



Constitution

Revision 5.1

*Approved by ITFS Board of Directors 2012
Approved and Amendments made as per ITFS Congress on 19th November 2017*

1.0 NAME

The name of the Federation shall be International Taekwon-do Federation - Scotland also to be referred to as ITF Scotland.

2.0 OBJECTS

The objects of the ITF Scotland are;

2.1

to promote, establish and develop the Art and Practice of TaeKwon-Do in Scotland.

2.2

to organise, regulate and control the Art, Sport, Study and Practice of TaeKwon-Do in Scotland

2.3

to co-operate with, other national and international Federations or Organisations whose objects are similar or in part similar to the objects of ITF Scotland;

2.4

to act as an advisory body on all matters appertaining to the Art, Sport, Study and Practice of TaeKwon-Do through liaison with statutory, governmental, quasi-governmental and voluntary bodies, news media and other relevant bodies;

2.5

to supply members with such services and support as may be available through their membership of the ITF Scotland;

2.6

to operate and maintain an ITF certificate register of current membership.

2.7

to raise, administer and disburse funds at ITF Scotland's discretion;

2.8

to invest and deal with the funds of the Federation not immediately required upon, into such securities and in such manner as may from time to time be determined;

2.9

to borrow or raise and give security for money by the issue of or upon bonds, debentures, debenture stock, equities, bills of exchange, promissory notes, or other obligations or securities of the ITF Scotland, or by mortgage, or charge upon all, or any part of, the ITF Scotland's assets;

2.10

to purchase, hire, make or provide and maintain, and to sell or otherwise dispose of all kinds of equipment and other things required or which may be conveniently used in connection with the practice and study of TaeKwon-Do;

2.11

to buy, prepare, make, supply and deal in all kinds of apparatus and equipment used in connection with the practice and study of TaeKwon-Do required by members of the ITF Scotland;

2.12

to promote and hold, either alone or jointly with any other Organising bodies, Association, Federation, Organisation, Club or persons, meetings, competitions, and championships and to offer, give and contribute towards prizes, medals, trophies and awards, and to promote, give and support dinners, balls, concerts and other entertainments;

2.13

to supply members with such services and support as may be available through their membership of the ITF Scotland;

2.14

to do all such other things as are incidental or conducive to the attainment of all or any of the above objects.

3.0 MEMBERSHIP

The aggregate membership of ITF Scotland shall be unlimited and full membership is open to all Taekwon-Do Associations, Schools in Scotland.

3.1 FULL MEMBERS

Full members shall consist of Instructors of any existing or newly formed school that has applied to become a member of the ITF Scotland, and has been voted to full membership of the Federation by a majority of two-thirds of the Federation's Executive present and voting at any properly convened Executive Meeting, and are fully paid up members of the Federation. A full member is entitled to vote at Annual General Meetings of the Federation. A full member need not previously have been a Provisional Member.

3.2 PROVISIONAL MEMBERS

Provisional members shall include Instructors of schools which the Federation, in its discretion, elects by a two thirds majority present and voting at an Executive Meeting convened as hereinafter provided and elected as Provisional Member (s). The Federation may, by the aforesaid majority impose such conditions or restrictions on the Provisional Members as it may deem necessary at the time and during the membership of the Provisional Member and may by the aforesaid majority, remove or alter the said restriction or conditions. Provisional Members can attend the Association's Annual General Meeting but are not entitled to vote.

3.3 STUDENT MEMBERS

Student members shall be individuals (Colour Belts, Black Belts and Instructors) holding a current licence issued by the Federation as receipt for a fully paid up subscription, and practising Taekwon-do in a Full or Provisional Membership school. Student members may be admitted to the Federation's Executive and Annual General Meeting at the sole discretion of the Executive. They shall have no voting rights.

3.4 TEMPORARY MEMBERS

Temporary members shall be persons who are not members of the Federation, but are connected or related to Federation's license holders (parents, spouses, relations, etc) practising at a Full or Provisional membership school, who attend events organised or sponsored by the Federation by paying an entrance fee. The said fee will entitle them to a temporary membership

of the Federation for the duration of the event.

3.5 CO-OPTED MEMBERS

Co-opted Members shall be person (s), who in the estimation of the Federation's Executive or Members, are in a position to make a positive contribution to the deliberations of the Federation and the membership in general. Such co-opted member (s) shall hold office until the next general meeting, but should then be eligible for further co-option as well as future election. Such co- option shall at all times be subject to the approval of, and be terminable at any time by, the Federation's Executive. Co-opted members may attend the Federation's Executive and Annual general meetings but shall have no voting rights.

4.0 ENTRANCE FEE AND SUBSCRIPTION

The entrance fee for competitions, championships, etc. shall be such a sum as the Executive committee may from time to time determine and have voted on at an Annual General Meeting. The annual subscription for all Organisations, Associations, Federations, schools and individual license holders shall be determined from time to time by the Executive and voted on at an Annual General Meeting.

5.0 RESIGNATION, DISCIPLINE AND EXPULSION OF MEMBERS

5.1

Any member may resign his membership by giving to the Secretary three months' notice in writing to that effect. Upon expiration of the period of such notice the membership shall cease without prejudice to any claims outstanding at the said date by the Federation against such party, or by such party against the Federation.

5.2

In the event of any alleged breach of discipline of the Constitution or policy of the Federation or conduct prejudicial to the Federation, the member or members concerned shall be called before the Executive of the Federation to explain their conduct. After hearing all the evidence the Executive shall consider that evidence on its merit and shall take such action as it may deem necessary.

5.3

Disciplinary action (at all levels) may take the form of a caution, verbal or written, or a suspension for a given period. Any member of the Federation disciplined under the terms detailed above shall have the right to appeal against such action. Any appeal shall be sent to the Secretary in writing giving grounds for the appeal, stating the appellant's case clearly. An appeal against the decision of the Disciplinary Committee shall be heard by an Extra-Ordinary Meeting of the Executive. It shall consider all written evidence and seek further verbal evidence if required, before deciding the action to be taken, if any. The decision on the appeal by the Extra-Ordinary Executive Meeting shall be absolute and final to all parties concerned. The outcome shall be communicated to the membership.

5.4

It shall be the duty of the Executive of the Federation if at any time it shall be of the opinion that the interest of the Federation so requires, to invite by letter any member to withdraw from the Federation within a time specified in such a letter, and in default of such withdrawal, to submit the decision of his withdrawal to a Disciplinary Committee Meeting, to be held within six weeks after the date of such letter. Not less than four weeks notice of the Meeting shall be given to the members. It shall be the duty of the Secretary to inform the members and the person(s) in question of the time and place of the Meeting and the nature of the complaints against the individual(s) in sufficient time to afford him proper opportunity to offer his explanation. At such a Meeting, the members shall be allowed to offer an explanation of his conduct verbally or in writing; if after that, two-thirds of the Disciplinary Committee members present vote for their expulsion, they shall immediately cease to be a member of the Federation provided that the voting at any such Special General Meeting is by ballot, if a ballot is demanded by not less than five members present at that Meeting. It shall be in the power of the Executive to exclude such members from the Federation until such a Special Disciplinary Committee Meeting shall be held.

5.5 EFFECT OF CEASING TO BE A MEMBER

Any person shall on ceasing to be a member of the Federation forfeit all right and claim upon the Federation and its property and funds.

6.0 MANAGEMENT

The management of the Federation shall be entrusted to the Executive who shall be responsible for the day to day running of the Federation. The Executive Officers, being the Trustees, shall

have the widest powers, privileges, and immunities available to gratuitous Trustees under statute and common law. The Executive in addition to powers specifically conferred on it by the rules detailed below, shall have control of the finances of the Federation, power to engage, control and dismiss staff (who may or may not be members of the Federation), and all such administrative powers as may be necessary for properly carrying out the objects of the Federation. The Executive are collectively responsible for establishing policy and procedures to ensure the efficient management and continued development of the Federation in all its aspects.

6.1 The EXECUTIVE shall consist of:

President

Senior Vice President

Vice President

Vice President

Secretary General

Treasurer

Board Member

Board Member

Board Member

Plus, if required: Co-opted Members

The executive shall be nine in total.

6.2 THE PRESIDENT

The President, or failing him Snr Vice President, shall preside at all meetings of the ITF Scotland, but if they are both not present within fifteen minutes after the time appointed for the Meeting or have signified their inability to be present at the Meeting, the members present and entitled to vote shall choose one of their number to be the President of the Meeting. At Executive Meetings and at the General Meetings the President shall have a casting vote or

additional vote, in the event of an equality of votes. The President may, with the consent of a Meeting at which a quorum is present (and shall if so directed by the Meeting), adjourn the Meeting from time to time and from place to place, but no business shall be transacted at any adjourned Meeting other than business which would properly have been transacted at the Meeting had the adjournment not taken place. The President's decision as to the result of the voting on any question shall be final and an entry into the minute book signed by the President of the Meeting within fourteen days of the holding of the Meeting shall be conclusive of the terms of any resolution and of it having been passed.

6.3 THE SENIOR VICE PRESIDENT

The Snr Vice President shall assist the President in the execution of his duties.

6.4 THE VICE PRESIDENT

The Vice President shall conduct duties as decreed by the executive.

6.5 THE SECRETARY GENERAL

The Secretary shall conduct the correspondence of ITF Scotland, and shall have the custody of all documents belonging to the Federation. He shall keep full and correct minutes of all proceedings, and records of members, competitions, gradings, courses, etc. He shall in conjunction with the Treasurer keep proper and accurate records of all income and expenditure relating to the above.

6.6 THE TREASURER

The Treasurer shall keep proper and accurate records of accounts of all Monies received and paid out on behalf of the ITF Scotland. This will include the sale and purchase of goods for resale to members. He shall arrange for all such sums to be deposited at a bank, on which cheques or other orders shall be signed by not less than two Executive Members. He shall prepare upon request and submit to any meeting a financial statement of affairs of the Federation.

6.7 THE BOARD MEMBER

The (3) Board Members shall conduct any duties called upon them to do and shall be able to vote on any resolutions the executive may have.

6.8 CASUAL VACANCIES

All casual vacancies arising amongst the Executive Officers shall be filled by Executive Members. Any member so chosen shall retire at the following Annual General Meeting, but shall be eligible as a candidate at the Annual General Meeting. The service of any member on the Executive chosen to fill a casual vacancy shall not be reckoned in calculating the seniority of such a member if subsequently elected to serve.

6.9 ELECTION AND TENURE OF EXECUTIVE OFFICERS

The Executive shall hold office until they retire or for a period of four years, whichever may be the shorter, after which they will either face re-election at an Annual General Meeting of the full members or be replaced by nominees duly elected at the Annual General Meeting.

6.10 ELECTION OF PRESIDENT

The President may only hold office for a maximum of two consecutive terms (eight years)

6.11 ELECTION OF EXECUTIVE OFFICERS

The re-election of the executive, other than 7.1, must be staggered to ensure continuity of service, with fifty percent (50%) of the executive being elected every two years.

7.0 POWERS OF THE EXECUTIVE

The powers of the Executive shall be:

7.1

to determine the general policy of ITF Scotland;

7.2

the executive may formulate and implement such By-Laws as may be necessary to conduct the business of ITF Scotland as long as those By-Laws are not in conflict with the Constitution.

7.2

to propose amendments the ITF Scotland's constitution and Bye Laws;

7.3

to arrange for the management and administration of the Federation's moveable and heritable property (freehold and leasehold), to purchase materials and services, to make leases to grant security for loans, to make loans, and to take security;

7.4

to determine and vote on remuneration/ fees for work carried out for and on behalf of the ITF Scotland by its Officers and Members. The individual in question will be liable for any tax and National Insurance liability that may ensue as a consequence of such payment;

7.5

to sanction and reimburse on the behalf of the Federation all expenses reasonably incurred on the Federation's behalf by the Executive Officers and Members;

7.6

to affiliate members and to arrange for the registration of all members or groups of members, or classes of members with other organisations as may be deemed necessary and desirable by the Executive;

7.7

to charge persons or groups of individuals for the sale, hire, provision, supply or disposal of clothing and equipment, premises, furniture, fixtures and fittings. The Executive shall be responsible for acquiring the above items by whatever means so determined;

7.8

to make disbursements of funds, assets and equipment, etc. belonging to the ITF Scotland as may be decided by the Executive;

7.9

to receive, co-ordinate and administer grant applications on behalf of the ITF Scotland and its members;

7.10

to arbitrate, mediate, conciliate and adjudicate in all such matters as may be requested by the

Federation's Members. The terms of reference, powers and sanction of the Executive in all such cases shall be determined by prior agreement between the Executive and the parties to the dispute.

7.11

to appoint, determine and decide the terms of reference of Standing Committees, and to delegate such powers necessary to such sub-committees; such sub-committees may have no voting rights at Executive Meetings but shall make recommendations;

7.12

all members of the Federation, whether voting on any resolution of the Federation or not, and all Associations, Federations, Organisations, Schools and Individuals becoming members of the Federation, after the passing of any resolution at an Executive Meeting or at an Annual General Meeting, shall be deemed to have assented to the resolution as if they had voted in favour of it.

8.0 EXECUTIVE MEETINGS

8.1

The Executive shall meet to transact the business of the ITF Scotland whenever necessary. They shall call, regulate and adjourn all its meetings in accordance with the standing rules for debate.

8.2

Meetings of the Executive may be convened by any two Executive Members, a quorum for each Meeting shall be fifty percent of the Executive plus one.

8.3

Meetings of the Executive shall be minuted and the minutes kept and properly preserved by the Secretary or such other persons as may be nominated by the Executive. The Minutes shall be circulated to the Executive Members and made available for the perusal of the membership.

8.4

The President of the ITF Scotland may, subject to the approval of a majority of those present and voting, invite any individual or groups of individuals to address any Executive Meeting.

9.0 ANNUAL GENERAL MEETINGS

9.1

The Annual General Meeting of the ITF Scotland shall be held not less than ten, nor more than fourteen, months from the date of the preceding Annual General Meeting.

9.2

The precise date and venue of the Annual General Meeting shall be at the discretion of the Executive. In their default, the President may set a date. But if the Executive and the President fail to call an Annual General Meeting in any year, any seven full members may call the Meeting, by sending a duly signed notice of the Meeting to the Secretary of ITF Scotland.

9.3

At least thirty days' notice of the date of the Annual General Meeting shall be given by the proposers of such a Meeting.

9.4

The quorum for the ITF Scotland's Annual General Meeting shall be fifty percent of the Full Membership plus one.

9.5

The Business of the ITF Scotland's Annual General Meeting shall include:

9.5.1 the submission of the ITF Scotland's accounts for the previous financial year;

9.5.2 the submission of an Annual Report;

9.5.3 the election of and re-election of Officers whose terms conclude at that Meeting;

9.5.4 the appointment of Accountants, and

9.5.5 to transact any further business for which proper notice has been given.

10.0 GENERAL

10.1 NOTICE OF BUSINESS

Any member desirous of moving any resolution at the ITF Scotland's Annual General Meeting shall give notice in writing to the Secretary not less than thirty days before the said Meeting. Provision shall be made to any member? (Full/Provisional/Casual) to apply for a resolution to heard on the day of the meeting. It will be at the discretion of the executive as to whether it can be accepted.

10.2 SPECIAL GENERAL MEETINGS

The Executive, Full Members or any class of membership may at any time call a Special General Meeting, provided at least twenty-five percent of the said group requisition such Meeting by sending notice of such a Meeting to the Secretary. The Secretary shall then call such a Meeting within thirty days of the receipt of such a requisition.

10.3 VOTING AND RIGHTS

Only full members of the ITF Scotland shall be entitled to vote at the AGM meetings of the Federation Salaried officers and non-members shall have no voting rights at the ITF Scotland's Meetings neither shall they propose or second motions.

10.4

Voting may be taken by a show of hands by those present.

10.5

Voting for the elections shall be by secret ballot. In the case of a tied vote, the President shall cast the deciding vote.

10.6

For the election of President, the winning candidate must receive an absolute majority of votes. If on any particular vote there are more than two (2) candidates and an absolute majority is not obtained, the candidate with the fewest number of votes will be dropped from the next ballot. This shall be repeated on succeeding ballots until one candidate receives an absolute majority.

10.7

No proxy votes shall be allowed.

10.8 REPRESENTATION

Full Members will appoint the Executive of the ITF Scotland. Provisional Members, Student and Temporary Members shall make their views known in writing in advance of any Executive or Annual General Meeting. They may be admitted to ITF Scotland's Executive and Annual General Meeting at the sole discretion of the Executive; in such circumstances, they shall not be entitled to vote, propose, or second motions; nor shall they be entitled to be heard on any issue without leave of the Executive.

10.9

Nominations for election of Officers, Trustee and Executive Members must be made in writing to the Secretary and lodged with the Secretary at least thirty clear days before the Annual General Meeting.

10.10

The rights of a member of the ITF Scotland shall be personal and shall not be transferable and shall cease upon non-renewal of membership, expulsion, dissolution or death.

10.11

The accidental omission to give notice of any meeting to or the non-receipt of such notice by, any member shall not invalidate the proceedings at that meeting.

10.12

No business shall be transacted at any meeting unless a quorum is present.

10.13

No member shall be entitled to vote at any meeting of ITF Scotland unless all money then due from him to the Federation has been paid.

10.14

Any alterations or amendments to the ITF Scotland's constitution and rules, or any resolution for the dissolution of ITF Scotland shall require a two-thirds majority of the Full Members present and voting at an Annual General Meeting specifically convened for that purpose.

10.11

The financial year of the ITF Scotland shall run from January to December inclusive.

11.0 AMENDMENT OF RULES

The ITF Scotland's rules may be added to, repealed or amended by resolution at any Annual, Executive or Special General Meeting, provided that no such resolution shall be deemed passed unless it is carried by a majority of at least two-thirds of the members voting on such a resolution.

12.0 POWER OF VETO

No member or Executive member shall have the power to veto any decision taken or made by the Executive of properly constituted meeting or by members at a properly constituted meeting.

12.1

Article 12.0 cannot be altered and shall remain irrevocable.

13.0 DISSOLUTION OF ITF SCOTLAND

If at any General Meeting a resolution for the dissolution of the ITF Scotland is passed by a majority of the members present and at a Special General Meeting held not less than six weeks' later (of which not less than four weeks written notice has been given to each member and at which not less than one-half of the members shall be present), that resolution shall be confirmed by a resolution passed by a majority of two-thirds of the members voting on such a resolution. The Executive shall immediately realise the property of the ITF Scotland and after the discharge of liabilities, the Executive may decide the best way to apply the remaining assets. On completion of such decision the ITF Scotland shall be dissolved.

14.0 INTERPRETATION OF RULES

14.1

The Executive shall be the sole authority for the interpretation of these rules and of the

regulation made from time to time by the Executive committee; the decision of the Executive upon any question of interpretation or upon any matter affecting the ITF Scotland and not provided for by these rules or by this regulation shall be final and binding on the members.

14.2

Reference to the masculine shall include the feminine and where appropriate the singular to the plural and vice versa.

14.3

The headings of these rules are for ease of reference only and shall not be taken in account in their interpretation.