

WTKO Bylaws

Fourth Edition December 6th 2016

1.0 - Purpose of this Document

This document will lay out the objectives and governance of the World Traditional Karate Organization, hereafter referred to as WTKO.

Its contents, however, will be subject to annual amendments with the approval of the Executive Committee.

2.0 - WTKO Objectives

The WTKO was founded to promote Traditional Japanese Shotokan Karate. Maintaining high technical standards, networking with like-minded enthusiastic practitioners and the promotion of training, and through various events both technical and competitive, we will seek to achieve our founding objective.

3.0 – WTKO Ambition

**PROMOTING THE BUDO SPIRIT VIA THE PRINCIPLES OF THE ORIGINAL DOJO KUN,
TRANSLATED THUS:**

SEEK PERFECTION OF CHARACTER

DEFEND THE PATHS OF TRUTH AND SINCERITY

CULTIVATE THE SPIRIT OF PERSEVERANCE

HONOR THE PRINCIPLES OF ETIQUETTE

GUARD AGAINST HOT BLOODED COURAGE

4.0 - WTKO Ideology

The WTKO is an organization that does not seek to manage the minutiae of activities pertaining to any individual dojo or individual instructor. However, the WTKO reserves the right to manage its image and to oversee & advise the look, feel, attitude & technical standard of any given instructor and or dojo. Activities incompatible with the objectives, principals and standards of the WTKO will be discussed and, if not resolved, may result in termination of WTKO membership.

5.0 - Legal Status

The WTKO has been incorporated as a [Subchapter C or Non-Profit Organization] under the laws of New York State.

6.0 - Governance

The WTKO shall be governed by an Executive Committee.

6.1 - Voting Committee Members:

WTKO Executive Chairman – John Mullin

WTKO President – Richard Amos

WTKO General Secretary – Scott Middleton

6.2 - Non-voting Positions:

WTKO Chief Instructor - Richard Amos

WTKO Vice-Chief Instructor – John Mullin

WTKO Technical Director - Steve Ubl

7.0 - Executive Committee (EC)

The EC consists of the members listed in article 6.0, but does not exclude the option of adding non-voting members and/or voting members in the future.

7.1 - The Executive Committee is the primary governing body of the WTKO.

7.2 - The EC shall meet at a minimum of one time annually. The WTKO General Secretary will schedule meetings with sufficient notice to all EC members. Meetings are to be held in person unless circumstances deem that other suitable option (such as tele-conference) are appropriate and unavoidable.

7.3 - The WTKO General Secretary shall formulate the meeting agenda. EC members may submit agenda items to the WTKO General Secretary. The meeting agenda will be distributed to all members of the EC with voting items clearly specified.

7.4 - A quorum for the purpose of convening a meeting shall be unanimously agreed by the current 3 voting members.

7.5 - For the purpose of amending these WTKO Bylaws the three EC members shall agree unanimously.

7.6 - If the EC fails to meet in formal session with a quorum in any twelve month period, the WTKO shall be deemed to need restructuring.

7.7 – EC meetings will include, but are not limited to topics related to technical standards, membership strategies, affiliation requests, membership fees, grading syllabus, competition & event scheduling, rules, and membership strategy & concerns.

7.8 - EC meetings will be scheduled by the WTKO General Secretary on a date agreed on by all voting EC members. The WTKO General Secretary will also maintain meeting minutes, which will be distributed to all EC members and approved by vote at the next EC meeting. On a closed members page (to be launched at a future date) a summary of the EC meeting minutes, summarizing meetings, may be posted to the WTKO web-site in order to promote transparency among all members.

Responsibilities of the Officers

The **WTKO Executive Chairman** will take a lead in the business activities of the WTKO including developing membership, seminar and competition program development. The WTKO Executive Chairman will also lead meetings and have responsibility for maintenance of the WTKO web site.

The **WTKO President** will work closely with and advise the **WTKO Executive Chairman** and be deputized when the WTKO Executive Chairman is unavailable or indisposed.

The **WTKO Chief Instructor** will be a primary ambassador for the WTKO and will be expected to maintain high levels of technical skills and share them through instruction at regular seminars, both international and domestic. The WTKO Chief Instructor will lead examinations for instructor certifications and will be the final arbiter on karate technical matters.

The **WTKO Vice-Chief Instructor** will work closely with and advise the WTKO Chief Instructor and be deputized when the WTKO Chief Instructor is unavailable or indisposed.

The **WTKO Technical Director** will be an ambassador for the WTKO and will be expected to maintain high levels of technical skills and share them through instruction at regular seminars.

The **WTKO General Secretary** will schedule EC meetings, maintain agenda's and minutes, and maintain membership records as well as oversee and advise the EC on the activities and needs of the WTKO members.

8.0 - Founding Officer and Members

The WTKO recognizes the contribution of the Founding Officer, John Mullin. For the duration of his membership in the WTKO he has the title WTKO Executive Chairman and has the following additional responsibilities - final approval of EC meeting agendas and veto on appointments to the EC.

The WTKO recognizes the contribution of the Founding Members John Mullin and Richard Amos. For the duration of their membership in the WTKO they have the positions of WTKO Executive Chairman/Vice Chief Instructor and WTKO President / Chief Instructor. These positions cannot be revoked except by resignation or death. All other EC members can be revoked by a majority vote of the EC committee.

9.0 - Financial Committee (FC)

The FC comprises of the WTKO Executive Chairman, the WTKO President and the WTKO General Secretary.

9.1 - The WTKO Executive Chairman, WTKO President and WTKO General Secretary shall have access to WTKO bank accounts and shall use funds from those accounts only for specific WTKO business needs.

9.2 - The FC shall oversee the financial matters of the WTKO, they shall provide a summary update of financial matters as a standing agenda item at all EC meetings. Annually they shall provide a full statement of accounts to the EC.

9.3 - The FC shall oversee the WTKO bank account and receive monthly statements. The WTKO shall not carry debt or overdraft bank accounts. It is the responsibility of the FC to monitor the financial matters of the WTKO regularly and notify the EC promptly if this situation occurs or is likely to occur. The EC then has the responsibility to act with urgency to bring the WTKO back to financial solvency.

9.4 - Each FC member individually shall have signing authority on the WTKO bank account. Individual transactions to a value of \$500 can be made, or in combination to \$1000, can be made by individual members in any six month period, without notification to the FC. Transactions in excess of this amount require approval by the FC. The FC can sign on single transactions up to a value of \$2000, or in combination to \$5000 in any six month period, in excess of these limits requires the unanimous approval of the voting members of the WTKO Executive Committee.

10.0 - Remuneration

Officers contributing significant time to the WTKO are eligible to remuneration at a bonus rate, to be set by the EC annually. Officers are also eligible for recompense for expenses incurred on WTKO business. This bonus contribution and any estimated expenses to be agreed in advance

with the FC and to be confirmed by an email with details of the hours spent and expenses incurred on an annual basis. The FC will issue a check (may require a second Officer approval if payments exceed limits above) and maintain accurate records to be reported in summary as part of the annual financial report to the EC.

11.0 - Membership

The WTKO EC accepts applications for membership as an Individual, a Domestic Affiliate (North America including the USA and Canada) or International Affiliate. Fundamentally the WTKO EC aspires to cultivate a meaningful and mutually beneficial relationship with its members both Domestically, and Internationally. Any recognized affiliate worldwide that uses the WTKO name and/or logo is subordinate to the rules, regulations, guidance and by-laws laid down by the WTKO Executive Committee.

11.1 - WTKO Membership Benefits:

- Access to senior instructors of the highest caliber with exemplary experience and reputation.
- A network of likeminded individuals and groups that are committed to the practice, refinement and evolution of Shotokan Karate.
- Access to International Camps & Competitions.
- Dan Examinations by officially licensed WTKO Examiners.
- Opportunity to host senior instructors for seminars, examinations, and competitions.
- Ability to obtain official Instructor / Examiner / Judge Qualifications through the WTKO Instructor Program.
- Although we fully believe that our members have the expertise to grade their own students through the KYU levels, we offer guidance with those gradings. Each Domestic Affiliate dojo is expected to send the results and comments on their KYU gradings and we look to advise on those results and assist if the examiner / instructor has any concerns.

11.2 – WTKO Individual Membership

Each Domestic dojo must register its students as individual members. These members receive the benefits of the WTKO via their dojo. Their grades are monitored and registered and other WTKO instructors are available to teach and advise them. They will receive discounts at WTKO events and at the Honbu Dojo in New York City for any class. We encourage our members to reach the summit of their potential through intelligent training, research, development, and the experience of training with senior instructors. An annual Individual Membership fee of \$20 USD is to be submitted via their Domestic dojo affiliate to the WTKO Honbu Dojo during the month of January. Dojos may charge at their discretion a higher fee to their students for their own accounting purposes.

11.3 – WTKO Domestic Affiliate

WTKO Domestic Affiliates are geographically located in the United States & Canada.

- A \$75 USD Annual Dojo Fee is to be submitted to the WTKO Honbu Dojo during the month of January.

- Affiliates are required to submit a fee of \$20 USD per individual member (see above) to the WTKO Honbu Dojo during the month of January.
- Upon the receipt of the appropriate fees and documentation, the WTKO General Secretary will issue an Annual Dojo Certificate & Membership Cards in a timely manner.

11.4 – WTKO International Affiliate

WTKO International Affiliates are geographically recognized as all countries outside the United States & Canada.

- A \$150 USD Annual Dojo Fee is to be submitted to the WTKO Honbu Dojo during the month of January.
- Upon the receipt of the appropriate fees and documentation the WTKO General Secretary will issue an Annual Dojo Certificate in a timely manner.

11.5 - Registration Fees

Registration fees for Individual and Dojo memberships will be set by the Executive Committee and published on the WTKO web-site. Registration fees will be due by the end of January for that calendar year.

11.6 – WTKO Name, Logo and Acronym

- All social media that includes the WTKO name or logo must represent (and be consistent with) the ideals and values of the WTKO as set forth by the mission statement of the organization.
- Any goods produced with the WTKO logo, in addition to high standards of design, should represent the ideals and values of the organization.
- Goods and items such as dojo t-shirts, jackets, and various sundry items may display the WTKO logo, and may be produced and distributed by any member group or dojo.
- Any item which bears a WTKO logo on the label (that may be perceived as WTKO merchandise) is considered under the trademark of the WTKO and is subject to approval by the executive committee. If approved, a royalty will be charged of \$1 per item or 10% of the wholesale value, whichever is the greater. This includes (but is not limited to) do-gi and obi with a WTKO logo-branded label. This excludes the WTKO logo represented on chest embroidery or chest patches.

11.7 - Termination of WTKO Membership

Individual or Affiliate membership will be deemed to be terminated if annual dues are more than three months past due. WTKO Membership may be terminated if the member or Affiliate shows no commitment to attend or host a WTKO event or seminar. WTKO Membership can also be terminated by a majority vote of the Executive Committee at their discretion. Termination shall be made with notice from the EC.

12.0 – Tournaments and Seminars

Part of the ethos of the WTKO is to cultivate not only technique and Budo spirit, but also ethics and the development of judgment and discretion. These things are outlined clearly in the dojo-kun. The WTKO is not a “sports karate” organization, we are dedicated to our ideals set forth in **2.0**.

12.1 - Hosting and attending tournaments

WTKO tournaments are expected to follow the WTKO tournament rules exactly. However, we encourage members’ activity in any other tournament with any rules.

12.2 – Hosting and attending seminars

WTKO members may seek training from any viable and appropriate source, and members may invite any instructor to visit their respective dojos for seminars or events. We ask our members, however, to show restraint and judgement when promoting non-WTKO instructors. We advise members to respect the network of the WTKO and not to use that network to further the career of non-WTKO instructors, without consultation with the Executive Committee. Members are expected to respect and acknowledge other WTKO members and WTKO instructors, and to foster the spirit of camaraderie.

13.0 - Ranks and Gradings

The WTKO offers guidelines to members who are able to grade their own members irrespective of their WTKO qualifications up to and including 1st KYU. Domestic Affiliates are required to submit the result of their KYU gradings to the WTKO Headquarters for our records. WTKO Domestic Affiliates are expected to provide notice 1 month in advance of all KYU gradings. This notice shall be provided via email to the WTKO Honbu Dojo. WTKO Headquarters shall issue kyu certificates to each domestic affiliate at a cost of \$3 per certificate.

13.1 - On request the recommended WTKO KYU & DAN Grade’s Syllabus is available to all member groups.

13.2 - We recommend no more than three KYU gradings per year for any individual practitioner. The following are the requirements for time of continuously training in order to qualify for WTKO DAN grades:

Shodan to Nidan minimum of 2 years

Nidan to Sandan minimum of 3 years

Sandan to Yondan minimum of 4 years

Yondan to Godan minimum of 5 years

Godan to Rokudan minimum of 6 years (*minimum age of 40*)

Rokudan to Nanadan minimum of 7 years (*minimum age of 47*)

Nanadan to Hachidan minimum of 8 years (*minimum age of 55*)

13.3 - Examiner Level Requirements & Privileges:

Sandan minimum to qualify as **Instructor / Examiner Level C**

Yondan minimum to qualify for **Instructor / Examiner Level B**

Rokudan minimum to qualify for **Instructor / Examiner Level A**

Level C Examiners may grade up to and including **Shodan**

Level B Examiners may grade up to and including **Nidan**

Level A Examiners may grade up to and including **Sandan**

Above Sandan minimum requirement of one member of the **WTKO Executive Committee**

13.4 - Examination restrictions

- WTKO examiners may not conduct tests outside of their locale or country unless given written permission by the WTKO Executive Committee
- If a member fails a dan test with a WTKO examiner, that member must re-test with either the same examiner or the WTKO Chief Instructor.

13.5 – Instructor’s responsibilities

The fundamental role of any WTKO instructor is to strive to improve the technical, academic and moral standards of their members and students

13.6 - Grading Fees (As of January 2014)

Shodan - \$190

Nidan - \$240

Sandan - \$340

Yondan - \$410

Godan - \$510

Rokudan - \$600

Nanadan - \$700

Hachidan - \$800

13.7 – There are 3 paths in order to qualify as a WTKO Instructor / Examiner:

a) The WTKO will always recognise senior instructors who have over many years dedicated themselves wholly to the propagation of traditional Shotokan karate. These instructors may have extraordinary experience and a long history of grading their members in previous organizations. In extraordinary circumstances such veteran instructors may, with the unanimous approval of the EC, be eligible to conduct dan grades for their students. These instructors are titled “Recognized WTKO Examiners”.

b) Under normal circumstances, however, the WTKO qualifies instructors and examiners through its Instructors Program. Over the course of two years for each level of ‘A’, ‘B’ & ‘C’ instructor/examiner, the candidate must complete a minimum of 30 hrs per year of training (under the supervision of Amos Sensei or Mullin Sensei) in addition to writing 4 assigned reports per year. The 30hrs of training can be completed during various seminars and training camps throughout each of the two years in any location. The fee is \$800 per year. Upon completion of the assigned training & reports, and having satisfied the standards of the WTKO EC, instructors are titled “Official WTKO Examiners”. Whereas Recognized WTKO Examiners are entitled to a \$60 administration fee for conducting Dan grades (the balance being sent to the WTKO Headquarters: e.g. \$130 in the case of Shodan; \$180 for Nidan, etc), Official WTKO Examiners are required to send a \$100 administrative fee to the WTKO Headquarters and may retain (\$90 for Shodan, \$140 for Nidan, \$240 for Sandan, etc) the balance for their expenses. These Official WTKO Examiners are expected to represent fully the ideals of the WTKO and have committed much effort and shown an exceptional level in the gaining of their qualifications.

c) Finally the WTKO has an elite Kenshusei program for those who are able to complete a full immersion instructor training with the WTKO Chief Instructor in the WTKO Honbu Dojo in New York City. Kenshusei candidates must be approved and selected by the Chief Instructor prior to commencing the program. Over the course of approximately 3 months for each level, the Kenshusei will be involved in up to 20 hrs per week of instruction & training, ostensibly shadowing and being mentored by Amos Sensei: teaching at the Honbu Dojo in his absence, receiving detailed critiques on every aspect of training and teaching Shotokan Karate. In addition, the Kenshusei must articulate the learning process via a number of reports. Each level of Kenshusei training must be completed in one block of 3 months and not divided for convenience over a longer period. Kenshusei costs are (as of January 2014) \$500 per month. Upon graduation, those who have completed the Kenshusei training and satisfied the standards judged necessary by Chief Instructor Richard Amos, will have a superior knowledge on all facets of WTKO Shotokan karate and will have been able to benefit from the personal, in depth instruction of Amos Sensei in the environment of the Honbu Dojo. The Kenshusei program is aimed at younger instructors who aspire to teaching karate professionally. The course is necessarily grueling but is intended to mould a fully formed instructor, representing fully the ideals of the karate world and the WTKO.

THE FOURTH EDITION OF THE WTKO BYLAWS HAS BEEN APPROVED ON DECEMBER 6th 2016 BY THE:

WTKO EXECUTIVE COMMITTEE:

WTKO Executive Chairman 会長

John Mullin, 8th Dan ジョン.マリン 八段

WTKO Chief Instructor 主席師範

Richard Amos, 7th Dan リチャード.エイモス先生 七段

WTKO General Secretary 事務総局

Scott Middleton, 6th Dan スコット.ミドルトン 六段