



ITF ENGLAND

INTERNATIONAL TAEKWON-DO FEDERATION OF ENGLAND

CONSTITUTION

ITF England is and shall be the acting body for the purpose of International Competition for students from Registered ITF Organisations and Schools within England, as recognised by the International Taekwon-Do Federation (ITF).

ARTICLE ONE – INTERPRETATIONS

Throughout this constitution the following interpretations shall apply:-

	DEFINITION	DESCRIPTION
1a.	ITF England	International Taekwon-Do Federation of England
1b.	ITF	International Taekwon-Do Federation
1c.	EITF	Europe International Taekwon-Do Federation
1d.	ITF Rules	The Constitution, Rules, Regulations and Requirements of the ITF & EITF
1e.	Congress	An organised executive meeting where AGM/EGM items are tabled.
1f.	Executive Committee	Elected individuals of ITF England who conduct day to day operations.
1g.	Member Groups	Any English based national body affiliated to the ITF as an Association/Federation, with Schools or Instructors operating in England and who have paid all relevant ANNUAL subscriptions to ITF England.
1h.	Tenets of Taekwon-Do	The received Tenets of Taekwon-Do being briefly: Courtesy, Integrity, Perseverance, Self-Control and Indomitable Spirit.

1 Name of Association

The association will be called International TaeKwon-Do Federation of England (hereinafter will be referred to as ITF England). ITF England will be affiliated to the International Taekwon-Do Federation (ITF).

2 Aims and Objectives

The aims and objectives of ITF England will be:

- To offer coaching and competitive opportunities in ITF style Taekwon-Do
- To promote the association and ITF Taekwon-Do; its Tenets, encompassing techniques, philosophies and applications through local, national and international activities.
- To manage the association in a fair and transparent manner in accordance with the rules contained hereafter.
- To operate the association through non-political, non-religious, not-for-profit means.
- To ensure a duty of care to all members / individuals for all organised activities.
- To provide all its services in a way that is fair to everyone.
- To follow best practice recommendations in relation to National Governing Body (NGB) / supportive organisations and the overall organisation of the ITF.

3 Membership

- (a) Membership is open to groups interested in promoting, coaching, volunteering or participating in TaeKwon-Do, regardless of their make-up including; sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
- **Full Member Group** – To become a full member, Groups with 200 student members or more and having served in the ITF and ITF England for 4 years or more continuously.
 - Evidence of members - All associations must provide evidence of the total number within their respective group ie BTC membership and where obvious that the group has in excess of 200 student members; and/or any other leading authorities recognised by the Executive Committee of ITF England.
 - Any Taekwon-Do Group may be permitted to join ITF England, however until the student numbers can be verified by an authority recognised by ITF England, the Group will forever remain a Provisional Member.
 - Full Member Groups will have ONE voting right, regardless of size. Additionally each Group may appoint two representatives to

the Executive Committee, however only one representative will be permitted to vote.

- **Provisional Member Group** – Any other Group not meeting the Full Member Group requirement.
 - Provisional Member Groups will have NO voting rights but will be entitled to appoint one representative to attend all Executive Committee meetings.
- (c) All members will be subject to the regulations of the constitution and its subsequent by laws and off-shoot procedures and by joining ITF England will be deemed to accept these regulations.
- (d) Members in each category will pay membership fees, as determined at Congress and communicated openly in the Congress minutes. Every group acknowledged by the ITF who pays the membership fee, accepts the Constitution of ITF England and works on territory of England, becomes an ITF England member. Membership in ITF England can end by cancellation of membership by the ITF or own statement of ITF England member.
- (e) Groups shall NOT be eligible to take part in the business of ITF England, vote at meetings (Full Members only) or be available for selection unless the applicable subscription has been paid by the due date and the required criteria has been met.
- (f) Membership Fees
 - i) Operate from 1st January to 31st December annually.
 - ii) Will be used for the funding of ITF England competitors / advertising / organising of fund-raising events.
 - iii) Enquiries regarding Membership fees and or other clarification can be obtained through correspondence with the Secretary.
- (g) As the representative body for the ITF within England, all ITF England Member Groups and their subsequent individuals are deemed appropriate to represent ITF England and the ITF within their respective capacities; this representation remains for as long as the Member Group / individual is deemed to have paid and be an abiding member of ITF England and has not been the subject of any form of current expulsion / existing suspension via any Disciplinary Committee recommendations that have been accepted by ITF / ITF England (see Article 8).

4 Equity

- (a) ITF England is committed to ensuring that equity is incorporated across all aspects of its development. In doing so ITF England acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- (b) ITF England respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) ITF England is committed to everyone having the right to enjoy their activity in an environment free from threat of intimidation, harassment and abuse.
- (d) All Members and their individual constituents, have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) ITF England will deal with any incidence of discriminatory behaviour seriously, according to its disciplinary procedures.

5 Congress, Election Process and the Executive Committee

- (a) The affairs of ITF England shall be conducted by an Executive Committee, elected during Congress in accordance with below.
- (b) Congress consists of all ITF England members (Full and Provisional) and they have the right to participate in the work of the Congress.
- (c) There shall be a minimum of one Congress per year. The Executive Committee decides the time and place where Congress will be held by majority vote.
- (d) If the Executive Committee does not make the decision to convene Congress within the regular time frame, then Congress can be convened by a decision of 50% or more of electoral votes.
- (e) Notice of Congress will be given by the Secretary with at least 28 days' notice to be given to all members.
- (f) The Congress can be Regular or Extraordinary with an Electoral Process available:

- a. Regular Congress / Annual General Meeting (AGM) – takes place annually within the months of October-November.
 - i. Approve the minutes of the previous year’s Congress.
 - ii. Receive reports from the President, Vice-President and Secretary.
 - iii. Receive a report from the Treasurer and approve the annual accounts.
 - iv. Receive a report from those responsible for certifying the organisation’s accounts.
 - v. Agree the membership fees for the following year.
 - vi. Review and consider changes to the Constitution at the time.
 - vii. Elect all officers on the committee according to the appropriate time period.
 - viii. Deal with other relevant business.
 - b. Extraordinary Congress / Extraordinary General Meeting (EGM)– is convened outside the Regular term
 - i. Deal with relevant business for which the Extraordinary Congress was convened.
 - c. Elective /Electoral Process – is conducted every two years and is held within the Regular Congress OR during an EGM as and when the need arises. The electoral process is to elect all officers onto the committee.
- (g) An Executive Committee will normally comprise of more than 5 Full Member Groups; however in exceptional circumstances where the number of Full Member Groups is not enough for a an Executive Committee to be established, those current Full Member Groups may establish a Committee by inviting Provisional Member Groups to the table to fulfil positions on a temporary basis through a ‘length of service’ approach.
- (h) In accordance with the above, a President and other officials of the Executive Committee will be elected to carry out the work of ITF England.
- (i) The role of President is determined through the majority of electoral votes; each Full Member Group can select a maximum of one candidate for the role of President
- (j) The officials are elected through majority vote; each Full Member Group can select a maximum of one candidate as an official of the Executive.
- (k) The Executive, on the first meeting immediately after elections will elect to fill the following official positions according to the principle of ‘one Full Member, one Vote’
- a. Vice-President x 1

- b. Secretary x 1
 - c. Treasurer x 1
 - d. National Team Manager / Head Coach x 1
 - e. Chair of Disciplinary Committee
 - f. Any other position deemed necessary
- (l) Executive Committee meetings will have two-week's notice given and include business, time, date and venue. In the case of an Emergency Meeting, the President shall authorise the giving of such lesser notice as may, in his/her discretion, be deemed to be reasonable.
- (m) The term of office shall be for two years, and members shall be eligible for re-election to a single position.
- (n) If the post of any official should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Congress; taking into account the overriding Article 5k.
- (o) The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation, taking into account the overall aims and objectives of the organisation.
- (p) The Executive Committee will have powers to appoint and advisers to the Committee as necessary to fulfil its business.
- (q) ITF England will be responsible for establishing a Disciplinary Committee for members who infringe the organisations rules / regulations / constitution. The Disciplinary Committee will be responsible for recommending any action of suspension or discipline following such hearings (see Article 8).
- (r) The Executive Committee meetings will be convened and held no less than 4 times per year.
- (s) All members of the Executive Committee have the right to vote.
- (t) A quorum of a valid meeting shall be the majority of 50% + one vote of the Executive Committee.
- (u) The decision of the Executive Committee shall be made by a majority, provided that, in the event of an equality of votes the President will be consulted and given the casting vote.

- (v) The Executive Committee may conduct a postal or email vote on any matter not requiring Constitutional change. When a majority of the committee member's votes are in favour of any resolution made by post or email, then it shall be deemed to be fully valid.

- (w) Where Constitutional change (eg amendments to the wording of the Constitution; a change in official positions; change in an elective representative of ITF England) is required (ie Regular Congress AGM / Extraordinary Congress EGM), voting must be made in person for the vote to count. If a Group's regular representative is not available and still wishes their vote to be countered, the second individual in attendance will be eligible to submit their Member Group's vote (see Article 3b).

6 Duties & Responsibilities

- (a) **Executive Committee – Regular Congress** (Article 5fa) decides on:
 - a. Time and location where England national Championships for all categories will be organised the following year.
 - b. World and European Championships and cups where members of the ITF England National Team will participate during the following year.
 - c. Distribution of funding for the following year and financing of events from its jurisdiction.
 - d. Ensures operational implementation of Congress decisions on organisation of the England National Championships and organise participation of the English National Team on World and European Championships and cups.
 - e. Decides on participation of English National Team on other international tournaments.
 - f. Decides and organises major international tournaments for England.
 - g. Files explained reports to the ITF against ITF England members for serious violations of rules.

- (b) **Electoral Process** (Article 5fc) determines:
 - a. The role of the President
 - b. Other members of the Executive Committee

- (c) **President**
 - a. Represents ITF England before national state and sport organisations
 - b. Represents ITF England before EITF and ITF bodies
 - c. Convenes and presides over Executive board meetings
 - d. Attends ITF and EITF meetings, to make decisions and vote on any matters regarding ITF England that are in the best interests of the organisation.

- e. To oversee and offer advice on all other matters arising with regards to ITF England.

(d) Vice-President

- a. Assist the President with required work and carry out duties assigned by the President.
- b. Upon the authorisation of the President, the Vice-President can attend meetings with other organisations, groups or agencies.

(e) Secretary

- a. Assist the President with required work and carry out duties assigned by the President.
- b. Assist the President in the overall management of ITF England.

(f) Treasurer

- a. To oversee the income / expenditure of ITF England to maintain a financially viable state and advise on any required changes to fees / charges.
- b. To help maintain / advise on all legal financial aspects for ITF England and subsequent reporting to the Executive Committee.
- c. To manage the finances of ITF England and to place before the Executive Committee once in each calendar year, a report on those finances.

(g) National Team Manager / Head Coach

- a. To oversee the booking of venues, training facilities, collection of subscriptions for training sessions and other such arrangements affecting potential National Team Members
- b. To co-ordinate administration and management of all arrangements for competitors / coaches for International and National competitions and to oversee and liaise with all coaching staff and the ITF Management Committee.
- c. To liaise with the Executive Committee regarding chargeable fees to Taekwon-Do competitors for training.
- d. To liaise with the Executive Committee regarding which Taekwon-Do competitors will receive funding where possible to do so.
- e. To keep records of international competitions and to support Taekwon-Do competitors who are successful contestants in their preparation of International Competition.
- f. To chart the progress and performance of team members for improvement purposes.
- g. To oversee improvements in the performance of team members and produce detailed and summary reports for the Executive Committee

following National and International Competitions. Explanations regarding individual and overall team performance MUST be evidence based with the report providing recommendations for maintaining strengths within the team and areas for improvement.

- h. If a coaching position becomes vacant the Team Manager and Executive Committee shall be empowered to appoint a new Coach. The overall responsibility for the performance of the coaching staff lies with the National Team Manager / Head Coach therefore coaching positions will be re-appointed at the retirement of a given Coach or the dismissal of the Coach by the Executive Committee and Team Manager / Head Coach.
- i. Failure to adequately provide evidence-based justification for team performance and/or failure to witness an overall team improvement (including support staff) during the individual's tenure may lead to a recommendation of removal from the position of National Team Manager / Head Coach by the Executive Committee.

(h) Chair of Disciplinary Committee

- a. To chair all disciplinary matters.
- b. To coordinate the Disciplinary Committee during the investigation processes.
- c. To report recommendations to ITF England and any affiliated parties affected on the conclusions of said investigations.

7 Finances

- (a) ITF England will adopt a 'not for profit' approach towards its operation.
- (b) The Treasurer will be responsible for the finances of ITF England.
- (c) The financial year of the club will run from 1st January and end on 31st December.
- (c) All monies will be banked in an account held in the name of ITF England.
- (d) An audited statement of annual accounts will be presented by the treasurer at Congress in such a way that they can be freely and openly scrutinised.
- (e) The Executive Committee will, where required appoint suitable qualified auditors who shall be responsible for preparing an independent Annual Report to be placed before the Executive Committee.
- (f) Any cheques drawn against ITF England funds should hold the signatures of the treasurer plus one other nominated officer.

- (g) All members of the organisation shall be jointly and severally responsible for the financial liabilities of the organisation.
- (h) The Executive Committee shall, where necessary, appoint any professional advisors who shall be retained to provide assistance where the Executive Committee deems it to be necessary.
- (i) The Executive Committee shall decide annually what subscription and contributions are to be paid by Members. Failure to make payment within 28 days of expiry shall result in the Member becoming liable for suspension from the affiliation and / or membership of ITF England. The executive Committee shall decide if suspension is to be imposed for such non-payment.
- (j) The Executive Committee shall decide any fees / expenses which are to be paid to Coaches, Coaching Staff and Executive Committee for conducting Classes, Advanced Training, Courses or any compensation to assist the fore mentioned in improving the effectiveness of ITF England. The Executive Committee will also reserve the right to refuse any payments for unsatisfactory duties.

8 Disciplinary Committee – Process & Outcomes

- **Please refer to the current Disciplinary Committee Rules & Regulations for more detail.**

- (a) The Disciplinary Committee shall investigate all concerns, allegations or reports of poor practice / abuse / breaches and respond swiftly and appropriately in all matters in accordance with related policies and procedure.
- (b) The Disciplinary Committee shall consist of the Chair of Disciplinary Committee and two additional Full Member Group representatives.
- (c) All complaints regarding the behaviour of members should be presented and submitted in writing, marked 'private & confidential' and addressed to the Chair of the Disciplinary Committee.
- (d) The committee has the power to recommend appropriate disciplinary action including, but not exclusive to, the termination / expulsion of membership from ITF England (and subsequently the ITF, see Article 3g) of any Individual / Group Member who it finds to have breached the practices, policies, procedures and principles contained within the Constitution and supportive documents.

- (e) There will be the right of appeal to the Disciplinary Committee following disciplinary action being announced. The committee should consider the appeal within fourteen days of the Chair of the Disciplinary Committee receiving the appeal.

9 Conflict of Interest

In the event of any allegation concerning the Chair of the Disciplinary Committee another Full Member will be selected to Chair proceedings until such matters have been resolved.

10 Powers to Borrow and Change

ITF England through the Executive Committee (and Full Members) shall have the 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.

11 Trademarks and Copyrights

All logos, clothing, artwork and website designed for use by ITF England will be the property of ITF England and will remain so long as the Executive Committee see fit. All clothing, logos and equipment used to promote ITF England must have been approved by majority decision prior to use by any ITF representative.

12 Amendments to the constitution

ITF England Executive Committee may, by Special Resolution, alter, amend or delete the Constitution or any part of it by majority vote of the Executive Committee. All proposed amendments must be made in writing for consideration. An historic list detailing amendments will be available upon request to the Secretary.

13 Dissolution

- (a) ITF England may be dissolved according to the decision of the ITF. The Congress shall appoint a liquidator. The Congress shall also decide to whom the property of the ITF England shall be distributed. As far as possible and in accordance to the laws of the UK, the property shall be distributed to an organisation with similar objective as ITF England, apart from that the property shall be distributed to the charities and welfare institutions.
- (b) Call of such a decision for dissolution by ITF of ITF England shall be announced at least ninety (90) days before the event.

14 Declaration

ITF England hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	Master Lawrence Sanchez Olivier	Position	President
Sign		Date	11 th January 2015

Name	Master David Dykes	Position	National Secretary
Sign		Date	11 th January 2015

Constitutional Amendments – Historic Record

- Constitution adopted at the 1st Annual General Meeting of ITF England held on 22nd May 2005 at Bisham Abbey.
- Amendment June 2006 Addition of Article 10 Trademarks and Copyrights.
- Amendment June 2006 definitions of roles relating to ITF recognised groups operating in England.
- Amendment January 2007 Executive Committee restructure and voting rights added.
- Amendment 1st August 2010 Successful election of President BITF democratically elected.
- Amendment 14th November 2010 revised Constitution.
- Amendment 13th December 2010 Constitution Clarified.
- Ratification of Constitution 13th December 2010.
- Amendment 12th February 2012 Updating Constitution in line with ITF.
- Amendment 12th August Election of President postponed Prof.Chang Ung present.
- Amendment 20th August 2012 Minor amendments, founding members, special resolution.
- Ratification 20th August 2012 of Constitution as directed by ITF President.
- Amendment 5th October 2013 of Constitution.
- Ratification 11th January 2014 of Consitution.