

ITF Wales Constitution, Amended Version 2.1, Jan 2008.

# **International TaeKwon Do Federation of Wales (ITF Wales Ltd trading as ITF Wales) Constitution**

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## **ARTICLE ONE – INTERPRETATIONS**

**Throughout this constitution the following Interpretations shall always apply: -**

<b>DEFINITION</b>	<b>DESCRIPTION</b>
<b>1a.</b> ITF Wales	International TaeKwon Do Federation of Wales.
<b>1b.</b> EITF	European International Taekwon-Do Federation
<b>1c.</b> ITF/EITF Rules	The Constitution, Rules, Regulations and Requirements of the ITF/EITF.
<b>1d.</b> BTC	The British Taekwon-Do Council
<b>1e.</b> Executive Committee	The Executive Committee of the ITF Wales as elected in accordance with Article Four.
<b>1f.</b> Registered Members	All persons who have paid all relevant training fees and annual subscriptions.
<b>1g.</b> Tenets of Taekwon-Do	the received Tenets of Taekwon-Do being briefly, Courtesy, Integrity, Perseverance, Self-Control and Indomitable Spirit.

## **ARTICLE TWO – OBJECTIVES**

- 2a.** To promote wherever possible the Art of Taekwon-Do and observance of its Tenets.
- 2b.** To comply in all respects with the ITF/EITF Rules and to remain an affiliated member of the organization(s).
- 2c.** To always be a non-political, not for profit group which shall categorically reject and where possible work to prevent any type of national, political, religions or racial pressures or prejudices.
- 2d.** To promote Taekwon-Do to the public and encourage new members to join or try Taekwon-Do as a martial art, regardless of sex, age, national origin or disability. Membership to ITF Wales must remain open to all.
- 2e.** To promote and encourage the moral, cultural and physical education of all Taekwon-Do practitioners thereby creating respect and goodwill with a view to the building of a better and more peaceful world.
- 2f.** To promote and enhance the authority and value of Taekwon-Do by developing and standardizing its techniques and theory and by enforcing the ITF/EITF Rules for men and women of both amateur and professional status.
- 2g.** To supervise the instruction provided by ITF Wales instructors to ensure compliance with the BTC and ITF/EITF Rules for standards of instruction and grading.
- 2h.** To ensure compliance by ITF Wales Registered Members with the ITF/EITF Rules upon pain of such members being suspended or expelled from affiliation with or membership of ITF Wales and thereby losing recognition by ITF/EITF.

## **ARTICLE THREE – MEMBERSHIP**

ITF Wales is, and shall be, the acting National Governing Body for the purpose of instruction of members from ITF Wales schools in Wales, United Kingdom. Applications for membership of ITF Wales shall be submitted on the appropriate form to the National Secretary through the ITF Wales Executive Committee. Any decision made by ITF Wales and/or ITF/EITF shall in all respects be final.

## ARTICLE FOUR – EXECUTIVE COMMITTEE

**4a.** There shall be an Annual and General Meeting for all Registered Members of ITF Wales. Every 3 years if necessary, a minimum of three representatives will be elected from amongst the Registered Members to the Executive Committee of ITF Wales. Voting will be open to all Registered Members over 18 Years of age who are 1<sup>st</sup> Kup (Black Tags) or above and over 16 years of age who have represented ITF Wales Internationally, all should be training regularly for the previous six months – anyone meeting these criteria is eligible to vote.

**4b.** To be eligible for election to the Executive Committee a Registered Member must have been normally resident in the United Kingdom for the preceding five years. They must be a citizen of the United Kingdom, over 18 years of age and a Registered Member for a minimum of six months, involved at least once a week regularly in an ITF Wales school.

**4c.** The Executive Committee shall consist of A President, A Secretary and A Treasurer minimum. These positions are to be filled by the elected representatives. The committee shall also consist of A Head Coach. All committee members shall hold office until January 2007, then every 3 years thereafter, giving 6 months notice prior to resignation. The representatives will at the end of their 3-year term be eligible for re-election. Incoming and outgoing candidates must give six months' written notice prior to an election.

**4d.** The individual responsibilities of the Committee positions are as follows: -

**President/Chairperson** – To call/chair meetings when issues have arisen that require discussion. To oversee all other committee members and provide assistance when required.

**Vice-President** – To take over the position of president and/or duties when required, until a new President is elected or able to return to his/her duties.

**Secretary** – To collect/arrange collection of all fees and to record all financial dealings. To oversee the Purchasing/selling of all items through ITF Wales. Liaise with all relevant groups such as the BTC, EITF and ITF.

**Treasurer** – To oversee the income/expenditure of ITF Wales to maintain a financially viable state and advise on any required changes to fees/charges. To help maintain/advise on all legal financial aspect for ITF Wales. To prepare and present accurate audited accounts to the committee prior to AGM.

**Head Coach** – To carryout and organize the training sessions as per the ITF Wales timetable and structure the classes to give all students the maximum benefits from all classes. To maintain a current understanding on all aspects of Taekwon-Do.

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**Team Manager** – To liaise with the committee and coaching staff, to arrange all travel and documentation when required for all events that ITF Wales will be attending.

**Health and Safety Officer** – To advise on all Health and Safety aspect of training carried out by ITF Wales. Working with the venue staff to provide the safest possible environment for all. To stay up to date with all best practices within Taekwon-Do and Martial Arts. To oversee the upkeep of the accident book and advise the authorities of any major incidents.

**Female Liaison Officer** – To relate any worries and situations that may arise for any female members and be able to provide assistance when necessary to ITF Wales.

**Web site & Press Officer** – Keep up to date all publications and web site(s) at [www.itfwales.com](http://www.itfwales.com) and [www.itfwales.co.uk](http://www.itfwales.co.uk). Also will inform the committee prior to publication to protect ITF Wales and its Members will confirm all Press releases. Liase with relevant media groups for the benefit of ITF Wales.

**Marketing & Events Officer** – To help generate events that are for the benefit of ITF Wales Members and to report to the committee ideas for events/trips and marketing to expand a positive image of TaeKwon Do around Wales and the World.

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**Social Secretary** - To arrange the annual events to include the Christmas Party and awards night. Also to arrange Instructors meals and members days & nights out for all ITF Wales members.

**4e.** Notice of a meeting of the Executive Committee shall include an agenda for the meeting and seven clear days shall be given both as to the business, time, date and place of the meeting. In case of an emergency meeting the President shall authorize the giving of such lesser notice as may, in his sole discretion, seem to be reasonable.

**4f.** A quorum of a valid meeting shall be the majority of two thirds out of the Executive Committee.

**4g.** A majority shall make the decision of the Executive Committee, provided that, in the event of an equality of votes the President shall have the casting vote.

**4h.** The Executive Committee may conduct a postal vote on any matter amongst the Registered Members eligible to vote. When a majority of the Registered Members votes are in favor of any resolution made by post, then it shall be deemed to be fully valid.

**4i.** The Executive Committee may fill casual vacancies in its membership from time to time.

**4j.** The Executive Committee has the power to reprimand and where necessary to remove an Executive Committee Member should that person refuse to function with the remaining members.

## **ARTICLE FIVE – OFFICERS**

**5a.** After the first elected coach has ceased to serve in the position of Head Coach the Registered Membership and Executive Committee shall appoint a new Head Coach for a term of three years. The Head Coach may be re-appointed at the expiry of each term.

**5b.** Any person with a previous criminal record or who has in the past been listed as bankrupt shall not be allowed to hold a position with in ITF Wales Executive Committee.

## **ARTICLE SIX - DUTIES OF THE EXECUTIVE COMMITTEE**

**6a.** To promote the study and development of all techniques and theory of Taekwon-Do in compliance with ITF/EITF Rules and International standards.

**6b.** To approve the appointment of instructors in ITF Wales schools and subject to the ITF/EITF Rules to arrange attendance to competitions in the United Kingdom, European and World Championships.

**6c.** To keep records of competitions in the United Kingdom, European and World and to support Registered Members that are successful contestants for International Competition where possible.

**6d.** To manage the finances of ITF Wales and to place before the Registered Members once in each calendar year a report on those finances.

**6e.** To consider and decide matters of importance relating to the practice of Taekwon-Do by Registered Members in ITF Wales schools and to report to, the development of Taekwon-do in the United Kingdom.

**6f.** To impose penalties on any Registered Members for any breach of the ITF/EITF Rules or any issued by ITF Wales including where necessary the expulsion of such Registered Members from ITF Wales.

**6g.** To process all paperwork related to Registered Members, for Insurance, Grading, Competitions and all other Taekwon-Do related news and activities.

**6h.** Generally to ensure that Registered Members abide by the spirit of the art of Taekwon-Do as laid down by ITF/EITF and that they observe the Tenets of Taekwon-Do.

## **ARTICLE SEVEN – FINANCIAL ADMINISTRATION**

**7a.** The Executive Committee shall, where required, appoint suitably qualified auditors who shall be responsible for auditing the annual accounts of ITF Wales Ltd trading as ITF Wales, and for preparing the Annual Report to be placed before the Executive Committee. The Executive Committee shall, where necessary, appoint any professional advisers who shall be retained to provide assistance where the Executive Committee deems it to be necessary.

**7b.** The Executive Committee shall decide annually what subscription and contributions are to be paid by Registered Members. Failure to make payment of these by a Registered Member within 28 days of expiry shall result in the Registered Members liable to be expelled from affiliation or Membership of ITF Wales. The Executive Committee shall decide if expulsion is to be imposed for such non-payment.

**7c.** The Executive Committee shall decide any fees / expenses which will be paid to coaches/instructors for conducting classes, or any compensation to assistant instructors for aiding in instruction during a

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class. The Executive Committee will also reserve the right to refuse any payments for unsatisfactory instruction.

## **ARTICLE EIGHT – AMENDMENTS**

ITF Wales Executive Committee may by resolution, alter, amend or delete the Constitution or any part of it by a majority vote of Registered Members eligible to vote except insofar as the same relates to the powers of the President for his term of office.

## **ARTICLE NINE - EXPULSIONS**

**9a.** In accordance with the grounds for Expulsion set out elsewhere in this Constitution, the Executive Committee may expel from Affiliation with or Membership of ITF Wales any Member who it finds to be in material breach of this Constitution.

**9b.** In considering Expulsion the Executive Committee may impose any lesser penalty it may see fit, including (but not limited to) suspension or limitation of activities.

**9c.** No Registered Member shall be expelled or suffer any other penalty without being given an opportunity to know the case against them and to answer it before the Executive Committee. Notice of any hearing by the Executive Committee shall be given at least fourteen days before taking place and such notice shall broadly specify the case against the Registered Member.

## **ARTICLE TEN - POWERS TO BORROW AND CHANGE**

ITF Wales through its President or Executive Committee shall have power to buy, hold and sell Estates and interests in land whether freehold or leasehold and to borrow against pledge charges or create encumbrances over such estates and interests.

## **ARTICLE ELEVEN – DISSOLUTION OF ITF WALES LTD**

**11a.** ITF Wales Ltd trading as ITF Wales may be dissolved according to the decision of the Registered Members with the three fourth majority of the exercised votes. The Executive Committee shall appoint a liquidator; if no liquidator is appointed, the President is liquidator automatically. The Executive Committee shall also decide; to whom the property of the ITF Wales shall be distributed. As far as possible and in accordance to the Laws of the UK, the property shall be distributed to an organization with similar objectives as ITF Wales, apart from that the property shall be distributed to charities and welfare institutions.

**11b.** Call of such a vote as to decide the dissolution of ITF Wales shall be announced at least 90 days before.

## **ARTICLE TWELVE – VALIDITY**

This Constitution was adopted at the 1st Annual General Meeting of ITF Wales held on January 29<sup>th</sup> 2006 at the Welsh Institute of Sport, Sofia Gardens, Cardiff and came into effect immediately.