

Constitution of the Irish Taekwon-Do Association

Preamble

We, practitioners of International Taekwon-Do Federation (I.T.F.) Taekwon-Do in Ireland, do voluntarily come together to strengthen, practice, promote and spread Taekwon-Do throughout Ireland regardless of religion, race, national or ideological boundaries and in accordance with the tenets of Taekwon-Do.

Article 1: Definition

1.01 The Irish Taekwon-Do Association (I.T.A.) has the status of a national, non-governmental, non-political, non-profit organisation of unlimited duration, which does not recognise differences of race, religion, sex or politics and will be affiliated to the I.T.F.

Article 2: Objectives

2.01 To promote the Korean martial art & sport known as Taekwon-Do throughout Ireland.

2.02 To govern the teaching of the I.T.F., as founded by General Choi Hong-Hi, by member schools in accordance with the constitution of the I.T.A., the by-laws of the I.T.A. and the rules and regulations of the I.T.F.

2.03 To resolve disputes & disagreements between member schools or individual members.

2.04 To promote seminars, testings, courses, meetings and championships for the benefit and betterment of the association, member schools and individual members.

2.05 To liaise with any other associations in Ireland which are also affiliated to the I.T.F. to organise, prepare and finance Irish squads for European and World Championships in a fair, transparent and unbiased manner.

Article 3: Headquarters

3.01 The location of the I.T.A. headquarters will be as decided by the Board of Directors.

Article 4: Structure and Membership

4.01 The I.T.A. will consist of affiliated schools, which will be referred to herein as “schools”. In this constitution reference to “instructor” means the highest ranking instructor at a school.

4.02 Each school will consist of *individual members* who are not required to directly affiliate to the I.T.A. Individual members are considered de-facto members of the

I.T.A., provided that they are active members in good standing of a registered I.T.A. school.

4.03 Each instructor must be at least eighteen (18) years of age, must hold the rank of at least I Degree black belt, must hold a current first aid certificate, must have completed a child protection awareness course, must have completed a Level 1 coaching course with IMAC, must hold an IMAC Garda vetting certificate and must be a member of the I.T.A.

4.04 In order for a school to join the I.T.A. the instructor's membership application must first be approved by the Board of Directors by a majority vote.

4.05 Every school shall pay the annual fee to the Treasurer on or before the day of the General Meeting each year.

4.06 If a school's annual fee fails to reach the Treasurer before the 14th of February then the school shall no longer be a member, but may re-apply for membership as 4.04.

4.07 No individual member will have authority to act on behalf of the I.T.A., and no member may be deemed an agent or representative of the I.T.A. unless (s)he is expressly authorised by the Board of Directors.

4.08 A member may only be expelled as established by Article 26.

Article 5: The General Meeting

5.01 The General Meeting is the supreme body of the I.T.A. Its quorum is one half of the members plus one (1), eligible to attend and vote.

5.02 An Annual General Meeting (A.G.M.) will be held in each calendar year at a date determined by the Board of Directors. The A.G.M. will be held in January unless extreme circumstances arise, in which case it will be held as soon as possible thereafter.

5.03 An Extraordinary General Meeting (E.G.M.) will be held at the written request of one third of the members or at the request of the Board of Directors. The request shall contain a clear statement of the business proposed to be transacted at the meeting otherwise the request shall be invalid. The date of the E.G.M. will be determined by the Board of Directors and will be held within one month of the request being made.

5.04 The General Meeting shall be the forum which:

- elects the Board of Directors and approves or disapproves their reports, by-laws, and decisions,
- approves the Constitution and its modifications,
- decides about any other matters which affect the I.T.A.

5.05 All members over eighteen (18) years of age may attend the General Meeting.

5.06 Only instructors who have paid their school(s) membership fees at the time of the General Meeting will have one (1) vote at the General Meeting except as in 5.17.

5.07 Voting by proxy is allowed, but the instructor must send the name of the nominated voter to the Secretary General prior to the general meeting. The nominated person must be a member of the I.T.A., hold the rank of at least 1st degree black belt and be at least 18 years of age.

5.08 The date and place of the General Meeting must be confirmed to the instructors at least three (3) weeks in advance of the General Meeting. If notification is given by telephone, then the date of notification will be the date that the call was made. If notification is given by fax or email then the date of notification will be the date that the fax or email was sent. If notification is given by post then the date of notification will be the second working day after posting. As soon as possible after his / her receipt of notice, each instructor shall pass on the information therein to all of his / her students who are eligible to attend the General Meeting.

5.09 Only those motions and questions sent to the Secretary General and included in the agenda may be discussed at the General Meeting. Any other matter will need the approval of a simple majority for it to be discussed. All motions and questions, and nominations for all board of director and non-executive positions, must be sent to the Secretary General at least two (2) weeks prior to the General meeting.

5.10 The agenda specifying the nature of the business to be transacted must be sent to the instructors at least one (1) week before the date of the General Meeting. As soon as possible after his / her receipt of the agenda, each instructor shall pass on the information therein to all of his / her students who are eligible to attend the General Meeting.

5.11 The Constitution of the I.T.A. shall only be altered at the General Meeting.

5.12 To be adopted, an amendment to the Constitution must receive the approval of two-thirds of the votes cast by the members present and voting, during the General Meeting.

5.13 Other motions before the General Meeting will be passed by a simple majority of votes cast by the members present and voting.

5.14 Voting shall be taken by a show of voting cards unless otherwise provided for herein.

5.15 Voting for the elections for board of directors positions will be by secret ballot.

5.16 The Chairperson will only be entitled to vote in such circumstances as set out in section 5.17.

5.17 In the case of a tied vote on any issue, the Chairperson will be entitled to cast a deciding vote.

5.18 Decisions taken at the General Meeting will come into operation and effect immediately following that particular General Meeting, unless otherwise stipulated by that General Meeting, in which case a date for the operation and effect of such decision will be stipulated by the General Meeting.

5.19 The Secretary General will keep the minutes of the General Meeting, and they will be distributed to the instructors as soon as possible following the General Meeting.

5.20 Minutes of the General Meeting must be approved at the next General Meeting.

5.21 The President will act as Chairperson of the General Meeting. In the absence of the President, the Vice President will act in his /her stead. In the absence of the President and the Vice President, the meeting will elect a Chairperson.

5.22 The General Meeting will elect four (4) Trustees who will carry out the duties mentioned in 25.12 and 27.02. Only members who are at least eighteen (18) years of age may be appointed as Trustees.

5.23 Trustees shall be appointed for a term lasting until the following A.G.M. at which stage they will be eligible for re-election.

5.24 A non-malicious error or omission made in giving notice of the General Meeting or non-receipt of a notice by an instructor will not invalidate any decisions made.

5.25 A candidate may only be nominated or seconded by a member who is present and entitled to vote.

5.26 A motion may only be proposed or seconded by a member who is present and entitled to vote.

5.27 Those nominated for a contested position may issue a written statement, through the Secretary General, to outline their suitability for the role

Article 6: Board of Directors

6.01 The Board of Directors will consist of:

- A. President
- B. Vice-President
- C. Secretary General
- D. Treasurer
- E. Five (5) Directors

6.02 To be elected to the Board of Directors, a member must be at least eighteen (18) years of age and must hold a rank of at least I Degree black belt.

6.03 Two (2) weeks notice of a meeting, in person, of the Board of Directors must be given to all the members of the Board of Directors. In the case of a video/VOIP or other meeting where the physical presence of the members is not required, three days shall be considered sufficient notice. A quorum for a meeting of the Board of Directors will be the presence of five (5) or more of the members of the Board of Directors.

6.04 All members of the Board of Directors will be elected at the General Meeting for a term lasting until the following A.G.M. at which stage they will be eligible for re-election.

6.05 The President will act as Chairperson of the meetings of the Board of Directors. In the absence of the President, the Vice President will act in place of the President. In the absence of the President and the Vice President, the meeting will elect a Chairperson.

6.06 Each member of the Board of Directors shall have one (1) vote on all issues except for the chairperson who will only vote as in such circumstances as set out in section 6.07.

6.07 In the case of a tied vote on any issue the Chairperson will be entitled to cast a deciding vote.

6.08 If the President ceases to carry out or is prevented from performing his or her duties, the Vice President will undertake them until the next General Meeting. In such a case, the General Meeting will elect a new President.

6.09 If the Vice President, Secretary General and / or the Treasurer cease to carry out or are prevented from performing their duties, the Board of Directors will appoint a replacement who will occupy that position until the next General Meeting. In such cases the General Meeting will elect a replacement.

6.10 The Board of Directors will be the executive body of the I.T.A. It will be empowered to make decisions on all matters that are not exclusive to General Meetings.

6.11 The Board of Directors will meet at least four(4) times per year. It will report on its activities at each General meeting. This may be face to face or via conference call.

6.12 At the written request of at least five (5) members of the Board of Directors, the President must convene an extraordinary Board of Directors meeting.

6.13 The Board of Directors may formulate and implement such bylaws as may be necessary to conduct the business of the I.T.A., so long as those by-laws do not conflict with the Constitution and five (5) of the committee members present agree.

6.14 Such changes to the bylaws will be outlined in a report to the following General Meeting.

6.15 All positions on the Board of Directors shall be honorary.

Article 7: The President

7.01 The President is elected by the General Meeting and is the senior officer of the I.T.A.

7.02 The President must hold the rank of at least IV degree black belt in accordance with the I.T.F. Constitution and by-laws.

7.03 The President represents the I.T.A. at national and international functions.

7.04 The President will act as Chairperson of the General Meetings and of the Board of Directors.

7.05 The President will act as Chairperson of the Ethics & Discipline Committee.

Article 8: The Vice President

8.01 The Vice President is elected by the General Meeting.

8.02 The Vice President will assist the President and will perform such functions, as the President requires.

8.03 The Vice President will act in place of the President whenever necessary.

8.04 If the President leaves Ireland then all of the duties and powers of the President will pass to the Vice President until his / her return.

8.05 in addition to their day to day work on the board of directors the vice president will also have responsibility for one of the roles as outlined in 11.04

Article 9: The Secretary General

9.01 The Secretary General is elected by the General Meeting.

9.02 The Secretary General will keep the minutes of the Board of Directors Meetings, which will be distributed to the members of the Board of Directors as soon as possible following each meeting.

9.03 The Secretary General will keep the minutes of the General Meetings, according to 5.21.

9.04 The Secretary General will issue notice and agenda for General Meetings and Board of Directors Meetings at the request of the Board of Directors.

9.05 The Secretary General will keep record of every instructor's first aid qualifications and will inform the Board of Directors should they expire without renewal.

9.06 The Secretary General will keep record of each instructor's current:

- Degree Certificate numbers,
- International Instructor's Training Certificate numbers,
- International Instructor's Certificate number,
- Umpire Certificate numbers,
- Instructor's Plaque Certificate number.

9.07 The Secretary General shall co-sign cheques with the Treasurer.

9.08 The Secretary General will communicate with the I.T.F. to secure necessary certificates for qualified members as often as is required.

Article 10: The Treasurer

10.01 The Treasurer is elected by the General Meeting.

10.02 The Treasurer is responsible for the supervision of the financial health of the I.T.A.

10.03 The Treasurer will keep accounts and will present accounts to the Board of Directors at each Executive Meeting.

10.04 The Treasurer will provide a report at the request of the Board of Directors.

10.05 The Treasurer is responsible for and will account for all monies received.

10.06 The Treasurer is responsible for all payments made at the discretion of the Board of Directors.

10.07 At the request of the Board of Directors, the Treasurer will send expense claim forms to those members mentioned in 25.09

10.08 The Treasurer may not sanction expenses of any kind.

10.09 The Treasurer will co-sign all cheques with the Secretary General.

10.10 The Treasurer will ensure that an income and expenditure account and a balance sheet are drawn up, as detailed in Article 23, and presented at each A.G.M.

10.11 The Treasurer will be responsible for the tax affairs of the I.T.A.

Article 11: Directors

11.01 The Directors are elected by the General Meeting

11.02 There will be five (5) Directors

11.03 The Directors will perform such duties as deemed necessary at meetings of the Board of Directors

11.04 In addition to their day to day work on the board of directors, the vice president and each director will have the responsibility of overseeing the work of a specific committee or form a direct line of communication between the board of directors and a specific body.

The vice-president and each director will be responsible for one of the following roles and the board of directors will decide which board member will take on each role:

- a) forming a link between the board of directors and the national team and liaising with the national team management and director in order to keep the board up to date with national team matters.
- b) overseeing the work of the communications committee & the expansion & merger committee and reporting to the board of directors on all matters relating to their work.
- c) forming a link with the following officers and reporting to the board of directors on their work; anti-doping officer, insurance officer and public relations officer.
- d) creating a link between the board of directors, the technical and instruction committee, as well as liaising with the Taekwon-Do Advisory Board on coach education matters and the work of IMAC.
- e) overseeing the work of the ITA tournament and umpire committee and reporting to the board of directors on all matters relating to ITA tournaments and the work of the tournament and umpire committee
- f) forming a link between the board of directors and the special needs & inclusion committee in order to keep the board up to date with their work

Article 12: Non-Executive Positions

12.01 In addition to the Board of Directors positions mentioned in 6.01 there will be the following non-executive positions:

A. The Technical Director

B. Technical Committee members (3)

These positions may be filled by members or non-members of the Board of Directors without prejudice. However, no member may hold more than one of these positions simultaneously.

12.02 All Non-Executive positions will be honorary.

Article 13: The Technical Director

13.01 The Technical Director is elected by the General Meeting.

13.02 The Technical Director must hold the rank of the least IV Degree black belt.

13.03 The Technical Director will be an International Instructor. If there is no such instructor then the position of Technical Director will be left vacant and the duties of the Technical Director will be carried out by a person nominated by the Board of Directors until such time as a qualified member emerges.

13.04 The Technical Director will chair the Technical & Instruction Committee.

13.05 The Technical Director is responsible for the technical standard and knowledge of all I.T.A. members.

13.06 The Technical Director is responsible for ensuring that all members of the Examiners Panel meet the standards outlined in 23.03

13.07 The Technical Director is the only member who may authorise a member to test for his / her IV Degree black belt or higher.

13.08 The Technical Director will organise, in conjunction with the Technical & Instruction committee, as many national and international seminars as (s)he deems necessary subject to the approval of the Board of Directors.

13.09 The Technical Director will organise black belt testings for I.T.A. members as necessary.

Article 14: Committees

14.01 In addition to the Board of Directors, the I.T.A. will have the following committees:

- A. Technical & Instruction Committee
- B. Ethics & Discipline Committee

14.02 Each Committee may call on the Board of Directors for assistance.

14.03 Committees will report to the Board of Directors as required.

14.04 Committees will report to the A.G.M.

14.05 Members may sit on more than one of the Committees.

14.06 All committee positions will be honorary.

Article 15: The Technical & Instruction Committee

15.01 The Technical Director will chair meetings of the Technical & Instruction Committee.

15.02 The Technical & Instruction Committee will consist of the technical director and three (3) other members who must hold the rank of at least 4th degree black belt, international instructor.

15.03 The Technical & Instruction Committee may invite other instructors to teach specific modules at technical seminars as the need arises

15.04 The Technical & Instruction Committee will be responsible for setting and maintaining the technical standard throughout the I.T.A. and will meet at least three (3) times per year.

15.05 The Technical & Instruction Committee will ensure that all I.T.A. publications related to technical matters are accurate.

15.06 At meetings of the Technical & Instruction Committee each member of the Technical & Instruction Committee shall have one (1) vote on all issues except for the Chairperson. In the case of a tied vote on any issue the Chairperson will be entitled to cast a deciding vote.

15.07 The I.T.A. Technical & Instruction Committee will be elected by the General Meeting.

15.08 The Technical & Instruction Committee will organise and teach technical seminars for the I.T.A as often as they deem necessary.

Article 16: The Ethics & Discipline Committee

16.01 The President will be the chairperson of the Ethics & Discipline Committee unless another member is elected chairperson by the Board of Directors in the absence of the President.

16.02 The Ethics & Discipline Committee will consist of three (3) additional members, who must hold the rank of at least IV Degree black belt, and who will be chosen by the Board of Directors as the need arises.

16.03 At meetings of the Ethics & Discipline Committee each member of the Ethics & Discipline Committee shall have one (1) vote on all issues except for the chairperson. In the case of a tied vote on any issue the Chairperson will be entitled to cast a deciding vote.

16.04 The Ethics & Discipline Committee will meet whenever a complaint is received about a member, or at the request of the Board of Directors.

16.05 The Ethics & Discipline Committee shall:

- deal with matters relating to or arising out of the conduct of members and students,
- conduct disciplinary hearings,
- handle the investigation of complaints and grievances,
- suggest to the Board of Directors, sanctions to be imposed, including if they consider necessary suspension or expulsion of a member

16.06 All decisions of the Ethics & Discipline Committee must be approved by the Board of Directors.

Article 17: The Examiners Panel

17.01 The Examiners Panel will consist of members qualified to conduct testings in accordance with 23.03.

17.02 Application for membership of the Examiners Panel must be made to the Technical Director in writing.

17.03 A member of the Examiners Panel must:

- hold the rank of IV Degree black belt or higher, and,
- hold an I.T.F. International Instructors Certificate, and,
- have completed 2 years co-examining (in the case of a new examiner)

17.04 The Technical Director will be obliged to remove an instructor from the Examiners Panel should they, through time or changing circumstances, no longer meet all conditions in 23.03. If (s)he fails to do so then the Board of Directors will be entitled to do so.

17.05 The Technical Director may remove a member from the Examiners Panel if (s)he is not attending a satisfactory quantity of I.T.A. events.

17.06 A member of the Examiners Panel will be entitled to examine his / her own students.

17.07 If a school is without an examiner then the instructor may contact the Technical Director and/or Board of Directors in appointing an examiner for their school.

17.08 If an instructor is not pleased with his/her examiner, (s)he may write his or her grievances to the Technical Director who will consult the Examiners Panel to decide whether or not a change of examiner is necessary. If a change of examiner is deemed necessary then the school will be considered to be without an examiner and a new examiner will be appointed as in 22.07.

17.09 The members of the Examiners Panel shall examine students according to the technical standards laid down by the Technical & Instruction Committee.

Article 18: Finance and Trustees

18.01 The financial year of the I.T.A. will begin on the 1st of January of each year.

18.02 An income and expenditure account and a consolidated balance sheet will be drawn up for the financial year ending the 31st of December.

18.03 An income and expenditure account and a consolidated balance sheet will be prepared every year and presented at each A.G.M.

18.04 The day to day control of the I.T.A. finances will rest with the Treasurer and the Secretary General subject to the overall control of the Board of Directors.

18.05 All cheques will be co-signed by the Treasurer and the Secretary General.

18.06 The Treasurer will report as required to the General Meeting and to the Board of Directors on the financial situation of the I.T.A.

18.07 Each instructor will send the Treasurer the annual school(s) membership fees from his / her school on or before the day of the General Meeting each year.

18.08 An instructor who fails to send the Treasurer the annual school membership fees from his / her school/s completely and on time will be subject to disciplinary action. If annual school membership fees do not reach the Treasurer before 14th of February then memberships will lapse as in 4.07.

18.09 Expenses of the members of the Board of Directors, the Tournament & Umpire Committee, the Ethics & Discipline Committee will be set by resolution of the Board of Directors.

18.10 In order for a member to claim expenses (s)he must complete and sign an expenses form which (s)he will receive from the Treasurer.

18.11 All expense claims must be vouched with receipts, or in the absence of receipts must be sanctioned by the Board of Directors.

18.12 The I.T.A. 's assets will vest in the Trustees who will hold the same in trust for the I.T.A. and deal with the same as directed by the Board of Directors or the General Meeting.

Article 19: Discipline and Resignation

19.01 A member can be withdrawn from the I.T.A. for the following reasons:

- A. Expulsion
- B. Resignation

19.02 A member may resign from the I.T.A. by sending a notice to the Secretary General.

19.03 A member may be expelled from the I.T.A. by unanimous decision of the Board of Directors only after the member has been given a fair hearing by the Ethics & Discipline Committee.

19.04 A member may be suspended by majority decision of the Board of Directors for breaches of the ITA constitution & bylaws.

19.05 A member may be suspended by the Board of Directors for a maximum of two (2) weeks in circumstances of great urgency and gravity in the best interest of the association, pending a meeting of the Ethics & Discipline Committee.

19.06 A member who has been expelled as in 26.03 may appeal the decision to the Board of Directors. The decision of the Board of Directors, by simple majority of those present and voting, will be final.

19.07 A member may appeal a suspension imposed or extended by the Board of Directors. In doing so they may request the appeal go to an Ethical and Discipline Committee first. The decision of the Board of Directors, by simple majority of those present and voting, will be final.

19.08 In the case of suspension, the Board of Directors will meet within the agreed period of suspension to decide whether the suspension should be allowed to lapse, should be extended or should result in expulsion. The suspended member will have the right to a fair hearing. In the case of an expulsion, the Board must appoint an Ethics and Discipline Committee first as in 26.03.

19.09 If the Board of Directors receives a complaint about the President, they shall elect a different chairperson.

Article 20: Dissolution

20.01 The dissolution of the I.T.A. will require a majority of at least four-fifths of the members present and voting at the General Meeting.

20.02 In the case of dissolution, the property of the I.T.A. will be given to a charitable society to be chosen by the nominated Trustees as elected at the AGM

Article 21: Effective Date

21.01 This Constitution will be in force and effect immediately upon its approval by a simple majority of the General Meeting on the 13th day of May 2006.