

**PERSEKUTUAN KARATE MALAYSIA  
(MALAYSIA KARATE FEDERATION)**

**CONSTITUTION**

**1. NAME:**

The Federation shall be known as "Persekutuan Karate Malaysia" or in English "Malaysia Karate Federation". Its Abbreviated title shall be "MAKAF".

**2. ADDRESS:**

The registered place of business of the Federation shall be at 130-133 LORONG HARUAN 5/5, OAKLAND COMMERCE SQUARE, 70300 SEREMBAN, NEGERI SEMBILAN, MALAYSIA, or at such other place or places as may from time to time be decided by the Supreme Council. The registered place of business of the Federation shall not be changed without the prior approval of the Pesuruhjaya Sukan.

**3. OBJECTIVES:**

The objects of the Federation shall be: -

- (i) To encourage and promote the martial art and sport of Karate so as to develop and maintain physical fitness among its members and to discipline and regulate their mind and temperament ;
- (ii) To regulate and to coordinate all styles of Karate in the Country and to act as a parent body to which all the Karate Organisations registered with the Registrar of Societies shall be affiliated ;
- (iii) To secure the support of the Government, the relevant Ministry entrusted with the portfolio and/or in charge of sport and any other bodies financially or otherwise and to distribute as it sees fit any grants to MAKAF from any source;
- (iv) To control and raise the proficiency and standards of the martial art and sport of Karate in Malaysia;
- (v) To promote and to participate in Karate



(vi) Championships at Regional, National and International levels;

(vii) To determine the code of conduct and discipline of every student of Karate and may for that purpose establish disciplinary bodies as it deems fit;

(viii) To seek affiliation with International Karate bodies in consultation with the relevant Ministry entrusted with the portfolio and/or in charge of sports;

(ix) To promote closer unity and friendship among members and to encourage the moral, intellectual and social advancement of its members;

(x) To collect and receive subscriptions and contributions and to administer its funds for the furtherance of Karate championships, displays, competitions and to raise or borrow money that may be required for the purpose of the Federation in such terms and on such security as may be required;

(xi) To purchase, take on lease or in exchange, hire or otherwise acquire any movable or immovable property and any rights or privileges necessary or convenient for the purpose of the Federation and to construct, alter, repair and maintain any building required for the purpose of the Federation; and

(xii) To sell, improve, manage, develop, lease, mortgage, charge, dispose of, turn to account or otherwise deal with all or part of the property of the Federation.

#### 4. MEMBERSHIP

(i) (a) All National Karate Organisations registered with the Sport Commissioner of Malaysia and with documentary proof that they are the legal body representing that particular style or school of Karate are eligible to become members.

(b) In the case of a Karate Organisation which is a Karate Organization registered as the State Body with Pesuruhjaya Sukan and such State Karate Organisation has no National Level representation or organisation then such Karate Organization may apply to the Executive Council to become member with documentary proof from Majlis Sukan Negeri that they are the recognized body representing karate for the State.



(c) The Sports Council of Polis Di-Raja Malaysia (PDRM - Karate), Sports Council of Malaysian Arm Forces (ATM – Karate), Majlis Sukan Sekolah-Sekolah Malaysia (MSSM - Karate) and Majlis Sukan Universiti Malaysia (MASUM - Karate) may apply as members of the Federation.

(ci) Honorary Life President Member

This membership is only accorded to former President of the Federation, such members shall have no voting rights.

(ii) Every application for membership shall be proposed and seconded by two (2) existing Ordinary Members and shall be forwarded to the Secretary General who shall, at the first convenient opportunity, submit the application to the Executive Council for verification and recommendation to the Supreme Council for approval or rejection with assigning any reason thereof.

(iii) Any applicant whose application has been approved as aforesaid shall, upon payment of the prescribed fees, be admitted as a member of the Federation, and shall be entitled to all the privileges of membership.

(iv) Any affiliate member or their members shall not, without prior written approval of the Federation engage in any activity in the name of the Federation nor representing the Country in any championship or tournament other than those approved by the Federation

(v) Any prominent Malaysian Citizen may be invited by the Federation to serve as Patrons and Advisors. Such members shall have no voting rights.

## 5. SUBSCRIPTION AND OTHER DUES

(i) Annual fees must be paid on or not later than 1st February every year. If fees is not paid accordingly, the said member will not be allow to attend the Annual General Meeting and not qualified to vote and be voted.

(ii) Ordinary Members  
- Entrance Fee RM1,000.00  
- Annual Fee RM 500.00  
(effective 2010)

(iii) Honorary Life President  
- Nil

(iv) Any Member which fails to pay the stipulated subscriptions



three months after its due shall cease to be a member and shall be denied all privileges of the Federation until all dues are settled.

- (iv) Special subscriptions, levies or fees for particular purpose may be raised from members by resolution at the General Meeting. If any member fails to pay such levies or subscriptions within such period as may be stipulated, the member shall then be recorded as owing such levies or subscriptions in arrears.

#### 6. RESIGNATION AND EXPULSION:

- (i) Any member may resign from the Federation by giving at least one month notice in writing to the Secretary-General of the Federation and must settle up all dues.
- (ii) Any member may be expelled by the Supreme Council if the conduct and activities of such member is, in the opinion of the Supreme Council prejudicial to the interests of the Federation. Before such expulsion, the member concerned shall be given full opportunity to defend itself and to justify or explain the charges raised. Furthermore, the member shall have the right to appeal to the Extraordinary General Meeting which shall be called within three months of such expulsion, upon written request by the member concerned.
- (iii) The expelled member shall forfeit all rights to and claims upon the Federation, its properties or funds.
- (iv) Any affiliated Association's member when expelled or under disciplinary action imposed by the affiliated Organisation and upon given written notification to the Supreme Council will not be allowed to participate in any of the tournaments and activities organized by the Federation, either in his/her personal capacity or through another affiliated Organisation of the Federation.

#### 7. OFFICE BEARERS – EXECUTIVE COUNCIL

- (i) The management of the affairs of the Federation shall be vested in the Supreme Council consisting of two representatives from each School or Style of Karate or State Organisation who are members of the Federation.



- ( ii ) At the Biennial General Meeting, the authorized delegates, pursuant to Article 9 shall elect an Executive Council consisting of the following Principal Office Bearers :-
- (a) A President
  - (b) Deputy President 1 & Deputy President 2
  - (c) Vice President 1, Vice President 2 & Vice President 3
  - (d) A Secretary General
  - (e) A Assistant Secretary General
  - (f) A Treasurer General
  - (g) A Assistant Treasurer General
  - (h) Fifteen (15) Ordinary Council Members
- (iii) Members who are not fully represented in the Supreme Council by virtue of Rule 7 (i) shall within thirty (30) days after each Biennial General Meeting, nominate in writing, a candidate or two (2) candidates depending on the shortfall in the number of their representatives in the Supreme Council, who must be members of their organizations, to sit in the Supreme Council, for the duration of that particular Supreme Council's term of office.
- (iv) The Office Bearers of the Federation who shall be Malaysian Citizens shall manage the affairs and to carry out the executive and administrative functions of the Federation.
- (v) In the election of the Office Bearers
- (a) The President and the Deputy Presidents may not necessarily be a member of any Organization affiliated to the Federation.
  - (b) The president, Deputy President and the three (3) Vice Presidents so elected must not be from the same Organization.
- (v) The function of the Executive Council is to organise and supervise the day to days activities of the Federation and to make decisions on matters affecting its functions within the general policy laid down by the Supreme Council and/or General Meetings.
- (vi) The Executive Council may from time to time appoint Sub-Committee and delegates to them such powers and duties as the Executive Council may determine. Such Sub-Committee shall be subject to the directions of the Executive Council.



- (vii) The Supreme Council may from time to time make, repeal and amend such by-laws as it thinks expedient for the internal management and well being of the Federation and all such by-laws shall be binding upon its members or affiliated organisations.
- (viii) The Executive Council may not however act contrary to the expressed wishes of the Supreme Council and/or General Meeting without prior reference to it and shall always remain subordinate to the Supreme Council and/or General Meeting on its activities during the coming two years.
- (ix) The Supreme Council shall meet at least once every four months to examine the accounts and consider the affairs of the Federation. One-half or at least seven members (whichever is greater) from the total member of the Supreme Council shall form the quorum. But at any postponed meeting, two shall be the quorum. At least 7 days notice together with the agenda shall be sent to all its members.
- (x) The Executive Council may meet as regularly as they deem fit and necessary in the course of carrying out its Executive functions. At least one-half of voting members of the Executive Council present shall constitute a quorum. Notice of the meeting together with the agenda shall be given to all its members 7 days before the meeting.
- (xi) When any urgent matter requiring the approval of the Executive Council arises and it is not possible to convene a meeting, the Secretary General may obtain such approval by mean of circular letter. The following conditions must be fulfilled before a decision of the Executive Council is deemed to have been obtained: -
- (a) The issue must be clearly set out in circular and forwarded to ALL members of the Executive Council.
- (b) At least seven (7) or one third of the total members (whichever is the greater) of the Executive Council must indicate that they are in favour of the proposal before it can be passed; and





- (c) Any decision obtained by circular letter to be sent by A.R Registered, shall report by the Secretary General to the next Executive Council meeting and recorded in the minutes thereof.
- (xii) Any member of the Executive Council absenting himself/herself from three (3) consecutive meetings without satisfactory explanation shall cease to be a member of the Executive.
- (xiii) Between Biennial General meetings, the Supreme Council shall interpret the rules of MAKAF and when necessary, determine any point on which the rules are not clear, unless and until countermanded by a resolution of a General Meeting.
- (xiv) The Executive Council shall give instruction/s to the Secretary General and other office-Bearers to facilitate the management of the affairs of the Federation. It may appoint such person/s as it deem necessary and may also dismiss or suspend any staff for neglect of duty, dishonesty, incompetence, insubordinate, or for any reason which the Executive Council deem necessary in the interest of the Federation.
- (xv) In the event of the death or resignation of the member of the Executive Council, the Supreme Council shall have the power to co-opt any member of the Affiliates to fill the vacancy until the next Biennial General Meeting.
- (xvi) Any member of the Executive or Supreme Council so elected or appointed (Article 7.2 (i)) who is expelled or suspended by his/her own member organization, shall automatically ceased to be a member of the Executive or Supreme Council, under such circumstances, the organization/member concerned shall inform the Federation in writing immediately.

Such member will not be allowed to join or participate in any function or activity organized by the Federation or its member affiliates for a period of two (2) years.

## 2) Supreme Council

- (i) The Supreme Council consisting of two (2) representatives from each affiliate of the Federation and shall receive report on the activities of



the Federation from the Executive Council from time to time. Members who are not fully represented in the Executive Council by virtue of Article 7 (i) shall within thirty (30) days after each Biennial General Meeting, nominate in writing a candidate or two (2) candidates depending on the shortfall in the number of their representatives in the Executive Council.

- (ii) They shall meet at least once every four months to examine the accounts, to endorse or to reject on any matter recommended by the Executive Council and to approve or review any matter or expenditure exceeding the authorized limit of the Executive Council.

One-half or at least 10 affiliate members (whichever is greater) from the total numbers of the Supreme Council shall form the quorum. But at the postponed meeting, 5 shall be the quorum. At least 7 days notice together with the Agenda shall be sent to all its members.

- (v) All members of the Supreme and Executive Council shall not be a paid employee of the Federation

#### 8. DUTIES OF OFFICE-BEARERS

- (i) The President shall during his term of office preside at all meetings of the Supreme Council, Executive Committee and General Meeting and shall be responsible for the proper conduct of all such meetings. He shall have a casting vote and shall sign the minutes of each meeting at the time they are approved.
- (ii) (a) The Deputy President 1 shall deputise for the President during the latter's absence and the Deputy President 2 shall deputise for the President and Deputy President 1 are both absent.
- (b) The 1<sup>st</sup> Vice President shall deputise for the President and the Deputy President in the case of the President and Deputy President are both absent.
- (c) The 2<sup>nd</sup> Vice President shall deputise for President Deputy President and 1<sup>st</sup> Vice President in the case of the President, Deputy President and 1<sup>st</sup> Vice President are absent.
- (d) The 3<sup>rd</sup> Vice President shall deputise for the President; 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President in the case of the





President, Deputy President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President are absent.

- (iii) The Secretary –General shall conduct the business of the Federation in accordance with the Rules and shall carry out the instructions of the Supreme Council. He shall be responsible for all correspondence and keeping all records, documents and papers except the accounts and financial records. He shall attend all meetings and record the proceedings. He shall keep a membership book containing all particulars of members. The Secretary-General shall submit the annual return to the Registrar of Societies within the stipulated time.
- (iv) The Assistant Secretary General elected shall assist the Secretary General in carrying out his duties and shall act him in his absence.
- (v) The Treasurer General shall be responsible for the finances of the Federation. He shall keep account of the financial transactions of the Federation and shall be responsible for their correctness. He shall in conjunction with either one of the President, Deputy President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President and Secretary General, sign all cheques, withdrawal notices and negotiable notes on behalf of the Federation.
- (vi) The Assistant Treasurer General elected shall assist the Treasurer General in carrying out his duties and shall act for him in his absence.
- (vii) The Ordinary Committee Member shall carry out such functions as are necessary at the direction of the President or in his absence, The Deputy President and in their absence, the three (3) Vice Presidents so that the day activities could be implemented smoothly and efficiently.
- (viii) The Executive Council shall have the rights to co-opt a maximum of 5 individuals from the affiliates into the Executive Council. The co-opted executive council members shall have no voting rights and can be terminated at any time by time by the elected executive council.



9. GENERAL MEETING:

- (i) The Annual General Meeting of MAKAF shall be held not later than 31<sup>st</sup> March. The business of the Annual General Meeting shall be: -
- (a) To receive the Executive Council's report, the Treasurer General's report and the audited accounts of the Federation.
  - (b) To elect the Principal office-Bearers of the Federation for the ensuing two years, in accordance to Rule 7 (ii) of the Constitution.
  - (c) To elect two internal auditors and to appoint a firm to be the external auditor; and
  - (d) To deal with such matters as may be put before it and to deal with any resolutions subject to the provisions of these rules as to notice.
- (ii) A preliminary notice of the Biennial General Meeting stating the day and time, and the place, and calling for motions for discussion, motions for amendment of the rules and nominations for the election of the Executive Committee shall be sent to the member at least thirty (30) days before the date fixed for the Biennial General Meeting and this notice shall also be prominently displayed at the registered place of business of the Federation.
- (iii) Any member desirous of moving any resolving or motion for decision at the Biennial General Meeting shall forward notice of such intention together with the proposed resolution (s) or motion (s) to reach the Secretary-General not less than fourteen days before the date of the Biennial General Meeting. (The unavoidable omission to give such notice shall not preclude the motion being made. Where, however, such member has not given notice, the resolution may be moved provided that the majority of members attending the meeting do not object).
- (iv) The Secretary-General shall send to all members at least seven (7) days notice before the Biennial General Meeting, an agenda together with copies of relevant minutes, reports audited accounts of the Federation and resolution or motions (if any).



- (v) Extra-ordinary General Meeting shall be held at any time at the direction of the Supreme Council or upon requisition in writing of not less than half the number of members at the time the request was made. At least twenty-one (21) clear days written notice shall be given to all members.
- (vi) At all General Meetings, each member may be represented by not more than five (5) delegates who must all be properly accredited in writing. All letters of delegation shall be tabled for inspection. All delegations shall be allowed to vote.
- (vii) Voting shall be either by a show of hands or by ballot as may be decided upon by the meeting.
- (viii) At least one-half of the total delegates or the number of delegates represents twice the total number of Supreme Council members whichever is lesser must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.
- (ix) If within half an hour from the time appointed for General Meeting, a quorum is not present, the meeting shall be postponed to a date (not exceeding 14 days) to be deemed by the Supreme Council, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed, the members present shall have power to proceed with the business of the Federation, to make decisions affecting the whole membership.
- (x) At any meeting, the President shall take the chair and in his absence, the Deputy President and in the absence of the President and Deputy President, the 1<sup>st</sup> Vice President; and in absence of the President, Deputy President and 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President; and in the absence of the President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President, the 3<sup>rd</sup> Vice President or when the nature of the business so requires, any delegate may be elected Chairman. When there is an equal division of votes, the Chairman shall have a casting vote.
- (x) The Secretary-General shall forward to all members a copy of the draft minutes of each Biennial and Extra-ordinary General Meeting as soon as possible after its conclusion.



10. FINANCIAL PROVISIONS

- (i) Subjects to the following provisions in this rule, the funds of the Federation may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration the reimbursements of expenses of its office-bearers and payment of salaries and allowances to paid staff, and the audit of its accounts, but they shall on no account to be used to pay the fine of any member who may be convicted in a count of law.
- (ii) The Treasurer General may hold a petty cash advance not exceeding one thousand ringgit (\$1'000/=) at any one time. All money in excess of this sum shall within seven (7) days of receipt to be deposited in a bank approved by the Supreme Council. The bank account shall be in the name of the Federation.
- (iii) All expenditures above RM500.00 (Five hundred Ringgit) must be paid by cheques, the cheque signatories are as follows:-
- a. President or one of the Deputy President
  - b. Treasurer General and Secretary General.
- (iv) Approving Authority
- Less RM30,000.00  
Executive Council
  - Above RM30,000.00  
Supreme Council
- (v) As soon as possible after the end of each financial year, the Statement of Receipts and Payments and a Balance Sheet for the year shall be prepared and audited by the Internal Auditors appointed under Rule 11. The audited accounts shall be submitted for the approval of the external auditors and approved at the Biennial General Meeting and copies shall be made available at the registered office or place of the Federation for the perusal of members.
- (v) The financial year of the Federation shall commence on the 1<sup>st</sup> of January every year.



- (vi) The Supreme Council shall be resolution to be passed at the General Meeting be empowered to borrow money in such form and manner and upon such Security as shall be specified in the resolution and thereupon the trustees shall at the direction of the Council, make all such disposition of the Federation's property or any part thereof as the Council may deem to have assented as if they had voted for the resolution.

11. AUDIT:

- (i) Internal Auditors: Two person who shall not be Principal Office-Bearers of the Federation shall be elected as Internal Auditors who shall check periodically on the accounts of the Federation and to do annual audit and to make report to the Supreme Council.
- (ii) External Auditor: The External Auditor must be qualified Accountant or an accountant appointed by the Supreme Council.
- (iii) He may be honorary or paid by the Federation and he is required to do the final audit and submit the accounts for the approval at the Biennial Meeting.

Both the Internal and External and External Auditors thus appointed shall hold office for two (2) years and only the External Auditors shall be eligible for re-appointment.

12. TRUSTEES:

- (i) Three Trustees who must be over twenty-one (21) years of age if deemed necessary be the Supreme Council, may be appointed at the Biennial General Meeting. They shall have vested in them all immovable property whatsoever belonging to the Federation and shall deal with it in such manner as the General Meeting may direct.
- (ii) The Trustees shall not sell, withdraw or transfer any of the property of the Federation without the consent and authority of the General Meeting.
- (iii) A Trustee may be removed from office by the General Meeting on the ground that, owing to ill health, unsoundness of mind, absence from the county, declared a bankrupt or any other reason he is unable to perform his duties. In the event of the death, resignation or removal of Trustee, the vacancy



shall be left vacant until a new Trustee has been appointed at the next Biennial General Meeting.

13. CO-OPT MEMBERS:

The Supreme Council is empowered to co-opt experts or other members to serve on its Sub-Committees. Such co-opt member shall have no voting powers.

14. DISSOLUTION:

- (i) The Federation may be voluntarily dissolved by a resolution of less than four-fifth of the total memberships.
- (ii) In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on this behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as be decided upon by a Biennial General Meeting.
- (iii) Notice of dissolution shall be forward to the Registrar of Societies within 14 days from the date of dissolution.

15. PROHIBITIONS:

- (i) Uses or administration of prohibited drugs in the premises and introducing bad characters are strictly prohibited.
- (ii) None of the following games shall be played in the premises of the Federations; Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tian Kow , Chap Ji Kee, Sam Cheong, Twenty-One, thirty-one, Ten and a half, all games of dice, banker's games and and all games of mere chance.
- (iii) Neither the Federation nor its members shall attempt to restrict in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Ordinance 1959.
- (iv) The Federation and its premises shall not be utilized by political or Trade Union activities.





16. AMENDMENTS

These rules may not be altered or amended except by resolutions of a General Meeting. Such alterations or amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendments or altered to these rules shall be submitted to the Registrar of Societies within 28 days of being passed by the General Meeting.

Amendment to Rule 17 as follows was approved.

“ THE LOGO OF THE FEDERATION COMPRISE OF A CIRCLE WITH OUTER AND INNER RED LINNING, IN BETWEEN WHICH, THE WORDS PERSEKUTUAN KARATE MALAYSIA AND AT THE BOTTOM, IN BETWEEN OUTER AND INNER WHITE LINNING, THE WORD MAKAF, ABBREVIATION FOR MALAYSIA KARATE FEDERATION.

THE INNER CIRCLE OF BLUE BACKGROUND CONSIST OF A RED FIST, THE MAP OF MALAYSIA IN YELLOW AND A KNOTTED BLACK BELT STRETCHING ACROSS THE MAP OF MALAYSIA SYMBOLISING THE UNITY OF THE MALAYSIAN PEOPLE.

THE COLOURS OF BLUE, RED, YELLOW AND WHITE REPRESENT THE COLOURS OF THE MALAYSIA FLAG.”

