

Shintani Wado Kai Karate Federation



Version 2.0
September 2014

SWKKF Policy #5 - Communication Within the SWKKF

SWKKF INTELLECTUAL PROPERTY

Copyright, patent rights and all other intellectual property rights in anything first conceived, developed or reduced to practice by the Employee or Volunteer in the performance of their work while employed with or a member of The SWKKF shall vest in the Employee or Volunteer. The Employee or Volunteer hereby grants to The SWKKF a non-exclusive, irrevocable, worldwide, fully paid and royalty-free license to use copy or translate the Work for professional purposes. If the member volunteer leaves or Employee is dismissed or chooses to terminate their employment or membership with The SWKKF, The SWKKF retains rights to the use of the works without reservation or exception.

TABLE OF CONTENTS

SWKKF INTELLECTUAL PROPERTY	2
DOCUMENT VERSION HISTORY.....	3
TABLE OF CONTENTS.....	4
COMMUNICATION WITHIN THE SWKKF	5
Approval for Distribution and Use within the SWKKF	7
Committee Members.....	7

COMMUNICATION WITHIN THE SWKKF

In an effort to assist in the proper protocol for the dissemination of information, the following Communication System is proposed.

1. INFORMATION FROM MEMBERS AND CLUBS

- a) Each Club must investigate written ideas or requests, from members.
- b) If the Club decides to support the idea or request, it should be directed to their Regional Representative.
If the Club decides not to support the idea or request, the item dies and they will notify the originator of the idea or request of their decision.
- c) The Regional Representative will send the Club supported item(s) to the Chair of the Regional Council who will place the Club supported item(s) on the Regional Council agenda.
- d) Regional Council will consider and make recommendation(s) on all Club supported items. Their Regional Chair will forward the recommendation(s), to the Chair of the Provincial Representatives who will place the recommendations on the Provincial Representatives' Agenda or disseminated it to the Provincial Representatives for discussion and recommendation.
If the Regional Representatives decide not to support the recommendation(s), the recommendation(s) dies. The Chair of the Regional Representatives must prepare a report concerning the rejection and sent this report up the line to the Secretary General.
- e) The Provincial Representative will consider and make recommendation(s) on all Regional supported items. The Chair of the Provincial Representatives will forward any recommendation(s) to the Secretary General.
If the Provincial Representatives decides not to support the recommendation(s), the recommendation(s) dies. The Chair of the Provincial Representatives will prepare a report concerning the rejection and send it to the Secretary General.
- f) The Secretary General will
 - i. Forward all recommendation(s), reports and reports of rejection to the President for his information, and the Specific Committee for study.
 - ii. Place the recommendation(s), reports and reports of rejection on the next Senate Agenda.

2. SENATE AGENDA ITEMS

- a) The Secretary General will draft the Senate Agenda for all meetings.
- b) The Secretary General will contact each member of the Senate to ascertain if they have any new matters to bring forward.
- c) These new matters must be sent to the Secretary General in a timely fashion so that they can be placed in the Senate Agenda that will be forwarded to each Senate member before the meeting.
- d) Requests, information or recommendations from the Provincial Representatives will be placed on the Senate Agenda.
- e) A copy of the Senate Agenda will be sent to the Chair of the Provincial Representatives.

3. MOTIONS DIRECTED TO SENATE MEMBERS FOR ACTION

- a) The minutes will be sent to each Senate Member.
- b) It will be their responsibility to deal with the contents of the motion and send their Report or Recommendation to the Secretary General.
- c) The Secretary General will forward the Report or Recommendation to the President for his information.
- d) The Secretary General will place the Report or Recommendation in the next Senate Agenda.

4. MOTIONS DIRECTED TO THE PROVINCIAL REPRESENTATIVES FOR ACTION

- a) The minutes will be sent to the Chair of the Provincial Representatives.
- b) The chair will disseminate the information to the Provincial Representatives for input and a recommendation or report.
- c) The Chair will then send the recommendation or report to the Secretary General.

- d) The Secretary General will forward the recommendation or report to the President for his information.
- e) The Secretary General will place the recommendation or report in the next Senate
- f) Agenda.

5. MOTIONS DIRECTED TO THE COMMITTEES FOR ACTION

- a) The Secretary General will cause the report, motion or direction of the Senate to be sent to the appropriate Committee Chair.
- b) The Committee Chair will contact the committee members who hopefully will come up with some type of recommendation for the Senate.
- c) The Committee Chair will contact the Secretary General with their questions or recommendations.
- d) This Report, motion or direction will also be sent to the Chair of the Provincial
- e) Representative for their information.

6. ALL INFORMATION TO THE MEMBERSHIP WILL FLOW THROUGH THE SECRETARY GENERAL

- a) All information and decisions produced by the Provincial Representatives and the Senate will flow through the Secretary General, usually via the Minutes of the Senate meetings as shown in the distribution column or by way of a Policy Statement.

Approval for Distribution and Use within the SWKKF

Version 2.0 – September 2014 of the SWKKF Policy #5 - Communication within the SWKKF is an approved document for distribution and use within the SWKKF. This document is in compliance with the Intellectual Property policy.

President - SWKKF

Name: _____

Signature: _____

Secretary General - SWKKF

Name: _____

Signature: _____

Communication Within the SWKKF - Chair

Name: _____

Signature: _____



Committee Members
