



OPERATIONAL PROCEDURES
for
Australian Kung Fu (Wu Shu) Federation Inc.

AUSTRALIAN KUNG FU (WU SHU) FEDERATION Inc.

NATIONAL EXECUTIVE ADMINISTRATIVE CHARTER

- 1.** **The National Executive** of the Australian Kung Fu Wu Shu Federation Inc. (AKWF) will be the Governing Body for Kung Fu and Wu Shu in all areas.
- 2.** The Executive will abide by the Rules of Association of the AKWF
- 3.** Each State and Territory of the Commonwealth of Australia will be entitled be represented by one Delegate on the National Executive Advisory Sub-Committee, where membership exceeds twenty separate member schools, in one State or Territory, then the formula of one delegate for every twenty members will apply.
- 4.** The full membership of AKWF will elect a President who will retire after two years of service but will be eligible for re-election.
- 5.** **A State Administrator** will be appointed for each State and Territory, by the President, to oversee the day to day administration of their respective State or Territory. The State administrator will be a member of the State Management Committee
- 6.** **The National Coaching Director** will be appointed by the President to oversee the implementation of Coaching programs at a National Level, particularly the National Coaching Accreditation Scheme for Kung Fu; and to act as Liaison Officer to the N.C.A.S. Service Agency.
- 7.** **The Secretary General** will be appointed by the President to co-ordinate the national development of Wu Shu and to act as liaison to the International Wu Shu Committee in Beijing
- 8.** **A State Management Sub-Committee** will be formed, where required by the State membership. This Sub-Committee will comprise of committee members being Chairman, Deputy Chairman and a minimum of one other member and a maximum of four other members. All Sub-Committee members will be elected by a ballot of the members in their respective States or Territories. The Sub-Committee will be charged with the development and implementation of policy pertaining to their States needs and requirements. State Management Sub-Committees will have a term of two years.
- 9.** It will be deemed to be a breach of this charter for any appointed or elected official either State or National to, without prior National Executive approval:
 - i) use his/her position for personal profit (excepting payments that are for services and/or goods provided to the AKWF by said official)

- ii) use his/her position to support a private business venture
- iii) use the members mailing list to canvass for financial support for a private or non AKWF sanctioned venture.

10. The President:

- i) shall be an ex-officio member of any State or National Committee
- ii) will be the Chairman at any State branch meeting that he may attend.
- iii) shall be empowered to suspend or remove any appointed official or elected Committee member (State or National) for actions which are in breach of this charter or the Rules of Association of the AKWF or who acts contrary to a direction/instruction by the President or his/her appointed representative or who the President deems to have a conflict of interest with his/her AKWF position and a position that said official may have with another organisation.
- iv) having obtained the agreement of two other National Executive members may overrule or alter existing competition and/or administrative procedures where he/she feels such action is in the best interests of the AKWF provided that such action taken by the President is later put before a meeting of AKWF members at which time said actions may be voted on.

11. The President shall act as liaison to all State and Federal Government Departments and agencies but may appoint others to act on his behalf.

12. The President shall be responsible for the national implementation of the National Code Of Conduct but may appoint others to act of his behalf.

** Charter accepted by a national vote of all members 10 September 1988*

*** Charter further ratified by National Executive Committee on the 2 September 2009 (at the time of transfer from a Limited Company to a Notionally Registered Sporting Association)*

AUSTRALIAN KUNG FU (WU SHU) FEDERATION Inc.

EMAIL PROTOCOLS

Purpose

To provide guidance for members of the AKWF on use of emails representing or concerning the AKWF, or any of its members or affiliated organisations.

These protocols are therefore designed to operate in the context of emails concerning the AKWF sent by a member of the AKWF.

These Protocols, are not, however, meant to in any sense impede constructive debate within the AKWF.

Background

Tensions and differences of opinion within any organisation are bound to become evident from time to time.

The AKWF is no different, in this regard as it has come to the attention of the Executive that some members of the AKWF are authors of emails that could be seen to malign the organisation and other members, and to bring them into disrepute. It is seen as essential to prevent any future such occurrences.

General

All emails, no matter whether they are sent to or from private equipment, should be regarded as essentially public documents and the author of an email cannot be sure by whom it may eventually be read.

An author of an email should remember that another party reading that email may do so without context; it is good practice to check an email carefully before sending, from the point of view of a third party.

No email that could be construed, as sexual harassment, racial vilification or any other form of unlawful discrimination should be sent by an AKWF member.

Standards and laws governing libel apply to emails as much as they do to any written document – i.e. a false statement damaging to a person's reputation is libellous and may be subject to action at Law.

No member of the AKWF should send an email of a potentially libellous or defamatory nature to any other party.

No member of the AKWF should send an email that seeks to threaten or intimidate another member.

No member of the AKWF should send an email that contains allegations deleterious to the reputation of another member unless that email is for the purposes of bringing a matter properly to the attention of the relevant authorities.

Reports about others should be open, honest and written without malice. Only relevant information should be disclosed, on a 'need-to-know' basis.

No member of the AKWF should send an email which could be seen as damaging to the Federation unless to report a matter relating to breach of Law or of the AKWF Rules of Association, and then only to AKWF Executive or appropriate authorities, in a manner consistent with these Protocols.

Emails to parties who are not part of an appropriate regulatory or judicial body, which emails might bring the Federation into disrepute, or embarrass other members of the AKWF, are prohibited by these Protocols.

Authors of emails should be careful to address them to appropriate recipients only, including recipients copied or blind copied into the emails. Care should be taken when copying any AKWF non member as to whether or not this action is both appropriate and necessary.

Email discussions by AKWF members

No member of the AKWF shall send an email to another member or a third party that defames another member or brings the Federation into disrepute, unless

- the matter concerned is an alleged breach of Law, in which case the email must refer to and encourage the taking of appropriate action.
- the matter concerned is an alleged breach of the AKWF Rules of Association, in which case the email must refer to and encourage the taking of appropriate action.

In either case, such emails shall only be permitted when they are sent to appropriate parties.

An AKWF member must not disclose information by email which the member obtains or generates in connection with his or her membership of the AKWF if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of the Federation, including the formulation or implementation of policies or programs.

Email discussions by AKWF Officials

In taking Office, Officials of the AKWF acknowledge that they have a responsibility to ensure that any email they send to another person complies with these Protocols.

Particular care is needed in wording contributions to discussions on sensitive issues, to avoid defamatory or libellous statements or inferences, and to avoid bringing the Federation into disrepute. It is recommended that when discussing an issue, the issue rather than people should be the subject of discussion.

Matters that are properly for discussion only among Officials, designated as such by agreement of a meeting of Officials, should not be discussed in emails outside the relevant group of officials.

This is not to imply that Officials of the Federation should keep information from other members, but to recognise that a discussion without the full context may be misconstrued.

An AKWF Official must not disclose information by email that the Official obtains or generates in connection with his or her membership of the AKWF if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of the Federation, including the formulation or implementation of policies or programs.

Officials must take particular care that emails are accurate and the language and tone appropriate. Similar concerns apply to the use of SMS messages for work purposes.

Use of emails by AKWF staff and/or with AKWF property

Any email sent by a paid staff member of the AKWF, or sent or received using AKWF-owned equipment is regarded as the property of the AKWF.

As such,

- The use of AKWF equipment to access pornographic material, or to access, promote, or participate in gambling, is expressly forbidden.
- The use of emails to send pornographic or other offensive material, or to promote or participate in gambling, is expressly forbidden.
- The use of emails to send, or AKWF equipment to access, personal information is restricted to that which is appropriate to the position of the staff member or Official.
- The use of AKWF equipment or emails for the conduct of illegal activities is forbidden.

An AKWF employee must not disclose information that the employee obtains or generates in connection

with the AKWF employee's employment if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of the Federation, including the formulation or implementation of policies or programs.

An AKWF employee must not disclose information that the employee obtains or generates in connection with the AKWF employee's employment if the information was, or is to be, communicated in confidence. Employees must take care that emails are accurate and the language and tone appropriate. Similar concerns apply to the use of SMS messages for work purposes

Sanctions

Sanctions for inappropriate use of emails or AKWF electronic equipment shall be determined by the AKWF Executive, but shall pay attention to the following factors:

- The consequences and potential consequences of the email
- Whether the consequences affect the Organisation as a whole
- Whether it is likely that these consequences were known by the author of the email
- The extent to which a breach could be regarded as deliberate or inadvertent
- The number of times the Protocols were breached

All cases of possible infringement of these Protocols should be referred to the Executive as soon as they become apparent; such notice shall be copied to the President of the Federation. Should the President of the AKWF be a possible infringing party, the matter should instead be copied to a Senior Vice-President.

Definition

For the purpose of this document the term 'employee' shall be taken to mean anyone working in any capacity for the AKWF regardless of whether or not they are paid for this service.

****Email Protocol proposed and ratified by National Executive and then accepted by a vote of members at 2008 AGM***