

# ITF ENGLAND BYELAWS

Amended and re-numbered on 18<sup>th</sup> November 2012

## DEFINITIONS

**The Association** – ITF England.

**Taekwon-Do Encyclopaedia** – The book entitled ‘Taekwon-Do’ written by General Choi Hong Hi (Publisher: International Taekwon-Do Federation; Fifth Edition (1999)).

**Taekwon-Do** – The art of self-defence as described in the Taekwon-Do Encyclopaedia.

**Father and Founder** – General Choi Hong Hi, the author of the Taekwon-Do Encyclopaedia.

**ITF** – The International Taekwon-Do Federation founded by General Choi Hong Hi. (Head office 2011: Calle Mercado 5, Benidorm, Spain).

**ITF Constitution** – The ITF Constitution as approved at the 14<sup>th</sup> International Taekwon-Do Federation General Assembly in Warsaw, Poland, on June 13<sup>th</sup>, 2003. (See appendix).

**ITF Byelaws** – The ITF Byelaws Enacted: October 24<sup>th</sup>, 2003. Amended: January 1<sup>st</sup>, 2010.  
©International Taekwon-Do Federation – ITF Rome, Italy (See appendix).

**AETF** – All European Taekwon-Do Federation (Head Office - Milenijna 5/B Street, 20-884 Lublin, Poland).

**Byelaws** – The ITF England Byelaws.

**Charter** - The ITF England Charter.

**Members Register** – The ITF England database containing information about the membership.

**ITF Plaque** – The teaching plaque certificate provided by the ITF.

**Membership ID** – A document confirming membership to a Registered Association or Independent Group such as a membership card or Taekwon-Do licence. It can be in digital form or as a hard copy. It must have a valid and unique membership number/code for each member and an expiry date.

**ITF Degree Black Belt Certificate** – An official certificate issued by the ITF to verify the Taekwon-Do Practitioner’s grade from 1<sup>st</sup> Degree to 9<sup>th</sup> Degree Black Belt.

**ITF International Instructors Certificate** - An official certificate issued by the ITF to verify the Taekwon-Do Practitioner’s status as an International Instructor. (Applicable only to 4<sup>th</sup> Degree Black Belt and above).

**Assistant Instructor** – A Taekwon-Do instructor ranked 1<sup>st</sup> to 3<sup>rd</sup> Degree Black Belt aged 18 years of over.

**International Instructor** – A Taekwon-Do practitioner with an ITF 4<sup>th</sup>-6<sup>th</sup> Degree Black Belt Certificate and an ITF International Instructors Certificate.

**Master** - A Taekwon-Do Practitioner with an ITF 7<sup>th</sup> or 8<sup>th</sup> Degree Black Belt Certificate.

**Grand Master** - A Taekwon-Do Practitioner with an ITF 9<sup>th</sup> Degree Black Belt Certificate.

**Main Plaque School** – for example a Taekwon-Do School, a Taekwon-Do Club, a Taekwon-Do Centre, a Taekwon-Do Academy, or similar which is registered to an International Instructor as defined herein, Master or Grand Master holding a valid ITF Plaque.

**Branch Plaque School** – for example a Taekwon-Do School, a Taekwon-Do Club, a Taekwon-Do Centre, a Taekwon-Do Academy or similar, which is registered to an Assistant Instructor holding a valid ITF Plaque as defined herein.

## ARTICLE 1 - MEMBERSHIP

- i. All new memberships shall be made directly to the Board of Directors of The Association and shall be granted subject to the rules and regulations set out in The Association's Charter and Bylaws.
- ii. The membership shall consist of the following categories:
  - a) **Registered Association** – two or more Main Plaque School(s) with or without Branch Plaque Schools. They can exist for example as a regular association, federation, cooperative, organization, alliance, institute or similar. The Registered Association must be registered in the Members Register.
  - b) **Independent Group** – one Main Plaque School with or without Branch Plaque Schools. The Independent Group must be registered in the Members Register. An Independent Group cannot be a member of a Registered Association.
  - c) **Black Belt Member** is a Taekwon-Do practitioner that is registered with either a Registered Association, Independent Group or directly with The Association (who will act as their Registered Association), has an ITF Degree certificate and is registered in the Members Register. The Association will recognise their ITF Degree Certificate.
  - d) **Student Member** – is a Taekwon-Do practitioner (including a Black Belt Member) that is registered with either a Main Plaque School or Branch Plaque School that is registered with a Registered Association, Independent Group or directly with The Association (who will act as their Registered Association). Student members have no voting rights for The Association but they may benefit from the services offered by The Association and have rights and privileges as described in Article 3.
- iii. The various members: Registered Associations, Independent Groups, Black Belt Members and Student Members are subject to the Rules and Regulations of The Association as defined herein and under the charter of The Association.
- iv. There will be provisional status granted for any newly registered Black Belt Member, to serve the purpose of probation. The probation period shall be 3 years from the date of registration as a

Black Belt member. All provisional Black Belt Members will forfeit any voting rights during their probation period.

- v. The provisional status will be automatically removed, at the end of the probation period, if there are no disciplinary issues in effect regarding the individual. If there are disciplinary issues regarding the individual then the disciplinary procedure shall be followed before provisional status can be removed.
- vi. The Association will act as a Registered Association for any Main Plaque School or Branch Plaque School that are not affiliated to any of the Registered Associations or Independent Groups. In this case, the Main Plaque School and Branch Plaque School will be affiliated directly to The Association and The Association will have the same responsibilities as a Registered Association.
- vii. The Association will recognise the official Membership ID's and Kup certificates issued by any Registered Association or Independent Group.
- viii. The Association shall keep a Membership Register with information about its members containing following:
  - a) Registered Associations.
  - b) Independent Groups.
  - c) Black Belt Members and their corresponding ITF Degree certificate number (including those with provisional status).
  - d) ITF Plaques held by its members.
  - e) International Instructors Certificates and the corresponding certificate number, held by its members.
  - f) Main Plaque Schools and Branch Plaque Schools that are directly affiliated to The Association and their current Student Members and Black Belt Members.
- ix. Registered Associations and Independent Groups must keep a record of their membership. The Association may, at any time, ask the Registered Associations and Independent Groups for a list of their current members in order to establish the entire membership of The Association.

## **ARTICLE 2 – VOTING AND VOTING MEMBERS**

- i. Voting members shall be defined as follows:
  - a) Black Belt Members with a current ITF Teaching Plaque, (Main and/or Branch Plaque) except those with provisional status, can vote.
- ii. The following rules and regulations shall be in effect in all voting matters:
  - a) Voting may be taken by a show of hands except for elections.
  - b) Voting by Proxy will not be allowed. Voting for the elections shall be by secret ballot and be decided by simple majority.
  - c) With the exception of changes to the Rules of Order, Byelaws and a vote on dissolution, motions put to a vote shall be resolved by simple majority vote.

- iii. Motions may be voted on by the membership by mail referendum in the following manner:
- a) Mail referenda may be drafted and submitted by the board of directors, or by written petition of at least 50 percent of the voting members of The Association, sent to the board of directors.
  - b) Written notice of the referendum, stating and describing all motions, procedures and deadlines for voting, shall be provided to all voting members at least 30 days prior to the referendum deadline.
  - c) Results of all mail referenda shall be determined by a majority of the valid ballots returned except when a higher percentage is required by these bylaws or by Robert's Rules of Order Newly Revised.
  - d) Results of mail referenda shall be disseminated to the membership within 21 days after the referenda deadline.

### **ARTICLE 3 - MEMBER'S RIGHTS AND RESPONSIBILITIES**

**i. Student Members have the following rights:**

- a) to receive proper education in Taekwon-Do.
- b) to train in Taekwon-Do in a safe environment.
- c) to train free from discrimination, prejudice or fear.
- d) to be graded and ranked fairly and have recognition for any rank achieved.
- e) to be informed about authorised Taekwon-Do events which are accessible to them.
- f) to compete in Taekwon-Do competitions, authorised by The Association, AETF or the ITF which they are eligible to compete in.
- g) to have their views heard.
- h) to have clear and accessible complaints and appeals procedures.

**ii. Student Members responsibilities include:**

- a) to follow the codes of conduct and etiquette set by their Taekwon-Do School, affiliated association, and The Association.
- b) to abide by rules and regulations of their Taekwon-Do School, affiliated association, and The Association.
- c) to promote a good reputation of Taekwon-Do.

**iii. Assistant Instructors will have the following rights:**

- a) to receive instructor training
- b) to have recognition for all their registered Taekwon-Do Schools provided they fulfil the requirements for their Branch Plaque School(s).
- c) to have access to an examiner to grade their students which must be an International Instructor, Master or Grand Master who is a member of the ITF.
- d) to be informed about authorised Taekwon-Do events which are accessible to them and their students.
- e) to have their views heard.

f) to have clear and accessible complaints and appeals procedures.

**iv. Assistant Instructor's responsibilities include:**

- a) to respect their student's rights.
- b) to regulate their students to ensure they fulfil their responsibilities.
- c) to operate their schools under the guidance of an International Instructor, Master, or Grand Master who is a member of the ITF.
- d) to abide by the rules and regulations of their affiliated association (if applicable), and of The Association.
- e) to promote a good reputation of Taekwon-Do.

**v. International Instructors, Masters and Grand Masters will have the following rights:**

- a) to have recognition for all their registered Taekwon-Do Schools provided they fulfil the requirements for their Main Plaque School(s).
- b) to be allowed to grade students according to the rules and regulations of the ITF.
- c) to have their views heard.
- d) to be informed about authorised Taekwon-Do events which are accessible to them and their students.
- e) to have clear and accessible complaints and appeals procedures.

**vi. International Instructors, Masters and Grand Masters responsibilities include:**

- a) to respect their student's and rights.
- b) to respect the rights of any instructor operating under their guidance.
- c) to regulate their students to ensure they fulfil their responsibilities.
- d) to regulate the instructors, operating under their guidance, to ensure they fulfil their responsibilities.

**ARTICLE 4 - OFFICERS OF THE ASSOCIATION**

- i. The Officers of The Association shall be the President, the Vice President, the Secretary, the Treasurer, the Technical Director, the Tournament Director and the Ethics & Discipline Director all of whom shall be elected at an Annual General Meeting (or in special cases at an Extraordinary General Meeting) and shall hold office for two years.
- ii. Additional Officers can be added if necessary by approval of the Board of Directors at a General Meeting and voted in according to the rules and regulations set out under Article 2.
- iii. The duties of the officers are as follows:
  - a) The President:
    - (i) Oversees the general operations of The Association.
    - (ii) Chairs the Board of Directors Meetings and General Meetings.
    - (iii) Is an ex-officio member of all committees.
  - b) Vice President:

- (i) Assists the President in his/her duties.
  - (ii) Chairs the Board of Directors Meetings and General Meetings in the President's absence.
- c) Technical Director:
- (i) Chairs the Technical Committee Meetings.
  - (ii) If no Technical Committee exists, the President will fulfil the duties of the Technical Committee as described in Article 7.
- d) Tournament Director:
- (i) Chairs the Tournament & Umpires Committee meetings.
  - (ii) If no Tournament & Umpires Committee exists, The President will fulfil the duties of the Tournament & Umpires Committee as described in Article 7.
- e) Secretary
- (i) Handling correspondence and queries about the ITF England.
  - (ii) Forwarding correspondence to appropriate officers or committees and ensures follow-up.
  - (iii) Ensuring regular dissemination to members of the Board of Directors and Chairs of Standing Committees of information pertinent to their mandates or of general interest.
  - (iv) Agenda, logistics, and minutes of Board of Directors Meetings and of the General Meetings.
  - (v) Consulting the Board of Directors about actions to be taken in urgent matters.
  - (vi) Maintains a record keeping system for; all official documents, minutes of meetings, Membership Register, any official correspondence in the form of letters, faxes, e-mails or similar.
  - (vii) Performing other administrative tasks as required.
- f) Treasurer
- (i) Present accounts at the AGM.
  - (ii) Producing other financial reports as required.
  - (iii) Communicating frequently with the Board of Directors to provide feedback about the finances of The Association.
  - (iv) Advise on The Association's fundraising strategy.
  - (v) Manage bank accounts.
  - (vi) Set up appropriate systems for book-keeping, payments, & petty cash.
- g) Ethics & Discipline Director
- (i) Chairs the Ethics & Discipline Committee meetings.
  - (ii) Presents matters pertaining to amendments to the code of ethics and discipline to the Board of Directors and at the AGM or EGM where applicable and necessary.
  - (iii) Oversee and run all disciplinary matters that are brought forward against any of the association members.
  - (iv) Advise the President of the Association on all disciplinary matters and make joint decisions where applicable on the outcome of such matters in the best interests of the association.
  - (v) If no Ethics & Discipline Committee exists, the President will fulfil the duties of the Technical Committee as described in Article 6.

## **ARTICLE 5 – BOARD OF DIRECTORS**

- i. Each Registered Association with 10 or more eligible voting members may appoint a Director to represent them in the Board of Directors meeting. The Board of Directors will be constituted by these Registered Association Directors and the following officers of The Association: President, Vice President, Technical Director, Tournament Director, Secretary, Treasurer and Discipline & Ethics committee Director.
- ii. The Board of Directors shall convene at least twice a year and shall deal with:
  - a) Matters for which it is given responsibility in the Charter or in the Byelaws.
  - b) Matters referred to it by any Standing Committee.
  - c) Matters arising which the Chairperson of the Board of Directors decides require early consideration.
  - d) Presents to a General Meeting for approval any amendments to Byelaws that may become necessary.
  - e) Participates in development and review of strategic planning.
  - f) For each Standing Committee, nominates a Chair (if necessary) and approves the list of committee members submitted by the Chair.
  - g) Reviews decisions, rules and regulations, policies and procedures of the Standing Committees to ensure that they do not contravene the Charter and Byelaws.
  - h) The Chairperson of the Board of Directors will be the President or, in his/her absence, the Vice President. In the absence of the President and Vice-President, the meeting shall elect a Chairperson.
- iii. A quorum for a Board of Directors Meeting will be the presence of 3 or more of the officers of The Association.

## **ARTICLE 6 - ETHICS & DISCIPLINE COMMITTEE**

- i. The Ethics & Discipline Committee shall be chaired by the elected Ethics and Discipline Director. The committee responsibilities include:
  - a) Develop and promote a Code of Ethics.
  - b) Promote awareness and knowledge of ethical issues among members.
  - c) Develop and conduct seminars on ethics and related topics, in collaboration with the Technical Committee.
  - d) Develop and update tools for teaching ethics and moral culture, in collaboration with the Technical Committee.
  - e) Provide advice and consultation to members on ethical issues and related matters.
  - f) Develop a disciplinary process, which is consistent with the guidelines of The Association's Charter, to deal with formal disciplinary issues.
  - g) Issue a Disciplinary Process document.
  - h) Handle any formal disciplinary issues that arise in accordance with the disciplinary process and make decisions for resolving the issue.
  - i) Handle any informal disciplinary issues such as minor disputes, grievances, and complaints relating to any of the members.

## **ARTICLE 7 – OTHER STANDING COMMITTEES**

i. The Association will strive to maintain the following standing committees. The Board of Directors is empowered to constitute the membership of all standing committees but must advertise available posts to the members and select fairly from a list of applicants, based on their merit.

ii. The Standing Committees:

- a) Are empowered to promulgate and act according to their rules, which must not be in conflict with the Charter or Byelaws, and be subject to approval of the Board of Directors.
- b) On their own initiative or at the request of the Board of Directors, give opinions; make suggestions and recommendations within the scope of their responsibilities.
- c) Apply all policies, rules, and procedures within the scope of their responsibilities.
- d) Set objectives, outline action plans, and identify resources needed to reach those objectives.
- e) Present a formal annual progress report to the Board of Directors.

**iii. Technical Committee**

- a) The Technical Committee will be chaired by the elected Technical Director and be responsible for improving the education of the members of The Association by:
  - (i) Interpreting the techniques of Taekwon-Do and their application and reporting on their findings. The committee will seek advice from senior instructors, the international advisory board, and any other appropriate body that can assist The Association in furthering its knowledge, understanding and performance of the art.
  - (ii) Organising technical events such as seminars and courses.
  - (iii) Strive towards standardization by making recommendations on assessment criteria.
  - (iv) Improve instructor's awareness of all health & safety, child protection, insurance and any other professional issue that may impact upon the performance of The Association or the running of individual schools and/or events.

**iv. Tournament & Umpires Committee**

- a) The tournament and umpires committee will be chaired by the elected Tournament Director. The committee's responsibilities include:
  - (i) Ensure that The Association's members are availed of all possible opportunities to compete at national or international level.
  - (ii) Educate The Association's umpires and coaches about regulations or procedures that members may be subjected to in the course of participation of a tournament.
  - (iii) Improve the coaches' awareness of all health and safety, child protection, insurance, liabilities and any other professional issue that may impact upon their responsibility of taking a squad of competitors to a tournament.
  - (iv) Select coaches and assistant coaches for the England squad and monitor their progress.



- (v) Ensure that competitors, coaches and umpires, representing England, follow a proper code of conduct when attending tournaments.
- (vi) Adopt a fair selection procedure the England squad/teams.
- (vii) Organise tournament related events such as national tournaments, international tournaments, national squad training sessions and umpire courses on behalf of The Association.

**v. Fund Raising & Sponsorship Committee**

- a) The fund raising committee is responsible for raising funds to support The Association's membership in participation of national and international events. The committee will award sponsorship to members based upon the value to The Association of each individual member's participation at such events, and the availability of funds with which sponsorships can be awarded.

**vi. Public Relations Committee**

- a) The public relations committee is responsible for the public relations of The Association and will endeavour to report The Association's activities, and the achievements of its members, to the media.
- b) The Board of Directors shall also have the right to create ad hoc committees to facilitate and improve the running of The Association.

**ARTICLE 8 - GENERAL MEETINGS**

- i. 28 days' notice must be given to all voting members of any General Meeting.

**ii. Annual General Meeting**

- a) ITF England shall hold an Annual General Meeting once a year in the month of October or November, to:
  - (i) Approve the minutes of the previous year's AGM.
  - (ii) Receive a report from the Secretary
  - (iii) Receive a report from the Treasurer and approve the Annual accounts.
  - (iv) Consider any changes to the Byelaws.
  - (v) Deal with other relevant business.
- b) The President shall act as Chairperson of the Annual General Meeting. In the absence of the President, or if he or she is unable to act, the Vice-President shall act in his or her stead. In the absence of the President and Vice-President, the meeting shall elect a Chairperson.
- c) A quorum for an AGM shall be the presence of 20% or more of the voting members.

**iii. Extraordinary General Meeting**

- a) An Extraordinary General Meeting can be called by the Board of Directors.
- b) The President shall act as Chairperson of the Extraordinary General Meeting. In the absence of the President, or if he or she is unable to act, the Senior Vice-President shall act in his or her stead. In the absence of the President and Vice-President, the meeting shall elect a Chairperson.
- c) A quorum for an EGM shall be the presence of 20% or more of the voting members.

#### **ARTICLE 9 - PARLIAMENTARY AUTHORITY**

- i. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt."

#### **ARTICLE 10 – FINANCE**

- i. The Financial year shall be from 1<sup>st</sup> October to 30<sup>th</sup> September annually.
- ii. The control of The Association's finances shall rest with the Board of Directors with the guidance of the Treasurer.
- iii. At least two signatories will be required. The Treasurer shall be a signatory and at least one other officer nominated by the Board of Directors.
- iv. All accounting activities of the association with respect of its funds shall be duly logged and recorded by the Treasurer and must be made available without prejudice to any Voting Member of the association within 30 days written notice request for information sent directly to the Treasurer.
- v. The members of the elected Board of Directors shall be jointly responsible for the financial liabilities of the association.
- vi. Income for ITF England include:
  - a) Monies collected for Fund Raising events and activities.
  - b) Commission on all ITF Certificates and plaques as stipulated in the ITF Byelaws.
  - c) Fees to cover bank charges, postage costs and administration fees.
- vii. Allowable expenses include:
  - a) Expenses necessary to run a fund raising event or activity.
  - b) Administration costs for ITF England.
  - c) Fees for AETF and ITF membership/affiliation.
- viii. Expenses that are eligible for reimbursement include:
  - a) President's travel and accommodation for attendance of the ITF Congress.

- b) Head Coach's travel and accommodation for attendance to an AETF European Championship or ITF World Championship.
- c) Any other expense that may be eligible for reimbursement shall be set by resolution of the Board of Directors.

#### **ARTICLE 11 – DISCIPLINARY PROCEDURE**

- i. The aim of the disciplinary procedure is to protect the interests of the member of association as defined herein and to ensure a fair and professional environment for all who are involved within the framework of ITF England.
- ii. These guidelines set out the action(s) which will be taken when any member of The Association is deemed to behave in a manner which clearly represents misconduct based upon the expectations and principles of the charter and byelaws of ITF England.  
In addition to the aforementioned the disciplinary procedures provides a fair, effective and consistent method of dealing with disciplinary matters.
- iii. Officers may be removed from office for cause by disciplinary proceedings as provided in the parliamentary authority.
- iv. **Disciplinary Principles**
  - a) All matters pertaining to disciplinary hearings or eventualities are the responsibility of the Disciplinary and Ethics committee.
  - b) The association Discipline & Ethics committee will, before taking formal disciplinary action, make every effort to resolve the matter by informal discussion with the relevant association member to whom the disciplinary action is being brought against. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented, except in the case of gross misconduct as defined under the disciplinary procedure of the association charter and byelaws.

#### **ARTICLE 12 – RESIGNATIONS AND INCAPACITY TO WORK**

- i. The Association shall put into force the following regulations with respect of resignation of role, responsibilities or membership of an Officer of the association or where they are deemed to be no longer able to continue their duties for whatsoever reason; as follows:
  - a) An Officer of the association shall be voted in emergency at an EGM or AGM. In which event the President of the association will assume the responsibilities of the vacant post, until such time the new Officer of the association is voted by the association voting members. The process of re-election should not take more than 3 months from date of resignation.
  - b) In case of Presidents resignation or incapacity to work, the association shall pass the temporary right of presidency to the vice president of the association until such time a new president is voted at the next AGM or an EGM. The acting president can only hold the post for a period of not greater than 3 months during which time an EGM must be called to vote in the replacement President and/or Vice-President.

- c) In the case of a resignation or incapacity to work of both the President and Vice-President of the association, the association shall call an emergency meeting of the remaining board members, to vote in an acting replacement for the resigned post of president and/or vice-president. The acting president and/or vice-president can only hold such posts for a period of not greater than 3 months during which time an EGM must be called to vote in the replacement President and/or Vice-President.
- ii. In the case of a resignation an Officer of the association, the Officer must give not less than three months' notice of intent to resign from their post within the association, so that enough time may be given to perform the re-election of their replacement and relevant hand-over of materials and information.

#### **ARTICLE 13 – CHANGES TO THE BYELAWS**

- i. Changes to The Byelaws will require a vote of two thirds majority of the voting members at a general assembly of The Association.

#### **ARTICLE 14 – DISSOLUTION**

- i. The dissolution of The Association will require a two thirds majority of the eligible voting members on the members Register.
- ii. In the event of the dissolution of The Association, any assets will be sold and donated to a charity appointed by resolution at that General Meeting.