 2. Qualifications
 - a. To have a Level 2 WAKO (province/territory) Coaches Certification
 - b. To have a minimum of 5 years proven leadership experience in Tatami Sports
 - c. To be a member of a WAKO (province/territory) Club for a minimum of 3 years
 - d. To have proven experience in all WAKO Tatami Disciplines