

“A”

CONSTITUTION

OF THE

OCEANIA

TAEKWON-DO

FEDERATION

“Incorporated”



Oceania Taekwon-Do Federation

Constitution

Preamble

We, the practitioners of Taekwon-Do (the art of physical, mental and moral training in the use of techniques of unarmed combat for self-defence, as well as health, as originally taught by General Choi Hong Hi), do hereby undertake to strengthen and promote Taekwon-Do, and the Oceania Taekwon-Do Federation, regardless of religion, race, national or ideological boundaries, in accordance with the tenets of Taekwon-Do (namely Courtesy, Integrity, Perseverance, Self-control and Indomitable Spirit).

We recognise that we are forever students of General Choi Hong Hi; that it is our duty to serve the art and organisation of the International Taekwon-Do Federation (founded by General Choi Hong Hi, and whose president is Master Trần Triều Quân) and to honour General Choi's immeasurable accomplishments and vision. We commit ourselves to act as good citizens who value the importance of being part of the building process of a better society where peace, freedom, justice, humanity and morality stand for the principles of human progress.

Article I - Definitions

- I .01** The Oceania Taekwon-Do Federation (OTF) is an international, non-governmental, non-political, non-profit organisation of unlimited duration, which does not recognise differences of race, religion, sex or politics, and consists of nations, independent territories, commonwealths, protectorates or geographical areas within the geographical location known as Oceania. Oceania will include American Samoa, Australia, Cook Islands, Federated States of Micronesia, Fiji, Guam, Kiribati, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Vanuatu and any other nation, independent territory, commonwealth, protectorate or geographical area which may have (or wish to have) an affiliation to Oceania region.
- I .02** The term 'member organisation' refers to a National Association (NA) or Allied National Association (AA) as defined by the International Taekwon-Do Federation's (ITF) constitution.
- I .03** The term 'individual member' refers to a person who belongs to an OTF member organisation.
- I .04** The term 'delegate' refers to a person elected to the Board of Directors of the OTF.
- I .05** The term 'events' includes tournaments, seminars, courses, camps, meetings or any other such activity.
- I .06** The term 'controlling body' refers to the group of people duly elected by the individual members of a member organisation, and who govern said member organisation.
- I .07** Any reference to the singular also applies in the plural and visa versa.

Article II - Objectives

- II .01** To represent the ITF within Oceania.
- II .02** To assure the implementation of ITF policies, standards, and regulations.
- II .03** To ensure that all Black Belts and all Taekwon-Do teachers and examiners, within Oceania have the appropriate official ITF certification.
- II .04** To collaborate in the preparation of the yearly ITF calendar of events.
- II .05** To arrange to hold, coordinate the timing of, and organise events, that have ITF approval, between member organisations within Oceania.
- II .06** To coordinate the timing of regional events, organised by member organisations within Oceania.
- II .07** To, in the first month of each calendar year, make a report (on the forms provided) to the ITF Board of Directors.
- II .08** To collect, with the approval of the ITF Board of Directors, fees from member organisations within Oceania.
- II .09** To receive commissions on the sale of ITF approved items (e.g. doboks, sparring gear, training equipment, and other merchandise) as a result of agreements between the ITF and manufacturers.

Article III - Headquarters and Official Language

- III .01** The location of the OTF headquarters shall be determined by the OTF Board of Directors.
- III .02** English is the official language of the OTF.
- III .03** The measure of monetary fees quoted by the OTF shall be that of the nation in which the event is being held or that of the nation in which the treasurer resides.

Article IV - Structure and Membership

- IV .01** The OTF shall consist of the member organisations within Oceania who are affiliated to and recognised by the ITF.
- IV .02** To belong to the OTF a member organisation must be financial (see clause VII.10) and meet the requirements of clause I.02.
- IV .03** Each member organisation is entitled to conduct all OTF business directly with OTF headquarters in accordance with this Constitution.
- IV .04** Each member organisation should report to the OTF, through the Secretary, its events and activities.
- IV .05** Each member organisation shall have committees which will seek, among other responsibilities, ways of studying, recommending, and helping the work of the OTF in all aspects.
- IV .06** Each member organisation shall promote OTF organised events.

- IV .07** No person, individual member, member organisation, or group of any kind shall have authority to act on behalf of the OTF, nor shall they be deemed an agent, servant, employee or representative of the OTF, unless such person, individual member, member organisation, or group is an officer, salaried employee, or recognised body, of the OTF, and the relevant actions are being taken for the exclusive purpose of furthering the laws, goals or objectives of the OTF.
- IV .08** Any person, individual member, or member organisation which tolerates, allows or organises competitions in which discrimination is practiced or which is established in a nation where discrimination in sport is laid by law, shall not be admitted to the OTF, or shall be expelled from the OTF if she or he or it, is already an individual member, or member organisation, or fired if she or he is a person in paid employment of the OTF.
- IV .09** The controlling body of a member organisation shall be appointed only by means of election within that association. The statutes of a member organisation shall provide for an election procedure that guarantees the complete independence of the electorate.
- IV .10** The OTF shall not recognise the controlling body of a member organisation, even on an interim basis, if it has not been appointed in accordance with clause IV.09.
- IV .11** Any decision taken by an outside body to suspend a member organisation's controlling body shall not be binding on the OTF.
- IV .12** National Associations, Allied National Associations or other bodies with which any member organisation wishes to associate or commit themselves, shall only be permitted to do so with the OTF's express consent and shall be subordinate to the OTF. The Statutes, Laws, Regulations and Rules of any such National Association, Allied National Association or other body shall be subject to the approval of the OTF.
- IV .13** The following are recognised as elemental components of the OTF:
- A)** One National Association per nation, which:
1. Is not in the membership of another International Taekwon-Do body;
 2. Elects its controlling body democratically from among all individual members of that National Association;
 3. Is a legal entity, within the nation the National Association resides in, by being constituted properly;
 4. Shall be the only official representative to the ITF within its nation;
 5. Accepts and carries out delegated activities of teaching, development, and competition, ensuring that all ITF Rules and Policies are correctly applied;
 6. Works diligently in cooperation with all OTF member organisations.
 7. Shall resolve differences that may arise among member organisations in an equitable and fair manner;
 8. Reports its activities and provides feedback to the Board of Directors of the OTF as set forth in the OTF By-Laws;
 9. Cooperates with all committees of the OTF.

B) Any number of Allied National Associations. Each Allied National Association:

1. Is not in the membership of another International Taekwon-Do body;
2. Elects its controlling bodies democratically from among all individual members of the appropriate Allied National Association;
3. Is a legal entity, within the nation the Allied National Association resides in, by being constituted properly;
4. Accepts and carries out delegated activities of teaching, development, and competition, ensuring that all ITF Rules and Policies are correctly applied;
5. Works diligently in cooperation with all OTF member;
6. Reports its activities and provides feedback to the Board of Directors of the OTF as set forth in the OTF By-Laws;
7. Cooperates with all committees of the OTF.
8. Shall recognise the National Association in its nation as the sole representative of the OTF within that nation.

IV .14 The National Association and all Allied National Associations within a country shall cooperate through a National Federation for matters of national interest, without limiting the generality of the foregoing, such as submitting teams for world, regional and continental championships.

Article V - Board of Directors

V .01 The Board of Directors is the supreme body of the OTF. Its quorum is two-thirds of the elected officers (rounded up).

V .02 The Board of Directors shall consist of the following delegates:

- A)** President
- B)** Vice-President
- D)** Secretary
- E)** Treasurer
- F)** One (1) representative from each member organisation.

V .03 The delegate's duties will be outlined in the OTF's By-Laws.

V .04 To be elected to the Board of Directors, a delegate must come from a member organisation.

V .05 The representative of a member organisation shall be that member organisation's president unless the member organisation votes otherwise at its AGM.

V .06 The President, Vice-President, Secretary and Treasure shall be elected by a vote of all member organisations of the OTF at the OTF's AGM.

V .07 All delegates of the Board of Directors shall have a four (4) year term of office. Delegates may, if duly elected, serve in successive terms of office.

V .08 The President shall act as Chairperson of the meetings of the Board of Directors. In the absence of the President, or in the event she or he is unable to act, the Vice-President shall act in the President's stead. In the absence of the President and Vice-President, the meeting shall elect a Chairperson.

- V .09** No more than three (3) of the President, Vice-President, Secretary and Treasurer shall be from the same nation and no more than two (2) shall be from the same member organisation; unless special dispensation has been given to the Board of Directors, at the AGM, by an absolute majority vote of the member organisations for these numbers to be exceeded.
- V .10** If the President ceases to carry out or is prevented from performing his or her duties, the Vice-President shall undertake them until the next AGM. In such a case, the AGM shall elect a new President.
- V .11** If the Vice-President, Secretary and/or the Treasurer cease to carry out or are prevented from performing their duties, the Board of Directors shall appoint a replacement who shall occupy that position until the next AGM. In such cases the AGM will elect the replacement.
- V .12** The Board of Directors shall be the controlling body of the OTF. It shall be empowered to make decisions on all matters that affect the OTF.
- V .13** The Board of Directors may formulate and implement such By-Laws as may be necessary to conduct the business of the OTF, as long as those By-Laws are not in conflict with its Constitution.
- V .14** Such changes to the By-Laws will be outlined in a report to the following regularly-scheduled Board of Directors meeting.

Article VI - Board of Directors Meetings

- VI .01** The Board of Directors shall meet at least once (1) per year.
- VI .02** The President, Vice-President, Secretary and Treasurer each gets one (1) vote at Board of Directors meetings.
- VI .03** The representative of each member organisation shall have at least one (1) vote at executive meetings. If a member organisation has one thousand (1,000) individual members, it shall be entitled to a second vote and for each additional five hundred (500) individual members it shall be allowed an additional vote, for a maximum of five (5) votes. A member organisation will be allowed to split its number of votes for any agenda item according to the representative's member organisation's wishes.
- VI .04** Only the delegates present and entitled to vote shall decide any questions put to a vote.
- VI .05** No delegate shall be allowed to represent more than one (1) member organisation.
- VI .06** Voting by proxy is allowed.
- VI .07** Accidental error or omission in giving notice of any Board of Directors meeting, or non-receipt of a notice by a member organisation shall not invalidate any resolution passed or proceedings taken at that meeting.
- VI .08** The agenda specifying the nature of the business to be transacted, all reports (President's, Vice-President's, Secretary's, Treasurer's, and representatives) and the auditor's report (for an AGM) must be sent to each member organisation two (2) weeks before the date of the meeting.

- VI .09** All proposals and questions to be submitted to the Board of Directors meeting by member organisations must be sent in writing to the Secretary at least one (1) month before the Board of Directors meeting. Only those proposals and questions sent in time and included in the agenda may be discussed at the Board of Directors meeting.
- VI .10** Voting must always be taken by a count of votes.
- VI .11** Decisions taken at a Board of Directors meeting shall come into operation and effect immediately following that particular Board of Directors meeting, unless otherwise stipulated by that Board of Directors meeting, in which case a date for the operation and effect of such decision will be stipulated by the Board of Directors meeting.
- VI .12** The Secretary shall keep the official minutes of the Board of Directors, and they shall be distributed to those attending the Board of Directors meeting as soon as reasonably possible following the Board of Directors meeting.
- VI .13** The Board of Directors may call an Extraordinary Meeting of the OTF at any time, at the written request of two-thirds of the member organisations of the OTF (rounded up), or if the Board of Directors, by an absolute majority vote, of its delegates, considers it necessary. Not less than two (2) months notice must be given to all member organisations of the Extraordinary Meeting.
- VI .14** The Extraordinary Meeting shall be called at the place chosen by the Board of Directors.
- VI .15** The date and place of the Extraordinary Meeting must be confirmed to the member organisations by a letter, fax or email sent at least two (2) months in advance of the Extraordinary Meeting.
- VI .16** The OTF's AGM shall be the first Board of Directors meeting of the year which is to be held no later than the 31st July.
- VI .17** The AGM meeting alone may alter the Constitution of the OTF.
- VI .18** To be adopted an amendment to the Constitution must be passed by an absolute majority of the votes cast by the delegates present and entitled to vote during an AGM.
- VI .19** Proposals during an AGM shall be passed by a simple majority of votes cast by the delegates present and entitled to vote.
- VI .20** Voting for the elections shall only occur at an AGM and shall be by secret ballot. In the case of a tied vote, the Chairman shall cast the deciding vote.
- VI .21** For the election of the President of the OTF, 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.
- VI .22** Clauses VI.02 - VI.12 also apply to an Extraordinary meeting and an AGM.

Article VII - Finance

- VII .01** The financial year of the OTF shall begin on the 1st day of January of each year.
- VII .02** Consolidated balance sheets shall be drawn up for the financial year ending the 31st of December.
- VII .03** Consolidated balance sheets shall be prepared every year and presented at each AGM.
- VII .04** The AGM shall appoint, at each regularly-scheduled meeting, a firm of chartered accountants, or equivalent, to examine the accounts of the OTF and to prepare the yearly consolidated balance sheet, with explanatory notes, for presentation to the Board of Directors and to the AGM.
- VII .05** Such firm of chartered accountants, or equivalent, is to be known as the auditors.
- VII .06** Except as stated as being the responsibility of the auditors, the control of the OTF finances shall rest with the Treasurer.
- VII .07** The Treasurer shall report as required to the AGM and to the Board of Directors meetings on the financial situation of OTF.
- VII .08** Remuneration and expenses of the member organisations, of the Board of Directors delegates, and Standing Committee Chairpersons shall be set by resolution of the Board of Directors.
- VII .09** All expenses which may be eligible for reimbursement shall be set forth in the OTF By-Laws.
- VII .10** All OTF member organisation membership fees and OTF organised event fees shall be set by the Board of Directors and only altered at such times as is deemed appropriate. All such fees will be outlined in the OTF By-Laws.

Article VIII - Standing Committees

- VIII .01** The OTF shall have the following standing committees:
 - A)** Technical & Instruction Committee;
 - B)** Tournament & Umpire Committee.
- VIII .02** The Board of Directors shall have the right to create ad hoc committees.
- VIII .03** Each committee shall consist of a Chairperson and from two to four members, depending on the needs of each Committee, to be appointed by the Board of Directors for a term of two years. Each Committee may call for assistance in technical and/or organisational matters.
- VIII .04** Committees shall report to the Board of Directors in accordance with the Board of Directors' requests. Committees may propose to the Board of Directors for approval of the terms of reference necessary to carry out their responsibilities.
- VIII .05** The duties of all Standing Committees will be outlined in the OTF By-Laws.

Article IX - Expulsion, Resignation, Suspension

- IX .01** Circumstances and procedures not covered herein shall be addressed in the OTF By-Laws.
- IX .02** A member organisation's membership can be withdrawn from the OTF for the following reasons:
- A)** Expulsion;
 - B)** Resignation;
 - C)** Dissolution of the National Association or Allied National Association;
 - D)** Failure to pay the appropriate membership fees.
- IX .03** A member organisation may resign from the OTF by sending a notice to the Secretary.

Article X - Honorary Members, Distinctions

Honours and distinctions may be bestowed upon deserving individual members in accordance with the OTF By-Laws.

Article XI - Dissolution and Disposition

- XI .01** The dissolution of the OTF will require a majority vote of the member organisations eligible to vote, as registered with the OTF at least sixty (60) days prior to the vote. The vote for dissolution of the OTF can only take place during an AGM or Extraordinary meeting.
- XI .02** In the case of dissolution, the property of the OTF will be given to a charitable society.

Article XII - Effective Date

This Constitution will be in force and effect immediately upon its approval by a simple majority of the AGM.

The Undersigned, as the duly elected delegates of the Oceania Taekwon-Do Federation, do hereby ratify and affirm the above Constitution on the date specified below.

Dated this 7th day of November 2008, at the Oceania Taekwon-Do Federation Annual General Meeting, Te Awamutu, New Zealand.

These are the rules marked
“A”
referred to in the annexed declaration
of
Vince Pygott (Secretary)
made before me this
the 7th of November 2008

“A”
CONSTITUTION
OF THE
OCEANIA TAEKWON-DO FEDERATION
“Incorporated”

(President)

(Vice-President)

(Secretary)

(Treasurer)